



Less

STUDY SMART

on #22

## WRITING PAPERS II

In the first lesson on Writing you learned how to get ideas and to get started writing. In this lesson, you will learn more about organizing, revising, and completing a good paper.

### Q: What should I think about as I write?

First, think of your audience. For some papers this will be your teacher. At other times you will be told to write as through your audience was certain people such as parents, political leaders, and fellow students. Especially in creative writing, you should indicate in your paper that you are writing to a particular audience and think of that audience while you write.

Second, consider the type of assignment you have been given. Generally, teachers assign four types of writing: expository, persuasive, descriptive and narrative. Each requires a different approach.

Expository writing **explains** what something is or how something works. You should approach expository writing with an informative tone.

Persuasive writing **expresses** an opinion or **defends** a position or interpretation. The purpose is to convince a reader of your point of view. This kind of writing should be reasonable and use a convincing tone.

Descriptive writing **relates** an impression, mood, or **creates** a picture for the reader. It should rely on appeals to the senses and emotions. Readers should be able to use their imaginations to "see" the description in their own minds.

Narrative writing **presents** a series of events and can be used to tell a story and relate actions. Language should be clear and graphic to relay actions, moods and reactions of characters.

## **Q: What should I do with my first draft?**

Remember that even excellent writers don't do their best writing on the first draft. Good writers use their first drafts to figure out how to improve what they write. So you should carefully read your first draft to decide how to change it. Consider the following as you look to make changes:

1. Is my type of writing consistent? "Do I change from narrative to expository?" for example.
2. Do I recognize my audience and direct my writing properly?
3. Do my paragraphs "flow" together?
4. Is my main point clear to the reader?
5. How can I change expressions, sentences, and organization to make a better paper?

## **Q: Should I do different things for each draft?**

Yes, writers usually focus their revisions on separate issues. However, at all times, in all drafts, it is important to look for ways to improve what you have written. So, while the focus may shift, the purpose of revising is to write more effectively.

**First Draft:** The purpose of a first draft is to generate ideas, decide upon content, choose an audience, style, and type of writing. These should be choices you can change, but in agreement with the assignment given by your teachers. If you are unsure, then ask.

**Second Draft:** In the second draft, focus on clarity, organization and expression. Try to improve the order in which topics and supporting material are presented. Also, try to find more effective ways to express ideas. There are many ways to state any idea, so try several alternatives for your main points.

As you can see, revising includes more than correcting for spelling and punctuation. Revising is really an attitude that **you** can take action to make your writing better. It is usually a good idea to have someone else read this draft to make sure you are writing clearly and in a well organized way.

**Third Draft:** In the third draft, focus on considering changes that were suggested, increasing clarity, and correcting writing errors such as punctuation and spelling. You may also want to refer to the main idea words list presented in Lesson

5 (Chart 5.1). These are good for listening and writing. Use them to make your main points clear.

**Q: What should I do to test, the last part of systematic study?**

To test, you should proofread your paper. Think of how your teacher would grade it. You may want to ask someone else to read your paper again. This is like a last check to make sure you have written as well as you can. Here are some things to look for:

1. Check sentence structure. Look for incomplete sentences and run-on sentences.
2. Make sure clauses, phrases, and modifiers are clearly connected. This will improve clarity.
3. Make sure all verb tenses agree, are correct, and consistent with their subjects.
4. Check all pronouns to see that subject and number are correct (e.g., he-him not they; each - regular verb; etc.).
5. Make sure the speaker and subject are consistent and not shifting from noun to inappropriate pronoun or verb.
6. Make sure all punctuation, spelling, and capitalization are correct.
7. Check slang, if it is used, to see that it is used appropriately and that word usage in general is correct.

Finally, we recommend that you write on a computer. This usually improves production and editing. You should use a spell check on every draft and a grammar check, also, on the last two drafts. And, start early so you will have enough time to complete a good paper.

**Q: How can I get started?**

Try writing using the three components of systematic study: Preparation, action and test. You can use Form 22.1 to guide you. Write anything you wish, but make sure you state audience, type of writing, and purpose. You may also want to state your main points. Form 22.1 is set up to help with this. You can use it for all your papers.



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Form

**22.1  
Writing**

**Date**

**Class**

**Purpose/Assignment**

**PREPARATION:**

1. Audience
2. Type: Narrative, Expository, Persuasive, Descriptive
3. Tentative main points
  
4. Ideas (write all ideas for the paper below)

5. Organize ideas (put ideas from #4 together)

A.

B.

C.

D.

E.

F.

6. Write a final draft. do this on your computer.

### **WRITING ACTIONS**

7. Revise for main points, organization, clarity, completeness, etc. Attempt to make major changes.

8. Revise again. Improve clarity, support, expression and organization. Ask someone to read and make suggestions.

9. Revise again. Correct all errors and attempt to improve in every way possible.

## **TEST**

10. Proofread. Use the criteria list below to check your paper one last time.

sentence structure

clauses, phrases, modifiers

verb tenses

verb number

pronouns & subject

pronouns & number

consistent speaker & subject

punctuation

spelling

capitalization

slang