HUM 120
EXPOSITORY WRITING

Lecture 14

Previous Lecture

- ❑ The writing process
- ❑ Stage 02 - writing techniques with examples

The Writing Process

Three Stages

1. Pre-writing – Planning
2. Writing – Drafting
3. Post-writing – Finishing

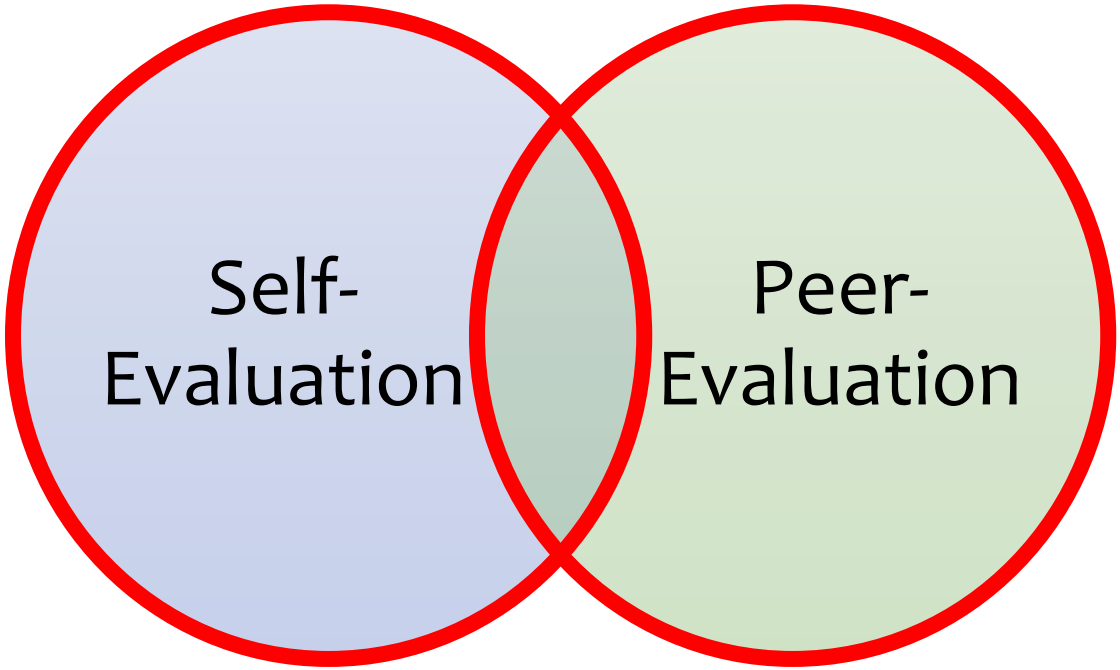
Stage 03: Post-Writing

Steps

1. Responding
2. Revising
3. Editing
4. Proofreading
5. Publishing

Stage 03: Post-Writing

☑ Steps: Responding



Stage 03: Post-Writing

Steps: Revising

- Revising your work is about making "big picture" changes.
- You might **remove** whole sections, **rewrite** entire paragraphs, and **add** in information which you've realized the reader will need.
- The **revision** stage is sometimes summed up with the A.R.R.R approach:
  1. Adding
  2. Rearranging
  3. Removing
  4. Replacing

Stage 03: Post-Writing

☑ Steps: Revising – A.R.R.R Approach[1/4]

1. Adding:
    - What else a reader **needs to know**? If you haven't met the required word-count, what areas could you **expand**?
    - This is a good point to go back to your **prewriting** notes – look for ideas which you didn't use.

Stage 03: Post-Writing

☑ Steps: Revising – A.R.R.R Approach[2/4]

1. Rearranging:
   - **Sections** may need rearranging.
   - **Reordering paragraphs** – better flow of argument.
   - Short story that drags in the middle but packs in too much at the end requires rearrangement.

Stage 03: Post-Writing

☑ Steps: Revising – A.R.R.R Approach[3/4]

1. Removing:
    - Sometimes, one of your **ideas doesn't work out**. Perhaps you've gone over the **word count**, and you need to take out a few paragraphs.
    - E.g., maybe that funny story **doesn't really fit** with the rest of your article.

Stage 03: Post-Writing

☑ Steps: Revising – A.R.R.R Approach[4/4]

1. Replacing:
    - Would **more vivid details** help bring your writing to life?
    - Do you need to look for **stronger examples** and **quotations** to support your argument?
    - Try **rewriting** paragraphs.

Stage 03: Post-Writing

Revise the following sentences to avoid flabby (weak) expressions, long lead-ins, and unnecessary there is/it is fillers.

This e-mail message is to inform you that there is a new health benefit plan available for employees.

A new health benefit plan is available for employees.

