

# **Where do I start? A step-by-step guide to completing your written assignment**

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## **1. Read and understand the assignment**

Do you anticipate any difficulties?

If so, what can you do to overcome these challenges?

## **2. Read the text with a critical mind**

Take notes in your own words

Identify the main argument, supporting evidence, and highlight any subjective point

## **3. Organize your thoughts**

Work out the economic concepts, make sure you understand them and how they apply to this assignment

Create an outline and organize your notes within the outline

## **4. Write a first draft**

Sleep on it. Reading it again after taking a break from writing will allow you to be more critical of your own work.

Have your mom, your best friend (or anyone you know who is not an economics specialist) read it. If they don't understand all the words, you are using jargon.

## **5. Re-write**

This is a crucial step. Do not sell yourself short by skipping it. You can raise your grade by a whole letter grade simply by editing your work.

**Many students make the mistake of starting too late, leaving themselves no time to sleep on their first draft, have someone else read it, and definitely no time for rewriting. Do not hand in your first draft.**