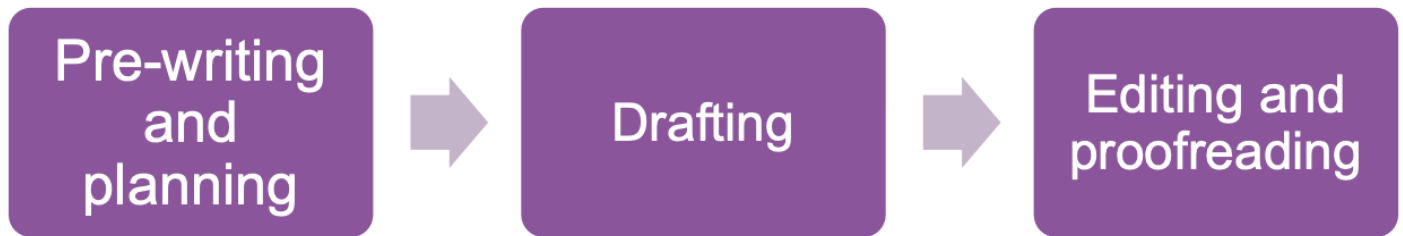


I: Writing a Group Report

1: The writing process



2: Time Management

- Less time spent planning = more time spent editing
- More time spent planning = less time spent editing

3: Grand Planning: Benefits

- Planning the input controls the output
- Make drafting easier
- Editing process should become more manageable and streamlined

4: Pre-writing : The House Style

- Neutral, objective language (you can check the phrasebank.manchester.ac.uk)
- Avoiding contractions.
- Keeping an eye on sentence length (3 lines)

5: Drafting strategies

- Write in short, time burst if this makes it easier

- Leave notes to self to separate writing from editing

6: Editing: the three stages

6.1: Editing for structure

- Paragraphs
 - Topic sentence
 - This point is developed throughout a paragraph
- Transitions
 - Compare the last line of a paragraph with the first line of the next
 - Compare the sense of logical progression
- Relevance
 - Any repetitions
 - Need to versus nice to know for the reader

6.2: Editing for criticality

- For every point you make, could the reader come back at you with a question?
- Reading aloud can help identify the inconsistencies in tone, long and unwieldy sentences and inaccurate vocabulary use.