

## Composition 2 (Pr. El Hadari)

### - Lecture 3: Planning and outlining the composition -

Generally, there are some important steps to follow while planning and outlining your composition:

- 1) **Limiting the scope of your topic:** It simply means to narrow your topic down.
  - 2) **Gathering ideas** (Data assembling/collecting).
  - 3) **Organizing and outlining ideas/data.**
- **Topic outline:** in a topic outline, we don't write complete sentences. Rather, we write items (adjectives, adverbs, nouns, phrases).
  - **Sentence outline:** In this kind of sentence we use complete sentences. This outline is clearer than the topic outline.

Here is the use of short heading/titles. For example:

#### *Women's work*

(Arguments for and arguments against)

#### ✓ **Topic outline:**

##### I. **A life requirement:**

- A. To benefit from women's expertise
- B. To provide financial help
- C. To reach gender equality

##### II. **A life luxury:**

- A. To get more money to buy unnecessary things
- B. To move towards neglecting kids
- C. To take men's jobs

→ It's very important to be consistent in making a topic outline.

#### ✓ **Sentence outline:**

##### I. **Women's work is a life requirement:**

- A. It's an opportunity to benefit from women's expertise.
- B. Working women can provide financial help to their husbands.
- C. With women's work, there is more chance to reach gender equality.

##### II. **For some people, women's work is just a life luxury:**

- A. The more money a working woman has, the more inclined to buy a necessary things she is.
- B. With women's work, there is the risk of neglecting kids.
- C. Working women are usually blamed for taking men's jobs.

➤ Writing a critical essay:

We can write a critical essay about something or someone that we don't like. We should clarify why we don't like him/her/it. Your opinion should be mentioned in the introduction.

Example: Write a critical essay about TV commercials in Moroccan mass media.

- ✓ TV commercials repeatedly interrupt my favorite TV programs.
- ✓ Sometimes, they give a false image about life.
- ✓ They may make people buy things they don't need.
- ✓ They may adopt very boring slogans.
- ✓ They sometimes insult our Intelligence.
- ✓ The money spent on TV commercial can be used to create job opportunities and help people in need.