

WRITING PROCESS





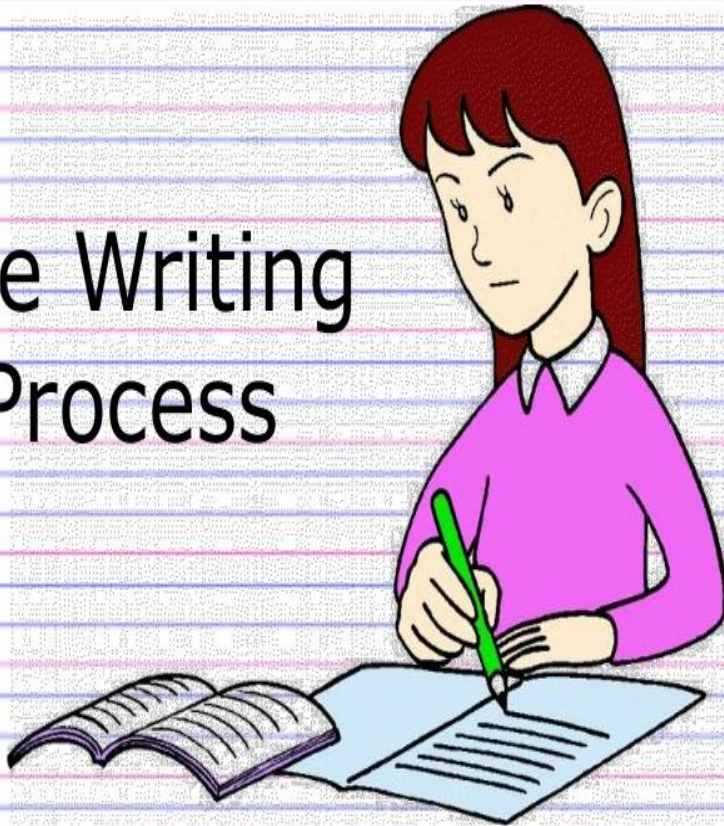
Plan

1. What is a writing process?
2. Stages of writing
3. Text structure
4. Six steps of the writing process
5. The format of academic writing
6. Plagiarism. What is plagiarism, and how to avoid it.



What is a writing process?

The Writing Process



Writing is a complex combination of skills which is best taught by breaking down the process into steps.

The writing process involves a series of steps to follow in producing a **finished piece of writing**.

Educators have found that by focusing on the process of writing, almost everyone learns to write successfully.

By breaking down writing step-by-step, writer's block is reduced.

There are 2 stages of writing

Process of writing

When teaching writing to the children, we must recognize the complexity of the process; that's why it should be supported (ZPD and scaffolding).

This refers to the act of gathering ideas and working with them until they are presented in a manner that is polished and comprehensible to the readers.

It emphasizes the fluency in the writing process.

