



Writing is the
painting of the voice.

Voltaire

How to Write an Effective Paper SPI 2021

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The Past and Looking Forward to the Future



**QUARANTINE
AREA**

NO ONE MAY ENTER OR LEAVE THIS AREA
WITHOUT THE WRITTEN CONSENT
OF THE LOCAL HEALTH AUTHORITY



Top Tips for Effective Presentations

How can you make a good presentation even more effective?

This page draws on published advice from expert presenters around the world, which will help to take your presentations from merely 'good' to 'great'.

1. Show your Passion and Connect with your Audience
2. Focus on your Audience's Needs
3. Keep it Simple: Concentrate on your Core Message
4. Smile and Make Eye Contact with your Audience
5. Start Strongly
6. Remember the 10-20-30 Rule for Slideshows
7. Tell Stories
8. Use your Voice Effectively
9. Use your Body Too
10. Relax, Breathe and Enjoy





Remember Law School

- You were constantly writing whether it was in a notebook, on a computer, or in a Blue Book
- Your writing was intended to engage and persuade



This is your
**Target
Audience**



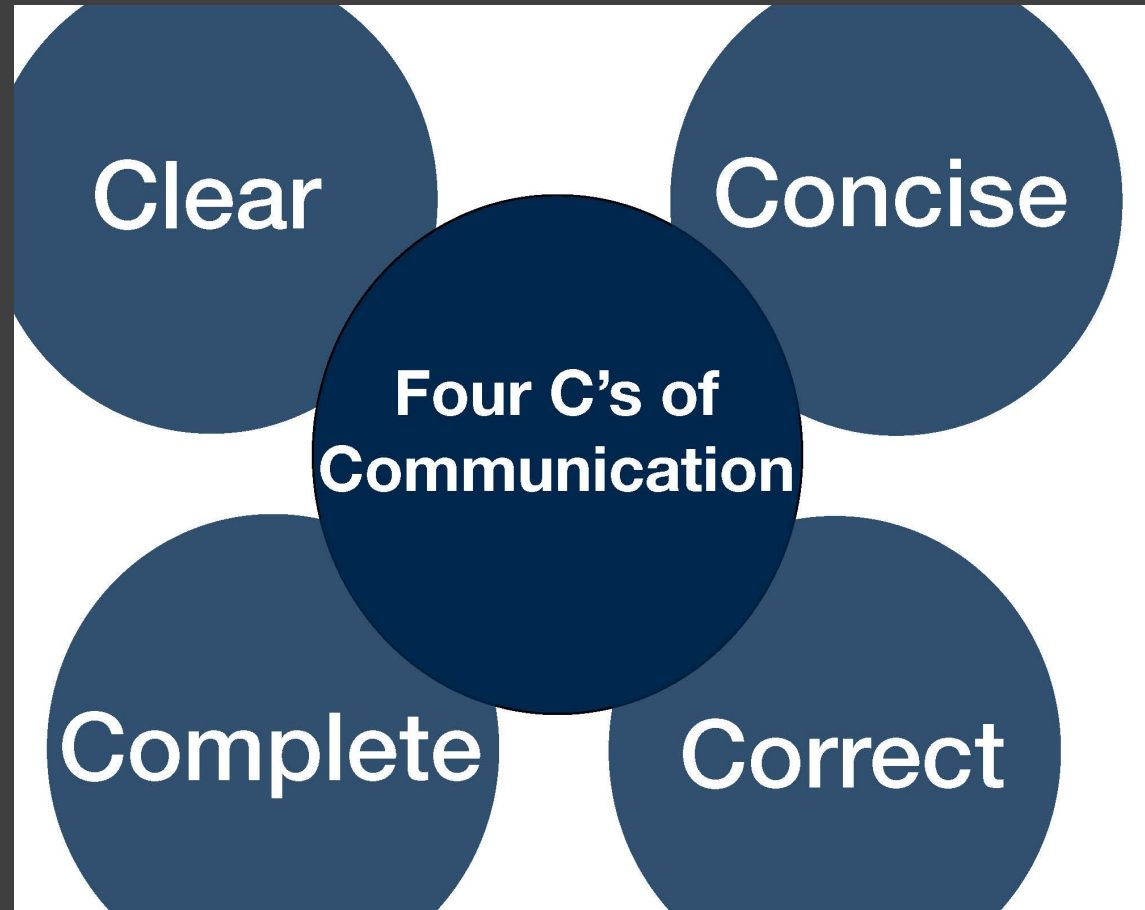
Because Your Audience
is a Criminal Defense
Attorney

An Effective Paper is
Critical in Your
Preparation and
Presentation

Good writing
is clear
thinking made
visible.

Bill Wheeler

**An Effective Paper Allows You More
Freedom in Your Presentation**



**Writing Has Always Been Our Most
Universal Form of Communication**

What Does Good Writing Look Like?

- Good Writing is a result of Good Thinking
- Improve your thought process you will improve your writing
- Good Writing necessarily improves your thinking
- Re-write and edit multiple times
- Being perfect is not your goal
- Being thorough and accurate is the goal

Tell me and I
forget. Teach me
and I remember.
Involve me and I
learn.

BEN FRANKLIN



Good Writing

Has all of these traits...

✓ **Ideas** that are interesting and important.

✓ Main Idea ✓ Details ✓ "Showing" ✓ Purpose ✓ Surprises



✓ **Organization** that is logical and effective.

✓ Leads ✓ Endings ✓ Sequencing ✓ Pacing ✓ Transitions



✓ **Voice** that is individual and appropriate.

✓ Topic ✓ Feelings ✓ Individuality ✓ Personality ✓ Appropriateness



✓ **Word Choice** that is specific and memorable.

✓ Verbs ✓ Modifiers ✓ Memorable ✓ Accurate ✓ Appropriate



✓ **Sentence Fluency** that is smooth and musical.

✓ Beginnings ✓ Length ✓ Expression ✓ Effects ✓ Structure



✓ **Conventions** that are correct and communicative.

