

INTRODUCTION: PROCESS WRITING

In this unit, you will Learn about process writing, the writing method used in most English – speaking university classes.

The writing process:

1-These words are important for understanding the writing process. Match each word with the correct definition.

- | | |
|---------------------|---|
| a. step | 1. To check a piece of writing for errors |
| b. topic | 2. a group of related sentences |
| c. gather | 3. one thing in a series of things you do |
| d. organise | 4. subject; what the piece of writing is about |
| e. paragraph | 5. to change or correct a piece of writing |
| f. essay | 6. a short piece of writing, at least three paragraphs long |
| g. proofread | 7. to arrange in a clear, logical way |
| h. edit | 8. to find and collect together |

The six steps of the writing process:

2. Read about the writing process. These are the steps you will practice in this book.

Process writing:

When we write, we do more than just put words together to make sentences. Good writers go through several steps to produce a piece of writing.

Pre-writing:

Step one: Choose a topic. Before you write, your teacher gives you a specific assignment or some ideas of what to write about. If not, choose your topic yourself.

Step two: Gather ideas. When you have a topic, think about what you will write about that topic.

Step-Three: Organise. Decide which of the ideas you want to use and where you want to use them. Choose which idea to talk about first, which to talk about next, and which to talk about last.

Drafting:

Step four: Write your paragraph or essay from start to finish. Use your notes about your ideas and organization.

Reviewing and revising:

Step five: Review structure and content. Check what you have written. Read your writing silently to yourself or aloud, perhaps to a friend. Look for places where you can add more information, and check to see if you have any unnecessary information. Ask a classmate to exchange texts with you. Your classmate reads your text, and you read his or hers. Getting a reader's opinion is a good way to know if your writing is clear and effective. Learning to give opinions about other people's writing helps you to improve your own. You may want to go on to step six now and revise the structure and content of your text before you proofread it.

Rewriting:

Step six:

Revise structure and content. Use your ideas from step five rewrite your text, making improvements to the structure and content. You might need to

explain something more clearly, or add more details. You may even need to change your organization so that your text is more logical. Together, steps five and six can be called editing.

Proofread: Read your text again. This time, check your spelling and grammar and think about the words you have chosen to use.

Make final corrections: Check that you have corrected the errors you discovered in steps five and six and make any other changes you want to make. Now your text is finished!

Steps five and six can be repeated many times.

UNIT (1)

PRE-WRITING: GETTING READY TO WRITE

In this unit, you will learn how to ...

- Choose and narrow a topic.
- Gather ideas.
- Edit ideas.

What is pre-writing?

Before you begin writing, you decide what you are going to write about. Then you plan what you are going to write. This process is called pre-writing.

Choosing and narrowing a topic:

How to choose a topic for a paragraph.

A paragraph is a group of five to ten sentence that give information about a topic before you write, you must choose a topic for your paragraph.

- Choose a topic that isn't too narrow (limited. brief). A narrow topic will not have enough ideas to write about. For example, *the ages of my brothers and sisters* is a too narrow topic. You can't write very much about it.
- Choose a topic that isn't too broad (general). A broad topic will have too many ideas for just one paragraph. Most paragraphs are five to ten sentences long. For example, *Schools* is a too general topic. There are thousands of things you could say about it.

A student could narrow this topic by choosing one aspect of schools to discuss.

Schools → *secondary schools in my country. Popular school clubs university entrance exams.*

Ex.1. Choose three topics from this list. Narrow each of the three down to a paragraph topic. Then compare with a partner .

- a. Festivals.
- b. Friends.
- c. May country.
- d. Dancing.
- e. Cars.

Review:

Ex.2. Complete this charts, summarising the steps of the writing process.

Pre-writing:

- **Step one:** Choose a
- **Step two :** Gather
- **Step Three:** Decide

Drafting:

- **Step four :** write

Reviewing and revising

- **Step five:** Check

Rewriting:

- **Step six :**
May need to * explain

* add

* change

Brainstorming:

- What is brainstorming?

