



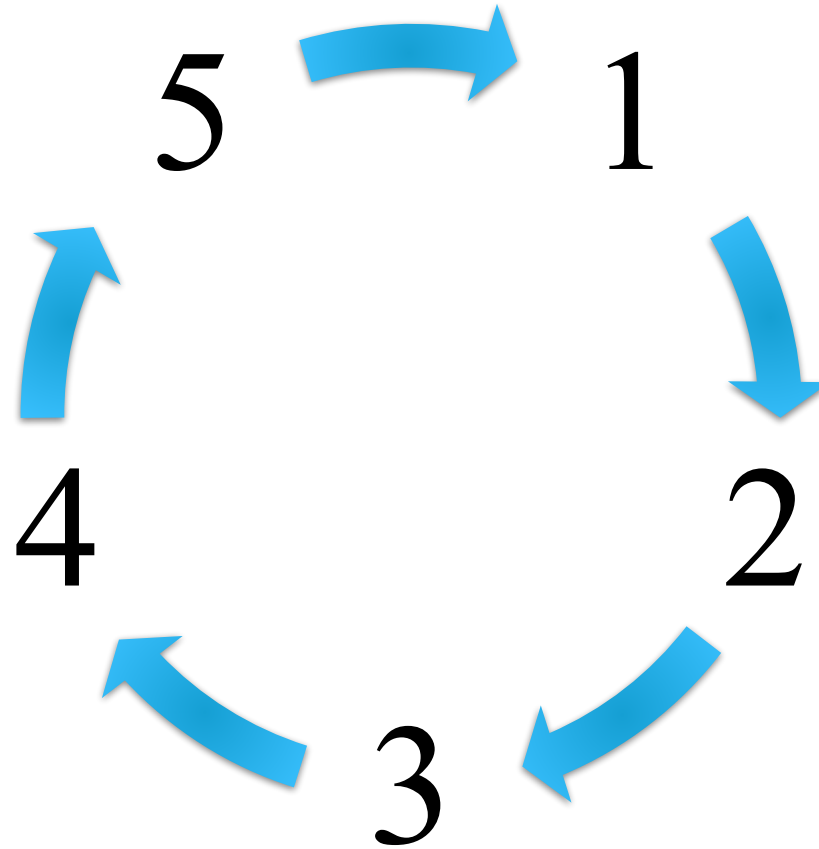
ENGLISH COMPOSITION & COMPREHENSION

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Standard operating procedure

