

COMP

3



3

Starting

LEARNING OUTCOMES

- 1 Revisit the rhetorical situation
- 2 Discover your process
- 3 Understand the rhetorical situation
- 4 Understand the assignment
- 5 Select, limit, and explore your topic
- 6 Research your topic



Steps in Writing Process

- Getting started
- Planning
- Drafting
- Revising
- Editing and proofreading
- Submitting



Principles in Adapting the Writing Process

- Writing does not follow a straight path
- Each assignment presents distinct challenges
- Writing involves collaboration
- Each writer works differently
- Effective writing can't be rushed
- Different steps demand different issues



Rhetorical Situation

- Think of your role as the writer
 - *Role of the writer and communication affects the level of language used*
- Understand the subject
 - *Gather and assimilate all relevant details*
 - *Include the subject's history, makeup, function, and impact on people and culture*
- Recognize the purpose
 - *Helps in choosing an organizational strategy*



Rhetorical Situation

- Know the audience
 - *Helps to develop writing with a goal of meeting particular needs*
- Understand the medium
 - *Assists in specifying the form of writing required*
- Think about the context
 - *Issues*
 - Weight
 - Assessment
 - Intent

Understand the Assignment

- Read the assignment
 - *Identify words that explain required action to be performed*
 - Key words
 - *Note options and restrictions*
- Relate the assignment to:
 - *Course goals*
 - *Other assignments*
 - *One's own interests*



Understand the Assignment

- Reflect on the assignment
 - *Initial impulses*
 - *Approaches*
 - *Quality of performance*
 - *Benefits*
 - *Features*

Select, Limit, and Explore the Topic

- Key points in searching for a topic
 - *Meeting the requirements of the assignment*
 - *Limited in scope*
 - *Needs to be reasonable*
 - *Required to be a subject of interest*



Limit the Subject Area

- Choose a topic related to the general area of study
- Allows it to be treated in detail within the length allowed for the assignment



Steps in Finding a Writing Idea

- Check the class notes and handouts
- Search the internet
- Refer indexes, guides, and other library references
- Discuss the assignment with an information specialist
- Use prewriting strategies

Strategies to Generate Writing Ideas

- Journal Writing
- Freewriting
- Listing
- Clustering

Researching a Topic

- Strategies to determine prior knowledge about a writing topic
 - *Focused freewriting*
 - *Clustering*
 - *Five W's of writing*
 - Who? What? When? Where? and Why?
 - *Directed writing*
- Ask questions
 - *List questions about the topic which the writer prefers to answer*



Identifying Sources

- Give the required time
- Know the location for finding information
- Realize limits of the resources
- Use existing resources to find additional sources of information
- Seek help
- Bookmark useful Web sites

Researching a Topic

- Explore different sources of information
 - *Primary sources lead to an in-depth and meaningful understanding of a topic*
 - Interviews, observations, and surveys
- Carrying out a research
 - *Use a variety of reliable sources*
 - *Select an efficient note-taking method*
 - *Evaluate and reflect on the research as it develops*

SUMMARY

- Writing is a process
- Chapter introduces the process and focuses on getting started on any writing project
- Provides numerous strategies for:
 - *Understanding writing assignments*
 - *Deciding on a topic and exploring it*

