

# Processkrivning

## INTRODUKTION

Dette dokument vil hjælpe dig til at skrive en opgave på engelsk. Processkrivning er en måde at dele skriveprocessen i mindre faser. På den måde bliver det mere overskueligt at skrive en opgave på engelsk.

For at få gode skrivekompetencer er det vigtigt, at du bliver vejledt i skriveprocessen i stedet for, at du kun får feedback, efter du har afleveret dit essay.

Ved at gå igennem de nedenstående faser i dette dokument, vil du lære at skrive gennem din skrivning, og du bliver bevidst om mål for skrivningen.

## ASSIGNMENT

Discussion about *The Social Media*

Use one of the texts/films as the basis of a discussion about whether it is important to protect your online privacy.

### Digitale læringsmaterialer på voksenuddannelser

Udviklet af et produktionsfællesskab mellem otte VUC'er til anvendelse på de deltagende skoler:

Hf og VUC Nordsjælland, VUC Hvidovre-Amager VUC Roskilde, VUC Vestegnen, VUF, VUC Storstrøm, VUC Aarhus og Københavns VUC (KVUC).

Copyright 2015

# Step 1 - Brainstorming

## WHY

- Brainstorming is an effective way of generating ideas.
- This technique will help you to find out what you already know about social media.
- The more ideas you can come up with, the better.

## HOW

- You are going to work with the topic “The Social Media”.
- Produce a list of ideas that relate to the following themes:

### *Ethics*

### *Friendship*

### *Security*

### *Family relations*

### *Society*



Share your ideas and start a group discussion. Use an online forum if you have access to one.

In this way, you can take advantage of the creativity of all group members.

# Step 2 - Organise your ideas

## WHY

- When you write, it is important to present your ideas in a logical order.
- The reader needs to know that you go from point A to B. This step helps you to organise your ideas in a way that makes sense to the reader.

## HOW

- Organise your main ideas into categories. You can also give a title to each of the categories.

### *Categories*

## Step 3 - The Audience

### WHY

- Writing is a communicative situation. When you write you have an audience and the characteristics of the audience will determine the way you write. You would not use slang, for instance, when writing to the principal of your school.

### HOW

- Think about the ideas you have generated in exercise 2 and think about your audience.

### Choose an audience from the list below:

The readers of your School Magazine

The readers of Privacy Clearinghouse website <https://www.privacyrights.org/>

An employee at The Danish Data Protection Agency

### Or choose your own audience:

### What is the purpose with your text?

To inform

To entertain

To convince

To provoke

To request

To complain

Other suggestions



Share your chosen audience and the purpose of your text with a group of your fellow students. Use an online forum if you have access to one.

## Step 4 - Planning & organising

### WHY

- Your ideas are unconnected. You need to order them before writing.

### HOW

- You have a topic, social media, and **an audience**.
- What will you say to them?
- Which of your ideas are relevant to your audience?
- Write your thesis here. Your thesis is the **main idea** you want to argue in your essay.

### My thesis:

### Prepare an outline of the composition

*Use a computer (Word or other text programme) to write the rest of the assignment.*

Organize the supporting points of your thesis statement into a logical order:

- I. Supporting point 1
- II. Supporting point 2
  - A. Subcategory 2

## Step 5 - Composing (1st draft)

### WHY

- It is important to focus on content and not grammar, otherwise creativity will suffer.

### HOW

- Take your outline and list of ideas and keep them handy. Start writing a composition directed at the audience you selected.
- Then start reviewing your composition in the following ways, until you're ready to hand it in

### Reviewing the content:

- **Content:** Are these still the ideas you want to include?
- **Organisation:** Does the order in which the ideas are presented help you get your message across to the audience?

### Reviewing the language:

- **Verbs:** Are the forms, tenses and spelling correct?
- **Adjectives:** What noun do they go with? Do the adjectives agree?
- **Other elements of language:** : Is there anything else you can check up on?

### Peer feedback

- You may find self-reviewing difficult. Ask a classmate to give you feedback on your writing.

When you give feedback, you can use the following proofreading list:

- Are the ideas organised in a logical order?
- Are the verb forms, tenses and spelling correct?
- Other suggestions

## Step 6 - Rewriting (2nd draft)

### WHY

- Writing is a process, so you need to write and revise several drafts before you submit what you believe is your best piece of writing.

### HOW

- It is a good idea to put away the text for a day and then pick it up again.
- Write your second draft using the comments and suggestions that your classmate has written.

## Step 7 - Handing it in

### CONGRATULATIONS

You are ready. Now hand in your composition to your teacher.