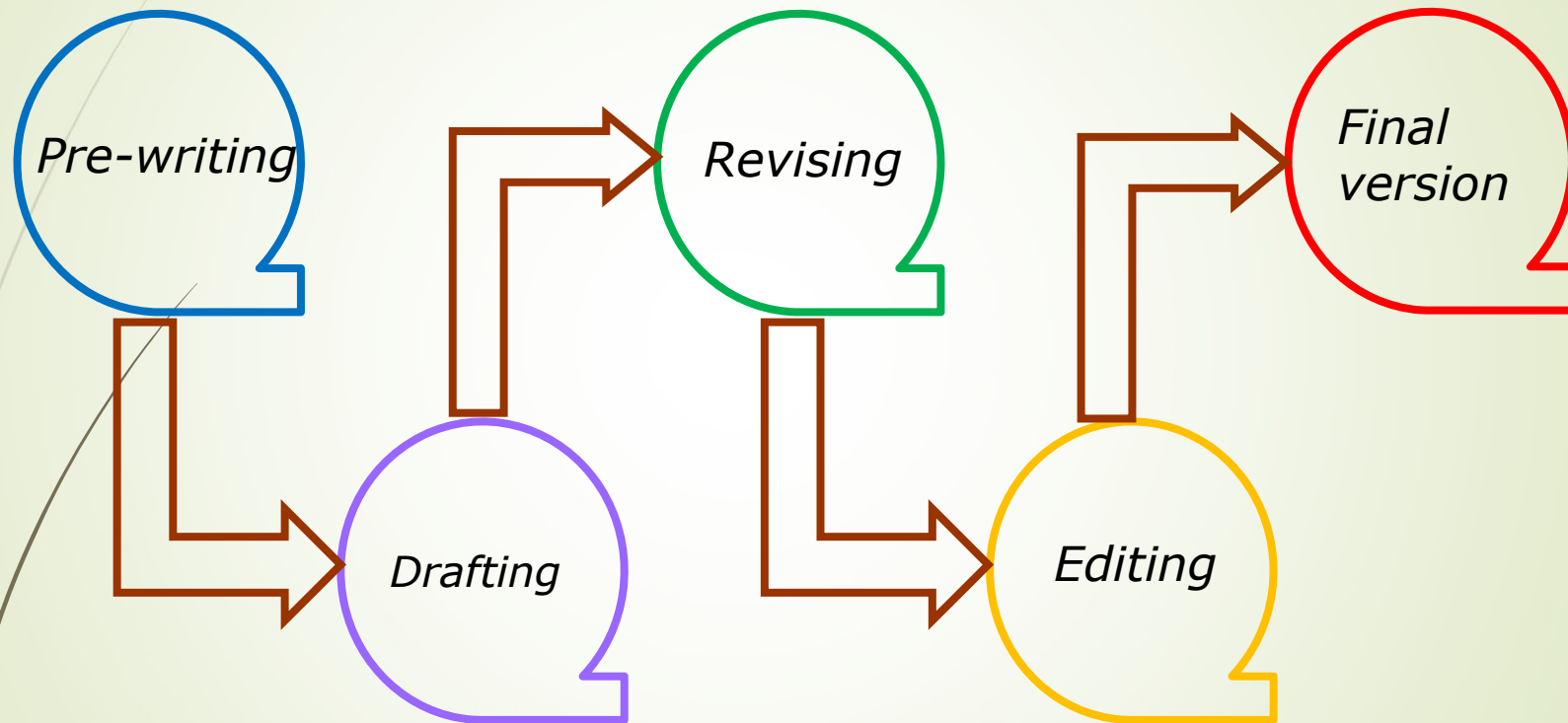# The Writing Process: An Overview

1535 Lengua Inglesa III

Curso 2022-2023

Pilar Aguado y Flor Mena
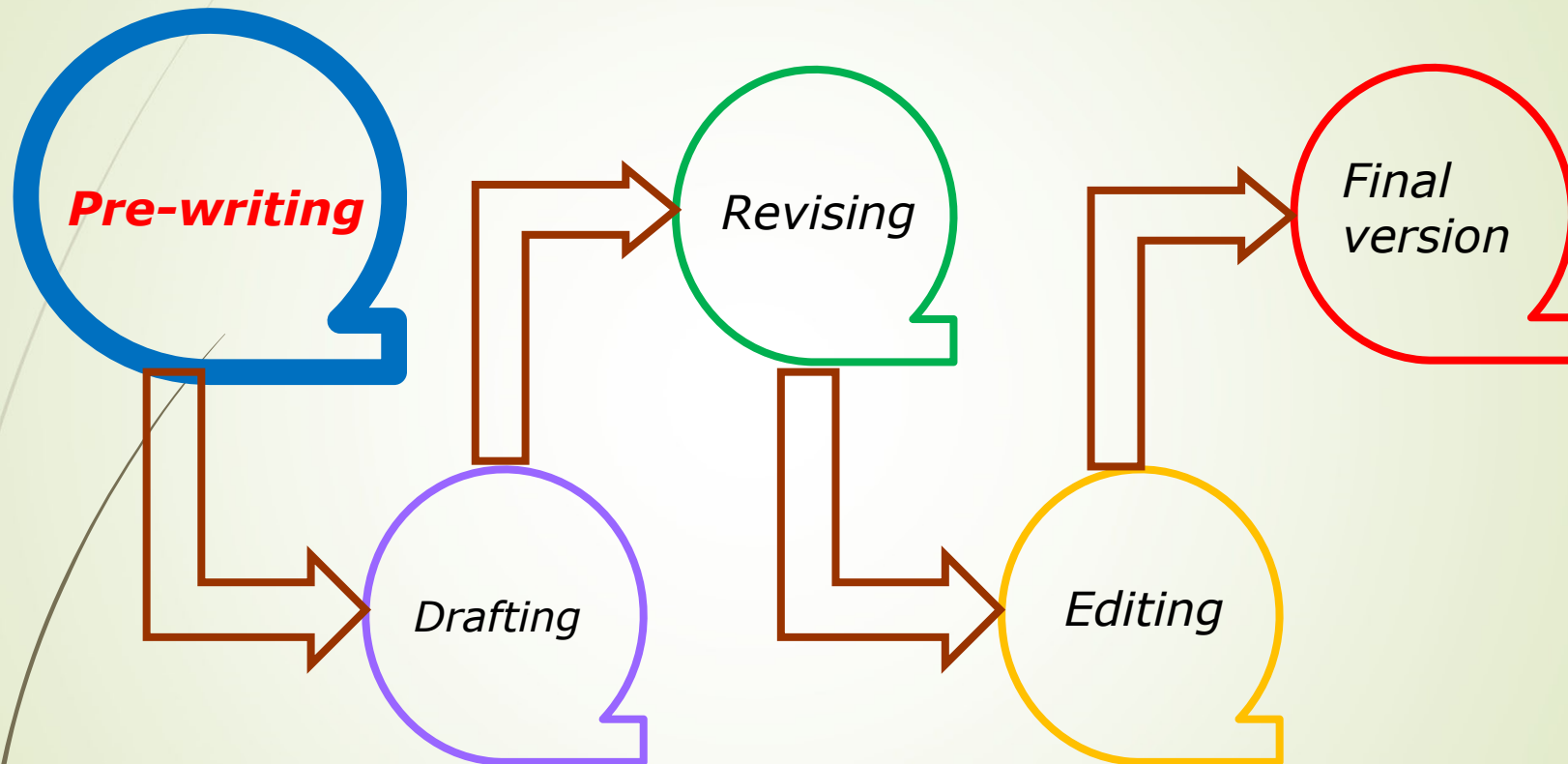
The Writing Process

The Writing Process: Pre-Writing

The Writing Process

Pre-Writing Techniques

How do you organize your ideas when you are preparing to write?

- Brainstorming
- Discussing
- Free Writing (and looping)

- Listing
- Charting
- Mapping or Clustering

Brainstorming

- "Brainstorming" means thinking of as many ideas as possible in a short amount of time.
- Write down your ideas in sentences so that you don't forget them.
- Write down *everything* that comes to your mind; don't worry about sorting out "good" and "bad" ideas.
- Don't worry about spelling or grammar.
- Done **individually**, and shared with the group.

Discussing

- "Discussing" is similar to brainstorming, but you do it **with a partner or group**.

- Assign one person to write down the ideas.

- Write down *everything* that group members say related to the topic; don't worry about sorting out "good" and "bad" ideas.

- Don't worry about spelling or grammar.

