

Dr. B's
Writing

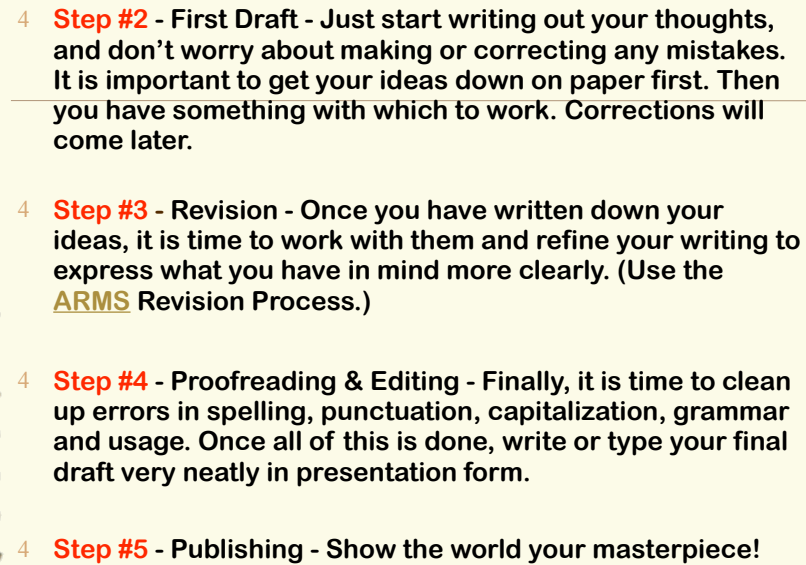
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Instructor

The Writing Process

- 4 Step #1 -Prewriting
- 4 Step #2 - Drafting
- 4 Step # 3 - Revising
- 4 Step # 4 - Proofreading & Editing
- 4 Step # 5 - Publishing

Step #1 - Prewriting - This is whatever you do to generate ideas about which to write. It can include anything from...

- 4 discussing
- 4 daydreaming and recalling memories
- 4 drawing
- 4 brainstorming
- 4 observing
- 4 interviewing
- 4 interpreting photos or artwork
- 4 watching films or TV
- 4 using writing templates/ frames or cloze exercises
- 4 responding to literature
- 4 role playing
- 4 mapping
- 4 listening to music
- 4 researching information
- 4 imagining (and many more)

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- A graphic of a spiral-bound notebook with a brown cover and a cream-colored page. The spiral binding is on the left side. The page contains four numbered steps in a list format.
- 4 **Step #2** - First Draft - Just start writing out your thoughts, and don't worry about making or correcting any mistakes. It is important to get your ideas down on paper first. Then you have something with which to work. Corrections will come later.
 - 4 **Step #3** - Revision - Once you have written down your ideas, it is time to work with them and refine your writing to express what you have in mind more clearly. (Use the **ARMS** Revision Process.)
 - 4 **Step #4** - Proofreading & Editing - Finally, it is time to clean up errors in spelling, punctuation, capitalization, grammar and usage. Once all of this is done, write or type your final draft very neatly in presentation form.
 - 4 **Step #5** - Publishing - Show the world your masterpiece!

Writing an Essay

An **Essay** is a piece of writing that is used to express one's opinion or point of view on an issue. It is designed to show others why you think something is important, and it is usually is a call to action.

An essay has three main parts:

4 **Introduction** - (or thesis statement) Here is presented ...

- a statement that you intend to prove or
- a question that you intend to answer in the body of your essay.

4 The introduction tells what lies ahead and draws the reader in.

4 It introduces your topic and gives just enough information to make the reader want to read the rest of your paper.

Body - The body of your essay provides particular information about the subject matter stated in your introduction. This part consists of three or more paragraphs, each of which must contain:

- 4 A **topic sentence** which focuses upon one aspect of your over-all theme or subject as stated in your introduction.
- 4 Several sentences that provide more information about your topic sentence that prove your statement to the reader
 - **concrete supporting details & examples**
 - **your own commentary**
- 4 A **transitioning sentence**. The last sentence of the paragraph should lead the reader into the next paragraph.

4 **Conclusion** - The conclusion restates the introduction in different words and answers the question, "**So what?**" - In other words, why is it important, and what

Use the **Essay Template** to help you organize your thoughts.

