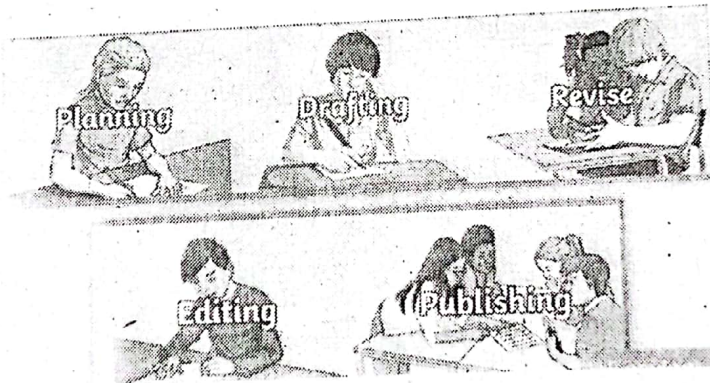
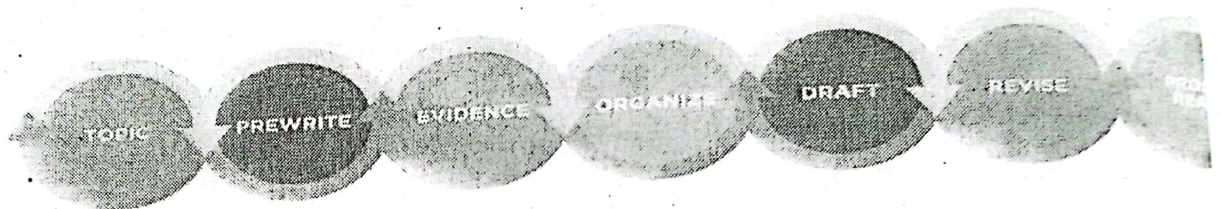


8. The road was too narrow, so they had to _____ it. (wide)
9. I think that you should _____ your decision. It may not be the best thing to do. (consider)
10. You need a _____ of motivation, organization and hard work to realize your dreams. (combine)

WRITING PROCESS

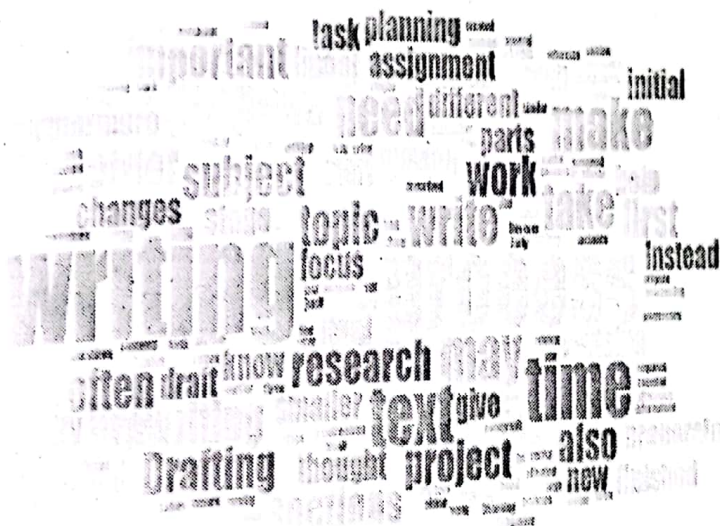
PREWRITING, WRITING, AND PROOF READING

THE WRITING PROCESS



Writing is a process that can be divided into three stages: 1) Pre-writing, 2) drafting/writing and the 3) final revising stage which includes editing and proofreading.

In the first stage you research your topic and make preparatory work before you enter the drafting stage. After you have written your text it is important that you take time to revise and correct it before submitting the final result. Writing is often described as a linear process, moving from the first stage to the last stage in an orderly fashion. However, the writing process often requires moving back and forth between steps and is often more complex than the linear model represents. If you are working on a larger project you may have to break down the work into smaller parts to make it manageable; therefore you can be at different stages of the writing process in different parts of your project. You may also have to make changes in sections that you thought were finished as the contents are affected by what you write in other sections. Furthermore, new questions may arise along the way that will make it necessary to return to an earlier stage of the process, for example to do further research.



