Hi I am Bernie Grindel form the Learning Center. I have got three tips to help with short writing assignment.

My first tip is to:

**make sure that you write in 15-minute increments**

With only 15 minutes writing at a time, you will force yourself to get a lot of stuff done in only a little bit of time. And don’t start at the beginning of the paper. Make sure you start in the middle somewhere, rather than waiting for the perfect first line to appear on your screen.

My second tip is to:

**choose and set a format for all of your essays throughout the entire term**

You can use an old fashioned format like an intro-body-conclusion format. Or you can use something a little newer, like pausing a question, introducing data, and then analyzing it. If you have a stable format for the entire term, you do not have to make that decision, and that is going to save time for you. Make sure that you check your professor’s feedback on your first paper, however, to make sure that you are making adjustments to meet their expectations.

My third tip is to:

**plan time for a thorough revision**

There should about the same amount of time as it took to write the first draft. Your revision should happen a day later or at least a few hours after you write your first draft. That way you can catch any of the language and logic errors that you may have made.

*When you are doing your revision think about this:* go to the end of your first draft and look for the best statement of your argument or topic there. Often times in the first draft, that is where it is. Move that up to the front of the paper so your professor will recognize the thinking that you have put into the assignment.

So, you have got three tips for short writing assignments. *First of all*, write in 15-minute increments. *Second*, choose and use a stable format for the entire semester. And *lastly*, make sure that you plan and do a thorough revision before turning it in.

I am Bernie Grindel from the Learning Center.

Have fun with your short papers!