



# HUM 120

# EXPOSITORY WRITING

## Lecture 01

# Course Outline [1/2]

---

- ✓ Introduction to Expository Writing
- ✓ Structure and Types of an Essay
- ✓ Introduction to Report Writing
- ✓ Structure and Types of Report
- ✓ Introduction to Technical Communication
- ✓ Traits of Technical Writing
- ✓ The Writing Process

# Course Outline [2/2]

---

- ✓ 7 Cs of Communication
- ✓ Overview of Professional Documents
- ✓ Presentation Skills
- ✓ Resume Writing and Interview Skills
- ✓ Understanding Plagiarism and Referencing
- ✓ Barriers to Effective Communication

# What is Expository Writing?


---

- Type of writing that is used to **expose** something
- Used to provide information, explanation, clarification or instruction
- Generally found in **non-fiction prose** such as textbooks, academic essays, letters, manuals, reports, news articles, pamphlets, magazines, guidebooks etc
- Based on Facts and Evidence

# Characteristics of Expository Writing

---

- **Clarity:** straightforward and easy to understand
- **Logical Sequence:** Organized writing such as problem-solution, compare contrast, cause and effect and chronological order, description etc
- **Objective & Neutral Tone:** Personal Opinions and Emotional Language is avoided
- **Structured Writing:** Introduction, Supporting Details in the form of examples and Conclusion

- 
- **Information:** To enhance readers' understanding
  - **Reflect Audience Awareness:** The complexity of writing is adjusted according to the background knowledge of the audience
  - **Wide Range of Topics:** historical events, scientific facts, data analysis, process explanation etc
  - **Convincing and Credible:** Use of facts, statistics and relevant examples
  - **Nothing Fictional:** Only real persons and facts

# Purpose of Expository Writing

---

- **To Inform:** News article regarding the results of general elections
- **To Explain:** The process of photosynthesis explained
- **To Describe:** Helps readers visualize objects and places such as a brochure of some housing society
- **To Instruct or Guide:** Instruction manuals, how-to guides and tutorials for step by step guidance as in recipe books
- **To Analyze Data:** Graphs and Statistics to identify patterns as in weather report to predict precipitation etc

# Purpose of Expository Writing

---

- **To Persuade:** Target audience can achieve a particular viewpoint such as an article on the benefits of regular exercise and walking
- **To Educate:** It develops critical thinking among students such as a book of history narrating different events etc
- **To Clearly Communicate:** For avoiding ambiguity
- **To Answer Questions:** FAQs available on a website etc
- **To Record Data:** As in research papers, journals etc



# Conclusion

---

- What is Expository Writing?
- Characteristics of Expository Writing
- Purpose of Expository Writing