✓ Punctuation ✓ Capitalization ✓ Paragraphing ✓ Spelling ✓ Grammar

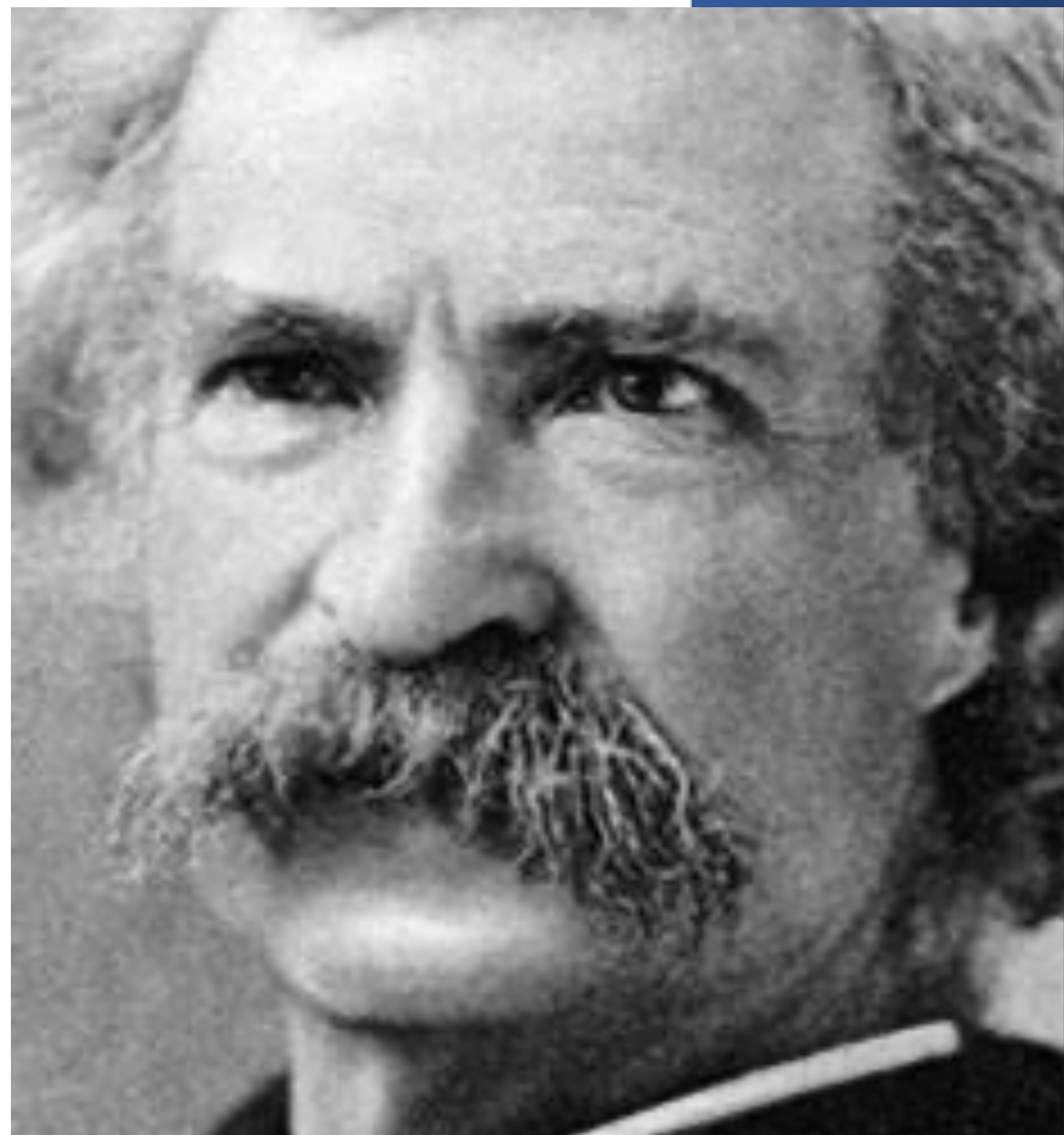


It's not about
having **the time.**

It's about
making **the time.**



- You Will Get Feedback on Your Paper and Presentation
- There is always someone determined to criticize your work
- Don't give them a reason



getting ahead
is getting
started.”

- Mark Twain





Pre-Writing Techniques

How do you organize your ideas when you are preparing to write?