WRITING PROCESS



OVERVIEW

Stage 1: Prewriting

- Choosing and Narrowing a Topic
- Brainstorming

Stage 2: Drafting

- Explaining and Supporting your Ideas

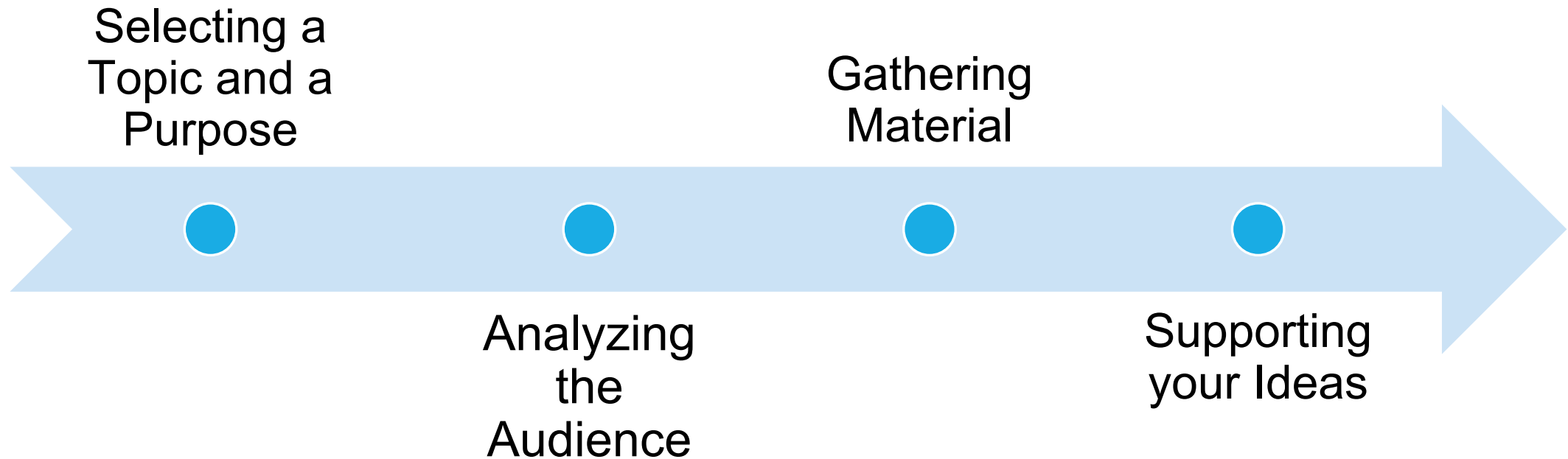
Stage 3: Revising

- Writing the First Draft
- Revising Content and Organization

Stage 4: Editing and Proofreading

- Proofreading the Second Draft for Grammar and Mechanics
- Writing the Final Copy

WRITING PREPARATION: GETTING STARTED



TASK # 1

Select a topic from the list given below. Narrow down the topic from general to specific.

