

TOP TIPS FOR **ACADEMIC WRITING**

Start Early

Cite Your Sources

Re-read the
Instructions

Use Academic
Vocabulary

Consider P-A-T

Revise Your Writing

Begin Your Research

Edit Your Work

Focus Your Writing

Do A Final Check

TOP TIPS FOR ACADEMIC WRITING



START EARLY

Good writing takes time. Read the assignment instructions to help plan your time while considering the research requirements, due date, mark value, and other assignments you may have. Create an assignment folder to stay organized.

RE-READ THE INSTRUCTIONS

Double check your understanding of the assignment by re-reading key instructions. Ask for help as soon as possible if unsure. Use the rubric as a checklist to stay on track, meet the requirements, and maximize your grade.

CONSIDER P-A-T

P-A-T stands for purpose, audience, tone. The purpose is why you are writing. The audience is who will read it – your professor, peers, or clients. Purpose and audience determine your tone, which will typically be professional and academic.

BEGIN YOUR RESEARCH

Use credible sources from the start: course materials, professional websites, and scholarly articles from the library. Use Research Notes forms to stay organized and avoid plagiarism.

FOCUS YOUR WRITING

Use an outline to stay on topic and organize your writing. Focused writing shows that you understand the material. Do not write more than the required word count for the assignment.

CITE YOUR SOURCES

Avoid plagiarism by referencing every quotation, paraphrase, summary, statistic, and image. Use a guide and follow the citation style your professor requires.

USE ACADEMIC VOCABULARY

Use discipline-specific terminology to demonstrate you understand the material. Write in Standard English and use a dictionary and thesaurus to look up meanings and synonyms. Use transition words and phrases to improve your writing flow.

REVISE YOUR WRITING

Your writing should be well organized, clear, concise, and correct so that you can show your reader what you know. Make it clear when you are including your opinion and when you are providing information obtained from research.

EDIT YOUR WORK

Check your grammar, punctuation, and spelling. Pay close attention to errors you have made in the past to ensure they are not repeated. Connect with SALS if you want to improve your skills and learn how to edit your own writing.

DO A FINAL CHECK

Refer back to the rubric. Check for completeness, formatting, and professionalism. Be proud of the work you've done.

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