

READ

Facilitate Focus

- Turn off wifi.
- If available on your device, use a reading view or mode. *
- Print it out.
- Use text-to-speech. *
- Use a timer.

Write to Engage in Reading

- Take notes. *
- Write in the margins (only if you own the book!) or on stickies.
- Use a digital annotation tool. *

ORGANIZE

Keep Track of Sources

- Save library sources to a folder. *
- Save pages on the web with a bookmarking tool. *

Note Big Ideas and Connections

- Use digital project organizing tools. *
- Write in a notebook. *

WRITE

Follow a Process

- Map. *
- Outline. *
- Write a draft.
- Use a reverse outline to check the organization, and revise. *
- Repeat these steps as needed or until two working days before the deadline.
- Edit and proofread. *

* Indicates linked text

Need Help?

OIT *

FACULTY

ACADEMIC ADVISORS

OIT *

LIBRARY *

**WRITING CENTER
SERVICES ***