



Tips to Approaching a Writing Assignment

- ◆ **Don't Panic and Don't Procrastinate**
- ◆ **The 3 R's: Read the Assignment. Read It Again. Refer to It Often**
 - ◆ Skim the assignment; what jumps out at you?
 - ◆ Re-read the assignment and focus carefully on important features or criteria. Highlight, jot down notes, underline, etc. Do whatever works best for you!
 - ◆ Keep the assignment sheet with you while you are working so that you can refer to it when needed.
- ◆ **Know your Purpose and Audience**
 - ◆ Know what you are writing and who you are writing it for so you know the language you need to use to get your message across to the reader.
- ◆ **Locate and Understand the Directive Verbs**
 - ◆ Some examples include: analyze, argue, compare, describe, explain, explore, summarize, narrate, and illustrate.
 - ◆ What exactly are you being asked to do?
- ◆ **Calculate the Best Approach to the Assignment**
 - ◆ How will you structure your paper? How will you construct your ideas and move from one idea to the next?
 - ◆ Sometimes, the instructor clearly details how you should structure your essay.
 - ◆ Consider what structure would deliver your message clearly and accurately.
- ◆ **Understand and Adhere to Style Formatting Guidelines**
 - ◆ MLA, APA, Chicago Style, etc.
- ◆ **Identify your Available Resources and Ask Questions**
 - ◆ Visit the Writing Center to get feedback and work one-on-one with a tutor!

Writing To Learn Activities: Coming Up With Ideas.....

Listing

Free Association (write out topic, circle key words and write all that comes to mind)

Free writing

Mapping

Journaling

Outlining

Brainstorming

Researching

Further assistance

For further assistance with approaching an assignment, visit the Writing Center located in the Lewis University Library on the first floor in the LRC.