

Effective Writing

WRITING TO EXPLAIN

My paper will succeed if I use specific, relevant content and organize my writing well. That means I should:

- ☐ follow the directions given in the writing prompt;
- ☐ narrow my topic;
- ☐ try to stay focused on the main ideas;
- ☐ elaborate by using reasons, well-chosen and specific details, examples, and/or anecdotes to support my ideas;
- ☐ try to include information that is interesting, thoughtful, and necessary for my audience to know;
- ☐ organize my writing with an introduction, supporting paragraphs with main points and elaboration, and an effective conclusion;
- ☐ organize my writing in effective paragraphs;
- ☐ use transitions to connect my ideas.

My paper will succeed if I demonstrate an effective style. That means I should:

- ☐ show that I care about my topic by writing in a voice appropriate for my audience and purpose;
- ☐ use language that is appropriate for my audience and purpose;
- ☐ use specific words and phrases that help the reader understand my ideas;
- ☐ use sentences of varied length and structure.

My paper will succeed if I follow conventions in writing. That means I should:

- ☐ follow the rules of grammar and Standard English usage;
- ☐ spell words correctly;
- ☐ use correct capitalization;
- ☐ use correct punctuation;
- ☐ write complete sentences;
- ☐ indicate where new paragraphs begin.