Free Writing

- "Free Writing" is like pouring all of your thoughts onto paper.
- Don't take your pen off the page; keep writing for the entire time.
- If you don't know what to write, write "I don't know what to write" until you do.
- Don't try to sort "good" and "bad" ideas.
- Don't worry about spelling and grammar.

Listing

- The idea is to write down as many things as possible in a list. Then group the ideas according to particular criteria to narrow the topic.
- Use single words or phrases, not sentences.
- Listing works well for descriptive-type writing.
- Don't worry about spelling or sorting out "good" and "bad" ideas.

Charting

- Sometimes you will want to organize your ideas for writing in a chart/table.
- Charting works very well for comparison/ contrast writing or examining advantages and disadvantages.
- You can use many different kinds of charts, depending on your topic and the kind of writing you are doing.
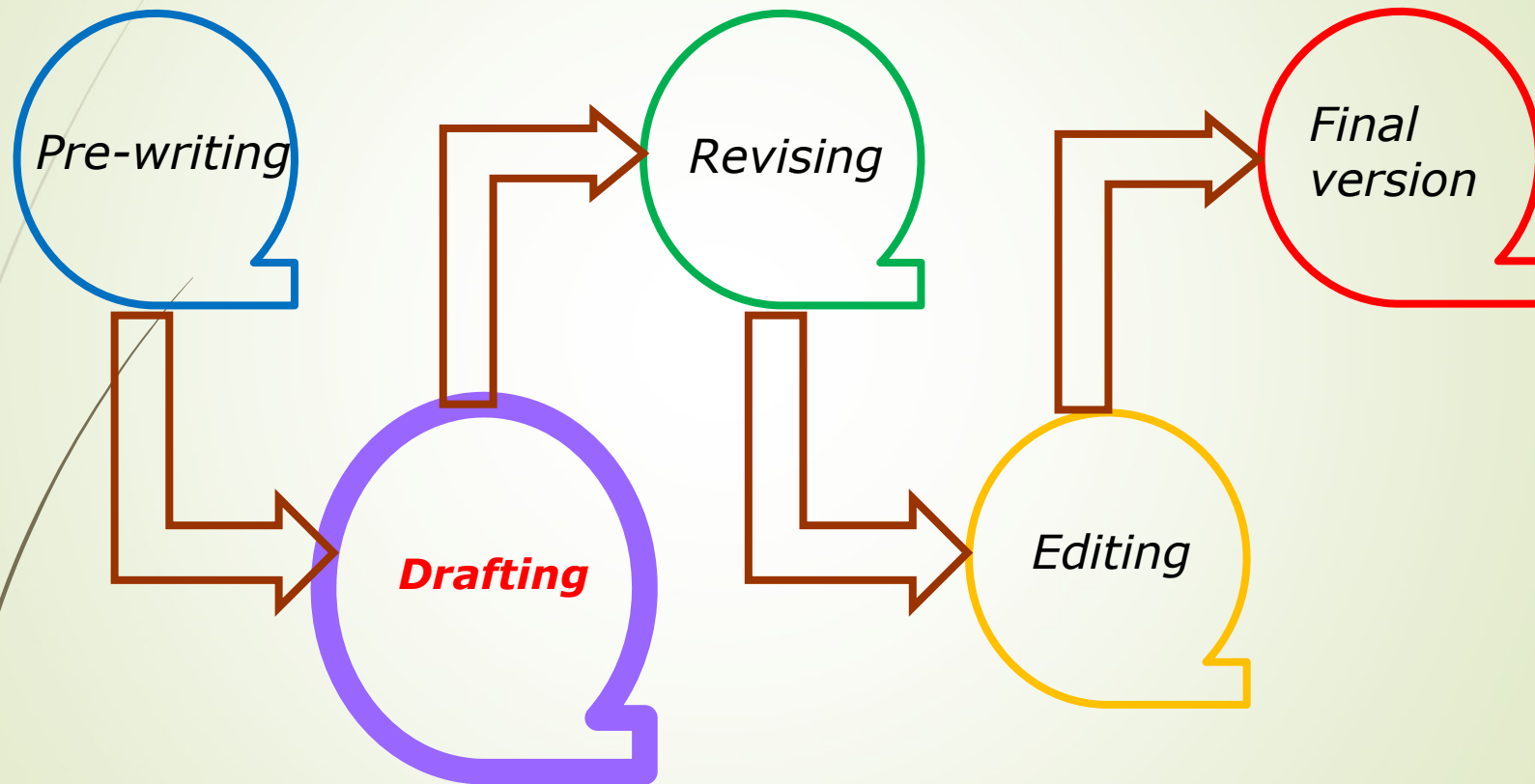
Mapping

- ➥ "Mapping," sometimes called "semantic/ idea mapping", "clustering" or "webbing," is another way to organize your ideas.