Product of writing

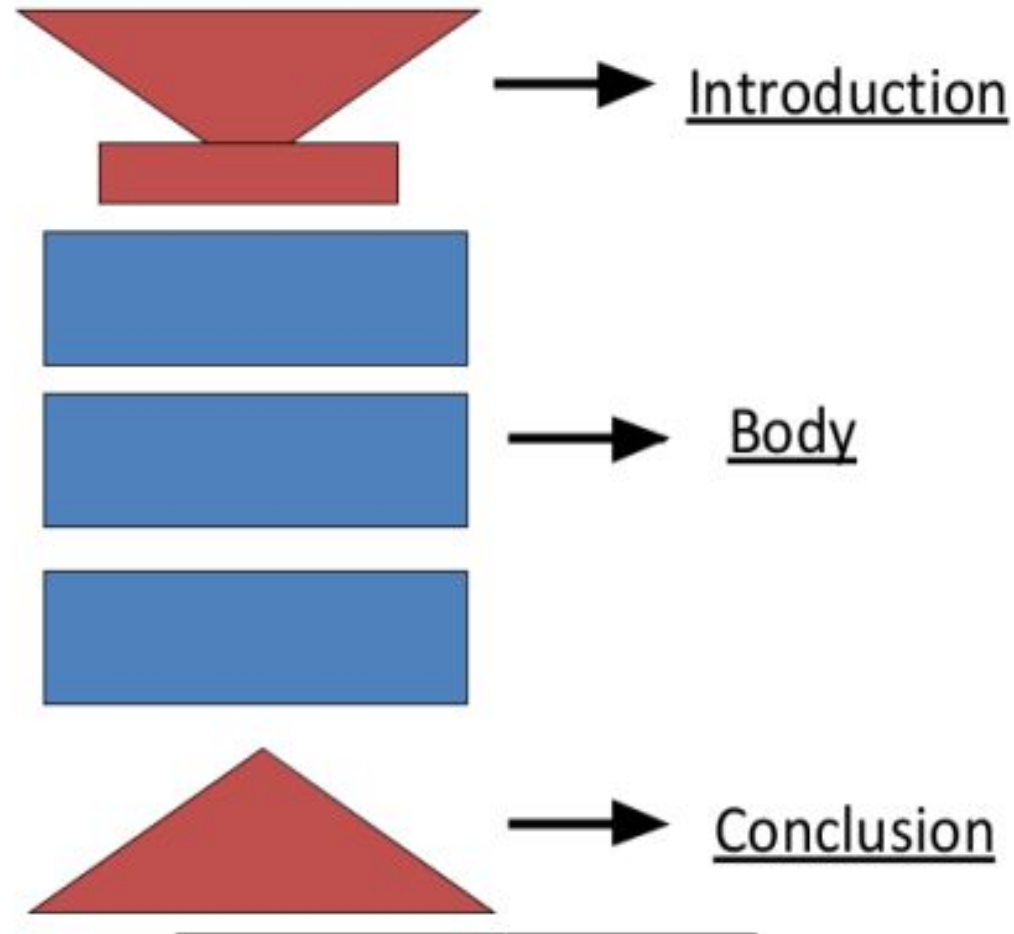
It is concerned with the final product of writing; in other words the essay, the project, the report, what that product should look like.

Writing is seen as a product and the students are evaluated according to what they write in this product.

The teacher tests writing rather than teaching it.

The student cannot make use of the feedback s/he receives.

Basic structure of academic texts





Structure of longer texts

Longer essays	Dissertations / master theses)
<ol style="list-style-type: none">1. Introduction2. Main body<ul style="list-style-type: none">Literature reviewCase studyDiscussion3. References4. Conclusion5. Appendices	<ol style="list-style-type: none">1. Abstract2. List of contents3. List of tables4. Introduction5. Main body<ul style="list-style-type: none">Literature reviewCase studyFindingsDiscussion6. Conclusion7. Acknowledgements8. References9. Appendices

thesis (Sg.)- диссертація
theses (Pl.)– диссертації



*Some terminology

Abstract

All journal articles have an abstract, which is a paragraph summarising the purpose and conclusions of the article. Reading this should give you a good idea of the relevance of the text for you.

Contents

A list of the main chapters or sections. This should tell you how much space is devoted to the topic you are researching.

