

Writing Guide

THE WRITING PROCESS

STEP 1

Brainstorm for Ideas

- Write down all the ideas you can think of.
- Don't worry about whether all the ideas are relevant.
- Don't worry about grammar or spelling.
- You can write in your own language.

STEP 2

Organise Your Ideas

- Decide which ideas to keep and cross out the others.
- Group similar ideas together.
- Organise the groups according to a writing plan.

STEP 3

Write a First Draft

- Write your first draft on the computer or by hand. If you are writing by hand, use a pencil. Leave wide margins for notes.
- Leave space between lines for additions and corrections.
- Write quickly. Don't worry about neatness or accuracy.
- If you can't think of a word in English, write it in your own language. Look up the word in a dictionary later.
- If you can't spell a word, write it any way you can. Then check the word in a dictionary or use a spellcheck when you have finished.

STEP 4

Check Your Work

- Use the Writer's Checklist on this page to improve your work.

STEP 5

Write a Final Draft

- If you are writing by hand: copy your corrected work neatly onto a clean sheet of paper.
- If you are using a computer, print out a copy of your essay. It's easier to find mistakes on a printed copy.
- Use a pen and leave a margin on the left-hand side.
- Make sure your paragraphs are clearly indicated.

NOTE

You can indicate the beginning of a paragraph by:

1. indenting (moving the first word of the paragraph to the right).
2. skipping a line before beginning a new paragraph. Each paragraph begins at the left-hand margin.

Both styles are correct, but be consistent in your writing.

WRITER'S CHECKLIST

ORGANISATION

- I organised my work according to a plan.
- Each paragraph has one topic.
- My paragraphs are clearly indicated.
- My ideas are in a logical order.

CONTENT

- My work is interesting and original.
- I began with a suitable opening sentence.
- I presented my ideas clearly.
- I included only relevant ideas.
- I supported my ideas with details and examples (opinion, for and against essay).
- I ended with a suitable closing sentence.
- I used connectors to link my ideas.

LANGUAGE

- My grammar is correct.
- My spelling is correct.
- My word order is correct.
- My punctuation is correct.
- I used capital letters correctly.
- I used adjectives correctly.