- ➥ Start with your topic in the center, and branch out from there with related ideas.

- ➥ Use words and phrases, not complete sentences.
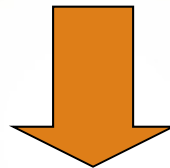
The Writing Process: Drafting
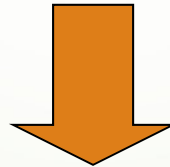
The Writing Process

From Pre-Writing to First Draft

Pre-Writing Notes

↓

Outline

↓

First Draft

Outlines

- An outline is like a "skeleton" of an essay.

- It shows the "bare bones" or main ideas of the essay structure.

- You can use an outline when you are reading or when you are writing.

- An outline helps you to organize ideas.

Outlines

- It can be used after you have generated ideas through brainstorming, free writing, or other pre-writing techniques.

- It works well for structured types of writing such as essays.

- You can use complete sentences, but you don't have to.

Paragraphs

- What is a paragraph?

- A paragraph is a group of sentences that develops an idea.

- The first sentence of a paragraph should be *indented*.

- The sentences in the paragraph *support* and *give examples* of the main idea.

Paragraph Structure

- A paragraph should have a logical structure that is easy to put into an outline:

I. Topic Sentence

II. Supporting Detail

III. Supporting Detail

IV. Supporting Detail

V. Concluding Sentence

Topic Sentences

- A topic sentence is the sentence that tells the reader the main idea of the paragraph.

- The topic sentence should contain only one main idea. It should be specific and detailed.

- The topic sentence is often found at the beginning of the paragraph, but it can be in other places, too.

