

A Process for the In-class Essay Exam

Do not waste half your time trying to recopy a first draft: plan first, write once, and proofread.

(1) understand the task

- read the question
- look for—and circle—directive verbs
- if the question seems to have multiple parts, number the parts

(2) take five minutes to plan

- jot down ideas, supporting evidence, in any order
- decide how to organize your response
- circle or number ideas that belong together

(3) write your answer

- leave space for your introduction
- write the body of your answer
- write the conclusion
- write the introduction

(4) proofread

- supply missing words
- check your spelling and punctuation