@ Brainstorming

@ Listing

@ Discussing

@ Outlining

@ Free Writing

@ Charting

@ Looping

@ Mapping

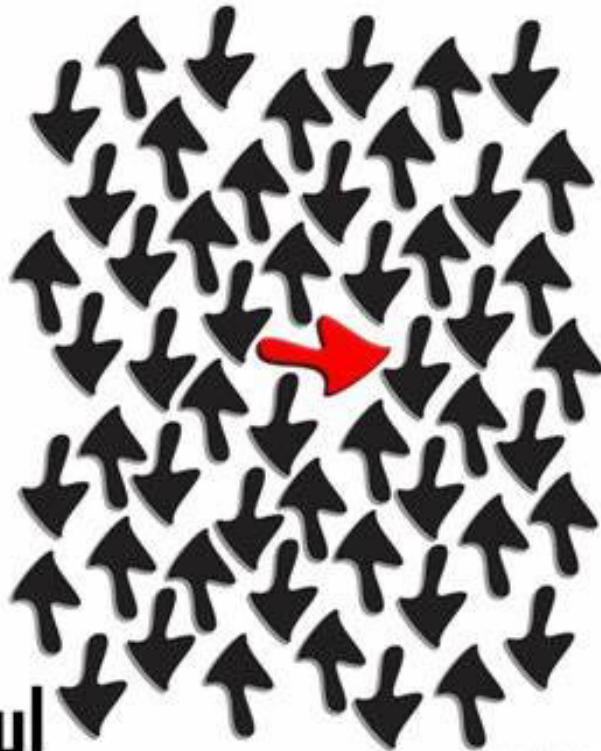
F-Follow

O-one

C-course

U-until

S-successful



MotiveWeight

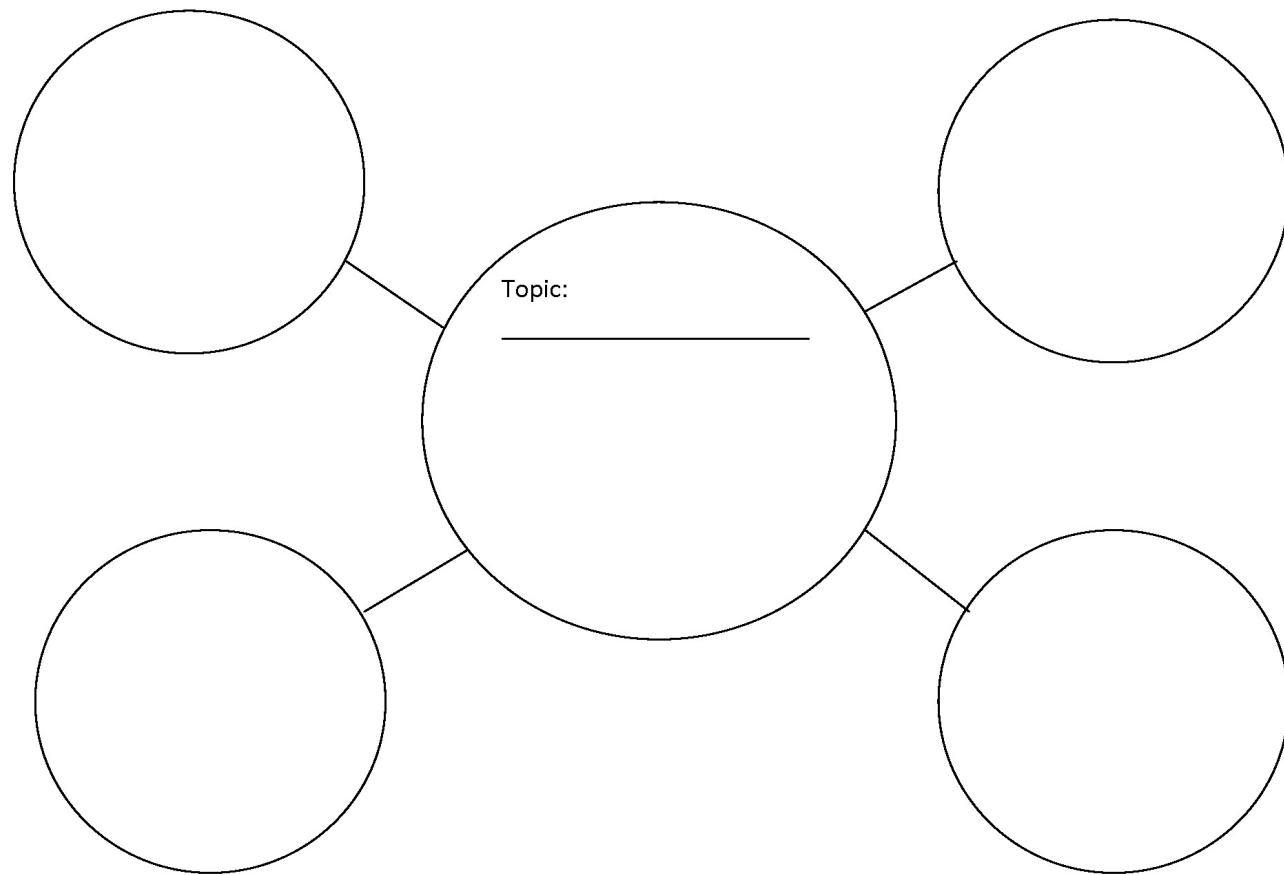
This is an integral part of getting and staying organized and on topic

Don't want to lose your audience

Name: _____

Date: _____

Bubble Map Graphic Organizers Worksheet



Outline for Descriptive Essay

Paragraph I

- a. Opening Topic Sentence/Attention Getter
- b. The Place I am writing about
- c. Brief feeling about the place
- d. Sensory Detail

Paragraph II

- a. Description of another specific location within the same place
- b. Factual Details
- c. Sensory Detail with vivid language

Paragraph III

- a. Description of another specific location within the same place
- b. Factual Details
- c. Sensory Detail with vivid language

Paragraph IV

- a. Restatement of feeling about place with further expansion
- b. Additional Details
- c. Clincher statement

**find
your**



voice!

How to write like a lawyer...



Thinking Like a Lawyer

- What caused the problem/ raised the question?
- What are the legal rules governing the issues?
- How does the law apply to the specific fact pattern?
 - Distinguishing

Writing Like an Efficient Writer

- Deep issue analysis: Q&A then Why
- Summarize efficiently, prioritize and remove non issues
- Break down the issue into multiple sentences

How Do You Think?



TWO KINDS OF THINKING

Critical Thinking

- analytic
- convergent
- vertical
- probability
- judgment
- focused
- objective
- answer
- left brain
- verbal
- linear
- reasoning
- yes but



Creative Thinking

- generative
- divergent
- lateral
- possibility
- suspended judgment
- diffuse
- subjective
- an answer
- right brain
- visual
- associative
- richness, novelty
- yes and

