Planning Your Writing Assignment

Sample 2 week schedule

Day 1: Understand Your Assignment
   Design a Research Strategy
Day 2: Define and Refine Your Topic
   Write a Working Topic Statement or Hypothesis
Day 3: Find, Review, and Evaluate Books
Day 5: Find, Review, and Evaluate Journal, Magazine, and Newspaper Articles
Day 7: Find, Review, and Evaluate other sources
   Create Outline
Day 8: Start your First Draft
Day 10: Conduct Additional Research as Necessary and Evaluate Your Information Sources
Day 11: Revise and Rewrite
Day 14: Turn in your Final Paper

As you can see in this example, if you allow yourself 2 weeks to write a paper, you will get roughly 5 days to research and 5 days to write. If your paper is fairly long, you may need to give yourself more time! There is an online project calculator at https://rpc.elm4you.org that can help you play around with dates to create a schedule that works for you.

Here are some rough estimates on how long some assignments might take to complete:

A research paper (12 or more pages) may take 5-8 weeks
A long paper (10 pages) may take 3-5 weeks
A shorter paper (3-5 pages) may take 1-2 weeks
A short theme or paper (1-3 pages) may take 4-10 days