SIX STEPS FROM WRITING TO THE POINT
By William J. Kerrigan

1. Write a short, simple declarative sentence that makes one statement.

2. Write three sentences about the sentence in Step 1—clearly and directly about the whole of that sentence, not just something in it.

3. Write four or five sentences about each of the three sentences in Step 2.

4. Make the material in the four or five sentences in Step 3 as specific and concrete as possible. Go into detail. Give examples. Say more about what you have just said.

5. In the example: In the first sentence of the second paragraph and every paragraph following, insert a clear reference to the idea of the preceding paragraph.

6. Make sure every sentence in your theme is connected with, and makes a clear reference to, the preceding sentence.

Example:

*Power corrupts

1. It corrupts the powerful.
   A.
   B.
   C.

2. It corrupts the powerless.
   A.
   B.
   C.

3. It corrupts every relationship between the two.
   A.
   B.
   C.

(NOTE: Kerrigan’s book is written in a conversational style and is packed with examples and explanations. It is a valuable book for any student to have, and it is a “must read” for Freshman English students.)