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BSc Degree

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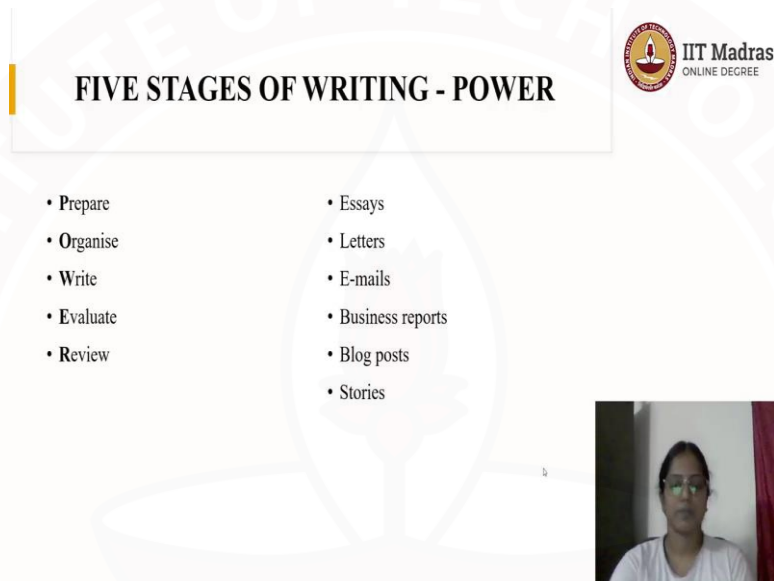
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English II (Advanced English)
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Humanities and Social Sciences
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Write Well

Hello all, I welcome you to this class. In today's class, we will discuss writing. So, we will look at the different stages involved in the process of writing a good piece of literature.



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FIVE STAGES OF WRITING - POWER

- Prepare
- Organise
- Write
- Evaluate
- Review

- Essays
- Letters
- E-mails
- Business reports
- Blog posts
- Stories



So, when I say a good piece of literature, I mean to say that you can use this particular strategy known as power writing when you write essays, when you write letters, emails, business reports, blog posts, stories, novels, etc. So, what is power writing? It is actually an acronym for prepare, organize, write, evaluate and review, which are the five stages of writing. We will discuss each stage in detail, and I want you to do the activity simultaneously as you go through this video.

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1. PREPARE



- The reason we often struggle to write is because we don't have enough ideas. Come up with good points/collect all your ideas before you write.
- To prepare – Brainstorming
 - a) Note down anything that comes to your mind. (non critical)
 - b) Don't leave out or discard anything.
 - c) Don't worry about organising your ideas. (next stage)
 - d) Don't worry about grammar, spelling, punctuation etc.
 - e) Keep doing it until you have no more ideas.



Now, the first stage is called prepare. So, one of the major reasons why we often struggle to write is because we lack enough ideas, we do not have enough ideas with us, and therefore we end up writing anything and everything that comes to our mind. So, coming up with good points or collecting all your ideas before you write is a very important step.

Now, this entire process of ideating or preparing, sitting and thinking about the good points related to the essay question, or it could be email any kind of writing is, that whole process is known as brainstorming. Now, I will tell you what are the different methods or what are the different steps involved in brainstorming.

One is that you have to note down anything that comes to your mind. Now here, if you are a perfectionist, you are going to be very critical about your ideas. Please do not do that. Note down all the points that come to your mind. Do not leave out or discard anything, thinking maybe this is not right, maybe this is not good enough. Do not worry about organizing your ideas at this point; we will do that in the later stage.

So, you are just going to write everything that comes to your mind is ideas in this particular stage, which is known as prepare. Again, when you are jotting down your ideas. Please do not worry about grammar, spelling, pronunciation, etc and keep jotting down and keep noting them in a rough work, in a rough paper, until you exhaust all your ideas, until you have no more ideas. So, this is the first part of it.

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Exercise - Prepare



- Write a letter of requisition to return your caution deposit for library books.
- Introduce
- Return
- Details of caution deposit
- Request



Now, I am going to give you an activity, write a letter of requisition to return your caution deposit for library books. So, let us suppose you are, you have appeared for your final semester exam, and now it is time for you to graduate. So, write a letter to the librarian. What kind of letter, a letter of requisition, what is the letter of requisition, when you write a letter to somebody asking or requesting for service of some kind of help, then it is known as a letter of requisition.

