

# Write Your Paper in a Week

DUE DATE

CLASS

## Weekend Before\*

- Make sure you've done all the reading(s) & taken notes
- Make sure you understand the assignment

## 4-5 Days Before\*

- Figure out your thesis
- Make an outline\*\*

## 3-4 Days Before\*

- Write your first draft
- Make an appointment if you want a writing consultation

## 1-2 Days Before

- REVISE your draft (remember: a revision should be a thorough re-write and improvement)
- Proofread for grammar, punctuation, citations & format

## Due Date

- One last check for proofreading, formatting, vibes
- Print and/or upload to turn it in!

\* The longer the paper is, the further out this date needs to be

\*\* The more substantial your outline is, the easier writing your first draft becomes