

# Ten Steps to Writing an Essay

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- Identify/choose the topic.
- Brainstorm ideas about the topic.
- Arrange your ideas in proper sequence (simple outline).
- Write a thesis statement.
- Find and read sources for information (write the source cards).
- Write the data cards.
  - a. Quote
  - b. Summarize
  - c. Paraphrase
- Organize the data cards.
- Write the essay using your data cards and transition sentences (citing your sources as you go).
- Read the rough draft and make corrections for:
  - a. Spelling
  - b. Punctuation
  - c. Transitions
  - d. Sequence of ideas
- Place citations and select a title.

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Group B, Day 2 Assignment – 10 Steps to writing an essay poster

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This worksheet is intended to be used for the dual purposes of a poster for the classroom as well as an individual checklist for students. The boxes preceding each step will serve as a visual tool for the student to track their own progress as they write essays.