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.