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LEARNING OUTCOMES

- 1 **Format your writing**
- 2 **Create a writing portfolio**



Format Your Writing

- Strive for clarity in page design
 - *Format and documentation*
 - Keep the design clear and uncluttered
 - Use the designated documentation form
 - *Typography*
 - Use an easy-to-read serif font for the main text
 - Consider using a sans serif font for the title and headings



Format Your Writing

- *Spacing*
 - Follow all requirements for indents and margins
 - Avoid widows and orphans
- *Graphic devices*
 - Create bulleted or numbered lists to highlight individual items in a list
 - Include charts or other graphics



Create a Writing Portfolio

- Consider potential audiences
 - *Share writing with peers or family members*
 - *Submit work to local publications*
 - *Post writing on an appropriate Web site*
 - *Submit writing to your instructor*
- Select appropriate submission methods
 - *Paper*
 - *Electronic*



Create a Writing Portfolio

- Use a writing portfolio
 - *Working - Stores document at various stages of development*
 - *Showcase portfolio - To share appropriate finished work*
 - Table of contents
 - Opening essay or letter
 - Specified number of and types of finished pieces
 - Cover sheet attached to each piece of writing
 - Evaluation sheets or checklists

SUMMARY

- Sharing the written content makes all the work done worthwhile
- Chapter helps to prepare the writing for submission and sharing
- Publishing is making the writing public, in whatever form

