

## WRITING ACADEMIC ESSAYS

### Procedure

It is important to try to think in English throughout the stages of the writing process.

#### 1. Brainstorm

- ✓ Make quick notes about your ideas; let them flow rapidly on paper in any order.
- ✓ And then do a *mind map* categorizing your ideas:

#### 2. Plan your writing

Planning can be seen as a continuation or brainstorming rather than as a separate activity. Your plan can be done on a separate piece of paper.

- (a) **Select** the most important and relevant points from your brainstorming
- (b) **Arrange** these in the most effective order
- (c) **Develop** further ideas if necessary
- (d) **Group** your point into coherent paragraphs, with each paragraph built around a single, unifying idea or topic
- (e) **Look for** gaps, repetition and irrelevant ideas.

#### 3. Write your first draft

At this stage it is best to concentrate on:

- Content
- Organization
- Cohesion
- Vocabulary

The focus is on what you want to say and how you want to say it. A first draft is usually very rough and full of crossings-out, insertions, etc. attention to grammar and mechanical accuracy can wait until a later stage in the writing process.

#### 4. Evaluate and revise your first draft

With the aid of *Evaluation Checklist* improve and correct your first draft (mainly sections 1 to 4)

#### 5. Ask another person to evaluate your draft

Ask this person to make written comments and criticism with reference to the *Evaluation Checklist*.

#### 6. Write your second draft

By this stage, you will probably need to make only a few more changes as you write. Clear handwriting is important at this stage. Take into account margins, double-spacing, etc.