

## The 7-Day Writing Plan

**\*NOTE:** Students should allocate as much time as possible for writing academic assignments. This model merely demonstrates how you can divide the writing process, and it can be adapted for a longer writing period. For example, we recommend dedicating several weeks (where possible) to write, revise, and redraft your work.

DAY	TASKS
1	<ol style="list-style-type: none"> <li>1. Write out the <b>question/</b> prompt to which you are responding.</li> <li>2. Highlight the <b>key words/</b> points of what you're being asked to do in the question.</li> <li>3. Make a <b>bullet-point list</b> of your initial ideas in response to the question/ prompt. What are the key things/points you can say with regard to the question/prompt?</li> <li>4. What can you say that is true of all these points? Does a pattern emerge? Make a <b>second bullet-point</b> list with key words that link all these points together.</li> <li>5. In <b>one full sentence</b>, write down how all these points are connected, i.e. try to formulate this into a thesis statement. For clarity, at this stage, we suggest you begin the thesis statement with: "This essay argues..." Redraft this statement x3 until it sounds right/ until it is saying everything you want it to say.</li> <li>6. What <b>3 topics</b> can you write about in your essay that support this thesis? These topics will be the 3 body paragraphs of your essay.</li> </ol>
2	<p>Introduction:</p> <ol style="list-style-type: none"> <li>1. Write the <b>task</b> of your assignment, e.g. "This essay provides..."</li> <li>2. Write a few sentences that introduce the <b>topic and research about the topic</b>, i.e. give some background and ensure you are responding to the question asked.</li> <li>3. Write a few sentences for your <b>road map</b>, i.e. that explain what topics you will cover in the essay (in chronological order).</li> <li>4. Write the final draft of your <b>thesis</b> statement, e.g. "This essay argues..."</li> </ol>
3	<p>Body Paragraph 1:</p> <ol style="list-style-type: none"> <li>1. Make your point, i.e. announce what this paragraph talks about (<b>topic sentence</b>).</li> <li>2. Support what you are saying with <b>evidence from primary source(s)</b>, e.g. assignment text; lab experiment; case note; statistics, etc.</li> <li>3. Use <b>theory</b> to support and contextualise your ideas.</li> <li>4. Expand on your point/ argument, unpack/ tease out what you mean (what is happening, how, and why?). Relate your <b>analysis</b> back to the central thesis statement/ key findings of the assignment.</li> </ol>

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DAY	TASKS
4	<p>Body Paragraph 2:</p> <ol style="list-style-type: none"> <li>1. Make your point, i.e. announce what this paragraph talks about (<b>topic sentence</b>).</li> <li>2. Support what you are saying with <b>evidence from primary source(s)</b>, e.g. assignment text; lab experiment; case note; statistics, etc.</li> <li>3. Use <b>theory</b> to support and contextualise your ideas.</li> <li>4. Expand on your point/ argument, unpack/ tease out what you mean (what is happening, how, and why?). Relate your <b>analysis</b> back to the central thesis statement/ key findings of the assignment.</li> </ol>
5	<p>Body Paragraph 3:</p> <ol style="list-style-type: none"> <li>1. Make your point, i.e. announce what this paragraph talks about (<b>topic sentence</b>).</li> <li>2. Support what you are saying with <b>evidence from primary source(s)</b>, e.g. assignment text; lab experiment; case note; statistics, etc.</li> <li>3. Use <b>theory</b> to support and contextualise your ideas.</li> <li>4. Expand on your point/ argument, unpack/ tease out what you mean (what is happening, how, and why?). Relate your <b>analysis</b> back to the central thesis statement/ key findings of the assignment.</li> </ol>
6	<p>Conclusion and Works Cited:</p> <ol style="list-style-type: none"> <li>1. Write a brief <b>summary</b> of the points you have covered in body paragraphs 1, 2, and 3, i.e. the highlights/ what you want your reader to remember.</li> <li>2. Provide an overall explanation regarding how these points support your central <b>thesis/ key findings</b>.</li> <li>3. Write out the <b>list of works</b> (primary and secondary) that you cited in the body of the essay on a separate page and using the correct citation style for your School: see <a href="https://libguides.ucd.ie/academicintegrity/referencingandcitation">https://libguides.ucd.ie/academicintegrity/referencingandcitation</a></li> </ol>
7	<ol style="list-style-type: none"> <li>1. Now <b>combine</b> each section/ task of the essay, and remove all the headings from your essay.</li> <li>2. Write "<b>transition sentences</b>" where appropriate, so that all the various sections blend together.</li> <li>3. Revise and rewrite your introduction and thesis statement, if necessary, or in case the direction of the assignment changed during the writing process.</li> <li>4. Read through your entire essay (<b>out loud</b>) several times, making cuts and additions where appropriate. Ask yourself: Are you saying everything you need to say? Are you "rambling" at any point? Are the points clear? Does everything "hang together" coherently?</li> <li>5. Make an appointment with the UCD Writing Centre if you would like to discuss your work with a tutor.</li> </ol>