

# The Writing Process



“We don’t plan to fail but we simply fail to plan”

Everyone has a writing process.  
What is yours?



# Why do you need a writing process?

- It can help writers to organize their thoughts.
- It can help writers to avoid frustration and procrastination.
- It can help writers to use their time productively and efficiently.



# Writing Process

## 1. Pre Writing

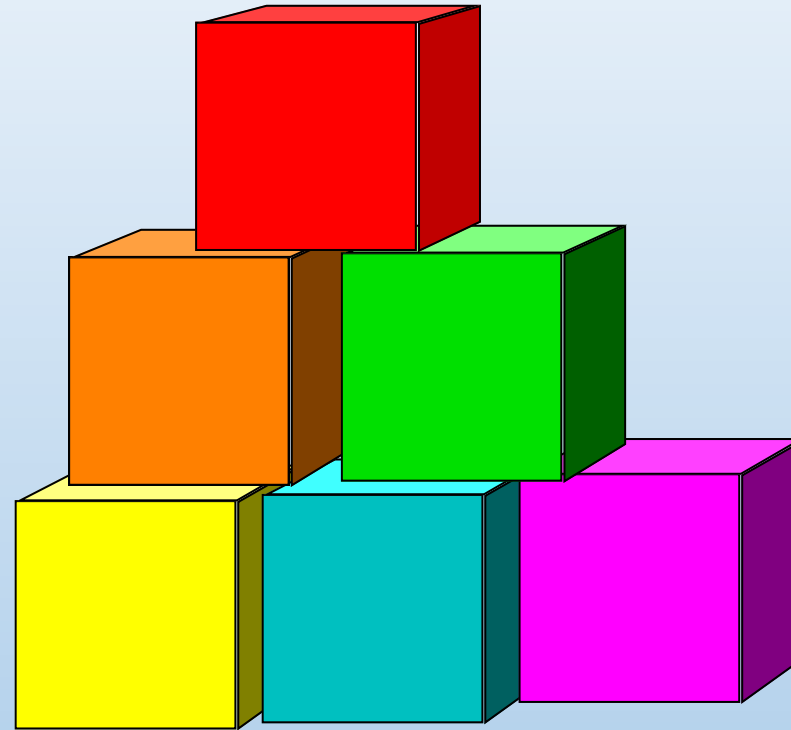
- i. Understand the topic
- ii. Determine Purpose
- iii. Analyze Audience
- iv. Clarity in Tone
- v. Generate Ideas
- vi. Organization of Ideas