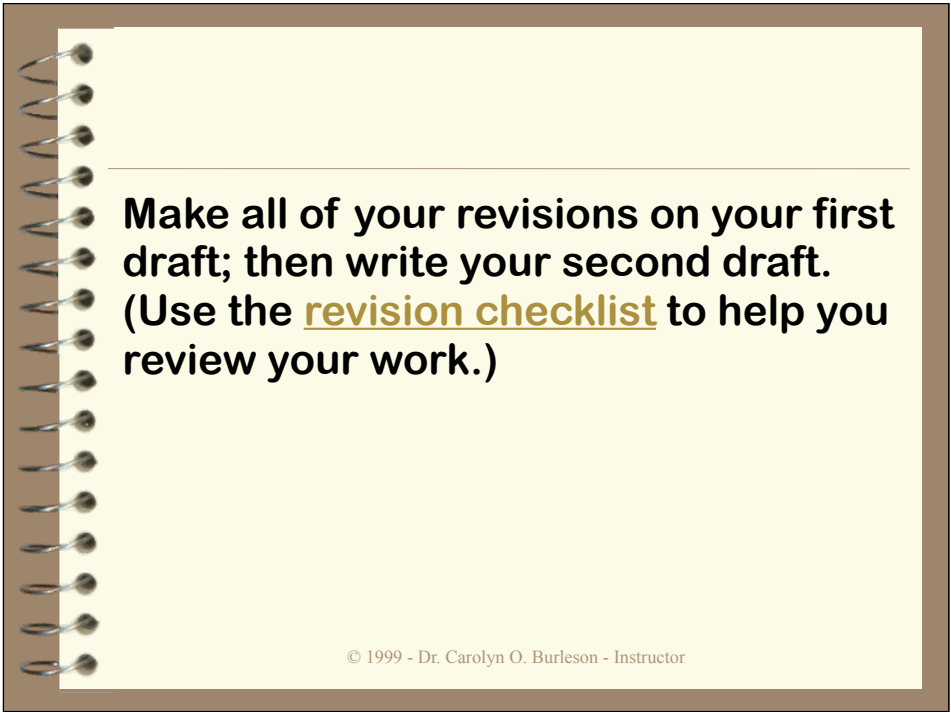
Use the **ARMS** Revision Process to revise your work.

Use the **Revision Checklist** to review your work.

A.R.M.S.

Revision Process

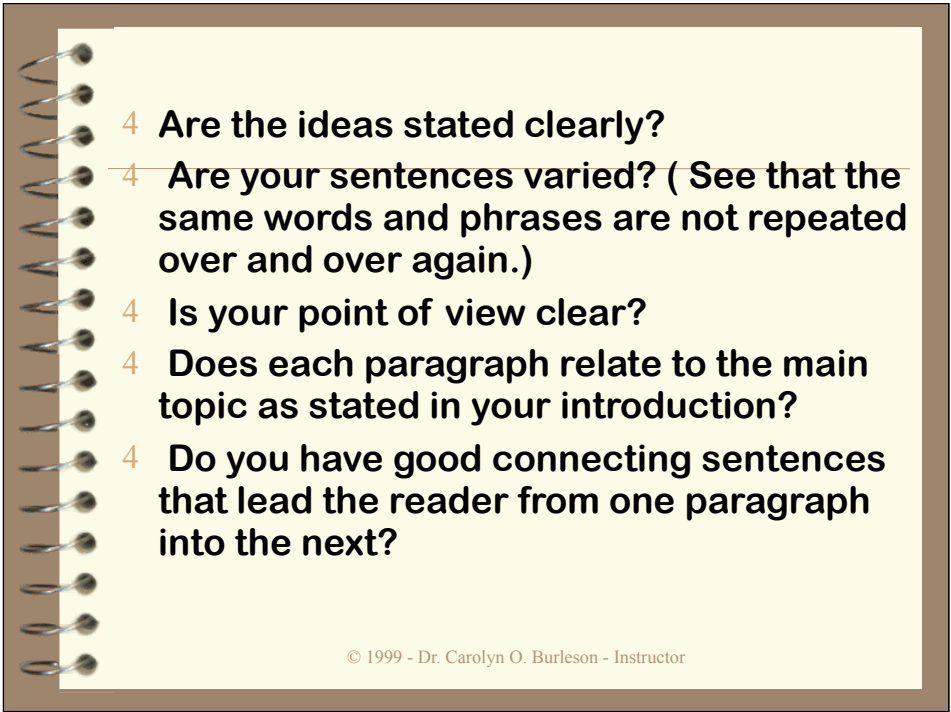
- 4 **Add** words, phrases or more information to help make your points clear and easy for the reader to understand. Add transition words, phrases or sentences to tie your thoughts and paragraphs together.
- 4 **Remove** words that repeat themselves and information that does not relate to the main idea of your paragraph or to the topic of the composition.
- 4 **Move around** words, phrases, sentences or even whole paragraphs in order to keep your ideas clear and flowing toward a logical conclusion.
- 4 **Substitute** words with more exact words or phrases that express what you want to say more clearly.