Introduction

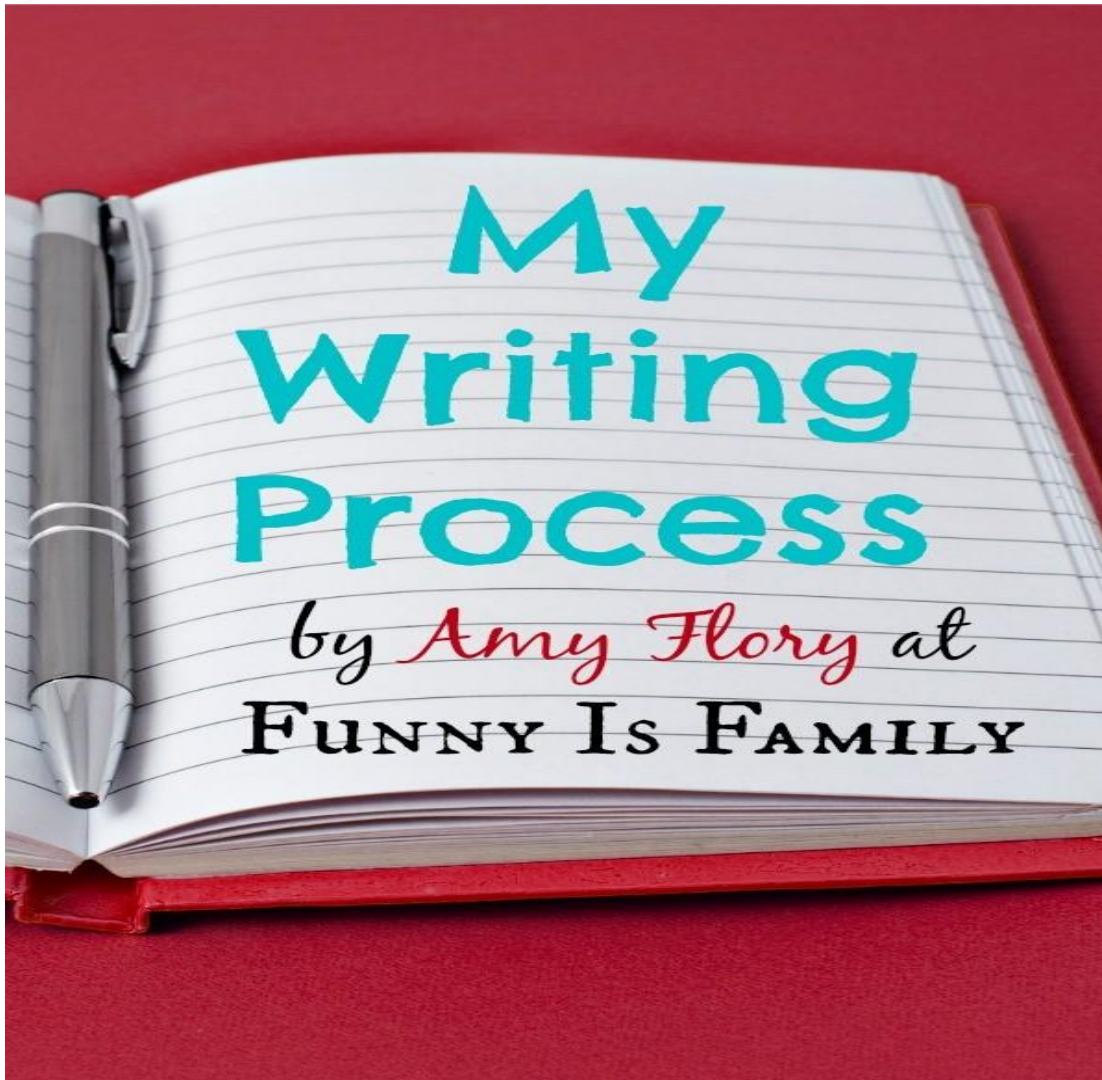
This is where the author often explains his/her reasons for writing, and also how the text is organized.

References

This list shows all the sources used by the author and referred to in the text. It may give you some suggestions for further reading.

Bibliography

These are the sources the author has used but not specifically referred to.



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.



THE WRITING PROCESS

1

PREWRITING

Brainstorm and Organize Ideas

- Think about what you want to say. Then create a plan to organize your ideas.
- Select key ideas and questions to get you started.

2

DRAFTING

Use Ideas to Write Rough Draft

- Write your ideas in order, and divide topics or points into different paragraphs.
- Use your choices to develop a main idea, supporting details, and the body of your writing.

3

REVISING

Make Changes to Improve Writing

- Rearrange words and sentences to clarify meaning. Be sure to add descriptive words and detail.
- Include feedback from peers and/or teachers.

4

EDITING

Proofread and Correct Mistakes

- Check for complete sentences, proper spelling and correct grammar.
- Reread, or have someone else read, your writing to be sure it is interesting and makes sense.

5

PUBLISHING

Write and Present Final Copy

- Prepare a final edited draft of the writing.
- Choose a form in which to present your writing, and share it with others.



Step 1: Pre-Writing

Pre-Writing Techniques

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

- @ Brainstorming
- @ Listing
- @ Discussing
- @ Outlining
- @ Free Writing
- @ Charting/Mapping

1. 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.