## 2. Writing

## 3. Post Writing

Revision

Editing



# **Pre Writing: Understanding the given topic**

- Make sure you understand the topic
- Activity on Page 107 & 108

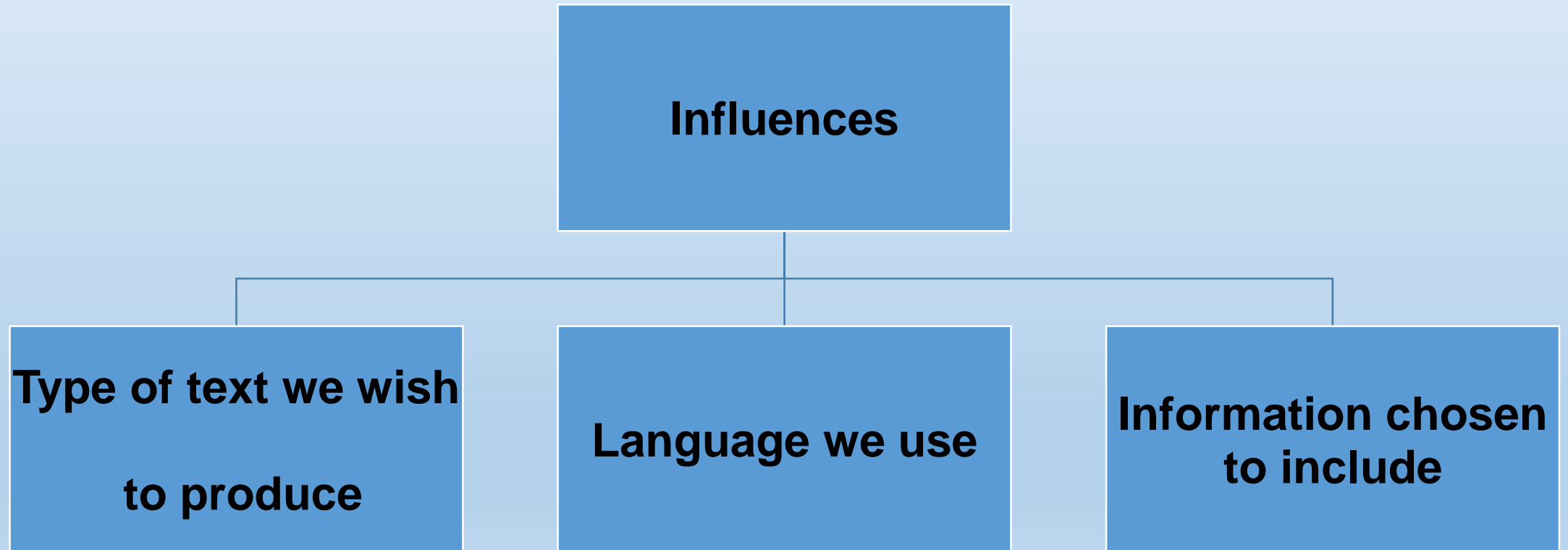
# Pre Writing: Determine Purpose

- To inform
- To entertain
- To persuade/convince

We may also want to analyze, hypothesize, assess, summarize, investigate, report, recommend suggest, evaluate, describe, recount or request.

Example: write a report on the incidence of cancer in your community. What your general purpose might be?

# Pre Writing: Determine Purpose



# Pre Writing: Determine Purpose

- To inform
- To entertain
- To create awareness
- To persuade/  
convince
- To describe
- To explain
- To demonstrate
- To motivate

The readers will have background knowledge about a topic for further research.

The readers will acknowledge the validity of the claims and opinion.

The readers will support on a particular topic.

The readers will fully understand a topic or subject.



# Pre Writing: Determine Purpose

- Determine the purpose for the following topics:
  1. Global warming
  2. Should fast food be banned?
  3. Ancient Greek civilization
  4. Importance of unity and discipline

Activity on Page 109 & 110

# Pre Writing: Analyze Audience

- Audience is also the imagined interpreters of our products whose questions we attempt to anticipate when designing/writing;
  - they are the voices in our heads guiding our decisions during the writing/reporting process.
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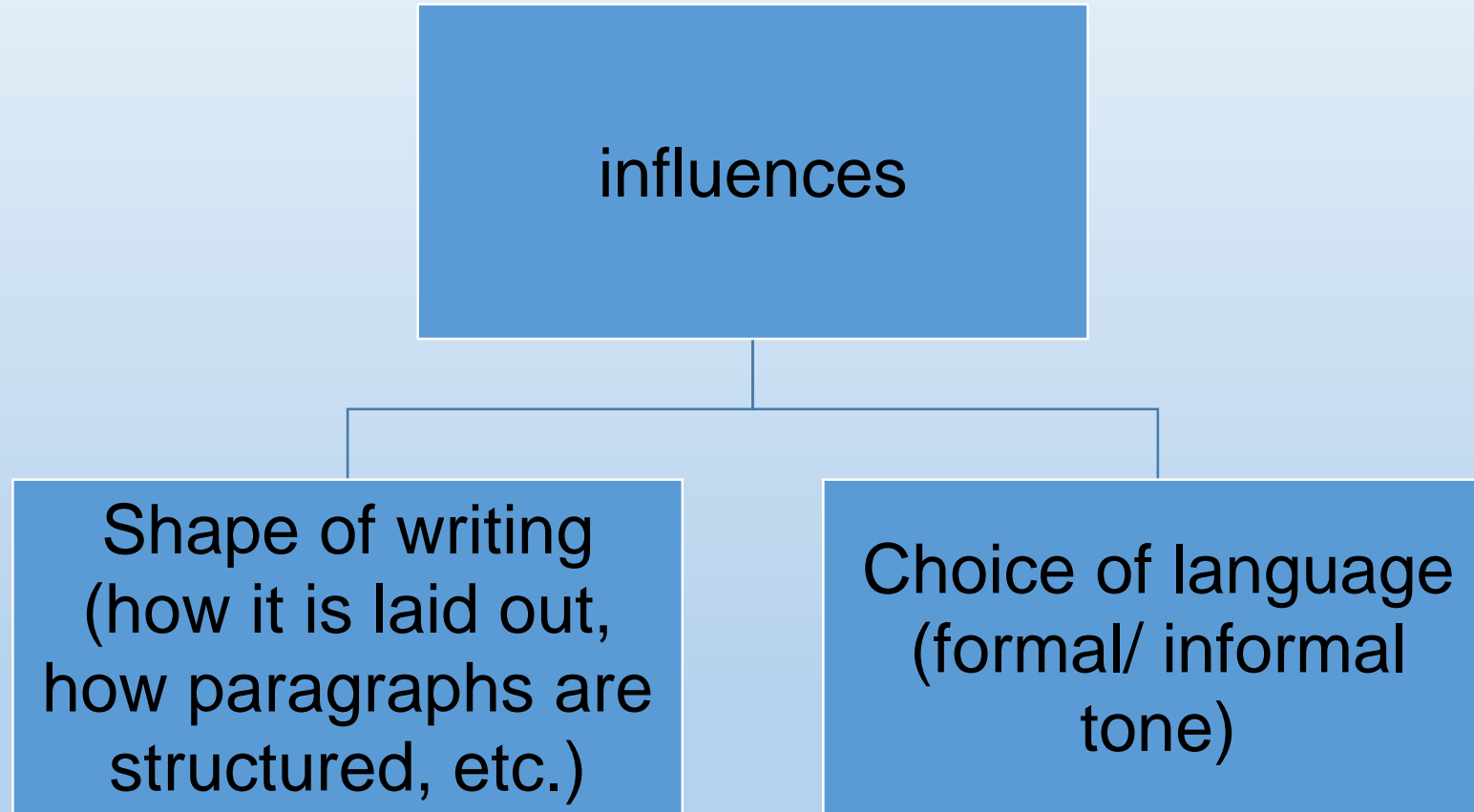
# Pre Writing: Analyze Audience