I would like to take this opportunity to inform everyone that in all probability we expect to win the contract.

We probably will win the contract.

Stage 03: Post-Writing

Revise the following sentences to achieve conciseness.

In addition to the above, there are contracts that are attached hereto.

Two contracts are also attached.

Despite the fact that most information is posted on the company intranet, please feel free to call whenever necessary.

Although most information is posted on the company intranet, please call whenever necessary.

Stage 03: Post-Writing

Revise the following sentences to avoid redundancies, dull and overused expressions, jargon, and slang.

Ms. Miller, who shoots straight from the shoulder, demanded final completion by January 1.

Ms. Miller, who is straightforward, demanded completion by January 1.

Pursuant to your request, enclosed please find a check for $150.

As you requested, a check for $150 is enclosed.

Stage 03: Post-Writing

In the following sentences, control the use of verbs and exuberance

The seller said he definitely would contact you.	The seller promised to e-mail (telephone or fax) you.
We must give encouragement to our team.	We must encourage our team.

Stage 03: Post-Writing

Arrange the following in a concise, bulleted vertical list.

In the next training session, the trainer will demonstrate how to create podcasts, how to share multiple programs, and how to maintain an Internet directory.

The next training session will demonstrate:

- creating podcasts
- sharing multiple
- programs
- maintaining an internet directory

Stage 03: Post-Writing

Improve the readability of the following instructions that will become part of a student's employment booklet.

In preparing for an employment interview, you should begin by studying the job description. Itemizing your most strategic skills and qualifications is also important. Giving responses in a mock interview is another good practice technique. Lastly, you should be prepared to ask relevant questions.

You can prepare for interviews by:

- studying the job description.
- itemizing your most strategic skills and qualifications.
- practicing giving responses in a mock interview.

Stage 03: Post-Writing

☑ Steps: Editing [1/3]

- The editing stage is distinct from revision, and needs to be done after revising.
- Editing involves a **close-up view** of individual sentences and words.
- It needs to be done after you've made revisions on a big scale.
- When editing, go through your piece line by line, and make sure that each sentence, phrase and word is **as strong as possible.**

Stage 03: Post-Writing

❑ Steps: Editing [2/3]

- Using one word many times in one sentence or paragraph? Use a **thesaurus** to find alternatives.
- Sentences hard to understand? Rewrite them to make your thoughts clear.
- Which words could you cut to make a sentence stronger? Words like "**just**" "**quite**", "**very**", "**really**" and "**generally**" can often be removed.
- Are your sentences grammatically correct? Keep a careful look out for problems like **subject-verb agreement** and staying **consistent in the use of tense**.
- Is everything **spelt correctly**? Don't trust your spell-checker – it won't pick up every mistake. Proofread as many times as necessary.
- Have you used **punctuation marks** correctly? **Commas** often cause difficulties. You might want to check out the **Daily Writing Tips articles on punctuation.**

Stage 03: Post-Writing

☑ Steps: Editing [3/3]

- Editing is where things like **grammar, spelling** and **mechanism** are checked and refined.
- **Re-reading** is a key part of editing; make sure everything is exactly how you want it.
- **Reading aloud** or having someone read to you can be very helpful because you may hear things differently in your head than when you hear them out loud.
- Ensure that the formatting is correct.
- This is the **last process** of writing your document.

Stage 03: Post-Writing

☑ Steps: Proofreading

- Final phase
- To make a final check and fix mechanical or technical flaws, such as:
  1. Grammar
  2. Punctuation
  3. Names and numbers
  4. Format
- Also involves checking of different elements of a layout (such as headlines, paragraphs, illustrations, and colors) for their correct dimensions, placement, type, etc.

Stage 03: Post-Writing

Steps: Proofreading – what to watch for?

- Spelling
- Insertion
- Deletion
- Capitalization
- Punctuation
- Names and numbers
- Format

Stage 03: Post-Writing

Steps: Proofreading – Checklist

- Writer's Checklist should provide a useful starting point for proofreading:
  - First-Phase Review
    - Appropriate format (reports or correspondence?)
    - Consistent style, including headings, terminology, spacing, fonts
    - Correct numbering of figures and tables
  - Second-Phase Review
    - Specific grammar and usage problems
    - Appropriate punctuation
    - Correct abbreviations and capitalization
    - Correct spelling (especially names and places)
    - Complete web or e-mail addresses
    - Accurate data in tables and lists
    - Cut-and-paste errors; for example, a result of moved or deleted text and numbers

Stage 03: Post-Writing

☑ Steps: Proofreading – Checklist

- Writer's Checklist should provide a useful starting point for proofreading:
- Final-Phase Review
  - Survey of your overall goals: audience needs and purpose
  - