



Functional English

SS150

2+1

COURSE IN CHARGE:

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WEEK # 7

Writing Process


Making Informational Essay Outlines

STEPS IN ESSAY WRITING:

1. Understand the TOPIC, purpose, and audience.
2. Generate ideas using different techniques, or search for them if needed.
3. Make an OUTLINE.
4. Write a rough draft.
5. Proof read, revise, and improve the unity, support, and coherence of the essay.
6. Edit and write a final draft.

Let's Practice (Choose one of them)

- ▶ Perks of Living in a Metropolitan City
- ▶ Living in Poverty
- ▶ The Advancement in Technology
- ▶ The Evolution of Communication System
- ▶ The Impact of Artificial Intelligence on the Job Market
- ▶ Cyberbullying: The Dark Side of the Internet
- ▶ Standardized Testing: Pros and Cons
- ▶ Globalization: Pros and Cons for Developing Nations

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- ▶ The Benefits and Drawbacks of E-Learning in Education
 - ▶ The Influence of Music on Mood and Emotions
 - ▶ The Evolution of Artificial Intelligence: Past, Present, and Future
 - ▶ The Advantages and Disadvantages of Remote Work
 - ▶ The Rise of Cybersecurity Threats in the Digital Age
 - ▶ The Future of Space Exploration and Colonization
 - ▶ The Impact of Video Games on Cognitive Development
 - ▶ The Evolution of Transportation: From Horse-Drawn Carriages to Electric Vehicles



Step 1:

**Analyze the TOPIC, purpose,
audience, and tone.**

(Take two minutes)



Step 2:

**Generate ideas using
brainstorming or free writing**

(Take ten minutes)



**Let's exchange and get peer
feedback**

(Take three minutes)

Making Essay Outlines: From the perspective of information essays

► **OUTLINE:**


Preliminary or schematic plan of an essay. It displays the important ideas/points that are to be discussed.

► **FUNCTION OF AN OUTLINE:**

It functions like a map guiding the writer in organizing his/her points/ideas in the essay. It tells one where and when to discuss a given point. A well-made outline is crucial to achieving clear organization in an essay.

STEPS IN MAKING OUTLINES

- ▶ After generating ideas, analyze them.
- ▶ Select the most relevant ideas, or the ones which are directly related to your essay topic.
- ▶ According to the word limit, select 3 major issues/ ideas/ points for your essay.
- ▶ Decide for a logical order for you ideas depending on the degree of importance with respect to the topic.

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- ▶ Use phrases, headings, or keywords.
 - ▶ For each body paragraph, select relevant MPs, and SDs.
 - ▶ Revise and finalize it.
 - ▶ Now follow it and write a rough draft for your essay.

NOTE:

Outline should have

- ✓ **The introduction paragraph**
- ✓ **The 3 body paragraphs**
- ✓ **The conclusion paragraph**



**Let's See the outline form and
sample**



The essay is on page number 79 and 80

Developing essay outlines


The significant considerations are:

- ▶ Understanding topics and developing a THESIS

THESIS


- ▶ The word thesis refers to the central idea of any piece of writing. Thesis includes two things:

1. The essay topic
2. What you want to say about the topic (your main message)

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- ▶ Some topics are very easy. You read them and instantly know what your views are related to it. However, most of the time, topics are too broad, general, or difficult.

The steps to come up with a thesis:

- ▶ Read the topic. Understand it clearly and determine the purpose and audience.
- ▶ If the topic is too broad, narrow it down to a specific and vital point.

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- ▶ Think about the topic and discover your views, your opinions and create a meaningful message that you would want to deliver via the essay.
 - ▶ Do some reading if needed.

You must come up with a working thesis before you start writing the rough draft of your essay. **(it shapes your essay)**

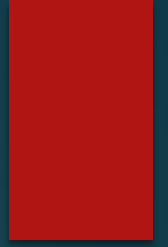


Gather appropriate and suitable support material for your essay sub-topics or main ideas. It can be

- ▶ Facts
- ▶ Statistical data
- ▶ Quotes
- ▶ Stories (real and hypothetical)
- ▶ Researches
- ▶ Expert opinions
- ▶ Insightful observation
- ▶ Examples (hypothetical and real)



Let's practice




Develop a working Thesis

1. Importance of Tourism

2. Education is the single most important factor in the development of a country. Do you agree?

NOTE:

- ▶ Your thesis should be able to predict the content of your essay.



What do you expect to find in essays with the following titles?

- ▶ Damage to the environment is an inevitable consequence of worldwide improvements in the standard of living. Discuss.
- ▶ My ambition in life
- ▶ The role of media in society
- ▶ My Childhood
- ▶ Urban life and rural life

Fill the table on page no. 80 and 81 (Assignment)



Home assignment:

Page no. 82 (submit it in the
hard copy)

Thank you 😊

