Think of writing as a process and get started on an assignment early in the semester by making a realistic time schedule for accomplishing the three steps of planning, writing and revising.

Here is a checklist of points which can improve your writing ability.

**CLARIFY**

- Clarify the details of your assignment if there is anything you are not sure about. This may mean consulting dictionaries, looking at general texts, asking your lecturer or discussing the topic with friends.

**PLAN**

- Do some brainstorming about your topic as part of the planning process. Remember that spending some time planning your paper will save you time and agony in writing it.

- Organise your ideas into several "areas" for consideration in your essay. Research with the purpose of collecting material for each of these areas.

**WRITE**

- Try to write that first draft without editing and agonising over every sentence. The first draft is your opportunity to get your ideas on paper so that you can see how they are starting to shape up. Do not worry about grammar and punctuation while you create - leave that for the revising stage.

**REVISE**

- Put some time, effort and thought into the revising process. Remember that 'revising' does not mean 'recopying'. Most professional writers do several drafts of any piece of writing.

- When your paper is evaluated and returned, read the comments thoroughly. Ask the marker to explain what he or she meant by a particular note if you don't understand.

- Try to pick one or two consistent errors on each paper, and aim to improve or correct them on your next paper (see Student Learning Centre grammar brochures). If you can recognise and eliminate even one type of problem each time, you are well on your way to becoming a more effective writer.

Based on a handout from ACUE Adelaide University.
STUDENT LEARNING CENTRE
REGISTRY BUILDING ANNEXE

TEL: 61-8-8201 2518
E-MAIL: slc@flinders.edu.au

INTERNET: http://www.flinders.edu.au/SLC
POSTAL: PO BOX 2100, ADELAIDE, SA 5001