

Writing Checklist

Introduction (abstract and proposal)

The introduction should directly illustrate what the paper will discuss. The introduction should clearly announce the agenda of the paper. Written economically, the entire paper should ration the amount of verbiage that is expended and the introduction must clearly and concisely amplify the objective for the paper.

Hook

The best way to begin an introduction is by drawing in the interest and attention of reader(s). This can be accomplished by using a “hook” such as an eye-opening statistic, provocative quote or other relevant and appropriate attention-grabber.

Map

After the hook, the *general* map should be laid out in order to make clear what the chronology of the paper will entail.

List points

Once the prompt is re-stated in the form of an announcement of the paper’s general map, the *specific* points to be examined must be enumerated.

Body (proposal, problem clarification/project planning, conceptual and embodiment design phase)

Topic sentences

Substantive points should be framed as individual paragraphs. Each paragraph should begin with a topic sentence that encapsulates the central idea for each paragraph.

Coherence and audience analysis

There should be coherence or connectivity between paragraphs so that the ideas in each paragraph inform the next. The logical flow should exhibit a natural progression that leads the reader(s) to the conclusion. Audience analysis should be evident such that the author is successfully gearing discussion points toward a particular audience’s interest.

Conclusion

General and specific

The conclusion synthesizes the introduction and body paragraphs by “sandwiching” both general points that were set out to be examined and specific points that were explored in the body paragraphs. The conclusion re-states, in summary, all of the main points.

Reinforce salient points

No new information should be introduced in the conclusion since this is the forum designed to re-capitulate the body paragraphs after all discussion is complete. Extra verbiage such as general afterthoughts or “fluff” should be avoided since the purpose of the conclusion is to reinforce ideas expressed in the paper and leave the reader(s) with a clear and distinct memory of what the paper discussed. Key ideas that the audience should take away is what ought to be included here. This is the final opportunity to ensure that the discussion in the paper resonated with reader(s).

Helpful hints:

Particularly for group papers, please work to avoid redundancies and read the drafted and converged paper collectively to remove any overlapping and/or repetitive information.

All figures must be high in quality and should communicate compellingly the message you wish to relate. Images should be clear and utilize labels, arrows where appropriate.

Your word choice should reflect selection of the word that will best convey the intended meaning.