2. Gather ideas. When you have a topic, think about what you will write about that topic. Make notes.

3. Organize. 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.

Step 2 - Drafting



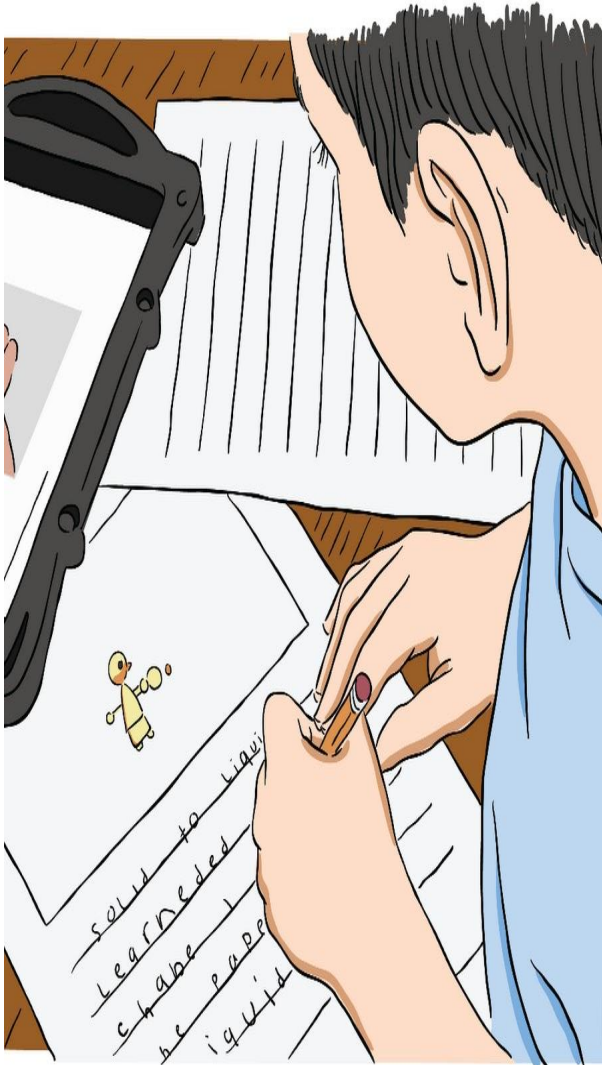
Write!

Write your paragraph or essay from start to finish.

Use your notes about your ideas and organization.

draft – черновик, наброски, проект

Step3 - Revising



1. Revise structure and content.
2. Check what you have written.
3. Read your writing silently to yourself or aloud, perhaps to a friend.
4. Look for places where you can add more information, and check to see if you have any unnecessary information.
5. Ask a group mate to exchange texts with you. Your group mate 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.



Step 4- Editing



1. Use your ideas from step 3 to 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.

2. 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 step 3 and make any other changes you want to make.



Step 5 - Publishing



Now your text is finished!



Task 1. Find the words in the lists above that match the following definitions. The vocabulary on slide 6 will help you.

- (a) A short summary of 100–200 words which explains the paper’s purpose and main findings. _____
- (b) A list of all the sources the writer has mentioned in the text.

- (c) A section, at the end, where less important information is included.

- (d) A short section where people who have helped the writer are thanked.

- (e) Part of the main body in which the writer discusses relevant research.

- (f) A section where one particular example is described in detail.

* Course book (p.5-6)



The format of academic writing

There is considerable variation in the format of academic writing required by different schools and departments. Your teachers may give you guide - lines, or you should ask them what they want. But some general features apply to most formats.



Task 2. Look at the example below and identify the features underlined, using the words in the box below.

sentence

heading

sub-title

paragraph

title

phrase

- (a) The Effectiveness of Microcredit
- (b) An evaluation of programs in India and the Philippines.
- (c) Introduction
- (d) In the last ten years considerable claims have been made about the value of microcredit (also known as microfinance); the provision of unsecured small loans to the poor in
- (e) developing countries. But it has proved surprisingly difficult to accurately measure the effectiveness of these loans, without interference from other non-commercial factors.
- (f) Two recent studies have attempted to compare the effects on randomly-chosen groups of people with access to microcredit, compared to those without. The first (Bannerjee et al., 2009), based at Massachusetts Institute of Technology (MIT), looked at slumdweller in the city of Hyderabad in India.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

*Course book (p. 6-7)

What is plagiarism?

