

Focus, organize, support, and use conventions.  
These steps put your writing in a new dimension.  
These four elements will give you full command  
to produce the kind of writing readers understand.

Every sentence that you write  
should have the focus of the prompt in sight.  
Stay on topic. Leave the tangents behind  
to maintain the focus of the prompt in mind.

Make your paper complete by staying organized.  
Indenting paragraphs would be wise.  
Transitions, beginning, middle and conclusion,  
A sense of completeness with no confusion.

Always include the use of descriptive words.  
Supporting thoughts and details make your message heard.  
Vary sentence structure with compound and complex.  
Transitions help your reader know what happens next.

Use proper spelling and punctuate.  
Quotation marks will make dialog great.  
Use capital sentence beginnings and proper nouns.  
Make sure your use of conventions is correct and sound.

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