



Module 4: Guided Learning Worksheet

Academic Essentials: Academic Reading and Writing

Name:

Section 1: Writing habits

1. Are there any writing situations that you are particularly excited about, or any that make you feel anxious? Why?

2. What writing situations do you excel in? Have you used steps similar to "collect, organize, and write" in these situations?

3. *Predict:* How do you think collecting and organizing can help you when you get to the writing stage?



4. What is the difference between a knowledge-based argument versus a social argument that incorporates one's opinions?

HINT: consider the differences in these two argument styles, but also think back to what you learned in Module 3 about citation and academic integrity.

5. When was the last time you used the five-paragraph essay structure? What do you like or dislike about this approach to writing?

6. *Think ahead to future university courses:* where do you think you might use the IMRaD writing structure? How often do you think you'll use it?



Section 2: Writing process (part 1)

7. *Think back to the last essay or report that you submitted.* What process did you use to write this piece? Did it include any steps from the "collect, organize, and write" process we have discussed?

8. Consider the list of ways to **collect** information for an assignment. Pick one item on the list that strikes you as important: is this a step you regularly take, or an approach you haven't tried before? Why did it strike you as a valuable step?



9. **Organizing** information by creating an outline is an important step to help make your writing more effective. Why is it important to start with what "they say" (the experts), before establishing your own ideas?

Section 3: Writing process (part 1)

10. Think about your approach to writing. Do you approach some writing tasks differently than others? Do you have a process for completing writing tasks that has worked well for you in the past?



11. Imagine you're having a conversation with a friend who is new to the writing process. What are the main differences between a **draft** and a finished assignment? What are the similarities?

12. Reflect on your prior writing experiences. Generally, how much time did you spend on the later stages of writing (i.e., revising, drafting, and proofreading)? Do you think that will change in university classes?

13. Consider the reverse outline as a strategy for revising. Have you used this strategy before? If so, how did it help you revise your work? If not, how do you think it will be helpful?



14. Come up with your own checklists for revising and editing your work. You'll use these checklists for the Module check-in, so take the time to come up with items for revising and editing that will be most useful for you!