1
Technical writing requires planning and organization to reach its targeted audience.

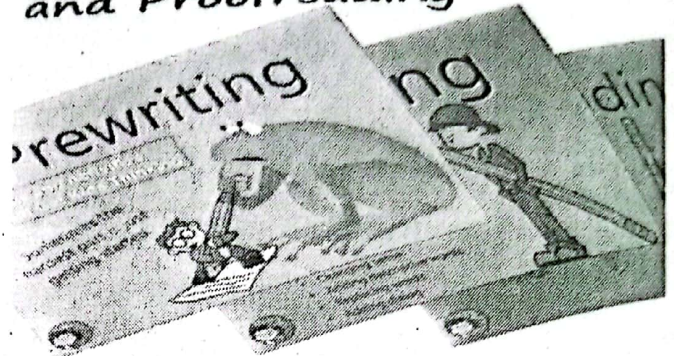
Learn how pre-planning, writing, and rewriting can ensure that the information is accurate and structured in a useful and understandable manner

for the reader.

1) Prewriting

Prewriting is the process of gathering information on a subject and planning out what our communication will say and look like. Prewriting is the roadmap for our documents. We must establish our purpose, identify our audience, and plan out our message. The purpose of the planning and prewriting phase is to explore your topic from different angles, connect to your own thoughts about the topic, come upon new ideas, and identify new relationships between concepts. When planning and prewriting, you will

Prewriting, Revising, and Proofreading



Laying out a plan will help ensure that we effectively communicate our message and that our target audience is able to easily understand and apply the information.

During the prewriting phase, consider following these steps to help map out a plan for your communication:

1. Establish your purpose

Ask yourself, why are you creating this document? Are you trying to inform an audience of something? Do you want to instruct the audience in how to do something? Do you need to persuade them to believe something? Establishing your purpose will help determine the type of communication you create.

For example, informing an audience about a new scientific breakthrough may mean you write a magazine article or a research paper on your topic. However, instructing your audience on how to use a new sewing machine will require a totally different type of document. You may need to create a how-to manual with lots of graphics and step-by-step instructions. Knowing what your purpose is will help you choose the best format for your communication.

2. Identify your audience

For whom are you creating this document? Who your audience is determines how you will communicate your information.

For example, if you intend your document to be read by computer geeks creating a new processing system, the language you are going to use will be high-tech and full of jargon. But if you're explaining to the general public how to use the new processing system, your language must be simple and easy to understand. You must determine

who your target audience is before you begin writing so that you know how to say what you want to say.

3. Gather your information

Now that you know what you want to say and who you want to say it to, you need to collect the details. Make sure you consider everything the audience needs to know. Do you have the correct dates, times, expenses, locations, and required actions? Communication cannot be effective if it is not complete and accurate.

Imagine going on a road trip with part of the map missing. You need to gather all of the information you need to write your document so that you don't accidentally leave out any important detail in your communication.

4. Plan your message

Once you have all of your information together, you can begin to lay out exactly what you want to say.

Tips on how to organize your studies

Consider using one of these prewriting techniques as you plan out what to say and when to say it in your communication:

- *Interpreting the task*
- *Choosing a topic*
- *Researching and reading*
- *Bubble mapping*

Bubble maps allow you to brainstorm ideas by putting your main topic in the center circle, and then linking all of the ideas you need to express about that topic in circles that link to the center.

➤ *Outlining*

If you like your information organized in a more orderly manner, you could make an outline of your information. The concept is the same as bubble mapping in that you determine your main points and the details that explain those points, but the layout allows for a neat, orderly examination of how the details fit together. Outlining may be the most beneficial for those who have a lot of little details you want to make sure you include in your document.

- *Storyboarding* - If you are a visual learner, storyboarding is an excellent way for you to visualize what you need to say. You simply draw out all of the important details of your communication in order of importance or action.

There are many different prewriting techniques, so choose the one that best suits your needs. Using one will ensure that you present your information in a logical, orderly manner and that you don't accidentally leave out an important detail.