A graphic of a spiral-bound notebook with a light yellow page and a brown cover. The spiral binding is on the left side. The text is written on the page.

**Make all of your revisions on your first draft; then write your second draft.
(Use the revision checklist to help you review your work.)**

Revision Checklist

- 4 **Have you written an introduction?**
 - Do you have a statement to be proven
 - or a question to be answered?
- 4 **Does each paragraph have a topic sentence and several supporting details or examples?**
- 4 **Do the supporting details of each paragraph serve to prove the topic sentence or answer the question posed?**

A graphic of a spiral-bound notebook with a light yellow page and a brown cover. The spiral binding is on the left side. The page contains a list of five questions in black text, each preceded by a small orange number '4'.

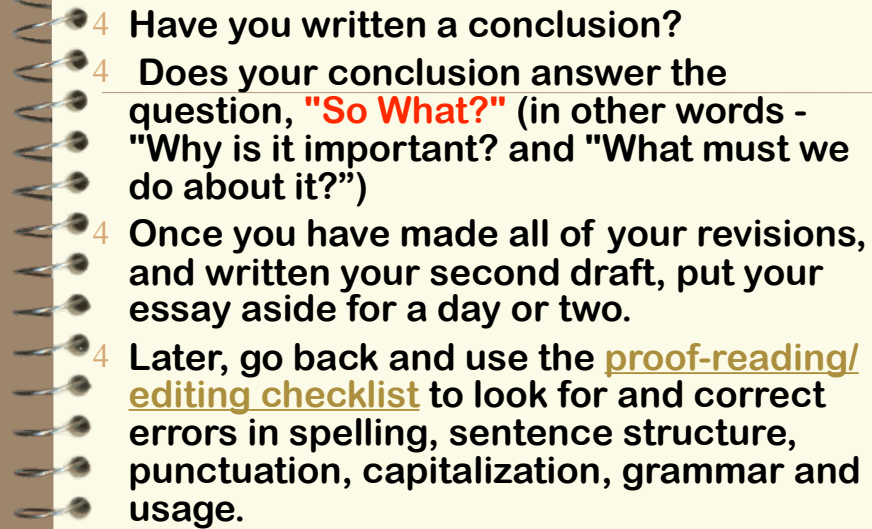
4 Are the ideas stated clearly?

4 Are your sentences varied? (See that the same words and phrases are not repeated over and over again.)

4 Is your point of view clear?

4 Does each paragraph relate to the main topic as stated in your introduction?

4 Do you have good connecting sentences that lead the reader from one paragraph into the next?

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- A graphic of a spiral-bound notebook with a brown cover and a cream-colored page. The spiral binding is on the left side. The page contains a list of four numbered items. The text is in a black, sans-serif font. The word "So" in the second item is red, and "What?" is in black. The words "proof-reading/" and "editing checklist" in the fourth item are underlined and in a brown color. The page has a thin brown border.
- 4 Have you written a conclusion?
 - 4 Does your conclusion answer the question, **"So What?"** (in other words - "Why is it important? and "What must we do about it?")
 - 4 Once you have made all of your revisions, and written your second draft, put your essay aside for a day or two.
 - 4 Later, go back and use the proof-reading/ editing checklist to look for and correct errors in spelling, sentence structure, punctuation, capitalization, grammar and usage.





Proofreading/Editing Symbols

¶ = Begin a new Paragraph

Sp. = Misspelled word

○ = Incorrect use of punctuation
or capitalization

ww = Wrong word

- 4  = Invert the order
- 4 / = Separate two words
- 4  = Connect two words
- 4  = Word has been omitted
- 4  = Delete
- 4 **R-S** = Run-on sentence
- 4 **S-F** = Sentence fragment
- 4 **T** = Wrong tense

4 **agr.** = Error in agreement of subject
and verb or pronoun and antecedent

4 **awk** = Awkward phrasing

4 **?** = Unclear

4 **//** = Parallel construction error

4 **→** = Indent paragraph

A spiral-bound notebook with a brown cover and a cream-colored page. The page has a thin horizontal line near the top. The text is centered on the page.

Presented by

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