

The **WRITING** CENTER

**Elftmann Student
Success Center**

**A Guide On
How To:**

**Prepare
Writing
Assignments**

- The writing process
- How to start
- Keywords to use

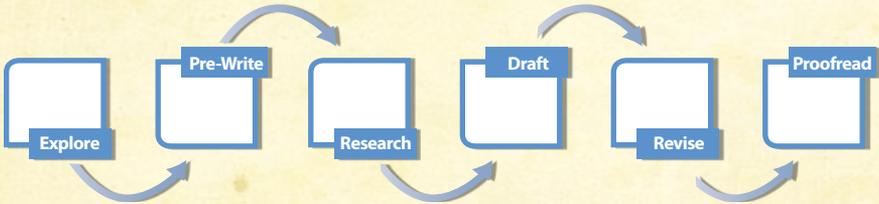


Prepare Writing Assignments

Using a structure to complete writing assignments will make them easier to write and more effective.

What is the Writing Process?

The Writing Process is a series of steps you can follow to write a successful writing assignment.



Successful writing assignments often require several drafts, revisions and proofreading to earn the highest grade.

It's also important to note that **the writing process illustrated above is not a fixed sequence**; these steps can be rearranged, taken out of order, and re-done as many times as needed.

How can I get a good start on my writing assignment?

There are three features of your assignment you must consider:

- **What is the writing assignment** - Read your assignment as soon as you get it. Look at the prompt, and **highlight the verb** (action word) **and any key words** you see to get an overall sense of the assignment.
- **Who will read your writing** - Fellow students? An instructor? A prospective employer? Consider what you want to communicate through your writing.
- **What is the purpose of the writing assignment** - What do you want to accomplish in your writing?
 - Describe
 - Compare/Contrast
 - Process
 - Illustrate
 - Argument
 - Define

Use the chart below to determine the paragraph pattern you could use to complete a writing assignment.

Prompt Verbs	Key Words to Use	Paragraph Pattern to Use	Examples
Explain, Trace, Show	Consequences, results, relation	Cause/Effect - How things cause or are the effect of another	<i>Effects of using nuclear energy</i>
Compare, Contrast, Identify	Differences, similarities	Compare/Contrast How ideas are the same or different	<i>Nuclear energy vs. solar power</i>
Discuss, Illustrate	Specific examples	Illustration - Proves a point using specific examples	<i>Japan, Love Canal, Chernobyl</i>
Discuss, Define, Identify	Characteristics, features	Definition - What a term or con- cept means using unique features	<i>Renewable, disposal, efficiency</i>
Separate, Describe, Categorize	Categories, kinds, types, parts	Classification - A topic sorted into categories	<i>"Green" energy/nuclear energy</i>
Explain, Describe, Trace	Steps, procedures, timeline, sequences	Process - How a particular act happens, works, or happened in the past	<i>Timeline of nuclear energy</i>
Explain, Describe, Imagine	Sensory im- ages, visual, emotion, detail	Description - How something looks, feels, seems, etc.	<i>A nuclear power plant</i>
Justify, Prove, Evaluate, Recommend	Advantages, disadvantages, why or why not, reasons	Argument - Why a position on an issue is correct and reasons for it	<i>Advantages of nuclear power</i>

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