

Six golden rules for the composition of texts

1) Understanding the task

Read the task carefully.

A task often contains several subtasks: consider **all** the aspects mentioned and write them down as headings.

2) Keywords

Brainstorm as many ideas as possible and write them down as keywords.

3) Topical order and outline

- Put the keywords into topical order by giving them numbers.
- Find categories for your ideas/arguments/statements and appropriate headings for each category. They might coincide with the headings above or you might have to find subheadings.
- List the categories, including the keywords, in numerical or chronological order.

4) Paragraph(s)

Compose the text in paragraphs.

The whole essay consists of

- a) an **introductory** sentence / paragraph
- b) **developing** sentences / paragraphs
- c) a **concluding** sentence / paragraph

Each paragraph consists of 5-10 sentences.

5) Textual coherence

Make sure that you guide the reader by using link phrases and connectives.

6) Corrections

Make sure you have enough time left to correct mistakes.