ANALYTICAL

Ability to analyze things first

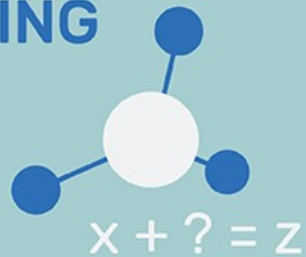


OPEN-MINDED

Thinking of things no one else has considered before

PROBLEM SOLVING

Ability to solve an important issue



CREATIVE THINKING



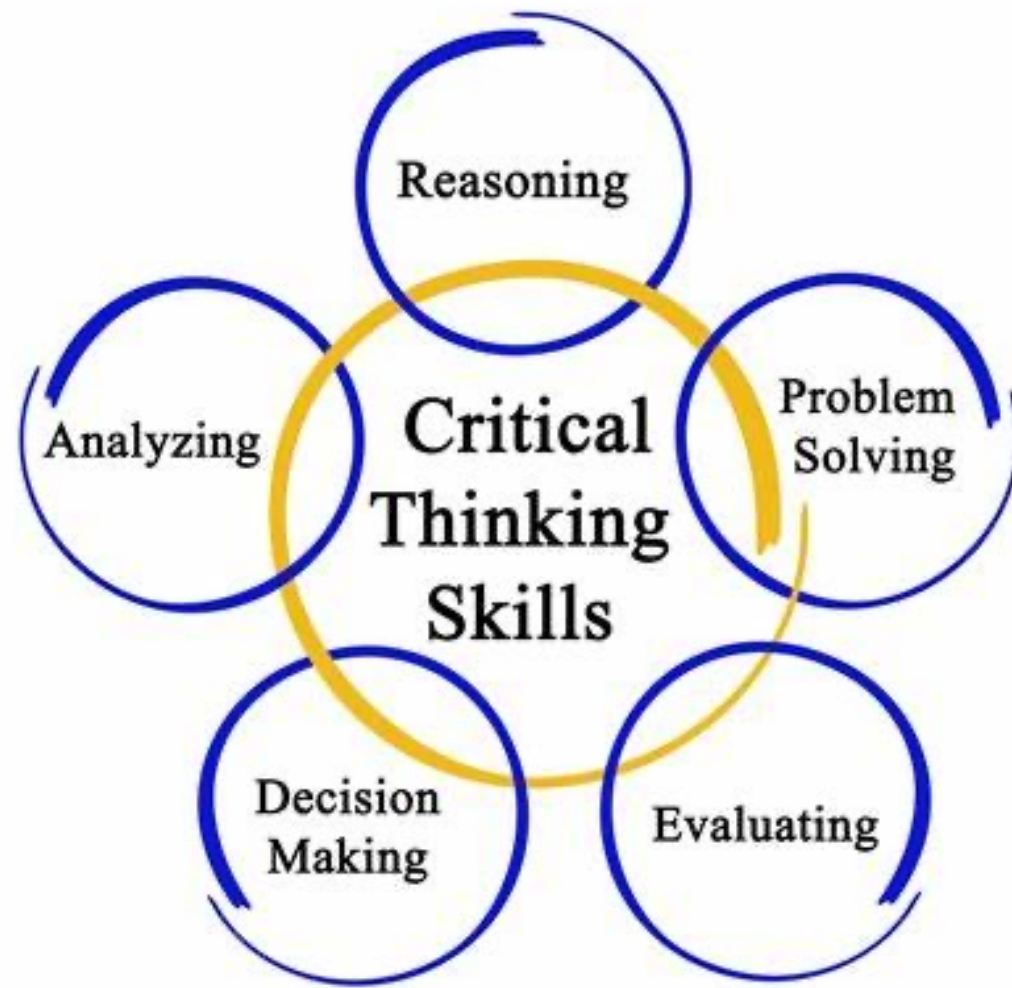
ORGANIZATION

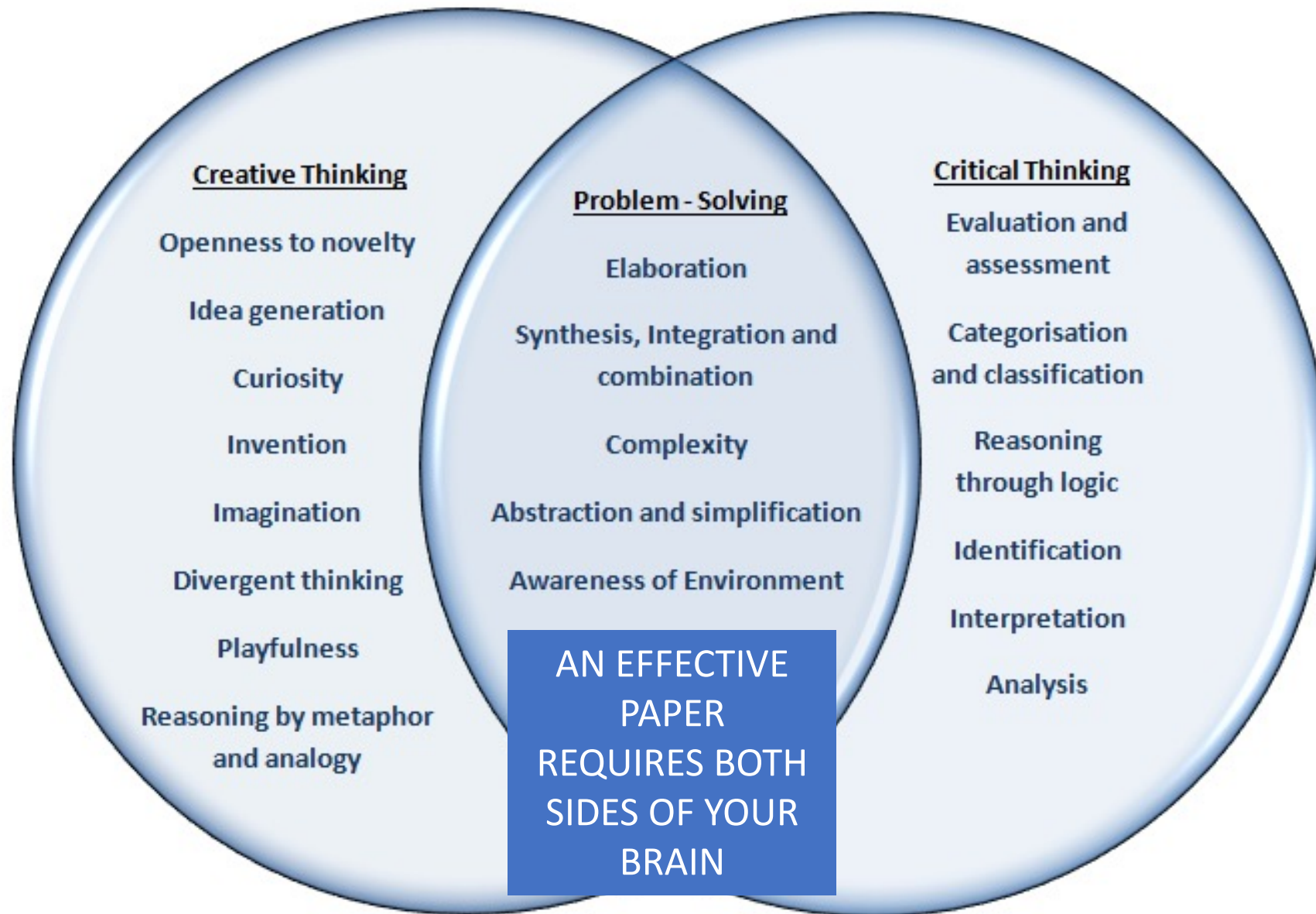
Being able to structure a plan of action with clear goals and deadlines



COMMUNICATION

Strong written and oral skills, ability to listen and ask the right questions





The IRAC Method



- Issue
 - Identify and state the legal issue presented by the fact scenario. (1-2 sentences)
- Rule
 - State/define the legal principle that applies to the issue.
- Analysis
 - Discuss how the legal principle relates to the fact scenario. This should be the most lengthy portion of your answer.
- Conclusion
 - State your conclusion based on your analysis. (1-2 sentences)

The FOUR TYPES

— OF —
WRITING:

EXPOSITORY,
PERSUASIVE,
DESCRIPTIVE,
AND NARRATIVE



What is Expository Writing?