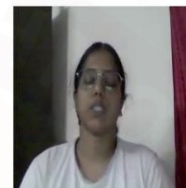
So, in this letter of requisition, I want you to write about returning your caution deposit which is 2000 rupees that you had entrusted earlier as a part of the book reading scheme. So, now with what we have discussed so far, which is the first stage known as prepare, I want you to come up with all the ideas, everything that you could use to write this particular letter. Please do that. Pause the video; work on this. Work on ideating and brainstorming, and then we will go to the next stage.

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2. ORGANIZE



- The goal of this stage is to outline what you are going to write.
- Throughout this stage, ask the question 'how do I guide my reader?'
- Think of yourself as a tour guide.
 - what should the reader read first?
 - what should the reader read next?
 - what should the reader read last?
- From the ideas you have collected, select the best ones.
- Arrange the ideas in the most logical sequence.



Now, the next stage is known as organizing. In this stage, you need to outline what you are going to write, so throughout this stage it is very important to ask yourself, how am I going to guide my reader. So, think of yourself as a tour guide, who would want the tourists to visit place A followed by place B and then place C and finally conclude the entire visit with something interesting, with some interesting piece of information.

So, think of yourself as a tour guide and ask yourself, what should your reader read first? Then what should your reader read next and what should the reader read last, this is very important part organizing, your ideas need to be organized properly and thoroughly. So, from the ideas that you have collected, Now select the best ones; now is the time to filter. Sometimes it so happens that you have really interesting ideas, some good ideas, but then it does not fit in the entire scheme of, the scheme of writing.

So, it is important that at those moments, however interesting the point is, or however good the point is, you will have to leave it out; you will have to strike it off. So, organizing part of this particular stage is very important, and you need to ask yourself what your reader should read first, next and last. Now, once you filter and select the best ones, arrange the ideas in a logical sequence. This is very important, arranging your ideas in a logical sequence.

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Exercise - Organise



- Write a letter of requisition to return your caution deposit for library books.
- Introduction and reason for writing the letter
- Supporting details
- Additional information to restate the request



Now, the same activity, I suppose in the last part of this video, you had worked on the first stage of writing the requisition letter, which is preparing; I want you to organize those ideas. Ask yourself what you should write first, what you should write next and then what you should write last.

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3. WRITE



- Take ideas in your outline and write full sentences for them.
- Treat this as your first draft.
- Don't worry about spelling, punctuation, vocabulary and grammar.
- While writing, if you
 - a) come up with additional ideas
 - b) want to remove something
 - c) move ideas aroundit's OK!



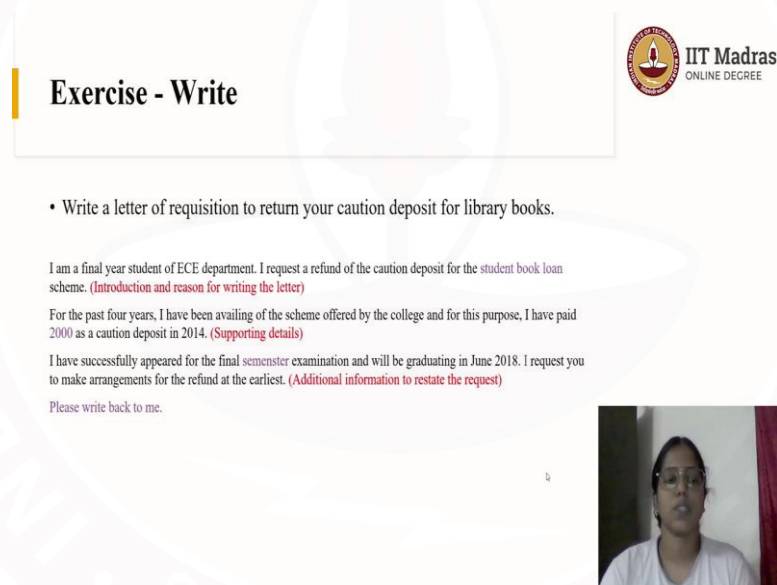
Now comes the third stage, which is known as write. Now that you have all the ideas and the ideas are organized in a logical sequence. You should now take your ideas in your outline and write full sentences for them. Treat this as a first draft. So, do not worry about spelling,

punctuation, vocabulary grammar; in first draft, you do not look at those things. In the next stage, we will look at evaluating and correcting the mistakes.

So at this point, write full sentences; while writing, it also happens that you come up with additional ideas or you might feel like you should remove something or you should feel like you know, maybe I should organize it a little differently, and you might want to move your ideas around. That is all fine. That is all perfect. It is a natural process. It happens with everybody.

So, you do not have to panic at that point thinking, oh my god, I am not sticking to the stages. So, the procedure that is known as the power writing, so you should not worry about that. If you think that there are additional ideas that come in the last moment, you can definitely add them in this particular stage as well.

