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"Understanding Expository writing"

1) What is expository writing?

Expository writing is a type of writing that explains, describe or informs. It gives facts, provide instructions or explain ideas clearly.

e.g academic essays, textbooks, news reports.

Types:-

- **Descriptive writing:** Describe a person, place or thing in detail.
  e.g The traffic was heavy.
- **Process writing:** Explains how to do something step by step.
  e.g Cleaning a room, Placing an order.
- **Compare and contrast writing:** Shows similarities and differences b/w two things.
  e.g An article comparing Android and iPhones.
- **Cause and effect writing:** Explain why something happens and its results.
  e.g Deforestation's role in climate change.
- **Problem and solution writing:** Identifies a problems and suggests ways to solve it.

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e.g An essay about the problem of traffic jams and possible solutions.

- **Definition writing:** Explain the meaning of a concept or idea
e.g A textbook explaining what democracy is.

Purpose and Applications of Expository:

Purpose:
To inform the reader.
To explain idea clearly.
To provide fact and evidence.

Applications:
Academics (essays, reports, textbooks)
Journalism (News articles, interviews)
Instructional writing (How to guides and manual)
Bussiness writing (Reports and proposals

Imp Characteristics:

- **Clarity:** The writing should be simple and easy to understand.
e.g The water cycle

- **Coherence:** The ideas should be well connected and flow smoothly.

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e.g Benefits of exercise

- **Organization:** The information should be structured logically.
  e.g Preparing for a test.

2) The writing process:-

The writing process is a step-by-step guide that

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The Writing Process

The writing process is a step-by-step guide that helps you plan, create & refine your work.

1) Research and Gathering Information:-

Before starting, collect data, facts and opinions about your topic.
e.g Writing the research report.

2) Pre-writting techniques:- Imp

The process of gathering information on a subject and planning out what our communication will say and look like.

- **Brainstorming:** that helps you generate ideas for a writing assigmment by recording related ideas.
  e.g clustering, tellking.
- **Free writting:-** Is a prewritting exercise similar to brainstorming and steam of conciousness writing.
  e.g write for five or ten mins without stopping.
- **Mind mapping:** A strategy that allows you to explore the relationships b/w ideas.
  e.g Bussiness strategy planning, marketing campaigns.
- **Listing:** Make a simple list of ideas or points to include.
  e.g Breakfast list include (eggs, toast, Bacon, cheese, Cereal, tea, orange juice).
- **Questioning:** Ask questions about the topic to explore it more deeply.

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e.g "what is recycle?" "How does it help the environment?"

- **Outlining:** Organize yours into a structured plan.

e.g Outline sections such as introduction, definition, benefits, challenges, methods and conclusion.

3) Drafting:- This stage often involves several drafts:

- **Initial draft:** Is a preliminary attempt to get ideas down on paper. e.g Essay on the benefits of renewable energy.
- **Development draft:** Expand your ideas, add details and examples and develop transitions b/w paragraphs.

e.g policy development, real estate development

- **Final draft:** Refine your language, sentence structure and overall flow until the text is clear and engage.

e.g A student submitting their final draft of a research paper.

4) Revising:- Look at the overall content and organization to ensure your message is clear:

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- **Content revision:** The process of evaluating and altering the core of ideas, structure and flow of a written piece to enhance its clarity, coherence and effectiveness.

e.g Cutting unnecessary details, shifting focus.

- **Structural revision:** Check that your introduction, body and conclusion work well together.

Imp e.g Splitting a paragraph, adding a new section.

5) Editing: Focus on sentence-level changes for grammer, punctuation and word choice:

- **Grammer and syntax:** Correct errors and improve sentence variety.

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e.g subject-verb agreement, sentence structure.

- **Clarity and conciseness:** remove unecessary words and redundant phrases.

e.g Eliminated redundancies (like 'Past history' becomes 'History').

6) Proofreading:- It is the final stage of the writing process, when you review your work for errors and inconsistences.

e.g Read slowly and carefully, read the text backwards.

7) Peer review and feedback:- Share your work with others (friends, teachers or classmates) to recieve constructive criticism.

e.g feedback on clarity, feedback on structure.

8) Reflection and revision based on feedback:-

Reflect on the feedback your received and make additional changes to improve your work.

e.g team project, writing assignment, performance review.

9) Formatting and final touches:-

refers to the arrangement and presentation of text, ensuring it is clear, organized and visually appealing.

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eg use clear headings for each section and double-check that your bibliography are correct.

10) Publishing or submission:-

An act of giving a document, proposal, piece of writing e.t.c to someone so that it can be approved or considered.

eg comics, books, magazines e.t.c.

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→ What is an essay?

An essay is a structured piece of writing the presents a writer's ideas, arguments, or explanations on a particular ~~task~~ topic. Essays can be formal or informal.

Types

1) Narrative Essay (tells a story) :-

A narrative essay tells a story or describes an event from the writer's perspective

e.g: "Joy" by Zadie Smith
"Goodbye to All that" by Joan Didion

2) Descriptive Essay (creates a picture) :-

A descriptive essay focuses on describing a person, place, object or event in great detail, appealing to the five senses (sight, sound, smell, taste and touch).

e.g:
The Heartbeat of Lahore: A walk through the Grand Trunk Road.

