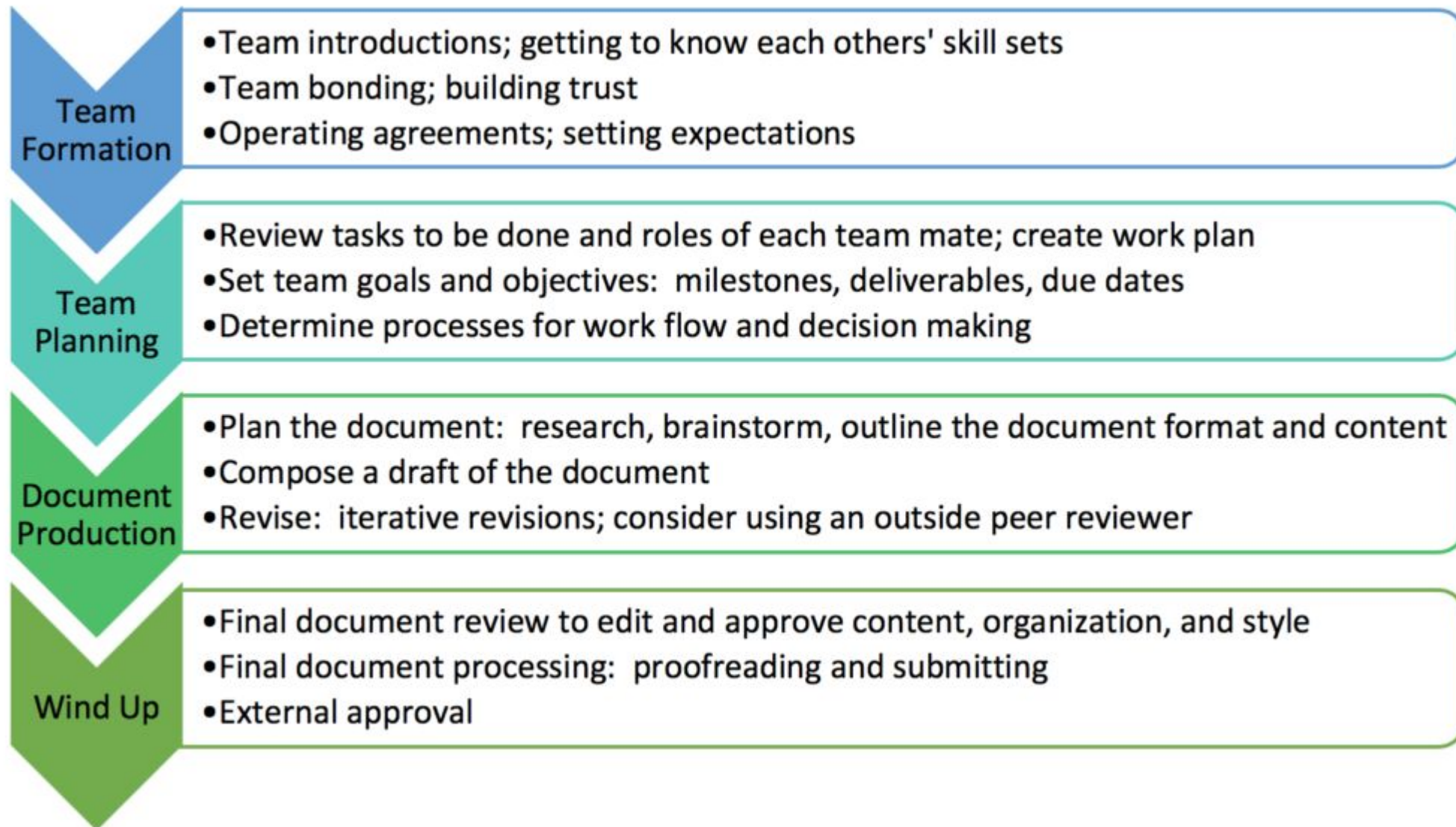




EFFECTIVE collaborative WRITING

- Collaborative writing requires the entire team to be focused on a common objective
- Collaborative writing is used to describe those written work projects that involve multiple writers taking participation in writing and completing the work
- What happens in collaborative writing, though is that multiple writers are employed to complete the task and these writers have overlapping domains of responsibilities
- This means that writers have the authority to go through the content you have written and suggest changes that you may or may not implement

