

## IMPORTANT STEPS TO PREWRITING

### 1) Questions to ask before you begin:

- Why are you writing?
- Who is your target audience?
- What is the *general* point to be made regarding your topic?
- Why should your topic be found interesting to your target audience?

### 2) How to gather information:

- Take time to brainstorm. Make a list of your ideas as they relate to your topic.
- Collect a sample of information from a variety of sources (i.e.: books, articles, interviews, experience, etc.).
- If possible, search for additional information regarding related topics of interest.

### 3) Begin to organize your thoughts:

- Decide what will be the *main* focus of your writing.
- Outline the structure of your paper or essay, and organize your information to correspond to that outline.
- Ask yourself, “Is there any other area of this topic that I would like to add?”
- Ask yourself, “Do any areas of my outline need additional reinforcement or explanation?”

### 4) What if I have trouble starting to write?

- Begin by writing whatever thoughts come to mind. Express your thoughts on paper. Eventually, your mind will find a way to follow the structure of your outline.
- Change your thoughts into the actual sentences for your paper.