The Writing Process: Revising and Editing

The Writing Process
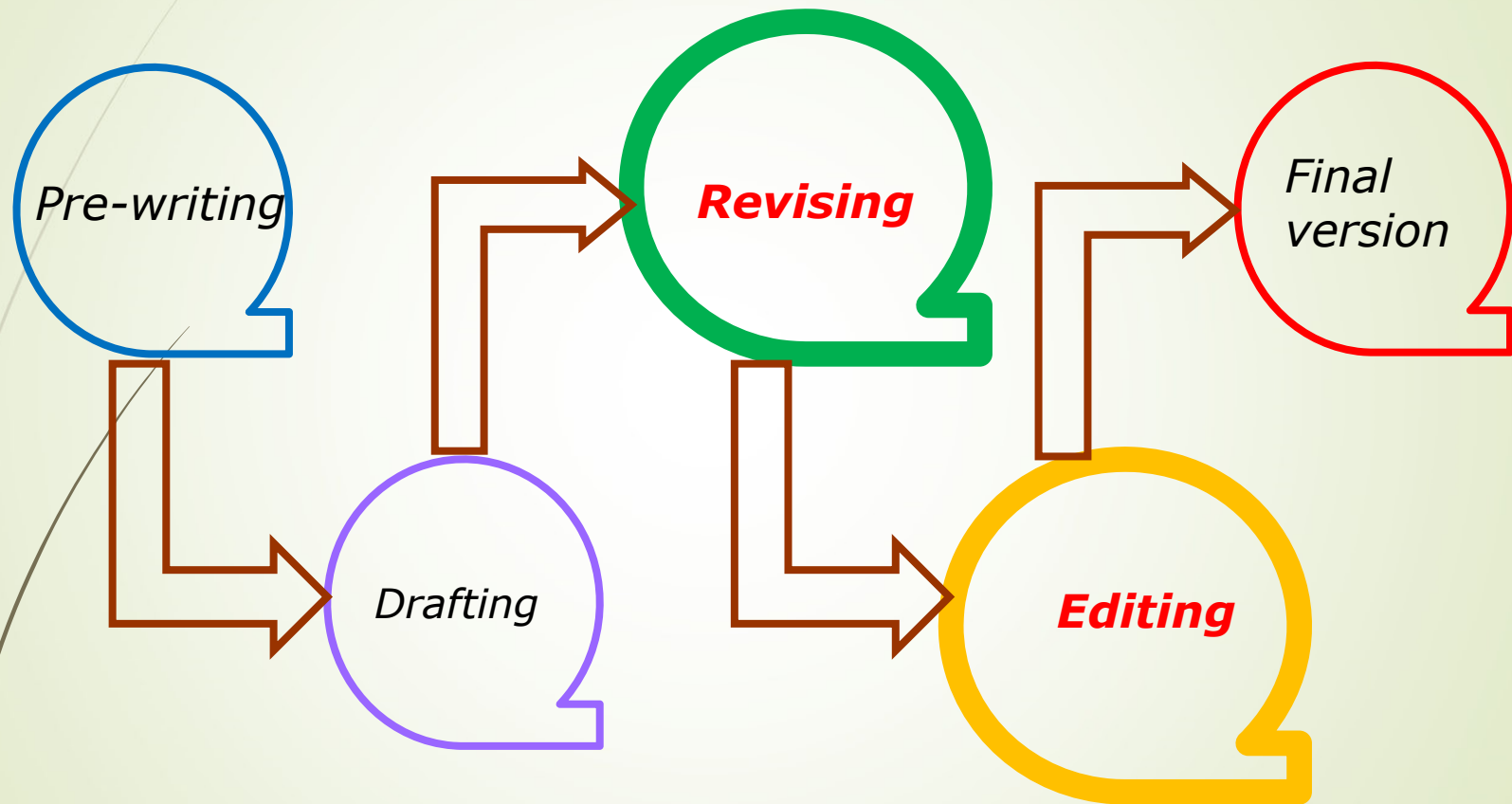
Editing

- Editing is what you begin doing as soon as you finish your first draft. You reread your draft to see, for example, whether the paper is well-organized, the transitions between paragraphs are smooth, and your evidence really backs up your argument. You can edit on several levels:

Revising

MAKE IT BETTER

- Read what you have written again.
- Rearrange words, sentences or paragraphs.
- Take out or add parts.
- Do more research if you think you should.
- Replace overused or unclear words.
- Read your writing aloud to be sure it flows smoothly.
- Redraft.

Editing

MAKE IT CORRECT

- Be sure all sentences are complete.
- Correct spelling, capitalization, and punctuation.
- Change words that are not used correctly or are unclear.
- Make sure you are using the appropriate Style formatting.
- Proofread your text.

Editing: Content

- Have you done every thing the assignment requires?
- Are the claims you make accurate?
- If it is required to do so, does your paper make an argument?
- Is the argument complete?
- Are all of your claims consistent?
- Have you supported each point with adequate evidence?
- Is all of the information in your paper relevant to the assignment and/or y our overall writing goal?

Editing: overall structure

- Does your paper have an appropriate introduction and conclusion?
- Is your thesis clearly stated in your introduction?
- Is it clear how each paragraph in the body of your paper is related to your thesis?
- Are the paragraphs arranged in a logical sequence?
- Have you made clear transitions between paragraphs?

Editing: Structure within paragraphs

- Does each paragraph have a clear topic sentence?

- Does each paragraph stick to one main idea?

- Are there any extraneous or missing sentences in any of your paragraphs?

Editing: Clarity

- Have you defined any important terms that might be unclear to your reader? Is the meaning of each sentence clear?

- Is it clear what each pronoun (he, she, it, they , which, who, this, *etc.*) refers to?

- Have you chosen the proper words to express y our ideas? Avoid using words you find in the thesaurus that aren't part of y our normal vocabulary: you may misuse them.

Editing: Style

- Have you used an appropriate tone (formal, informal, persuasive, etc.)?
- Is your use of gendered language appropriate?
- Have you varied the length and structure of your sentences?
- Do you tend to use the passive voice too often?
- Does your writing contain a lot of unnecessary phrases like "there is," "there are," "due to the fact that," etc.?
- Do you repeat a strong word (for example, a vivid main verb) unnecessarily?

Editing: Citations

- Have you appropriately cited quotes, paraphrases, and ideas you got from sources?

