IMPORTANT STEPS TO PREWRITING

1) Questions to ask before you begin:
   — Why are you writing?
   — Who is your target audience?
   — What is the general point to be made regarding your topic?
   — Why should your topic be found interesting to your target audience?

2) How to gather information:
   — Take time to brainstorm. Make a list of your ideas as they relate to your topic.
   — Collect a sample of information from a variety of sources (i.e.: books, articles, interviews, experience, etc.).
   — If possible, search for additional information regarding related topics of interest.

3) Begin to organize your thoughts:
   — Decide what will be the main focus of your writing.
   — Outline the structure of your paper or essay, and organize your information to correspond to that outline.
   — Ask yourself, “Is there any other area of this topic that I would like to add?”
   — Ask yourself, “Do any areas of my outline need additional reinforcement or explanation?”

4) What if I have trouble starting to write?
   — Begin by writing whatever thoughts come to mind. Express your thoughts on paper. Eventually, your mind will find a way to follow the structure of your outline.
   — Change your thoughts into the actual sentences for your paper.