- ▶ *Expository writing is defined as presenting reasons, explanations, or steps in a process*
- ▶ *Informational writing*
- ▶ *An expository essay should follow a logical sequence and have three different main points*
- ▶ *Logic and coherence is the main focus of an expository essay*

Characteristics of Good Expository Writing

- Focus on main topic.
- Use logical, supporting facts.
- Give sufficient details, explanations, and examples.
- Make sure your ideas are clear and precise.
- Use smooth transitions.
- Use words that clearly show what you are talking about.
- Do not assume your reader has prior knowledge of the topic.
- Present ideas in a logical order.
- Use strong organization.

Persuasive

Essentials



Identify topic & position

Explain what you want or what you believe



List many *good* reasons

Provide solid support for why you are right



Organize key points

Order your reasons to end with your best



End with what you want

Tell readers what you expect them to do



Express your attitude

Reveal your feelings & point of view




Employ exact words

Select precise words to convince the reader


Persuasive Writing Checklist




 Introductory paragraph - state the argument.



 Use words such as...

Some believe that... In my opinion... Therefore... Moreover...

For this reason... I feel that... Surely... I am sure that... It is certain...

 Evidence - say **why** your viewpoint is right. **Facts!**

 Give reasons **for** and **against**.  

 Ask questions to get the reader thinking. 

Sensory details

what you hear

see

smell

touch

taste

Descriptive words

specific adjectives

adverbs

'be', 'look', 'seem' verbs

NO vague formulations please!

Subject

Your impressions

feelings

memories

associations

Figures of speech

similes

metaphors

symbols etc.

Tips for writing a descriptive essay

Take time to brainstorm

It is important that before writing the descriptive essay you have to describe your topic first.

Use clear and concise language

Language is important in descriptive language. This means that you choose the words carefully.

Use Images

Language is important in descriptive language. This means that you choose the words carefully.

Use your senses

Senses are important if you writing a descriptive essay. If you are describing something, you need to be appealing to the senses of the reader.

Narrative

Essentials



IDEAS

Create a basic plot

Make *something* happen to *someone*



ORGANIZATION

Hook & satisfy readers

Start & end the story intentionally



ORGANIZATION

Sequence time & events

Connect action with transitions



WORD CHOICE

Describe the action

Use sensory details to develop key moments



WORD CHOICE

“Show” close-up details

Describe main character(s) & setting(s)



VOICE

Set the right mood

Reveal character feelings & setting tone

Narrative Writing

Should be familiar because it is generally how we argue to the jury



Format Single Versus Double Columns

Title for paper submitted to International Journal of Scientific and Research Publications

First Author*, Second Author**, Third Author**

* Department, Institute Name

** Department, Institute Name, if any

Abstract— Mention the abstract for the article. An abstract is a brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose. When used, an abstract always appears at the beginning of a manuscript, acting as the point-of-entry for any given scientific paper or patent application.

Index Terms— About four key words or phrases in alphabetical order, separated by commas. Keywords are used to retrieve documents in an information system such as an online journal or a search engine. (Mention 4-5 keywords)

I. INTRODUCTION

This article guides a stepwise walkthrough by Experts for writing a successful journal or a research paper starting from inception of ideas till their publications. Research papers are highly recognized in scholar fraternity and form a core part of PhD curriculum. Research scholars publish their research work in leading journals to complete their grades. In addition, the published research work also provides a big weight-age to get admissions in reputed varsity. Now, here we enlist the proven steps to publish the research paper in a journal.

Identify the constructs of a Journal – Essentially a journal consists of five major sections. The number of pages may vary depending upon the topic of research work but generally comprises up to 5 to 7 pages. These are:

- 1) Abstract
- 2) Introduction
- 3) Research Elaborations
- 4) Results or Finding
- 5) Conclusions

In Introduction you can mention the introduction about your research.

II. IDENTIFY, RESEARCH AND COLLECT IDEA

It's the foremost preliminary step for proceeding with any research work writing. While doing this go through a complete thought process of your Journal subject and research for it's viability by following means:

- 1) Read already published work in the same field.
- 2) Goggling on the topic of your research work.
- 3) Attend conferences, workshops and symposiums on the same fields or on related counterparts.
- 4) Understand the scientific terms and jargon related to your research work.

III. WRITE DOWN YOUR STUDIES AND FINDINGS

Now it is the time to articulate the research work with ideas gathered in above steps by adopting any of below suitable approaches:

A. Bits and Pieces together

In this approach combine all your researched information in form of a journal or research paper. In this researcher can take the reference of already accomplished work as a starting building block of his paper.

Jump Start

This approach works the best in guidance of fellow researchers. In this the authors continuously receives or asks inputs from their fellows. It enriches the information pool of your paper with expert comments or up gradations. And the researcher feels confident about their work and takes a jump to start the paper writing.

[Report Title]

[Author Name], [Author Name], and [Author Name], Member, IEEE

Abstract—This template for a double-column paper was created for the book *Technical Writing for Teams: The STREAM Tools Handbook* according to the instructions for authors contributing papers to the disciplines of the Institute of Electrical and Electronics Engineers (IEEE). The original template provided by the IEEE does not have automated typesetting functions. This IEEE-Auto template file is preformatted for automatic numbering of manuscript elements. It should be easy to adjust appearance settings (for example, column width), to meet the requirements of other publishers.

Index Terms—About four key words or phrases in alphabetical order, separated by commas. For a list of suggested keywords, send a blank e-mail to kevsard@ieee.org or visit the IEEE web site at http://www.ieee.org/organizations/pubs-ant_procd/kywr098.us

I. INTRODUCTION

This document is a template for Microsoft Word versions 14.0 or later, designed according to the IEEE template TRANS-JOUR.DOC, available from the IEEE website <http://www.ieee.org/organizations/pubs-transactions/stylesheet.htm>, so you can use it to prepare your manuscript.

When you open DoubleColumn_Template_2012.docx, select "Page Layout" from the "View" menu in the menu bar (View | Page Layout), which allows you to see the footnotes. Then type over the section of the manuscript and copy the templates of individual manuscript elements to create new elements, such as figures or equations.

