

THE QUALITIES OF GOOD WRITING

UNITY

- Have *one main point*
- Stay on the topic

COHERENCE

- Put ideas and sentences in *logical order*
- Use appropriate *transitional expressions* to show relationships

DEVELOPMENT

- Use *specific details*
- Have *enough* details

STYLE

- Varied and *exact word choice* (diction)
- Varied *sentence structure* (syntax)

MECHANICS

- Correct punctuation, spelling, grammar

(And...for professional writing: PAGE DESIGN)

THE PROCESS OF WRITING

PREWRITING

- Use methods of *invention*
- Decide on one main point: *thesis*
- Explore *details* to support main point
- Write *outline*/organize details

WRITING

- *Draft* the essay

REVISING

- *Major revision*: reorganizing essay, modifying thesis, adding or subtracting points/details
- *Editing*: grammar, punctuation, spelling

THE STRUCTURE OF ALL WRITING

INTRODUCTION

- Catch the reader's attention, when applicable.
- Build a bridge between reader and you, when applicable.
- **State your main point up front.** Do not write a mystery novel.

BODY

- Develop your point
- Prove your point
- Explain your point
- Sell your point

CONCLUSION

- Sum up and reemphasize your point