- limited or specific
- Universal or general

If conceived of our essays as being aimed towards a community of readers, the readership, say, of a small-town or neighborhood newspaper rather than a limited audience it would be better.

Reader's expectations.

# Pre Writing: Analyze Audience



# **Pre Writing: Analyze Audience**

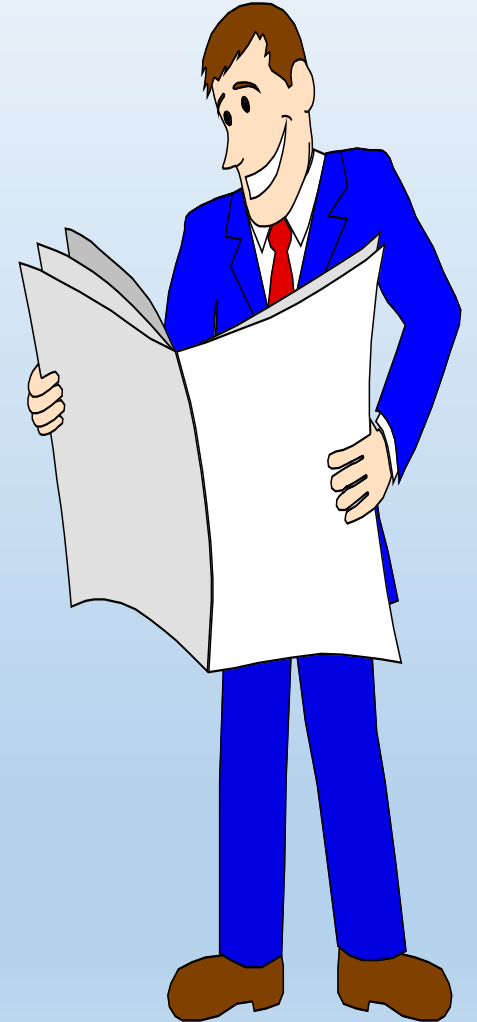
- Activity on Page 112

# Pre Writing: Clarity in Tone

- Just as the pitch and volume of one's voice carry a difference in tone from street to church, the choice of words and the way we put our sentences together convey a sense of tone in our writing.
- The tone, in turn, conveys our attitude toward our audience and our subject matter.
- "hanging out" /gathering, congregating, assembling.

# Pre Writing: Generate Ideas

- Brainstorming
- Clustering
- Free writing
- Discussion
- Reading



# **Pre Writing: Generate Ideas**

- Activity on Page 116



# Pre Writing: Organization of Ideas

- Essay Outline
  - Analyse the ideas generated.
  - Select the most relevant ideas.
  - Select three major ideas/issues/points.
  - Decide for logical order
  - For every paragraph, select Main Points and Supporting Details
  - Revise and Finalize
- Page 122-124

## 2. Writing

- Give yourself ample time to work on your project.
- Find a comfortable place to do your writing.
- Avoid distractions.
- Take breaks.



# 3. Post Writing

- **Revise**
- Review higher-order concerns:
  - Clear communication of ideas
  - Organization of paper
  - Paragraph structure
  - Strong introduction and conclusion
- **Edit**
- Review later-order concerns:
  - Spelling
  - Punctuation
  - Sentence structure
  - Documentation style

