



Effective Writing

Ideas and Content

How can I . . .

- Change the way I write my sentences so that the main ideas stand out more clearly?
- Add evidence or examples so that my ideas stand with enough support?
- Add details, testimony or information which will make my paper more convincing?
- Explain my reasons for not agreeing with opposing ideas and possibilities?
- Improve the logic of my argument?
- Strengthen the connections between ideas, examples and illustrations?

Organization

How can I . . .

- Rearrange the order of the ideas and their supporting evidence to provide a stronger foundation for the argument I am making?
- Make sure each section of the paper does what it is meant to do? Is the introduction inviting? Does it state the issue clearly? Does the conclusion pull together the whole piece? Does it end with some power?
- Pace the flow of the paper so that it slows down and speeds up at the right times?
- Build smoother and clearer transitions and bridges between

sections of the paper as well as between the ideas being explored?

Voice

How can I . . .

- Strengthen my own personal identity in these words and sentences so the reader will hear my strong feelings and beliefs?
- Modify the words so that my passion and caring both shine through with conviction and strength?
- Change the piece so that I anticipate the questions, needs and concerns a reader might have?
- Write with fresh and original insights which I have built and discovered myself without simply borrowing the ideas of others?

Word Choice

How can I . . .

- Substitute stronger words where they are needed?
- Tone down words where they are too strong?
- Replace words which are "overdone" or "over-ripe" or "inflated" with language which is just right?
- Change tired and worn expressions into something new, fresh and original?
- Insert language which appeals, awakens the senses and strikes the fancy of the reader?
- Deepen and sharpen meaning by checking

the thesaurus or dictionary for just the right word?

- Eliminate needless repetitions and the flabby use of words?

Sentence Fluency

How can I . . .

- Re-write sentences to improve their flow from one to another so that my writing has cadence much like a piece of music?
- Introduce variety to the length and type of sentence in ways which seem natural and pleasing rather than forced and awkward? Can I combine some short sentences? Can I replace clauses with phrases?
- Insert bridging words such as adverbs both at the beginning and also within the body of my sentences to avoid stringing overly simple clauses together in a choppy manner?
- Change the words within sentences to eliminate "deadwood" and clarify meaning?

Conventions

How can I . . .

- Place paragraph breaks where they will help to put my message across?
- Employ punctuation that helps the reader know where to pause and how to read my material?

Check to make sure all rules for grammar, spelling and capitalization have been followed?