

Lecture 11

11.1. Writing

Writing is a recursive process, which means there is an idea of repetition and refinement involved. Writing occupies a central role in the development of any civilization and indeed is a point of departure from other animals.

The iterative process involved in any piece of writing revolves around three stages viz. prewriting, writing and rewriting. Whenever we start writing, we first gather our ideas. This was discussed in Lecture 10. These are then written out in the shape of a draft. This draft is refined over and over again during the rewriting stage after we feel that some aspects are amiss. These three steps are dynamic and overlap.

The ultimate aim of this process is to improve correspondence and enhance professionalism.



10.2. Drafting

Drafting refers to a preliminary form of writing. It's a tentative piece of writing, which is subject to improvement. This draft leads us towards the final shape of the content which by organizing our ideas and considering the audience. In order to complete the draft, we organize paragraphs considering aspects of unity, support and coherence.

10.2.1. Generation of Ideas

Ask yourself questions regarding your knowledge, your requirements and your audience. Experiment with different ways to organize your ideas. Write content in such a way that it is comprehensive and readable to your audience. Before making a draft, write all the points so that the core idea doesn't get mixed up.

To generate ideas, ask yourself the following:

- How can I group my ideas in paragraphs?
- What is the focus and purpose of each paragraph.
- In what order, should I present my idea?

10.2.2. Rough Draft

Remember, the first draft is always a rough draft and is formed by letting ideas follow freely. You can then craft a structure for our thoughts by shaping the rough draft by

- following a specific structure;
- restructuring your ideas to follow a certain order;
- having a strong sense of organization that supports your main idea; or
- having a clear reason to choose a specific structure for our ideas.

10.2.3. Steps in Writing a Draft

There are three parts of writing a draft.

1. Research
2. Organizing Ideas
3. Composing/Drafting

10.2.4. Research

Research is based on collecting specific data for your piece of writing by different means and resources. Such resources may include books, newspapers, research journals, magazine articles, internet etc. What must be ensured is that the source is credible enough.

10.2.5. Organizing

Organizing is somehow tricky. There are two basic ideas to organize content. One method is called the “divergent” method and other, “convergent”. The “divergent” method applies when argument stems from one focal point and branches off. This is usually assumed to be a productive strategy. This way, the argument probably develops into different directions. The convergent method, on the other hand, is about gathering information and then coming close to an objective. This method may work well for those who subject experts and know which area to branch off and which to stop. Thus, for beginners, this approach may not be very productive.

10.2.6. Composing/Drafting

After the preliminary research has been done, you can then move on to write your first draft. This will usually be a rough draft wherein you let the ideas come freely. This rough draft is then refined to develop connection between ideas.

10.3. Structure of a Draft

When we begin to write a draft, we need to keep in mind the following:

10.3.1. Thesis Statement

A **thesis statement** usually appears at an appropriate place in the introductory paragraph of a paper, and it offers a concise summary of the main point or claim of the essay, research paper, etc. A **thesis statement** is usually one sentence that appears at the beginning, though it may occur more than once. This statement should form the basis for your entire draft.

10.3.2 Topic sentence

A sentence that expresses the main idea of the paragraph in which it occurs is usually the topic sentence. This differs from the thesis statement in that the topic sentence is more local whereas the thesis statement is global.

10.3.3. Sufficient Support

Supporting details aren't just meant to give more information about a situation – they're also meant, literally, to support your point, meaning that without them, you may not succeed in making your argument successfully. Using supporting details properly could be crucial in a variety of situations, whether you're defending your innocence or just your thesis.

10.3.4. Coherence

Coherence is combination of many different factors, which combine to make every paragraph, every sentence, and every phrase contribute to the meaning of the whole piece. It is supposed to relate each paragraph to each and other and develop connection between them. To achieve coherence, you may resolve to using transitional words such as “however”, “otherwise”, “in contrast”, “nevertheless” etc.

10.3.5 Unity

Unity is a very important characteristic of good paragraph writing. Paragraph unity means that one paragraph is about only one main topic. That is, all the sentences, the topic, supporting sentences, the detail sentences, and sometimes the concluding sentence are all telling the reader about one main topic. This differs from “coherence” in this it is more local.

10.4. Sequence of a Draft

The above can help organize your draft according to a sequence which your readers can follow. To achieve the above, you can develop a sequence based on one or a mix of the following approaches:

10.4.1 Chronological Writing

The word “chronologic” refers to movement in a temporal sequence. Writing chronologically is the method of organization to present events and actions as they occurred in time.

10.4.2 Spatial Writing

Spatial writing method describes and explains items according to their physical position or relationship. This may be, for example, in the form the top-to-bottom approach or the left-to-right approach.

10.4.3 Writing for Importance

Another way to organize a draft is in increasing or decreasing order of significance to highlight and emphasize the significance of a subject matter. For example, the sentence “CIIT-pioneered Hybrid learning is gaining momentum across Pakistan, offering education at par with international standards” starts with a general observation and then emphasizes its importance.

10.4.4 Writing for a problem

This type of logical sequencing is used to provide a solution for a problem. Consider the sentence “Eco-Idle system has been integrated in the modern automobiles to reduce the percentage of **Global Carbon Emission**, which are responsible for increasing the greenhouse effect and consequently Global Warming.” This method first talks about an implementation and then about the problem the implementation addresses.

10.4.5 Writing for Comparison/Contrast

As the term implies, this method is used in writing for comparing and contrasting two different ideas and to furnish an analysis. This may include comparison between two car companies, universities, airlines etc.

After finalizing a draft, remember to make your piece of writing clear and follow logical formatting. The use of white space, headings, bullets, graphics, numbering, font size, color etc. as discussed in Lecture 10, all apply.