

Activity 3: Individual Reading – Writing Tips

Read the following passage from a skilful writer and fill in the blanks with words from the boxes below each paragraph.

Writer spills secrets of success

I write in both my mother tongue, Chinese, and English, which is my second language. Regardless of the language I am using to express myself and regardless of what type of writing I am engaged in - be it an article, a poem, an essay or a novel - I use the same _____. I don't just quickly write it out the night before it's due and leave it at that; my work progresses through definite _____. First, before I even put pen to paper, there are a number of things I have to do. I have to think about the _____ of my writing. Who am I writing it for? Why am I writing it and what do my readers expect? I have to generate ideas to determine my approach to what I'm writing and the content I will use to support it. I may have to do some reading or _____ and organise the notes I make carefully. Once I have enough information at my disposal I have to select the ideas I am going to use and _____ them into a coherent plan. Such selection and organisation is important. I can't use every idea I read, hear or have. I call this stage, the _____ stage.

organise	research	stages	purpose	pre-writing	process
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The next stage is usually the writing stage. I compose a _____ first. I do not always write an entire draft. If I feel during composition that I have departed from my original idea, I may go 'back to the drawing board' (start again). In other words, I return to the pre-writing stage, and _____ my plan. Sometimes, however, if I have planned thoroughly beforehand, I can write an entire first draft. But I do not stop there. Notice I say 'draft'. A draft is a piece of writing that I do not think is finished. It has to move through other stages, most inevitably a stage in which it undergoes a number of _____. I read through my writing and really think about it. Has it fulfilled its _____? Will it meet or exceed my readers' expectations? Is it clear? I often leave it then pick it up and read it a few days later, with 'fresh' eyes. This is a bit like someone else reading it. When I am satisfied with the draft, I usually give it to others to read; I revise it again based on their _____. Often, although I understand what I mean, it is _____ to others. If I include too many points and ideas, they may find some of them irrelevant, or they may lose the direction of my argument. Readers may disagree with my opinions, or find mistakes in my language, especially when I write in English. I incorporate many of their suggestions because it helps make my piece of writing more reader-friendly, and ultimately more successful. This revision stage may last a long time and I generally pass through it many times.

revisions	unclear	purpose	revise	feedback	draft
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The last stage is the _____ stage. When I am satisfied with my work, I read it carefully looking at language features like grammar, vocabulary and spelling as well as other surface features like punctuation, spelling and layout. I read it through slowly and carefully, looking at what is on the paper, not what I _____ is on the paper.

Although I do pre-writing activities first and editing last, I do not move through these four stages one by one, then finish or publish my work. While I am composing, I may stop and go back to the pre-writing stage and do more research or change my _____, then revise what I have written before continuing with the composition. Continually _____ between stages makes the writing process a _____ one. But it's worth it.

long	jumping	focus	think	editing
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Activity 4: The Stages of the Writing Process

For university level papers, there are several other stages that good writers need to go through to produce high quality work. Work with a partner to put the following steps of the process under the appropriate stage in the chart below.

(get) feedback	(finding) identifying sources	drafting
revision/editing	proofreading	reviewing
editing	organising ideas/make a mind map	forming a question/purpose
researching	(finding) identifying evidence	analysing sources
	re-draft	brainstorming

1. Pre-writing Stage

2. Writing Stage

3. Post-writing Stage

*Your teacher will now show you a Mind map of the academic writing process.