

SEE 101W: Process, Form & Convention  
A Course Overview

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# 1 Introduction

- To ensure clear communication:
  - Consider audience and purpose
  - Organize content
  - Follow mechanics of good writing
- **3 Phases of writing:** Inventing, drafting, and revising
  - May be linear or iterative

## 2 Invention

- **Invention:** Judgement-free generation of ideas and connections of similar ideas
  - Creative and messy
  - Leads to the generation of structure and content
- **Rhetorical issues:** Contextual understanding of a piece of writing
  - Occasion
  - Intended audience and their characteristics
  - Purpose
  - Current solution
  - Tone
  - **Probing question:** Specific question directed towards the writer for more thought or context which can provide a new critical perspective
  - **Mini question:** Question which explores a specific area of a larger topic
- Strategies to combat writer's block:
  - Work on higher-level tasks (e.g. defining audience)
  - Work on less creative tasks (e.g. document structure, bibliography)
  - Begin with the easiest section
- Invention strategies:
  - **Freewriting:** Writing content without stopping or critical thinking
    - \* Not coherent or grammatically correct
  - **Brainstorming:** Generation of disjointed ideas without limitation or critical thinking
  - **Clustering/mind mapping:** Connection of similar ideas in a logical manner
  - Heuristics

### 3 Drafting

- **Thesis statement:** Argumentative sentence(s) which declares a clear position on a specific topic
  - Must be debatable (ideally controversial)
  - Remaining essay content supports the thesis with evidence
- Choose an order to write - for example:
  - Best-known sections (for momentum)
  - Introduction (for an overview)

#### 3.1 Sourcing

- Academic sources are:
  - Peer reviewed
  - Written by an academic
  - Published by an academic institution
  - Reliable

#### 3.2 Revision

- Over 40% of writing time should be for revision
- Revision can be to improve:
  - Content quality
  - Persuasiveness
  - Format conventions
  - Organization and structure
  - Flow
  - Conciseness
  - Grammar, spelling, punctuation
- Strategies:
  - Revise different characteristics of the paper over multiple sweeps
  - Read the text aloud
  - Read a paper copy
  - Give your mind a break and return to reread the text later
- When editing a sentence, review the entire sentence
- **Proofreading:**