

HOW TO TURN YOUR OUTLINE INTO A DRAFT

Get some paper out! Put the note cards next to you (in the order you chose) and look at the first card. Is that sentence or idea the one that would best start your paper, or do you think that there are some introductory or background sentences which should come first? If you think that an intelligent reader who is unaware of what you are about to prove would still need some introductory sentences to explain the title, the author, the plot, the issue (or symbolism), or whatever then write those kinds of background sentences first. Those sentences would come right out of your head. When you feel you are ready to include the first bit of note card info, then put that information as the next sentence. Every time you include an idea that came from a specific source, incorporate that source into your paper using the citation style assigned by your teacher. If you got the words as well as the idea from someone else, then you need to use quotation marks around the words you borrowed.

If you need help with citation styles, ask your teacher or your school librarian. Or, you may ask for the citation handbook or check with an online citation resource. There you will find many examples showing the formats for citation of different genres in the chosen citation style.

Continue the process of adding note card information (citing it if it is someone else's words). Whenever necessary or useful to a reader, add your own **CONNECTING** sentences between source sentences. Connecting sentences are sentences which you make up that are not on the note cards but would help a reader understand what to think about the info on the note cards or help make the note card info. more clear.

After you have included all of your note card info, add a conclusion that is similar to your first paragraph in terms of restating what the paper is trying to prove about the symbolism. Those summaries that re-state key issues in a new way are best.

Be sure to proofread your paper, checking for errors of citation, punctuation, capitalization, spelling, word choice, etc...

Writing a term paper is a difficult process, and it almost always requires a second or third draft, so be willing to tinker around with it until it is just the way you like it. Re-writes are easier if you leave the paper for a day or two. When you come back to it later, you will be better able to spot errors and improve content.

Show it to someone you trust and ask that person for suggestions. Did this person have questions while reading? Be sure to follow through with those suggestions.

I hope this information helps. Be sure you find out how you are supposed to cite any sources you use; if you do not cite the words of another, then you are guilty of plagiarism, and that is a crime!