How I write school papers

By: William

1. **Basics** - Write the basics of the paper such as title page, date, name, running heads and title of the paper. So for example, I would write the title page, running head, and questions within the paper. This can be done without much thought, if you have already written a paper usually this is a matter of just using a previous paper such as an APA format and changing the basics such as title, professor, etc……..(All this I used to do while watching tv, watching youtube, etc…..) Time to complete for me usually -- 20 to 30 minutes .
2. **Research and outline** -- The first thing I would do here is actually hand write on paper an outline of what I think I should start writing. So, for example, lets say your paper is about the rise of apes to US congress through the process of evolution.

**Bibliography and References** -- You should get all your references for your bibliography in this step, because during your research you should be inputting your references into Microsoft Word as you write notes, outlines etc……..so if your paper calls for at least 5 references, you should input them as you use them so your bibliography is done by the time your write your paper.

I spend the majority of my time writing papers on the research and outline.

Outline, Outline, outline…then the paper is easy.

I usually sit in front of a tv or listen to music while looking at the questions and outlining how I’m going to do this.

1. **Write scratch paper** – If you did the research and outline right, 90% of the time this part is actually the fast part. Write the paper on a word document I call scratch. So for example if I am writing a paper on US Congress, I will create a document called USCongresspaperscratch.doc. The reason for this is so I can write without mental blocks, I usually write without a minimum amount in my head, I just answer the questions but I write it all as fast I can. Usually I am able to just reach the minimum amount required by the assignment by just writing off the top of my head after researching a bit and writing without trying to reach a minimum. I find I can usually just write and write, but if you can’t reach the minimum when you write the scratch document that may take just a bit more time.
2. **Write actual paper** -- Write the paper, so at this point I create another document after I have written everything, after I have researched and written a scratch document I will edit, proofread, and make it look neat. If you have not reached a minimum page requirement you may need to go back to your outline and write more specifics.
3. **Proofread and edit** - Proofread one more time and insert final bibliography by clicking on references and clicking the bibliography button. You should have already entered the bibliography information so all you have to do at this point is hit a button and you have your bibliography/references at the end.

Tips: On an Apple mac you can use dictation to make the writing go faster by hitting the FN button twice, if its not configured just research youtube or something to configure it. I’m sure Windows 10 has a similar program, but not sure how that is configured.

If you still are struggling at the end of the paper you can change all periods from font 12 to 14, the human eye can’t usually (if at all) see the change and this sometimes will lengthen your paper by a page or half page without changing anything else for every few pages you write. Not sure if this is within the rules but this tip is there.