1. Education
2. Sports
3. Entertainment
4. Food



BRAINSTORMING TECHNIQUES

1. Listing
2. Freewriting
3. Clustering
4. Mind Mapping



LISTING

GETTING FIT

Eating right

Junk food

Good diet

Lots of fresh fruits and vegetables

3 meals a day

Regular exercise

Lose weight

Join health club

Swim everyday

Regular homework schedule

Weightlifting

Work hard

Jog before breakfast

Feel and look younger

Watch less TV

Don't eat snacks

Aerobics

Walk to do errands

Drink less coffee

Sleep 8 hours

No candy, soda

No junk food

Enjoy with friends and family

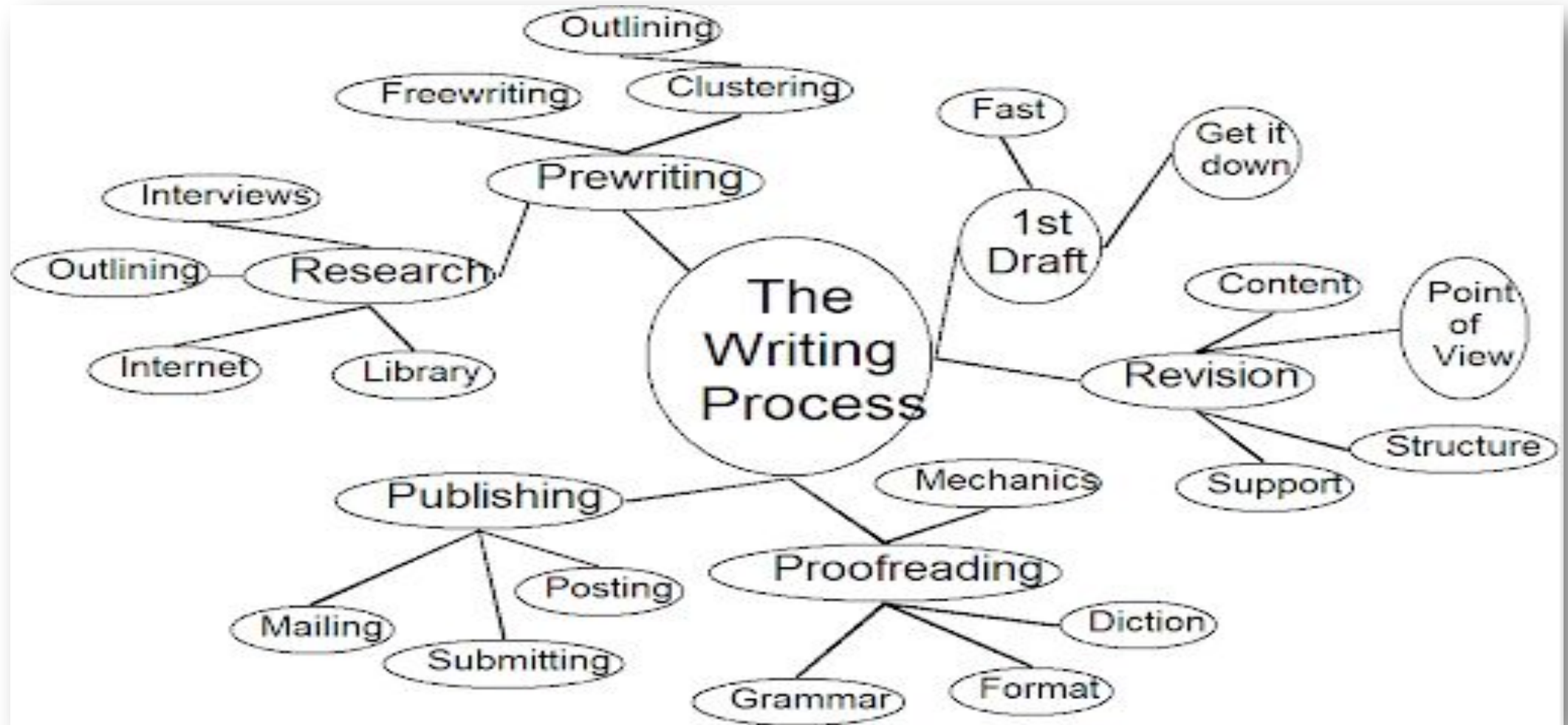
Online classes



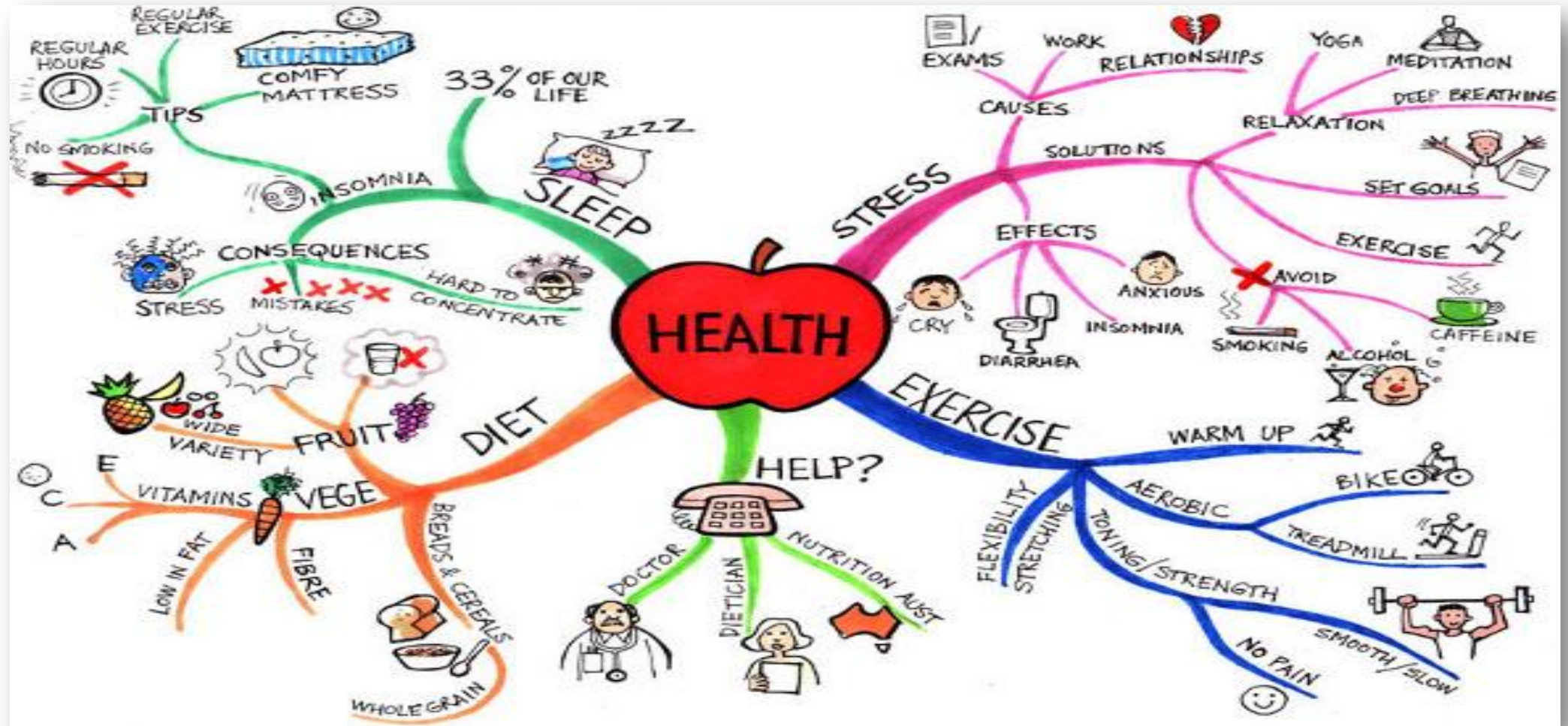
FREEWriting

Write for ten minutes . . . ten minutes . . . at 9 o'clock in the morning — Just what I want to do in the morning — If you can't think of something to say, just write about