Time Management Support Group

WEEK 3: OCT 18TH, 2021
Getting Started with Papers

The Dos & Don’ts of Drafting & Revising:

1.) Don’t wait until the last minute
   a.) Create a timeline from “assignment to submission”
   b.) For example: a paper is assigned on Monday Oct 25th and due on Monday Nov 15th

   ▶ Step 1: Reading & Research (Monday Oct 25th – Friday Oct 29th)
   ▶ Step 2: Completing Observation/Outside Work (Saturday Oct 30th)
   ▶ Step 3: Planning the Paper (Sunday Oct 31st)
   ▶ Step 4: Writing the Paper (Monday Nov 1st – Sunday Nov 7th)
   ▶ Step 5: Revising the Paper (Monday Nov 8th – Sunday Nov 14th)
   ▶ Step 6: Turning it in (Monday Nov 15th)

*Adapted from Silberman School of Social Work Zoom Workshop on “Writing without Procrastinating”*
The Dos & Don’ts of Drafting & Revising:

2. Don’t try to write all the assignment at once
   a.) Or cram a 10 page paper into one weekend
   b.) A large part of writing is psychological – what if you promised yourself that you’d only focus on the first page or two on day 1?

3. Don’t do the research after the rest of the paper is written
   a.) Many people make the mistake of trying to add sources after the paper is mostly written

4. Don’t turn the paper in until you have read the paper slowly, out loud to yourself at least once

*Adapted from Silberman School of Social Work Zoom Workshop on “Writing without Procrastinating”*
The Dos & Don’ts of Drafting & Revising:

1.) **Do** figure out what you want to say – have a clear sense of direction in mind

2.) **Do** complete your reading & research beforehand – read before you write not after

3.) **Do** complete your citations as you write (and follow the correct format)

4.) **Do** get a 2nd opinion of your work – have a friend, family member or colleague review your work before submitting it to your instructor

*Adapted from Silberman School of Social Work Zoom Workshop on “Writing without Procrastinating”*
How to approach an introduction:

1.) What is the topic?

2.) What is the connection to public health?

3.) What does your paper do/say about the topic?

*Adapted from Silberman School of Social Work Zoom Workshop on “Writing without Procrastinating”*
For writing assistance:
- One-on-one writing tutoring offered on Tues/Wed/Thurs (book online)
- Drop in office hours (over Zoom) on Wed 4-5PM (link on website)

https://sph.cuny.edu/academics/academic-resources/writing-assistance/

For quantitative tutoring:
- Tutoring offered on Tues/Wed/Thurs (book online)

https://sph.cuny.edu/academics/academic-resources/quantitative-tutoring/