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LEARNING OUTCOMES

- 1 Understand the assignment
- 2 Explore your topic and plan the writing
- 3 Write a first draft
- 4 Revise the draft
- 5 Seek a reviewer's response
- 6 Edit the writing for style
- 7 Edit the writing for correctness
- 8 Check for documentation and page-design problems

Understanding the Assignment

- Role
- Subject
- Purpose
- Form
- Audience
- Context

Exploring the Topic

- Cluster
 - Draw from memories, experiences, and readings
 - List related ideas
 - Distinguish the topic from ideas and details
- Freewriting Write about the topic
- Narrowed topic Rephrase assignment topic based on freewriting

Exploring the Topic

- Answer the journalistic questions
 - Who?
 - What?
 - Where?
 - When?
 - Why?
 - How?

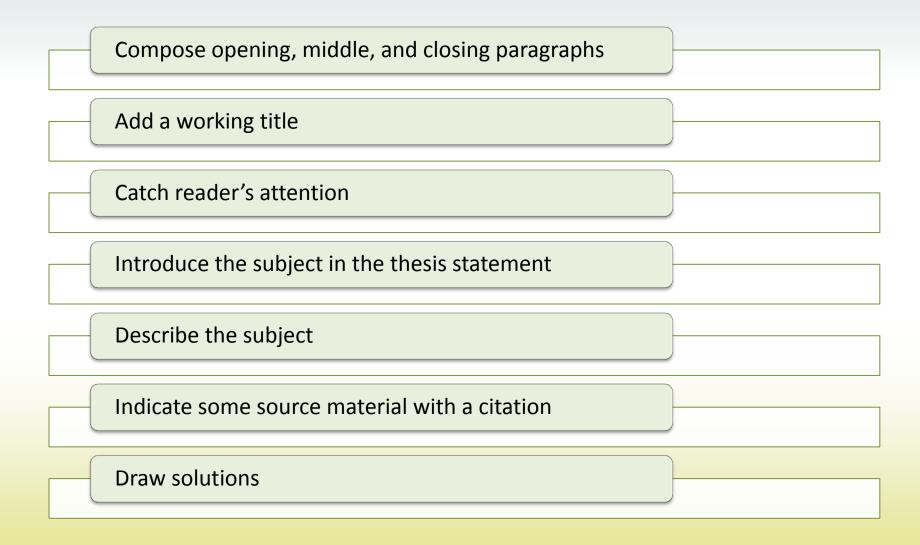
Researching on the Topic

- Collect details of the paper
- Record the essential data on each source
- List specific details related to each topic

Organizing the Writing

- Choose a pattern that best suits the writing purpose
- Patterns
 - Chronological
 - Logical
 - Spatial
 - Cause-effect
 - Classification
 - Comparison-contrast
 - Problem-solution

Writing a First Draft



Revising the Draft

- Look at global issues
 - Ideas, organization, and voice
- Write notes to help keep thoughts together
- Ensure thesis continues to fit the paper
- Eliminate clichés

Seeking a Reviewer's Response

- Ask a peer to review the work
- Pay attention to the comments made
- Make additional changes
 - Includes writing a new opening and closing

Editing for Style and Correctness

- Read aloud to check for clarity and smoothness
- Rewrite or combine choppy sentences
- Delete unnecessary words
- Correct spelling errors
- Add punctuation
- Include words for clarity

Checking for Documentation

Consider revising the title

Emphasize the main idea

Use appropriate font and type size

Use title and page number on each page

Back supporting point with reasoning and evidence

Checking for Documentation

Give credit throughout the paper Restate the thesis in the last sentence List sources in alphabetical order Ensure each entry follows the standard for content, format, and punctuation

Documentation Styles

- APA style Standard for the social sciences
 - Psychology
 - Sociology
 - Political science
 - Education
- MLA style Standard for English and some humanities



- An essay is an attempt to understand a topic more deeply and clearly
- It's a tool for discovering and communicating
- Writing process includes understanding and exploring the topic, writing and revising the draft, editing the writing and documentation