The pull-down style menu is at the left of the Formatting Toolbar at the top of your Word window (for example, the style at this point in the document is "Text"). Highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu. The style will

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F. A. Author is with the National Institute of Standards and Technology, Boulder, CO 80501 USA (corresponding author or provide phone: 303-555-5555; fax: 303-555-5555; e-mail: author@nist.gov).

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C. Author is with the Electrical Engineering Department, University of Colorado, Boulder, CO 80309 USA, or later from the National Research Institute for Metals, Tsukuba, Japan (e-mail: author@nrm.jp).

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To insert images into Word, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with "Float over text" unchecked).

IEEE will do the final formatting of your paper. If your paper is intended for a conference, please observe the conference page limits.

II. PROCEDURE FOR PAPER SUBMISSION

A. Review Stage

Please check with your editor on whether to submit your manuscript by hard copy or electronically for review. If hard copy, submit photocopies such that only one column appears per page. This will give your referees plenty of room to write comments. Send the number of copies specified by your editor (typically four). If submitted electronically, find out if your editor prefers submissions on disk or as e-mail attachments.

If you want to submit your file with one column electronically, please do the following:

—First, click on the View menu and choose Print Layout.

—Second, place your cursor in the first paragraph. Go to the Format menu, choose Columns, choose one column Layout, and choose "apply to whole document" from the dropdown menu.

—Third, click and drag the right margin bar to just over 4 inches in width.

The graphics will stay in the "second" column, but you can drag them to the first column. Make the graphic wider to push out any text that may try to fill in next to the graphic.

B. Final Stage

When you submit your final version, after your paper has been accepted, print it in two-column format, including figures and tables. Send three prints of the paper; two will go to IEEE and one will be retained by the Editor-in-Chief or conference publications chair.

You must also send your final manuscript on a disk, which IEEE will use to prepare your paper for publication. Write the authors' names on the disk label. If you are using a Macintosh, please save your file on a PC formatted disk, if possible. You may use Zip or CD-ROM disks for large files, or compress files using Compress, Pkzip, Stuffit, or Gzip.

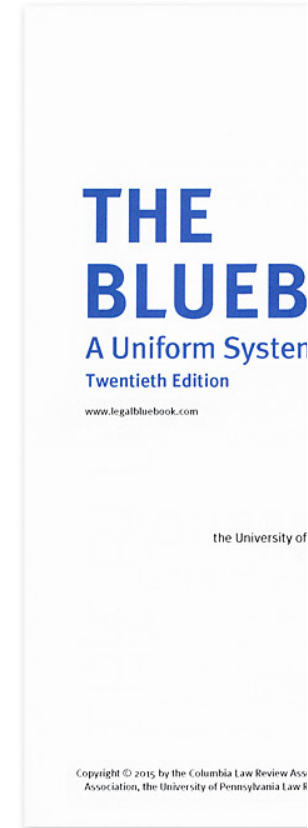
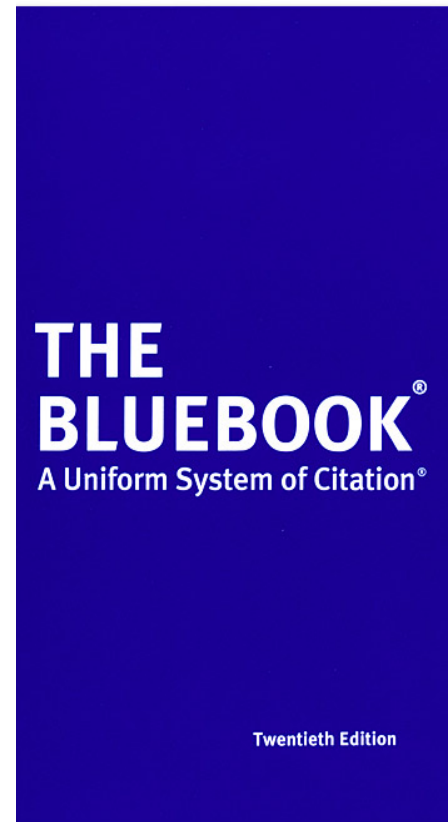
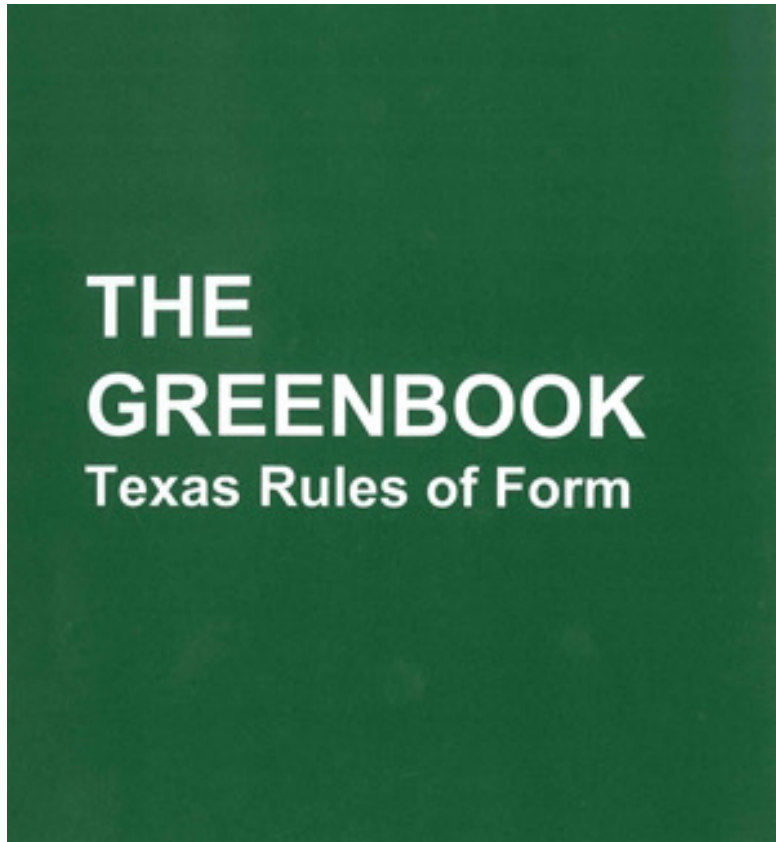
Also send a sheet of paper with complete contact information for all authors. Include full mailing addresses, telephone numbers, fax numbers, and e-mail addresses. This

