ARTICLE WRITING TIPS

AS YOU WRITE, CONSIDER THE FOLLOWING POINTS:

- Is my text suitable for its audience and purpose?
- Have I used the appropriate form of English (i.e. formal or informal language)?
- Is my tone appropriate? Using the correct tone will ensure that your readers will be clear about your intentions.
- Is my text clearly structured? Using a range of language features will make your text more interesting. You should also try to write in a way that makes readers want to keep reading. And finally, KISS (or Keep It Simple, Stupid)! Often, less is more and keeping your text concise will make it both easier to read and more likely to stick in the minds of your readers.

AS YOU PROOFREAD AND EDIT, THINK ABOUT THE FOLLOWING POINTS:

- Have I chosen the best possible words to express my ideas? Could I change some words to make the writing more effective? Have you used the same verbs and adjectives too frequently?
- Have I checked my spelling and grammar (use your Spellchecker!)?
- Have I used punctuation correctly? What about apostrophes and quotation marks?

SOME OTHER TIPS:

- When you're proofreading your text, read it out loud. This will help you pick up the spots where the text doesn't flow.
- Check that all the information you have included relates to your topic. If you're answering a question, make sure that everything in your text works towards answering that question. You will probably come across some information that you find fascinating but that doesn't directly relate to your topic or question: just leave it out (and save it for next time!)

ARTICLE STRUCTURE

* HEADING/TITLE – MUST BE CATCHY AND SHARP
* BY-LINE INCLUDING NAME OF THE AUTHOR

BODY
* 1ST PARAGRAPH – INTRODUCTION: START WITH A SLOGAN, A QUESTION, AN AMAZING FACT, FIGURE OR STATEMENT.
* 2ND/3RD/4TH PARAGRAPHS – CONTENT: CAUSES, EFFECTS, PRESENT STATE OF AFFAIRS, ETC.
* 5TH PARAGRAPH – CONCLUSION: DRAW SOLUTIONS AND CONCLUSIONS

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