

Lesson 3.

Let the Writing Begin

Understanding Audience & Purpose

Writing Process consists of

- Planning
- drafting
- Revising
- Editing
- Proof Reading

not linear

3rd of entire
Project is
planning.

Talk with your Audience Before and
during your writing.

→ Determine the scope, organization
and style for your document.

Consider the following factors:

- Education
- Job experience
- English language skills
- Cultural characteristics
- personal preferences
- attitude toward the topic and your message.

Collaborative Writing.

Writers who collaborate create much better Report.

Advantages of Collaboration

- It draws on a wider Knowledge Base
- It draws on a wider Skills Base.
- It provides a better idea of how the audience will read the document.

Disadvantages of Collaboration

- It takes more time than individual Writing

- It can lead to groupthink.
- It can yield disjointed document.
- It can lead to inequitable workloads
- It can reduce a person's motivation to work hard on the document.
- It can lead to interpersonal conflict

Electronics tools to exchange information
& Ideas. Wiki Confluence

Wiki is good for technical writers:-

Putting up an early draft for review often results in a wealth of useful feedback, as other people drop comments on the page or update the draft themselves.

Writing for Multiple Audiences.

Major categories variables

→ political, → economic → social
→ Religious → educational → technology
→ linguistic.