

Good Writing (The 5 C's)

Ways of Being *Clear*

- ✓ Write legibly; make simple, neat corrections.
- ✓ Choose exact words.
- ✓ State the central idea (in a thesis statement or topic sentence).
- ✓ Give facts and examples to support generalizations.

Ways of Being *Coherent*

- ✓ Outline the plan of organization (the subtopics or steps).
- ✓ Arrange the key ideas of each paragraph in an appropriate order.
- ✓ Connect related information with transitional expressions.
- ✓ Be logical.

Ways of Being *Consistent*

- ✓ Stay on topic; match your answer to the question.
- ✓ Keep the verb tense and person (pronoun case) and other grammatical forms uniform and congruent.
- ✓ On a debatable issue, choose one side to support and stick to it.

Ways of Being *Complete*

- ✓ Introduce the main idea along with the subtopics early; then repeat these key phrases in the body paragraphs.
- ✓ Develop each paragraph fully with convincing specifics.
- ✓ Check word endings, especially plurals and past tense.
- ✓ Check sentences for missing words, unfinished thoughts, and missing periods.
- ✓ Match the closing to the opening, re-emphasizing the most important idea.

Ways of Being *Courteous*

- ✓ Assume that your reader is intelligent, interested in your ideas, but not a mind reader.
- ✓ Assume that your subject is significant and deserves the time you are giving it, that it deserves careful presentation.
- ✓ Make it easy for the reader to see what you have to say: allow plenty of white space.
- ✓ Always identify yourself, your assignment, and the date.