



Planning and writing your thesis

Are you half way through your PhD or Masters course and beginning to wonder how you will ever collect your ideas into a thesis? Or are you coming towards the end of your grant and in need of advice on how to make the best use of limited time?

This course presents a structured approach to planning your thesis that helps you place your work into a document that meets your university's requirements. It helps you develop a monthly timetable that maximizes your chances of delivering on time.

This six-hour course enables participants to:

- identify key readers / decision-makers,
- decide the key message of the thesis,
- determine a set of subsidiary messages,
- create an examiner-appropriate structure,
- place appropriate information in the right part of the document,
- develop a writing method that makes good use of scarce time, and
- edit with confidence.

You should come on this course if you:

- are a PhD or Masters student who wants to developed a planned and structured approach to writing your thesis.

A shortened version of the course can be run for PhD supervisors who would like to send their students on the course and then work with them efficiently afterwards.

Participant comments

"The tutor has an excellent way of communicating and helping the ideas to sink in."

PhD Student, University of Bristol

"It was exciting to see that I can complete my thesis in tiny manageable chunks."

PhD student, University of London

"Clear, funny and well organised!"

PhD Student, University of Bristol

To book a course
or ask questions
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Planning and writing your thesis

Delivered at the

INSTITUTION

on

DATE

www.petemoore.biz

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BREAK

Session 2

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LUNCH

Session 3

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BREAK

Session 4

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ThinkWrite™ courses

The ThinkWrite suite of courses enables participants to communicate with greater clarity, certainty and confidence.

Clarity

A key theme in the courses is the need to be sure about what it is that you are trying to convey. The underlying issue being 'what's your message?'. Communication fails when the message is unclear.

Certainty

To communicate well you need to know who you are and who you are addressing. Both of these components will vary from task to task. On some occasions you may be a student, an expert or an examiner. You could be a colleague, a coach or a consultant. You could be addressing an editor, a peer, an examiner. You may need to convince a grant-awarding committee of your competence or a patient of the need to stick to a particular regimen. In each case deciding the identity and role of the players involved in this act of communication can enable you to feel much more certain as you carry out the task.

Confidence

Pushing on with a task if you lack confidence is hard. Runners who are unsure whether they can complete a long-distance race tend to pull out 75% of the way through. Having a process that breaks communication into multiple carefully defined steps can increase your confidence that you can not only deliver, but deliver to a set of deadlines.

Background

The courses have been created by Pete Moore PhD. By academic background, Pete is a fetal physiologist. In terms of communication experience, Pete has plenty. He has written over 14 books and created hundreds of news articles and features in newspapers, magazines and journals. He has also delivered talks to groups ranging in size from less than 30 to greater than 3000, as well as appearing on local, national and international radio and TV.

Earning his keep from communicating ideas has forced Pete into creating processes that are efficient and effective, and these underlying processes form the core of each course in the ThinkWrite suite.



Course objectives

By the end of this course you will be able to:

- recognise that you are a (possibly 'the') world expert in your own work,
- identify key decision-makers,
- spot what you need to demonstrate in order to pass,
- form a structured series of clear messages,
- create a structure that matches your institution's rules,
- place appropriate information in the right part of the document,
- determine how much information you need to collect ,
- write a draft text quickly,
- revise your draft and use help effectively, and
- create a design style that is simple but pleasing.

Examine the examiner

Recent publications				
Pet hates				
Key likes				
Academic discipline				
Potential examiner				

Start with the word count

It is very distressing to have to throw good words away. So work out how many you are allowed and what this means for your thesis before starting.

	Example	My thesis
Word limit	80,000	
10% safety margin	8,000	
References, figure legends, tables etc.	10,000	
Words for main text	62,000	

Note required elements

Some institutions require theses to have specific elements:

- references laid out in particular styles.
- special requirements for tables and figures.
- rules about inclusion of CDs and video material.
- etc.

	Example	My Thesis
Average number of chapters	7	
Average number of words per chapter	8,800	
Average number of paragraphs per chapter (150 words/para)	60	