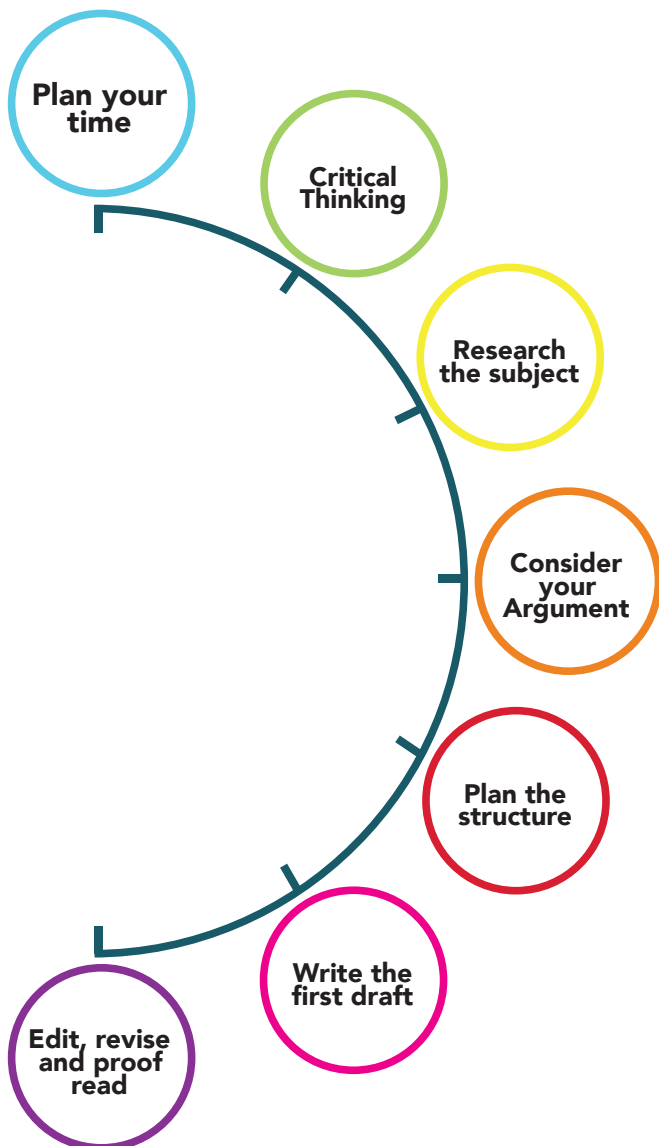


Steps in Academic Writing



Having a clear plan for how to approach your written tasks is essential. Follow these seven steps to help keep you on track.

1. Plan your time

- Plan your time, to allow for reading, more than one draft and feedback from your tutor.
- Ensure you follow the requirements as outlined in the assessment brief.
- Never handing submit the first draft, always make time to edit for sense, grammar and spelling.

2. Critical thinking

- Use critical thinking to analyse the subject and devise with questions you need to research the answers to
- Use a model such as READ Backwards to provide you with questions to prompt your thinking.

3. Research the subject

- Research the subject by reading thoroughly before you begin writing.

4. Consider your argument

- Consider the argument that you want to make
- Make sure your writing isn't overly descriptive, use critical thinking questions to help you analyse, evaluate and reflect.

5. Plan the structure

- Plan the structure and use bullet points to set out each section
- Use a clean and clear layout.
- Make sure you follow any format or structure as set out in the module guide.
- Organise what you want to say into sections and bullet points.
- Check to make sure that you stick to the topic you are writing about, don't go off on tangents.

6. Write the first draft

- Remember "The first draft of anything is shit." (Ernest Hemingway)

7. Edit, revise and proofread. Submit for feedback

- Your language should have a professional and respectful tone, appropriate for your reader.
- Don't use a word that you do not understand just because it sounds academic.
- Get somebody else to read your essay to check for sense and clarity.
- Use a spell checker.
- Ensure you have referenced all your sources accurately.