Font

- Personal Choice
- 12 Point Font is preferred
- Garamond, Calibri, Times New Roman, Serif, and Courier are the most frequently used
- Your Font selection should be something the reader has seen before
- You want your reader comfortable and not wondering why you chose that particular Font

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m
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Proper Legal Citations are Absolutely Critical for an Effective Paper

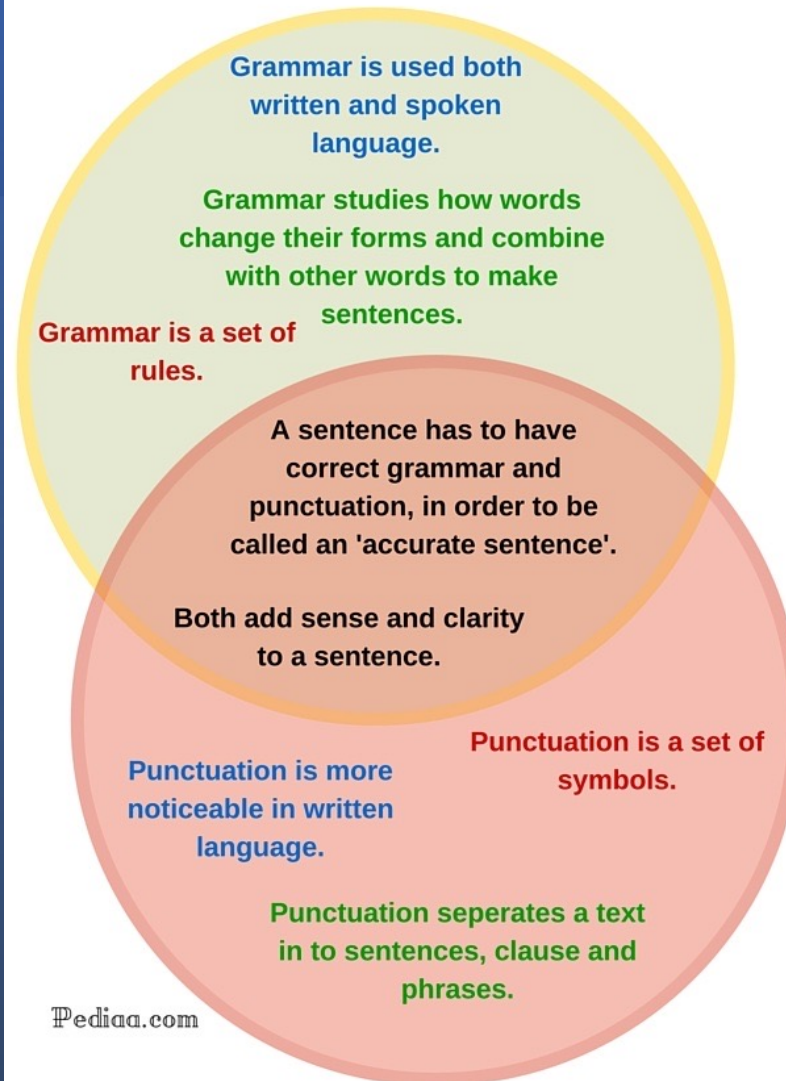


Use Proper Grammar and Punctuation

- Follow punctuation rules
 - Period at end of sentences.
 - Commas to join two independent clauses.
 - Quotation marks to enclose exact words of a speaker.
 - Always place periods and commas inside quotation marks.



Grammar vs Punctuation



Active Voice

Subject Action Object
Sally drove her car off of the road.

Subject Action Object
The dog bit Timmy on the arm.

Passive Voice

Object Action Subject
The car was driven off the road by Sally.

Object Action Subject
Timmy was bitten on the arm by the dog.

TENSE

ACTIVE

PASSIVE

Present Simple	I make a cake	A cake is made
Present Contin.	I' m making a cake	A cake is being made.
Past Simple	I made a cake.	A cake was made.
Past Continuous	I was making a cake.	A cake was being made.
Present Perfect	I have made a cake	A cake has been made.
Past Perfect	I had made a cake.	A cake had been made.
Future Simple	I will make a cake.	A cake will be made.
Future be going to	I' m going to make a cake.	A cake is going to be made.
Modal	I must make a cake.	A cake must be made.
Modal Perfect	I should have made a cake.	A cake should have been made.

Why do we use the passive voice?

1. We don't know the subject
2. The subject is not important or we don't want to mention it
3. We want to talk about the object and not the doer (subject) of the action

Passive Voice

We use passive forms when:

- a) we don't know **WHO** did it;

The window was broken an hour ago.

- b) we are interested in **WHAT** happens, not **WHO** it is done by;

His watch was stolen in the street.

- c) the situation is rather formal.

Smoking is not allowed.

- Don't Repeat Yourself
- You will Lose Your Audience

Top 50 Redundant Words and Phrases to Avoid in Your Writing

A total of	I personally
Absolutely certain	It should be understood
Actually	Last but not least
All things being equal	Like/Likely
Appears to be	Literally
As a matter of fact	Needless to say
As far as I am concerned	No doubt
As opposed to	Nonetheless
At the end of the day	Obviously
At this moment in time	Of course
Basically	Quite
Current/Currently	Really
Each and every one	Really quite
Everything else being equal	Seems to be
Extremely	Somewhat
Greatly	That
Fairly unique	The fact of the matter is
I am of the opinion that	To all intents and purposes
I would like to say	To my mind
I would like to take this opportunity to	Truly
In due course	Until such time as
In fact	Very/Very much so
In the end	Well/Well actually
In total	With due respect
In view of the fact that	With regards to

Keep it Simple

Less is More
&
You Will Keep the Reader
Engaged

YES (shorter words)	NO (longer words)
Use	Utilize
Take part	Participate
Expect	Anticipate
So	According
About	Approximate
Size	Magnitude

That Introductory Paragraph

JUST DIVE IN



INTRODUCTORY PARAGRAPH

- Begins with 1-2 sentence **ATTENTION GRABBER** → makes reader want to read

↳ one of the following: series of questions, anecdote, startling/unusual fact/figure, quotation, definition of subject/related term

- Presents topic + background info
- Leads into + includes

THESIS STATEMENT:

- usually last sentence
- like a road map tells reader what 3 main pts. of essay are
- gives order in which discussed

specific subject
+
specific feelings/attitudes
= thesis statement

focus of essay
(I want to tell you that...)