3) Expository Essay (Explains or informs) :-

An expository essay provides facts, explanations or instructions on a topic.

e.g news articles, school textbooks.

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4) **Persuasive Essay** (Argues a point) :-

A persuasive essay ~~provides~~ presents arguments and tries to convince the reader to agree with writer's opinion.

eg Policy advocacy, call to action, opinion essays.

5) **Argumentative Essay** (Debates an issue) :-

Similar to a persuasive essay an argumatative essay presents two sides of an issue.

eg Technology in education, The Federal Estate Tax.

6) **Compare and contrast essay** (Find similarities and differences) :-

This type of essay compares two or more subjects to highlight their similarities and differences.

eg

compare and contrast two famous cities like New York and London, highlighting their unique cultures and historical significance.

7) **Cause and effect essay** (explains reasons and outcomes) :-

A cause and effect essay explores why something happens and what results from it.

eg

cause	effect
The lightning struck the tree	The tree caught on fire

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2) Reflexive Essay (Personal reflection)

A reflexive essay focuses on personal experiences, emotions and lessons learned.

eg
Notes of a Native Son and looking at Women.

→ Writing for specific purposes and audiences ! ~~Self-Assessment writing purpose~~

Imp

When you write, you adjust your style, tone, language and content depending on why you are writing (purpose) and why you are writing for (audience).

1) Writing purpose:

- To inform (eg news, article)
- To persuade (eg advertisements)
- To entertain (eg story)
- To request (eg bussiness letter)

2) Academic writing:

- Formal (eg No slang; technical terms)
- Objective (eg focus on evidence, not opinions)
- Structured (eg use formats like introduction, method, results, discussion)

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3) Public writing: Imp

- Engaging (eg Hook readers with stories)
- Simple (eg Avoid jargon; use relatable examples)
- Persuasive (eg Your coffee can save rainforests!) link to emotions.

4) Tone and style tone: Imp

- Be Positive (+ve language makes your writing more engage and respectful).
- Use active voice (Instead of: "The project was completed by me"; Say: "I completed the project.").
- Choose word wisely (Use simple, clear words, avoid slang in formal writing).
- Be respectful and Professional (Even when disagreeing, use polite and respectful language.

→ Ethical writing:- ?

When you are writing (especially academic or professional work), you must follow certain ethical rules to make sure your writing is honest, original and responsible. These are called ethical consideration.

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1) Ensuring original writing:

- Your writing must be your own work.
- Always use credible sources (like research, articles, books e.t.c) when you take information.
- Check and evaluate information before using it, to make sure it is true and reliable.

  eg "climate change"

2) Proper citation and referencing:

- When you use someone else's idea, quote or information, you must properly cite it.
- Citation styles like **APA** (used in psychology, education), **MLA** (used in humanities) and **Harward** e.t.c are used to give credits to the original author.
- Proper referencing shows you respect other's work and gives your writing more trust and authentic.

  eg (Smith, 2022, p.45) APA style

3) Integrating quotes and evidence:

- When you take someone's words or research, you must use

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it properly by:

1) Quoting (copying exactly and using quotation marks)
2) Paraphrasing (rewriting in your own words)
3) Summarizing (briefly explaining the main idea).
e.g. "Education is the most powerfull weapon"

4) Avoid plagiarism: Imp

It means copying someone's work without permission or credit it is considered cheating.

- Ethical writing means you must avoid plagiarism by using citations, quoting correctly and writing in your own word.
- Always check your work to ensure its original and follows best practices.

Imp

ethical	unethical
1) Being honest, respectful, responsible and fair while writing	1) Being dishonest, plagiarizing, using disrespectful language or misleading readers.
2) Always cite sources, write your own words and respect others.	2) Steal others work without credit, copy paste without understanding.

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Introduction to Paragraph writing:-

A paragraph is a group of sentences about one topic.

It has three main parts

1) Topic sentence (the first sentence that introduces the main idea)

2) Supporting sentence (Sentences that give details examples.)

3) Conducting sentence (A sentence that summarizes the idea.)

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→ Introduction to Paragraph writing:-

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→ Essay organization and structure:-

Essay organization and structure refer to how ideas are logically arranged and presented in an essay to make the writing clear and coherent.

1) Introduction:-

- **Hook:** Grabs the readers attention (a quote, question)
- **Background:** Provide text or background information on the topic.
- **Thesis statement:** A clear, concise sentence stating the main

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argument to purpose of the essay.

2) Body Paragraph:-

Each paragraph should focus on one main idea that supports the thesis.

- **Topic sentence:** Introduces the paragraph's main idea.
- **Evidence / Examples:** Supports the ~~idea~~ topic sentence (facts, quotes e.t.c).
- **Explanation / Analysis:** Explain how the evidence support the main idea and connects to the thesis.
- **Transition:** Connects smoothly to the next paragraph.

3) Conclusion:-

- **Restate the thesis:** ~~Paragraphs~~ Paraphrases your main argument.
- **Summarize main point:** Briefly review the key ideas from each body paragraphs.
- **Closing statement:** offer a final thought, reflection, or call to action.

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