Functional English SS150 2+1

COURSE IN CHARGE:

MS. SHARMEEN ISMAIL

sharmeen.ismail@nu.edu.pk

WEEK #11

Writing Process: Revising and Editing the Essay

Once you are done with writing the rough draft, the next stage involves revising and improving your writing.

Correction of all possible mistakes in your essay

Revision involves considering 3 major issues:

- ▶ UNITY: essay is based on a single central idea.
- ▶ **SUPPORT:** TSs support the thesis, and MPs support TSs.
- ▶ COHERENCE: a logical, orderly, and aesthetically consistent relationship of parts. All ideas are logically linked with the thesis (organization of ideas and connection of ideas)

Four mechanical ways of achieving coherence:

- ► Logically justifiable sequencing of ideas
- ▶ Use of appropriate connectors
- Consistent pronoun and verb tense
- ▶ Parallel grammatical structures

► Editing focuses on **SENTENCES & GRAMMAR**-Syntactic errors, grammatical errors, and punctuation mistakes are corrected.

Let's look at the example essay and notice how it has been edited, refined, and revised.

"Reading: My Favourite Pass Time"

Everyone has different ways of spending his or her free time. As for me, I usually do reading when I have free time. Most of the time, I read alone. I think because of through reading, I can find out how beautiful this discover the beauty of the world. is.

When I was young, my parents were always busy working.; Therefore, they bought me a lot of books to keep me company accompany me. Through reading, I have made friends with the Three Little Pigs, Snow White, Red Riding Hood, and so on. Since then, reading is has become an important part of my life. Books, magazines, or newspaper are very handy to carry around with. The smallness of sizes and the lightweights of reading materials made it very convenient for me to put them into my handbag. so various that I can pick up any size of them with me at anytime. Besides, Moreover, I can read whenever and wherever I choose to. at anytime, Even just a shred during an interval of time, like waiting for a bus or at break time at in school or at work.; Some people even use time to read while they are in the toilets. In short, I can enjoy reading no matter when or where.

Let's Practice

The essay BENEFITS OF EATING OUT has problems in unity & organization. Comment on the errors.

TIPS:

- Identify Thesis Statement
- ▶ BPs have TSs
- ▶ TSs relate to the Thesis
- ▶ Clear Structure
- Grammatical Errors

- Redundancy & Repetition
- Use of SDs
- Lack of Clarity
- Unity and Cohesion
- ▶ Conclusion

- ▶ It jumps from one point to another without a logical progression.
- ► There are several grammatical errors, such as missing articles (e.g., "the," "an"), SVA issues, and incorrect tense.
- ▶ The essay contains some repetitive ideas.
- ▶ BP 3 has an idea not mentioned in the thesis.
- ▶ It lacks specific examples to support the author's preferences.
- Some sentences are wordy and could be made more concise for better clarity. For example, "It was built some three years age" could be simplified to "It was built three years ago."
- ► The essay could benefit from better transitions between ideas to create a more cohesive and unified piece of writing.

Edit the essay on pg. 107-108 for spelling, punctuation, inappropriate vocabulary, and grammar. Also, suggest a title for it.

Study are a whole life business. No matter you are in college, in university or taking a job, we are always studying. However, there is a little bit difference among them. Studying in college or university, we put most of our effort in books, examination marks, etc. We don't need to worry about the outside world since have parent to take care of. We can distribute our time more freely.

After high school mostly we are seventeen or eighteen. Our experience about the society is too young. taking a job is a bit harsh for us. Therefore if we go to college or university you have more chance to recognize our society. We have more time to think about our future before we get onto the field that we may not suit for. A year older, our mind should be widen. then decide our future will be more suitable.

Moreover, take a job after high school do have some advantage. Since experience should be accumulate. We cannot recognise our world while you are sitting in a close door room. We have to go out of the room, touch by our hands, see by our eyes. Since those up-to-date knowledge will not be read by books, we have to face by ourselves.

To conclude, take a job after high school or after college or university do have advantage and disadvantage. We have to think very carefully before we make the decision whether you prefer background knowledge or you prefer get into the society to collect the experience.

Home Assignment: E3, E4 and E5

Revise these paragraphs for unity:

- ▶ (1) When we first opened this restaurant, a lot of people complained about cold food. (2) The restaurant opened in 1988. (3) Then we started ringing a bell whenever an order was ready. (4) Now customers rarely grumble about cold food.
- ▶ (1) There are several basic things you need to cook Chinese food. (2) Most Chinese food must be cooked in a special pan called a wok. (3) Soy sauce and cornstarch are needed for most Chinese recipes. (4) Chinese food is tasty and nutritious.

▶ (1) I just love Kia's new babysitter. (2) Kia is a very bright child. (3) The babysitter takes Kia for a walk every day. (4) She also gets Kia involved in art and music projects.

▶ (1) I am looking forward to election day. (2) I'll be rooting for my candidate to win and enjoying the suspense if the vote is close. (3) The following day will be a good time to play video games. (4) No matter who wins, an election is a special occasion.

▶ (1) An odd behavior associated with sleep and dreaming is somnambulism, commonly known as sleepwalking. (2) Sleepwalkers suffer from a malfunction in a brain mechanism that monitors the transition from REM to non-REM sleep. (3) REM sleep is vitally important to psychological well-being. (4) Sleepwalking episodes diminish with age and usually cause no serious harm—the worst thing that could happen would be a fall down the stairs.

Homework: E9 (p.112 &113)

E 10: Analyze the paragraph for:

- ▶ The topic sentence: **sentence number**
- ▶ Irrelevant sentence: <u>sentence number</u>
- Methods of development used in this paragraph:
- Examples and illustrations: sentence number
- Descriptions or details: sentence number
- Chronology of events: sentence number
- ▶ The paragraph also shows coherence by the use of
- Paraphrased the topic sentence: sentence number
- Transitional words: highlight all



Thank you ©