# Planning to Write a Paper

First thing to do is take a moment and jot down some ideas about the assignment. Consider the following questions to help you organize your thoughts:

* What are you being asked to write about?
* What are your first thoughts about the subject?
* Where can you go for more information?
* Who can proofread and provide feedback on your paper?

Consider the questions below and add dates. This is your plan to write your paper!

|  |  |
| --- | --- |
|  | Enter Date Below |
| When is the paper due? |  |
| When do you need to have the final draft ready for review before turning it in? (At least 1 day before the due date!) |  |
| When do you need to have the edits from your rough draft completed? |  |
| When do you need to have the rough draft ready? |  |

Now that you have the subject chosen and the dates defined, let’s get started writing!

# Writing Your Rough Draft

**Title** – [Enter the title of your paper here]

**Introduction (“Tell ‘em what you’re gonna tell ‘em)** – This is where you want to tell the reader in several sentences or a paragraph the topics you are going to cover in this paper. Make sure to explain why it is important to cover these topics.

[Write a rough draft of your Introduction here]

**Body (Tell ‘em)** – This is where you will provide context for each of your points:

* Describe the different perspectives of liability that officers may have from correctional leaders.
* Discuss why leadership styles may need to be adjusted in different prison environments.
* Finally, explain how you, as a correctional leader, would handle officers’ ethical issues, such as not reporting inmate altercations as required.

[Write a general description of the points you want to cover here]

**Summary (Tell ‘em what you told ‘em)** – This is where you review the points you have made and summarize why it was important to write about these points.