EFFECTIVE collaborative WRITING





Why collaborative writing

- The project requires expertise or specialization in more than one subject area
- The project will benefit from merging different perspectives into a unified perspective
- The size of the project, time constraints or importance of the project to your organization requires a team effort.



collaborative writing

- There are five common collaborative writing strategies
- Single author writing
- Sequential Single writing
- Parallel Writing
- Reactive Writing
- Mixed Mode Writing



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Single author writing

- Writing occurs when one person represents an entire team writing collaboratively
- This type of writing is usually practiced in law firms



Sequential Single Writing

- A group of writer's work on individual areas of a writing project, but in a sequence
- It means that the responsibility of writing is shared by the members of a team in a numerical sequence
- The writer who is supposed to start with the writing, will complete his part and then pass the document to the second in sequence



Parallel Writing

- Closely resembling shared writing in method and implementation, parallel writing involves employing a group of people who are handed different portions of the document and are asked to work on their areas at the same time.



Reactive Writing

- Involves different team members or various teams going through one another's output and reacting to the content by suggesting changes, proof reading, fact checking, editing etc.
- This is considered a healthy practice and ensures a credible written document.



Mixed mode writing

- Some or all the above modes are incorporated in to the writing process.
- Example, a team may have its team-members arranged in a sequence writing, so while the first writer will be writing his part of the document, the rest might engage in reactive writing on it. when the first few writers are done with their tasks, they can become reactive writers in turn.



Successful Teams:

- Are composed of people who are professionally competent
- Have mutual respect for the abilities of the other members
- Are compatible enough to work together harmoniously toward a common goal
- Share equal responsibility for the end product



Writing Process

- Planning
- Researching
- Writing
- Reviewing
- Revising
- Editing



Advantages

- You don't have to complete the whole task alone
- Many minds are better than one
- Team members provide immediate feedback
- Team members play devil's advocate for each other
- Team members help each other past the frustrations and stress of writing
- Team members write more confidently
- Team members develop greater tolerance of and respect for the opinions of others.



Disadvantages

- Can require much time and energy
- Requires increased tolerance, patience and use of negotiation strategies
- Conflicts arising from disagreements about content, organization, style, etc.
- Conflicts arising from group members contributions of time & energy, attitudes towards the project and team members, etc.
- Document can be inconsistent if not edited effectively

Planning



- Establish guidelines to ensure that all team members are working toward the same goal and moving in the same direction
- Agree on a standard reference guide for matters of style, format and citation
- Make sure that work assignments are appropriate to each person's particular talents
- Assign team roles to individual members
- Establish a schedule that includes due dates for drafts, for team reviews of drafts and for revisions.
- Agree on how to exchange digital project files and whether to use collaborative writing software



Research and Writing

- Usually done independently as group members work on their assigned sections
- Be sure to document all information appropriately
- Outlines are helpful and may be created collaboratively with room for flexibility on the part of each individual writer



Review and Revision

- Each team member should have the opportunity to review each section
- Look at each section in terms of audience, purpose, coherence, emphasis and accuracy
- Check content, organization, style and mechanics
- Develop criteria for peer review
- Be aware that you may need to return to the planning and/or writing stages
- Do not get offended by your peer's comments and consider each suggestion seriously

Conflict Resolution



- Conflict is a natural part of collaboration and if handled well, is most often beneficial to the project
- Focus on the writing, not on the writer
- Do not be afraid to challenge issues in the writing
- Be sensitive and tactful in your criticism
- Identify the problem, brainstorm solutions, compromise on best solution
- Respect all team members contributions, suggestions and efforts
- Use evidence to support your opinions
- Meet deadlines, attend all meetings, listen and voice your ideas and opinions