

The Basic Steps	3
1. Be proactive	5
2. Plan your work	7
The Clarifying Steps	13
3. Come up with the right topic	17
4. Identify your thesis	47
5. Do the research	51
6. Develop the organization/outline	83
The Writing Steps	95
7. Write with your reader in mind	97
8. Complete the first draft	101
9. Revise and edit the draft	115
10. Take one last look	125
References	126