The writing process

CLEAR WRITING is CLEAR THINKING

Timing

- Writing takes time
- 3 steps:
  - Pre-writing
  - Writing
  - Revising and proof-reading

Pre-writing

- Organize yourself (ROADMAP)
- Think in paragraphs and sections
- Think a lot! (away from the computer): take home messages, memorable lines
- Like ideas should be grouped. Example:
  - Pro-ideas first (all)
  - Controversy (all)
  - Rebuttal (all)

Writing: the first draft

- Get down main ideas in complete sentences in the good – logical- order

- Focus on logical organization rather than in detailes (sentence level)

- The final version will come after N revisions. Do not try to polish every sentence. Just write.

Basic tips

- Use of We, I
- Verbs instead of nouns
- Use of active voice
- Cut all innecessary staff (*even more relevant for non natives!!*)
- Don't bury the verb

BE SPECIFIC

Be specific

Vague/general

- Young students

- Resolution will be improved significantly

Concrete/specific

- Students aged 12 to 15

- We will double (xn) nowadays spectral resolution device x

KEEP IT SHORT AND SIMPLE

1 sentence= 20 words avg.

Wordy

- Strong reading skills are an important factor in students' success in college

- For the purpose of

- It is interesting to note

Straight

- Students' success in college depend on their reading skills

- To

- …

Paragraph

- 1 paragraph=1 idea. Not very long paragraph
- Main idea early
- Logical flow of ideas (sequence, broad$\rightarrow$ specific, logic relation), parallel structures, transition words
- **Reader remember first sentence and last sentence the best.**

Basics of a good graph

1. It draws attention to the data and not the graph itself.
2. The data points (symbols) and connecting lines are easy to read and distinguish.
3. Both the numbers and labels for the axes are readable and t heir meaning is clear.
4. The lengths of the 2 axes are visually balanced (ratio of *x axis to y axis 1.0 to 1.3*).
5. The scales used on each axis match the range of the data.
6. Tick marks are used appropriately.
7. The legend is clear and concise.
8. The reader can understand the message without referring back and forth to the main text.
9. The data deserve to be graphed.

Revision

- Read your proposal out loud
- DO a verb check – are, is, passive voice, buried verbs-
- Cut the clutter
- Re-organize paragraph
- Get feedback
- Good editor

Check list

- Consistency:
  - Numerical consistency
  - References to nowhere
  - References do not back up the statements made