

Contents

Everything in this book!	4
Section 1 How do I make my point clear?	7
Section 2 How do I know if I've answered the question?	17
Section 3 How do I structure my assignment?	29
Section 4 What is a paragraph?	45

Everything in
this book!

Section 5	What is flow and how do I create it?	55
Section 6	How do I know if it sounds ok?	67
Section 7	How can I get a fresh perspective on my work?	77
Section 8	How do I know when I'm finished polishing?	87
Final checklist: How to know you are done		104
Glossary		106