

23 Steps to Writing a Great Paper



1. _____ Select a general topic that interests you in some way.
2. _____ List key words to help you look up information about the topic.
3. _____ Go to an encyclopedia, or other reference source, to get an overview of the topic.
4. _____ Make source cards for whatever sources you will use for information.
5. _____ Using the general overview, begin to focus the topic into something you can cover well.
6. _____ Write a statement of purpose about the focused topic.
7. _____ Brainstorm questions about the focused topic.
8. _____ Group questions under similar headings.
9. _____ Add any new questions you can think of under those headings.
10. _____ Repeat step 2, listing more key words from your newly focused topic and questions.
11. _____ Make a list of possible sources that can answer your questions. Identify the best sources to use.
12. _____ Find the sources in the library, on the computer, etc. Make a source card for each one you use.
13. _____ Begin making notecards. Use your brain stormed questions to guide your note taking.
14. _____ Change your statement of purpose into a draft thesis statement.
15. _____ Make an outline of your headings. If you are ready to print your outline
16. _____ Refocus your thesis statement if necessary.
17. _____ Write the body of your paper from your notes.
18. _____ Cite any necessary information with parenthetical citations.
19. _____ Write your introduction and conclusion.
20. _____ Write your Works Cited (it is similar to a bibliography).
21. _____ Create a title page.
22. _____ Evaluate your work.
23. _____ Turn in your paper on time.