

ARTICLE WRITING

FORMAT

Determine your topic.

Exactly what are you going to write about? Brainstorm for ideas if you have to. When writing for How, you may even wish to refer to requested topics for ideas. It shouldn't matter that the same type of article had been written before or not, just think what you want to write.

Figure out who your audience is.

Are you writing for a beginner, an intermediate, or an advanced audience? For example, if you are writing an article about "Creating PowerPoint Slides," are your readers new to PowerPoint, or business people looking for advanced tips?

Do your research.

How well do you know the topic? Is it something you can write easily about with little or no preparation, or do you need more information from experts in the field?

Decide on the length of the article.

Teachers, magazines, and newspapers will often give you a limit. How articles, on the other hand, are often "as long as they need to be and no longer."

**Compile a list of possible sources
for you to consult.**

This can include documents, internet
research and people to talk to.

**Write either an outline or a summary
of your article.**

This will help bring the concept of the
article into sharper focus.

Write the rough draft of the article as follows

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Tell your readers what you are going to tell them. This is your introduction. For example: This article explains how to create a PowerPoint slide presentation. It covers the following information: choosing a theme, creating a title slide, and creating topic slides. The information in this article is written for a beginner. The author assumes that you have never used PowerPoint.

Check over your piece for presentation.

- Check for faulty information. Have you double-checked your facts?
- Delete any unnecessary or contradictory information. The only time you should have information that doesn't support your topic is if you're doing a "point-counterpoint" piece.
- Eliminate anything that is just taking up space. Don't fill your work with fluff. If you need to do more research, go ahead and do it.
- Check for grammar and spelling errors.
- Read it aloud to yourself to make sure the text flows smoothly.