! DON'T actually use those words

transition words to link

Introductory Paragraph

- ▶ **Sentence 1: Hook** (either an anecdote, conversation, fact, statistic, quotation, exaggerated information, question)
- ▶ **Sentence 2: Topic Sentence** (tell what the topic is)
- ▶ **Sentence 3: Thesis Statement** (tell your position on the topic)
- ▶ **Sentence 4: Rainbow Sentence** (reasons that support your thesis)
- ▶ **Sentence 5: Transition Sentence** (leads to your body paragraph)



¶ insert[#]space the(car\red) january is a month
passive Tom Dick and Harry. §summer is a season

Proofreading and Editing

pages 142-57 ~~Delete the entire line.~~ e ?

ww thier^{sp} [Not a sentence.] something Insert here delete ~~ate~~ ~~awk~~

**Proofread and
Edit Numerous
Times**

**Get a Fresh Set of
Eyes to Help**

**I WANNA BE
FAMOUS!**

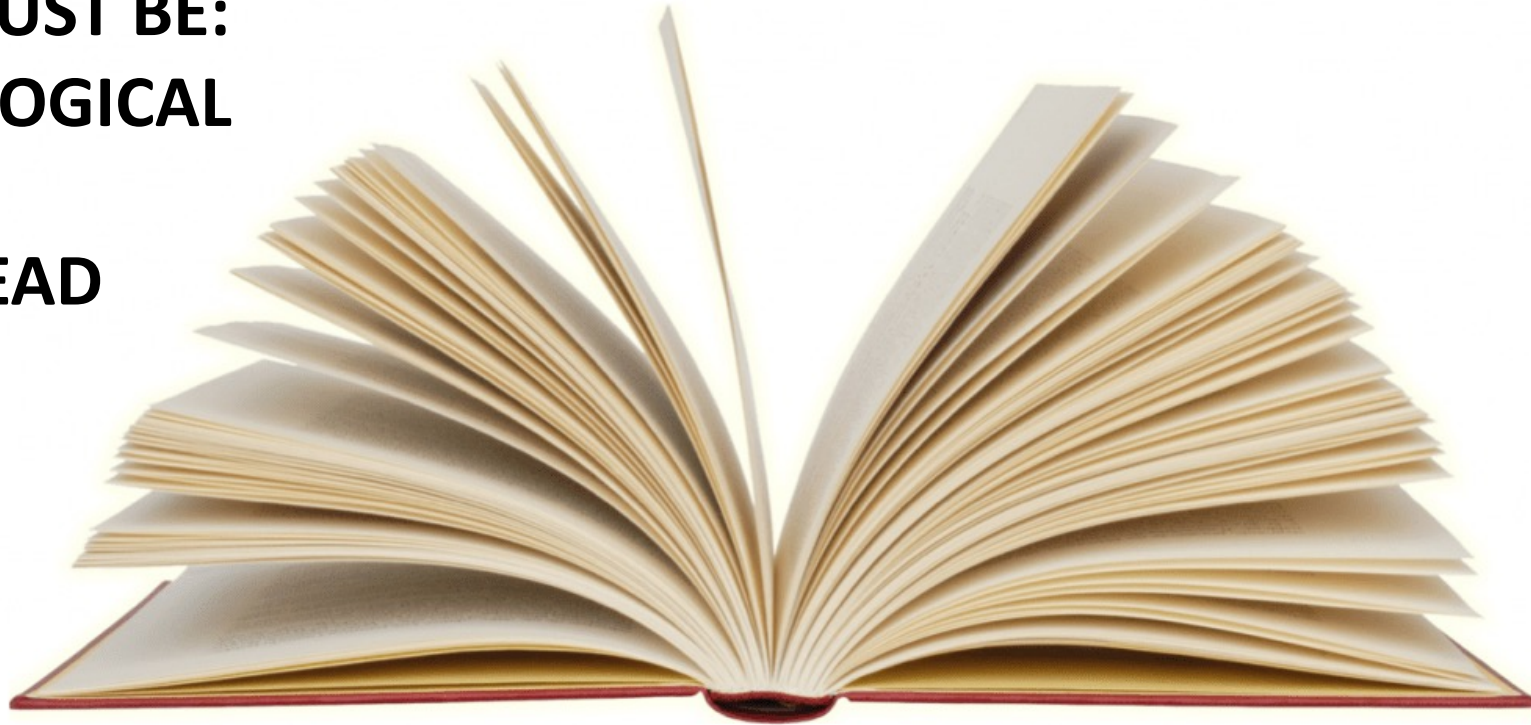
WRITE THAT ARTICLE FOR THE VOICE



TURNING THAT PAPER INTO A **VOICE** ARTICLE

READABILITY

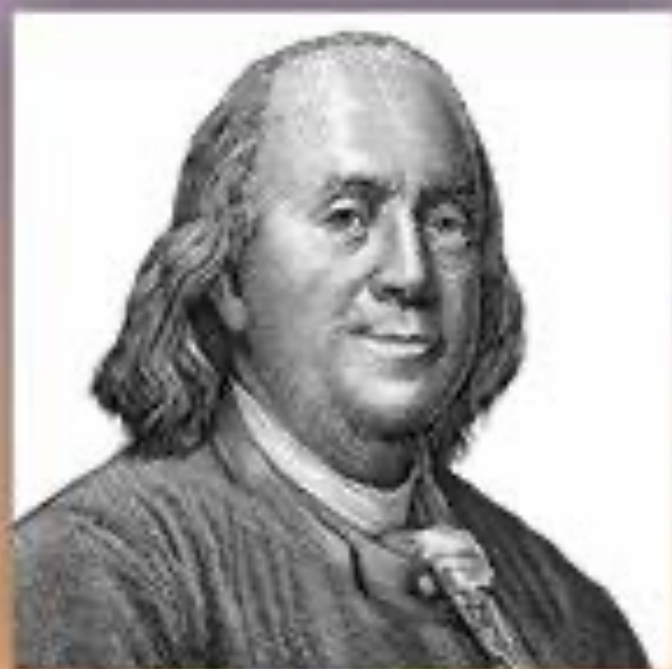
**ARTICLE MUST BE:
CONCISE, LOGICAL
&
EASY TO READ**



Current Voice Guidelines

- 500 to 2,500 Words





**Either write something
worth reading or do
something worth
writing.**

Benjamin Franklin