anything. Right! Time to get this over with — An experience — should have talked — I can think of plenty of times I should have kept quiet! I should have brought a bottle of water to class. I wonder what the people next to me are writing about. That reminds me. Next to me. The time I saw Jeff cheating. I was mad but I didn't do anything. I studied so hard and all he did was cheat. I was so mad. Nobody else seemed to care. What's the difference between now and then? It's only a year and a half. . . . Honor code? Maturity? A lot of people cheated in high school. I bet I could write about this — Before and after, etc. My attitude then and now.

CLUSTERING



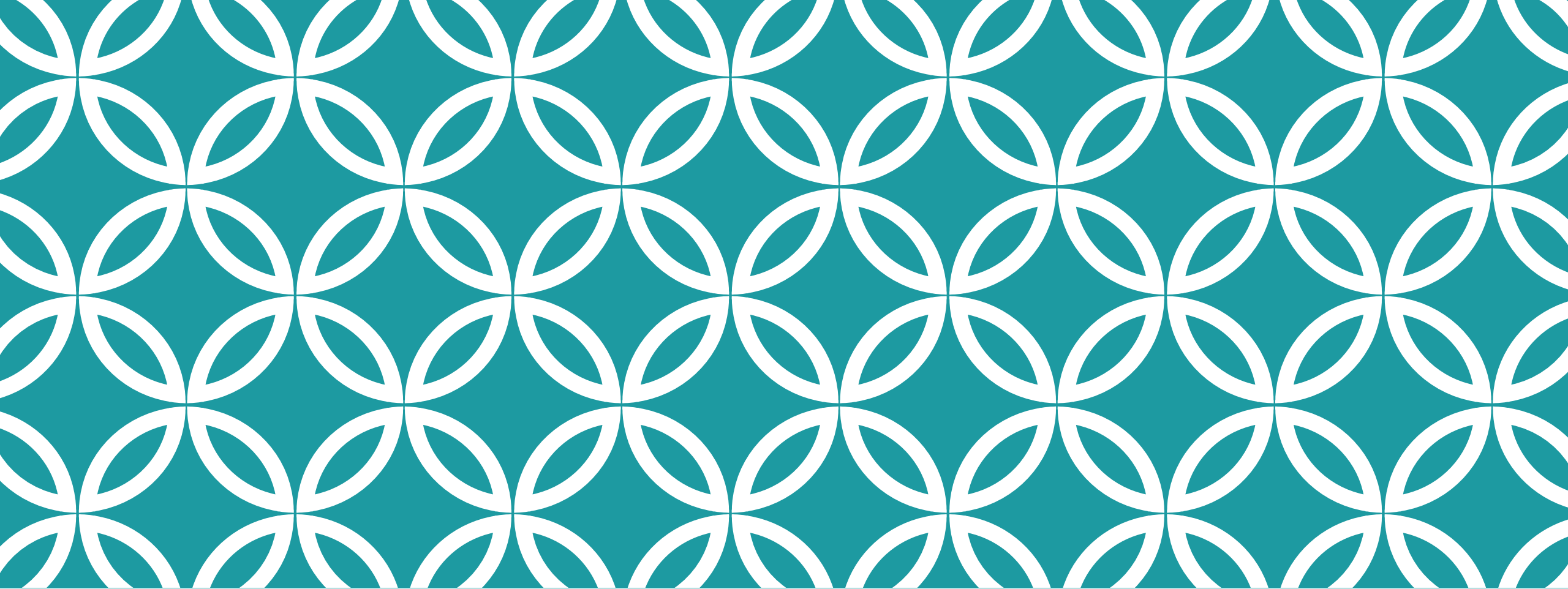
MIND MAPPING



TASK # 2:

BRAINSTORM IDEAS FOR THE SELECTED TOPIC AND JOT DOWN AS QUICKLY AS THEY COME TO YOU BY USING ANY ONE BRAINSTORMING TECHNIQUE.





THANK YOU