Brainstorming is a way of gathering ideas about a topic. Think of a storm: thousands of drops of rain, all coming down together. Now, imagine thousands of ideas 'raining' down onto your paper! When you brainstorm, write down every idea that comes to you. Don't worry now about whether the ideas are good or silly, useful or not. You can decide that later. Right now, you are gathering as many ideas as you can.

You will learn three types of brainstorming in this

Unit: making a list, free writing, and mapping.

Making a list:

Write single words, phrases, or sentences that are connected to your topic. Look at this list a student made when brainstorming ideas to write about her topic, "what should I study at university?"

- History – learning a bout the past.
- Maths (too difficult, not interesting?).
- What job do I want later?
- English for work? Travel?
- Writing ?
- Science – biology, chemistry.
- I don't like physics!
- Journalism.

- I like reading – literature?
- Art – drawing, painting, sculpture.
- Photography?
- Studying/ homework.
- Friends/ social life.

Ex.3. Work with a partner or small group. Choose one of these topics.

List as many ideas as you can in five minutes.

- Teenage fashions.
- Things to do at the beach.
- Driving a motorbike.

Ex.4. Work alone. Choose a topic exercise 1 and list as many ideas as you can in five minutes.

Free writing:

When you free write, you write whatever comes into your leads about your topic, without stopping. Most free writing exercises are short- must five or ten minutes.

Freewriting helps you practice fluency (writing quickly and easily). When you freewrite, you do not need to worry about accuracy (having correct grammar and spelling). Don't check your dictionary when you freewrite. Don't stop if you make a mistake, just keep writing!.

Here is an example of a student's freewriting:

There are too so many subject to study at university, it is difficult to choose one. I've always had good marks in math, but/don't like it very much. I don't like physical physics or any science very much. Writing – I've always liked writing. Would

journalism be good. I'm definitely looking forward to meeting new friends at university. And what about reading? Reading is a part of any course, but literature includes a lot of reading and it probably includes a lot of writing, too.

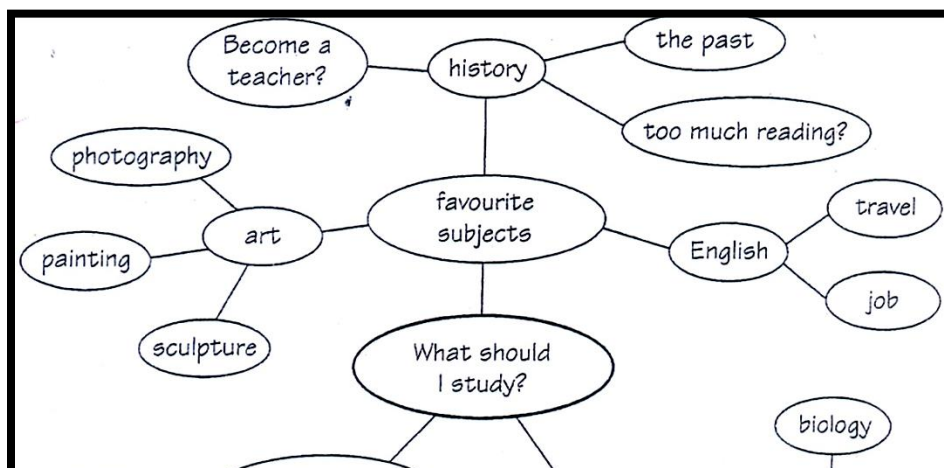
Notice how the writer's ideas jump around. When she makes a mistake, she just crosses it out and continues writing. One thought (writing) leads to another (Journalism), and then to another (photography). There are some details that are not exactly about her topic (looking forward to meeting new friends), but that's Ok in freewriting. You want to get as many ideas on paper as you can. You can take out unnecessary words and sentences later.

Ex.5. Choose one of the narrowed down topics you thought of practice freewriting for five minutes. Remember, do not erase, or go back. Just write as much as you can.

Mapping:

To make a map, use a whole sheet of paper, and write your topic in the middle, with a circle around it. Then put the next idea in a circle above or below your topic, and connect the circles with lines. The lines show that the two ideas are related.

