

1. Understanding the prompt and the task: Before writing, carefully read the prompt and make sure you understand the job and the requirements

Understanding the prompt and the task: This step involves reading the question or the essay question carefully and ensuring you know the job you must do. The task could be to argue, persuade, describe, or analyze, among others. It is essential to understand the task as it will guide the overall structure of your essay. The prompt often contains specific requirements such as word count, formatting, and the type of sources you need to use, so make sure you understand these requirements before starting to write your essay.

Examples of Essay Tasks:

Argumentative Essay: The task is to present an argument on a particular topic and to provide evidence to support your idea. Example prompt: "Should the government regulate the use of social media? Argue for or against this statement and provide evidence to support your position."

Persuasive Essay: The task is to convince the reader to take a specific action or to adopt a particular viewpoint. Example prompt: "The use of plastic bags is a problem. Write a persuasive essay to convince the readers to switch to reusable bags."

Academic Writing: Using advanced vocabulary is essential in academic writing, as it helps demonstrate mastery of the subject and the English language.

Business Communication: In business communication, using advanced vocabulary helps to communicate your ideas clearly and effectively and convey your expertise and professionalism.

Creative Writing: In creative writing, using advanced vocabulary can help to add depth and complexity to your report, making it more engaging and impactful.

In conclusion, using advanced vocabulary is an essential aspect of writing, as it helps to express your ideas more effectively and enhance the overall quality of your writing. Make sure to use vocabulary words relevant to the topic and avoid using the exact words repeatedly. A rich vocabulary can help demonstrate your English language mastery and make your writing more impactful.

7. Sentence variety: Vary sentence structures and lengths to keep your writing interesting and engaging.

Sentence variety: Varying sentence structures and lengths helps keep your writing interesting and engaging. A mix of short and long sentences can create a rhythm in your writing and keep the reader's attention. Additionally, using a variety of sentence structures, such as simple, compound, and complex, can add depth and variety to your writing.

Examples of Sentence Variety:

17. Using specific, concrete language: Use clear, concrete language to describe your ideas and experiences.

Using specific, concrete language: In writing, it is essential to use specific, concrete language to describe your ideas and experiences. Specific, concrete language helps to paint a clear picture in the reader's mind, making your writing more exciting and engaging. Instead of using vague, abstract words, use specific, concrete nouns, verbs, and adjectives to describe your ideas. For example, instead of saying, "the book was good," try saying, "the book was well-written and captivating." Using specific, concrete language helps to make your writing more vivid and memorable.

18. Avoiding slang and colloquial expressions: Avoid using slang and idiomatic expressions in formal writing.

Avoiding slang and colloquial expressions: Slang and idiomatic expressions are informal words and phrases commonly used in casual conversation. Avoiding slang and colloquial expressions in formal writing is essential, as they can make your report appear less professional. Instead, use good words and expressions appropriate for an academic essay. For example, instead of saying "cool," try saying "impressive." Avoiding slang and colloquial expressions helps to demonstrate your mastery of the English language and shows that you take the task seriously.

19. Staying within the word count limit: Make sure you stay within the word count limit and don't go over it.