



☆ ☆

☆ Top tips for writing ☆



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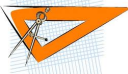
1. How to get started



- ☆ Make a list of ideas
- ☆ Write down everything (no matter the order of ideas)
- ☆ Number your ideas from the most important to the least
- ☆ Organise your ideas in the three paragraphs:
 - The main idea in the first paragraph: (introduction)
 - Develop your idea in the second paragraph: descriptions, personal experiences... This is the (body)
 - Summarise your ideas in the last paragraph: (conclusion)

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2. Drafting



Drafting is putting ideas down in some rough form. A first draft is generally messy and repetitive and full of mistakes--and that's just fine. The purpose of a rough draft is to capture ideas and supporting details, not compose a perfect paragraph or essay on the first attempt.

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3. Revising



This is changing and rewriting a draft to make it better. In this step, we reorganise ideas and reshape sentences to make better connections.

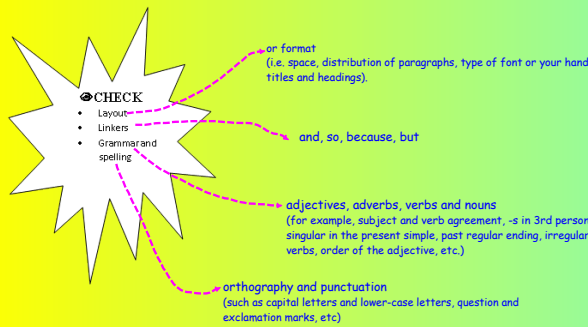
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4. Editing and proofreading



😊 This means carefully examining a paper to see that it contains no errors of grammar, spelling, or punctuation.

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CHECK

- Layout
- Linkers
- Grammar and spelling

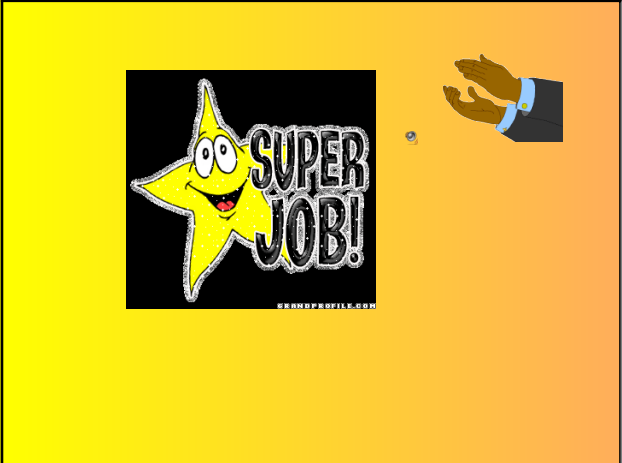
or format
(i.e. space, distribution of paragraphs, type of font or your hand titles and headings).

and, so, because, but

adjectives, adverbs, verbs and nouns
(for example, subject and verb agreement, -s in 3rd person singular in the present simple, past regular ending, irregular verbs, order of the adjective, etc.)

orthography and punctuation
(such as capital letters and lower-case letters, question and exclamation marks, etc)

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