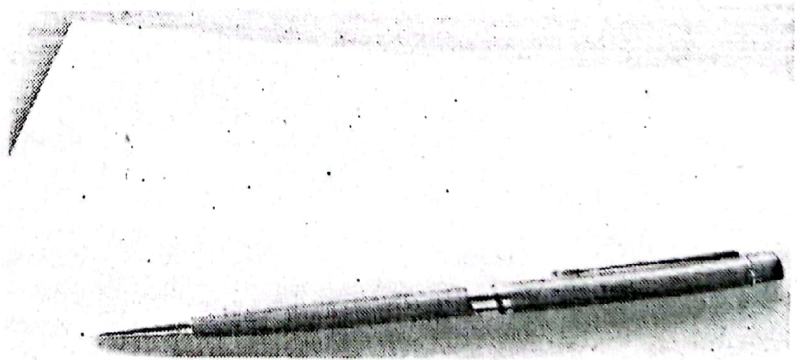
In the pre-writing stage you plan and prepare your writing. This is also the stage where you research your topic and look for relevant sources. Early in the pre-writing stage you should give thought to the subject and purpose of your assignment. If you are assigned a broad subject by your instructor you will need to narrow it down and focus on a smaller subject area, preferably something that interests you. In order to write effectively you also need to know the purpose of why you are writing. Each type of writing has a unique set of guidelines and knowing your purpose for writing will help you produce a text of high quality and relevance. In order for you to know the purpose of your writing you will need to interpret the task. See more information below about this.

Doing thorough preparatory work is important for your writing and will save you a lot of time in the long run. It will help you keep your focus during the writing process. As your project progresses you may have to make some changes to your initial plan.

At the beginning of the writing process it is important to take time to create a timetable for writing in order to ensure that you will have a finished product when the assignment is due. When planning your time, take into account that the revising phase may take as much time as the initial writing, or perhaps even longer. This is in many ways similar to planning your studies in general.

2) Writing/ Drafting

Writing is simply the process of putting your information into appropriate words, sentences, and paragraphs. The most important points to consider when writing your draft are the organization and format of your document



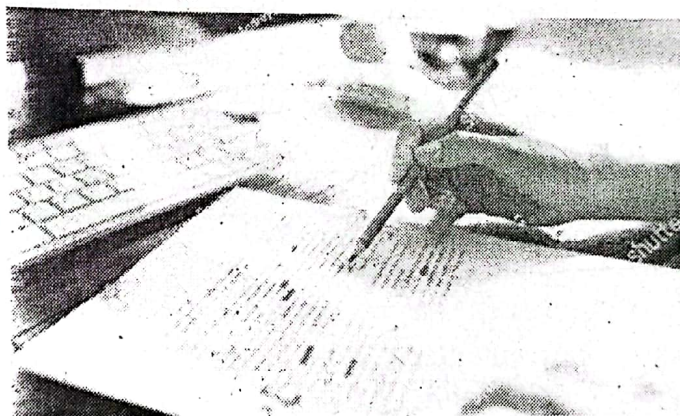
Drafting Once you have created an outline it is time to start writing. Remember that you do not have to write a perfect first draft. Instead of focusing on producing a

flawless text at this stage, try to concentrate on writing down your main ideas. You do not need to edit or proofread yet. Instead, try to let your thinking and writing flow as freely as possible. Furthermore, you do not have to write the text from start to finish. It is okay to begin with the sections that you feel the most confident with. You will probably have to rework your draft several times before you have a complete text. Preferably you should allow time between drafts (1 to 2 days, if you have the time) as it will give you a new perspective on your text.

Writing and rewriting phases allow you to implement your planning and the results of your experimentation while prewriting. You implement your strategy, working out the details and fine-tuning your thoughts. In the rewriting, or revising, phase, you review what you have written and consider how and where your writing can be improved. Once you have determined your audience and purpose, gathered all of your information, and planned out what you want to say, it's time to start writing.

3. Revising, editing and proofreading

This is the stage in the writing process where you make sure that your text is coherent and written accurately. Your final product should be a text that has been thoroughly worked through and that meets the academic standards of writing. Make sure that you



allow enough time to revise, edit and proofread your assignment before submission.