

CT1112 Lecture 5: Writing Skills

- Why?
- > What?
 - Writing Process
 - > Types of Writing
 - > Personal Writing
 - > Assignment 1: CS Blog

WRITING AND LEARNING AND THINKING ARE THE SAME PROCESS.

QUOTEHD.COM

William Zinsser American

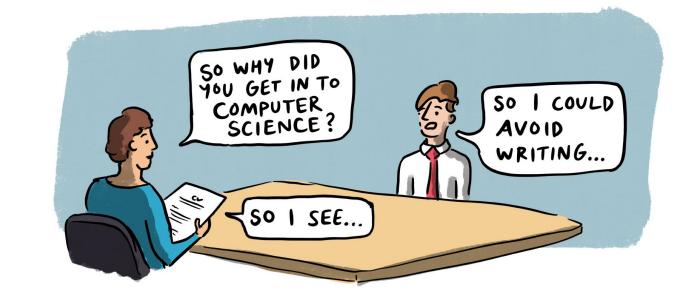
Why?

- > Increases academic success
- > Increases career success
- Improves imagination and creativity
- > Enhances communication skills
- Increases knowledge
- > Improves confidence

Computer Science Writing

> Types

- > Technical / Academic Reports
- > Project Proposals
- > Project Schedules
- > Requirements Documents
- > Test Documents
- Project Updates
- > Emails / Letters
- > CV's, LinkedIn, Blog posts



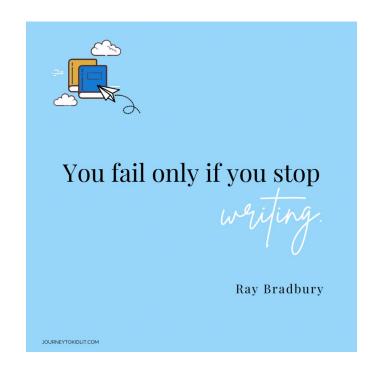
Q VISUAL THINKERY cdyf.me



Developing Professional Skills

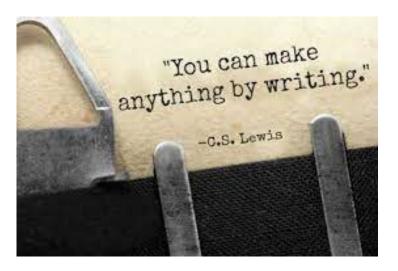
Written Communication

- Writing Process:
 - ► https://www.youtube.com/watch?v=KlgR1q3UQZE&t=1s
- Writing Skills:
 - > Writing / Editing
 - > Referencing
- Writing Tools
 - > Creating
 - > Referencing



Writing Process

- 1. Pre-writing
- 2. Research
- 3. Writing
- 4. Editing



Pre-Writing

Focused writing state; brain forms connections between information and memories you didn't even know you had; creates arguments and ideas that leads to more focused research

Two Stages: (2 * Pomodoros)

- 1. Brain Dump: get everything you know down on paper; all ideas, topics, questions
- 2. Outline: form connections: main points to cover; questions; sections

THE SCARIEST MOMENT IS ALWAYS JUST BEFORE YOU START

STEPHEN KING

PICTURE QUOTES . com



PICTUREQUOTE

Research

"The systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions"

Oxford Dictionary

- > Sources:
 - ➤ University of Galway library
 - ➤ Google Scholar
 - ➤ Online Databases (e.g. Scopus)
 - ➤ Wikipedia references



Research

- Search terms; refining your search
- > Scanning:
 - Quality: source, audience, bias
 - ➤ Content: abstract, conclusion
- Download your own copy
- Annotate
- ➤ Referencing / Citations: Correct referencing is essential to academic integrity and to avoid plagiarism: requirement for all student work (Lecture 8)

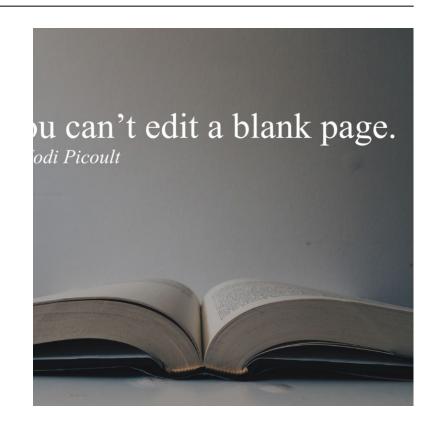


Editing

Editing: two different, related activities

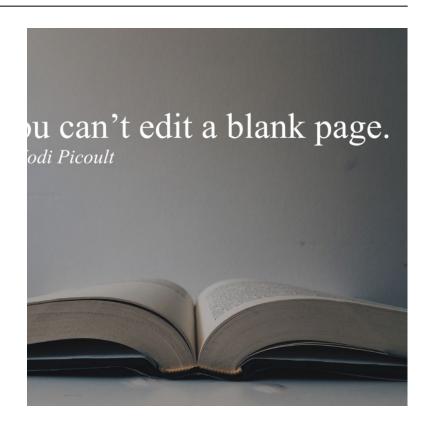
- 1. Copy editing: content, style and overall flow complex or deep editing: Is there a central idea; Are questions answered; Is there an argument flow; balance; logic; consistent terminology?
- Proof reading: grammar, punctuation, presentation; surface editing

Feedback: read it upside down and back to front



Editing: Content

- > Does your essay have a central idea? Is it clear?
- ➤ Have you done everything you said you were going to in your introduction?
- ➤ Have you made an argument and answered the question set by the assignment? (or just put down everything you know?)
- Do the different points you make follow on logically?
- ➤ Is there a good balance between the information you report on and your analysis / view of it?



Editing: Proof Reading

- 1. Attitude of Accuracy: want to find errors
- 2. Add some time between writing and proofing
- Proofread with minimal distractions
- 4. Focus your eyes and attention: ruler, read aloud, software dictionary
- 5. Change the way the document appears: shake it up
- 6. Use Spell and Grammar checks but don't rely on them
- 7. Ask someone else to proofread

LinkedInLearning: Communication Tips (Brenda Bailey Hughes)



Types of Writing



- Purpose? Audience?
- Style: formal/informal; fact/opinion; concise/detailed; commercial/literary
- Four Main Writing Styles:
 - 1. Expository: explain
 - 2. Descriptive: describe
 - 3. Narrative: tell a story
 - 4. Persuasive: convince or influence

Types of Writing



Types of Writing categorized by audience / purpose:

- Academic Writing: formal, organized, research, referenced (investigation)
- Scientific Writing: objective, technical, communication among scientists
- ➤ **Technical** Writing: communicating about technical topics; instructing on technical product use; via technical media
- ➤ Business Writing: task instructions; recording business information, reports; persuasive: sales, proposals, press releases; transactional: emails, letters, memos
- Creative Writing: original thoughts of the writer

Personal Writing

- Personal Reflections:
 - ➤ Learning from the experience: insights gained
 - > Critical examination: e.g. choices made
 - > Personal growth and development: how have you developed?
- ➤ Gibbs' (1988) Reflective Cycle:
 - ➤ Description
 - > Feelings
 - ➤ Evaluation
 - ➤ Analysis
 - **>** Conclusion
 - > Action Plan



Assignment 1: CS Blog

- Why I'm Studying Computer Science
 - Written Blog
 - Guideline: approx. 200-300 words of content
 - Submit on Canvas

Due: CT1112 Week 7 (Friday 3/11/2023)





CT1112 Lecture 5 Review

Lecture 5:

- Writing Process
- Writing Types
- Personal Writing

Lecture 6:

- Business Writing
- Scientific Writing