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Exercise - Write

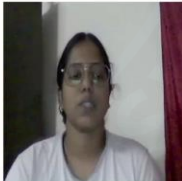
- Write a letter of requisition to return your caution deposit for library books.

I am a final year student of ECE department. I request a refund of the caution deposit for the student book loan scheme. (Introduction and reason for writing the letter)

For the past four years, I have been availing of the scheme offered by the college and for this purpose, I have paid 2000 as a caution deposit in 2014. (Supporting details)

I have successfully appeared for the final semester examination and will be graduating in June 2018. I request you to make arrangements for the refund at the earliest. (Additional information to restate the request)

Please write back to me.



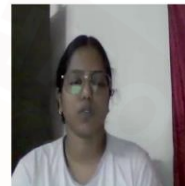
Now, coming to the activity, write a letter of requisition to return your caution deposit for library books; you have already done that with the two stages that is prepare and organize. Now, I want you to write full sentences; your ideas need to be converted to full sentences and organized in a logical sequence. So, please do that; I have written a sample here.

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EVALUATE



- Stage where you check your work. (Proofread)
- Four things to look at –
 - a) Vocabulary
 - b) Spelling
 - c) Grammar
 - d) Punctuation



Now, comes the fourth stage which is evaluate. So, this is where you proofread your work, or this is where you check for mistakes, your spelling mistakes or grammar mistakes or punctuation mistakes. So, at this stage, you need to look at the vocabulary; you need to ask yourself if you can replace certain words with better words, if there can be a better choice of words. Then you need to check for spelling mistakes, grammar mistakes and finally the punctuation mistakes.

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Exercise - Evaluate



Dear Sir/Madam,

I am a final year student of ECE department. I am writing this letter to request a refund of the caution deposit for the Student Book Loan scheme. *(Introduction and reason for writing the letter)*

For the past four years, I have been availing of the scheme offered by the college and for this purpose, I have paid Rs.2000 as a caution deposit in 2014. *(Supporting details)*

I have successfully appeared for the final semester examination and will be graduating in June 2018. Therefore, I request you to make arrangements for the refund at the earliest. *(Additional information to restate the request)*

Thanking you

Sincerely

(Sign)

Karthika



Exercise - Write

- Write a letter of requisition to return your caution deposit for library books.

I am a final year student of ECE department. I request a refund of the caution deposit for the student book loan scheme. (Introduction and reason for writing the letter)

For the past four years, I have been availing of the scheme offered by the college and for this purpose, I have paid 2000 as a caution deposit in 2014. (Supporting details)

I have successfully appeared for the final semester examination and will be graduating in June 2018. I request you to make arrangements for the refund at the earliest. (Additional information to restate the request)

Please write back to me.



And in this particular stage, I have corrected some of the mistakes that I have made in the previous stage, which is the writing stage. If you see I have written student book loan scheme, it is a scheme. So, it should; it should start with a capital letter. So, S should be in caps, B should be in caps, and L should be in caps.

Similarly, I have paid 2000, it is always better, you write I have paid Rs 2000 and also look at it, I have made a mistake in the spelling of semester, and the final mistake is, please write back to me. There can be a better usage, so I have marked that as a mistake, and I would like to change that in the next stage, which is evaluate.

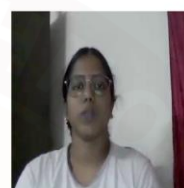
And in evaluating stage, I write, I request you to make arrangements for the refund at the earliest and then thanking you sincerely. It is a formal letter, it is a request letter. So, you need to be very formal and polite in your writing.

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REVIEW



- It is always a good idea to go over your work one final time. This is to make sure that the writing has the intended effect on the reader.
- Long piece of work – do not review immediately. (Leave it and come back to it the next day)
- Read your writing out loud to check it sounds natural.
- If you can, ask someone to read it and give you feedback.



And finally comes the review stage; it is always a good idea to go over your work one final time. This is to make sure that writing has the intended effect on the reader, and if it is a long piece of work, do not review it immediately. If you have written a novel, it is always better than to keep it for a couple of days and then come back, because your mind would be fresh and you will have more ideas, and you will be able to review or proofread it in a better way.

Now, reading out loud, reading your writing out loud to check whether it sounds natural, is also an important step. Sounding natural is very important, and if you can ask someone to read it, if you can suggest your friend to read it and give you feedback, that would be a great idea too, that can actually improve your writing. So with this, we come to the end of the session. I hope you like the session. I will meet you with a different topic on a different day. Until then, stay safe. Take care, bye.