ITCS 3688

Wed Aug 22, 2018

Effective Writing

Inflated Language used to Impress

Bigger is not Better

Thesis

* The-sis
  + Noun, plural the-ses
  + A proposition stated or put forward for consideration, especially one to be discussed and proved or to be maintained against objections: He vigorously defended his thesis on the causes of war.

Writing a Paper

* Need for the Document.
* Information Gathering.
* Audience Analysis.
* Purpose Analysis.
* Outline.
* Draft.

Characteristics of Good Documents.

1. Meets the audience’s needs
2. Good Organization
3. Humor
4. Jargon
5. Readability

Punctuation

1. Period
2. Comma
3. Colon
4. Semi-colon
5. Exclamation Mark
6. Question Mark

The Audience Definition System

1. Defining who the readers are
2. Defining what the readers know
3. Defining what the readers need to know
4. Defining what the readers will do with the information provided

Writing Style

* Style is an editing phrase problem
* Style enhances and makes communication more accessible
* Style is a result of word choice and sentence structure