



Top 10 Writing Tips from the Writing Center

Writing tip 1:

Establish routines to start writing/ working; to get into the right mind-set, focus, concentrate (e.g. freewriting).

Writing tip 2:

Split the complex writing process into individual work tasks and sub-steps.

Writing tip 3:

Clarify the exact task, requirements for the relevant text type as well as expectations with your supervisors.

Writing tip 4:

Take your stance: The finished text (ready to be submitted) is created during the revision process; the first drafts do not have to be perfect (writing the raw text).

Writing tip 5:

Allow sufficient time for revision.

Writing tip 6:

Split the revision into several steps (content/ logic/ structure → expression/ style → orthography, grammar etc.).

Writing tip 7:

Ask for feedback & exchange views with others about the text and about approaches to writing at all stages of the writing process; find others who are in a similar position (e.g. establish a writing group).

Writing tip 8:

Set concrete goals (milestones) and record them in writing.

Writing tip 9:

Create routines: Structure writing days/ times, take regular breaks, e.g. work according to the tomato technique.

Writing tip 10 ff.:

What do you want to add?

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