PLAGIARISM:

an act of presenting another person's work or idea as your own.



WHAT IS PLAGIARISM?

Deliberate Plagiarism

- Rewriting from books or articles
- copying & pasting from web pages and online sources to create a **patchwork** writing
- buying, downloading, or borrowing a paper



Accidental Plagiarism

- not knowing when & how to cite
- not knowing how to paraphrase or summarize
- not knowing what “common knowledge” is
- recycling an old paper



Main rules for avoiding plagiarism

If you borrow or refer to the work of another person, you must show that you have done this by providing the correct acknowledgement. This is done by the following methods:

1. Summary and citation:

Rodgers (2007) argues that family-owned businesses survive recessions better.

2. Quotation and citation:

As Rodgers maintains: 'There is strong evidence for the resilience of family businesses in recessionary times.' (Rodgers, 2007: 23)

! These citations are linked to a list of references at the end of the main text/



HOW TO AVOID PLAGIARISM

- Understand what constitutes plagiarism.
- Learn what does not constitute plagiarism.
- Check out the rules regarding copyright.
- Learn how to properly cite references.
- Learn how to paraphrase.
- Review, review, review.
- Take advantage of your professor's knowledge.



Task 3. Consider the academic situations in the following table and decide if they are plagiarism.

	Situation	Yes / No
1	Copying a paragraph, but changing a few words and giving a citation.	
2	Cutting and pasting a short article from a website, with no citation.	
3	Taking two paragraphs from a classmate's essay, without citation.	
4	Taking a graph from a textbook, giving the source.	
5	Taking a quotation from a source, giving a citation but not using quotation marks.	
6	Using an idea that you think of as general knowledge, e.g. the Great Depression was caused by restrictions on free trade, without citation.	
7	Using a paragraph from an essay you wrote and had marked the previous semester, without citation.	
8	Using the results of your own research, e.g. from a survey, without citation.	
9	Discussing an essay topic with a group of classmates and using some of their ideas in your own work.	
10	Giving a citation for some information but mis-spelling the author's name.	

* Course book (p.27)



Writing is...

- A PROCESS – All writers do a lot of planning, organizing, writing, changing, rewriting, and editing to produce a story. That's why it's a PROCESS!!
- A skill that must be practiced DAILY. Handbooks and lessons are helpful, but there is really only one way to learn how to write... JUST DO IT!! Practice all kinds of writing: stories, reports, songs, poems, essays, letters, notes, journals...

What is Plagiarism?

Basically, plagiarism is when you copy someone else's work or use someone's original ideas as your own.





Questions:

1. What is a writing process?
2. What is the aim of every writing process?
3. What can be a product of writing?
4. How is the basic structure of an academic text?
5. What are constituent components of a longer academic texts?
6. What are 5 steps of a writing process?
7. What is plagiarism?
8. How can you avoid plagiarism?



Make a list of words/terms you have learnt today

1. improvement –
2. silently–
3. to rewrite -
4. ...
5. ...
6. ...
7. ...
8. ...
9. ..
10. ...

NB: write about 15-20 lexical items



Tell your group mates what you have learnt today about writing process

1. Write a short text about writing process (about 10-12 short sentences). Use the plan, the questions, and the vocabulary you have learnt today.
2. Present your findings to your group mates.



Choose 2-3 terms from the given list, and explain them with your own words

Writing

Drafting

Pre-writing

Revising

Editing

Proofreading

Plagiarism

Product of writing

Introduction

References



Reflection

1. Was the lesson today interesting for you? Why?
2. Was the lesson today difficult for you? Why?
3. Was the lesson today useful for you? Why?
4. Do you have any questions?
5. What are your wishes for the next lessons?

**THANK YOU FOR
ATTENTION!**