The example below shows a map of "what should I study at university?" the writer connected favourite subjects to the main idea. Art and English are connected to favourite subjects to show that they are related.



Ex.6. Choose another narrowed down topic you thought. Make a map in five minutes. Share your map with a partner. Explain how the circles are related to each other.

What's the best way to brainstorm?

There is no best method of brainstorming. Some writers like to use lists because they don't have to write complete sentences. Some writers like freewriting because they can write quickly and ideas come easily. Some writers prefer mapping because they can easily see the relationship between ideas. Experiment with all three methods, and then choose the one that works best for you.

Editing:

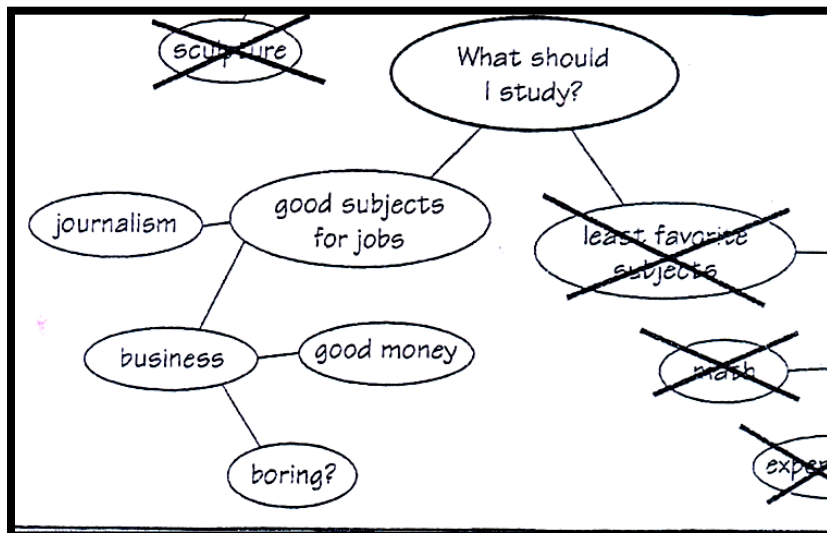
How to edit:

After you have gathered plenty of ideas, you will need to go back and edit them. This is the time to choose which ideas are the most interesting, and which are the most relevant to (important or necessary for) your topic. Of course, you can still add new ideas if you think of something else while you are re-reading your list. For example, the student writing 'what should I study in college? Edited her list like this:

- History – learning about the past.
- Maths (too difficult, not interesting) not interesting to me.
- What job do I want later? Describe more.
- English for work? Travel?
- Writing? Important in many subjects.

- I don't want to study science!
- Journalism.
- I like reading – literature?
- Art – drawing, painting, sculpture.
- Photography?
- Studying/ homework what a bout it?
- Friends / social life not related.

To edit freewriting, cross out sentences or parts of sentences that aren't related. You can add more ideas in the margin or add more sentences at the bottom. To edit a map, cross out circles that don't belong, and add new ones if you get more ideas. You might also change the lines you have drawn.



Ex.7. Look at the list you made in exercise 3, the freewriting you did in exercises 4, or the map you made in exercise 5. Edit your

brainstorming. Show your work to a partner. Explain how you edited your brainstorming

Ex.8. Complete the missed words in the following paragraph.

Each paragraph has only one topic. If the topic is too¹. n___, you will not be able to write enough about it. On the other hand, if the topic is too², b___, you will have too many ideas for just one paragraph.

After you choose a topic, you will need to ³. b___ some ideas to write about in your paragraph. One way to do this is to make a ⁴. l___, another way of brainstorming is ⁵. m___, After you have written down many ideas, you can go back and decide which ones are the most interesting and the most⁶.---
--to your topic.

⁷. F___ is a useful way to help you write more easily and naturally. In this kind of writing. You are working on ⁸.f___, and not ⁹. A___.

8- Look again at the note about brainstorming, brainstorm a list of pros (good things) and cons (bad things) about each of the three methods of brainstorming.

