MURPHY BI-WEEKLY WRITING TIP

Dear Murphy Institute Students,

With a new semester comes new assignments, and the stress of getting them started. Our first tip of the season will suggest a way to make the process easier, accommodating, and less exhausting:

Set Small, Specific, Doable Goals

In a previous tip, we suggested you Analyze Assignment Prompts to understand what you need to do – and to turn those intimidating midterms and final projects into their smaller, more doable parts. We recommend you check that tip HERE – the same approach can be used for any assignment.

Once you understand what the assignment is asking from you, break the writing or reading into small, specific, and doable goals that you can do in short bursts of time.

Instead of this broad goal:

Tonight, I will complete the discussion board assignment.

Try:

For 10-15 minutes, I will slowly read the assigned poem (or a paragraph from an article).

For 5 minutes, I will list all my thoughts about the reading.

For 15 minutes, I will aim to write 50-100 words out of the 250 required.

For 10 minutes, I will re-read and revise my sentences.

Of course, adjust the length of time to what sounds reasonable for you, but we recommend keeping it short because 10-15 minutes of a task is way less intimidating than 60 minutes.

More importantly: these kinds of goals can accommodate your schedule!

It is much easier to find 10-15 minutes in your day to do some quick work than a whole hour.

As always: Remind yourselves what you have accomplished, and Best of Luck!

Sign Up for a One-On-One Tutoring Session

1. Visit https://murphy.mywconline.net/
2. Register for an account
3. Log in and select the “Murphy Queens Writing Center” calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

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If you have questions or want to put this into practice, feel free to contact me! ☺