

TEN BEST WRITING TOOLS OF ALL TIME IN 60 MINUTES

Presented by Dr. Roy Peter Clark

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1. Writing is not magic. It's a process. Learn the steps.
2. Don't write a little about a big thing. Write something big about a little thing.
3. Do the work. Do the reading. Gather more than you think you need.
4. You may call it a theme or thesis. What you want to find is a focus, the most significant thing you have learned.
5. Before you write what you think, write down some interesting things that others think about your topic.
6. From what you have collected, select only the stuff that supports your main point.
7. You don't need an outline, but you do need a plan, five or so elements you will include in the work.
8. Make sure your work has a clear beginning, middle, and ending, according to the accepted style you're working in.
9. Write earlier than you think you can to discover what you know and what you still have to learn. Write quickly and lower your standards at the beginning.
10. If you write early, you will give yourself time to revise. You can revise all parts of the process, not just the language.
11. Bonus tip: If you wait until the very end to begin drafting, at least think about what you want to say as soon as you get the assignment. If you rehearse it, you will be able to draft more quickly.