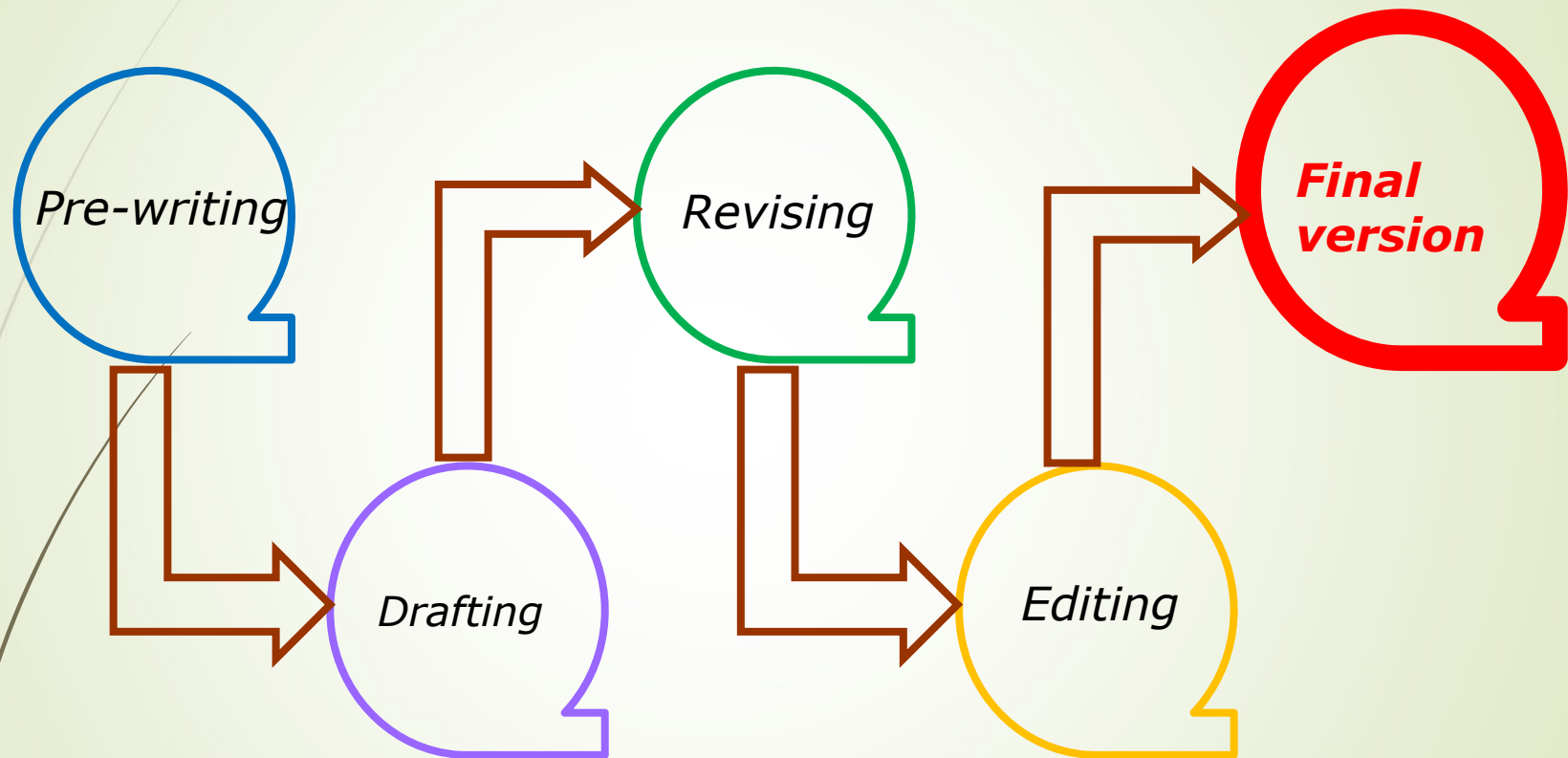- Are your citations in the correct format?

Proofreading

- Don't rely entirely on spelling checkers.
- Grammar checkers can be even more problematic.
- Proofread for only one kind of error at a time.
- Read slow, and read every word.
- Separate the text into individual sentences. Circle every punctuation mark.

The Writing Process: Final Version

The Writing Process

Final Version

- Your text should be ready for publication or submission, meeting all requirements regarding form and content.

References

- Adapted from Tarasine A. Buck. Writing Centre. www.elc.byu.edu/classes/**buck**/w_garden/ppt/process.ppt (retrieved on 18/9/2015)

- Writing Labs online.