



Writing Tips

Outlining

- Create a list of ideas, anecdotes, and takeaways you want to write about.
- Reorganize your list in the order you want to write in.
 - Usually, logical or chronological order work best.
- Create multiple lists if you are having trouble choosing between topics.

First Draft

- Word vomit.
 - Go beyond the word limit so you do not constrain your ideas in your first draft.
- Do not get caught up in writing perfectly.
 - Leave editing grammar, language, and concision for future drafts.
 - Focus on organizing your thoughts and ideas.

Revising

- Use active voice instead of passive voice.
 - Active voice is more compelling than passive voice and improves concision.
- Avoid informal or vague language.
 - Remove contractions and do not use the word “it”.
 - Replace “be” verbs with more descriptive and active verbs.
- Avoid intricate metaphors.
 - Complex metaphors are often more confusing than beneficial.
- Remember to take breaks.
 - Take time away from your essay before revisiting to give yourself a fresh perspective.



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