Unrushed Timed Essay:

1. Come prepared
   - know what type of question you plan to respond to before you arrive
   - have a “plan of action” in mind
   - reread any notes you’ve taken and readings you’ll want to refer to.
   - don’t wait until you come to class to think about what you want to write

2. Evaluate the question
   - Read the question all the way through and make sure you understand it
   - underline or circle key words and directions; consider what the words mean
   - be aware of the mode of discourse that the question requires
     - exposition (writing that explains)
     - argument
     - personal experience
   - What to do when a question is not clear?
     - don’t “file dump” everything you know and hope you get lucky
     - come up with a plan
     - sketch out meanings and connections as you decide on the central idea of your response
     - If you’re unsure about the question, ask!

3. Don’t feel rushed!
   - allow time to generate and organize ideas
   - allow time to revise and edit
   - use all the time allotted
   - don’t waste time recopying your draft

4. Planning and Prewriting
   - make an outline
   - construct a thesis
   - how will I organize them?
   - What examples or support will be used?
   - How will I begin? How will I conclude the essay?

5. As you write:
   - show logical relationship
   - state thesis in the very beginning and support it
   - don’t just summarize-- analyze your ideas
   - demonstrate your knowledge of a topic
   - is your essay clear and concise?
   - is your essay grammatically and mechanically correct?
   - Have you responded to the question?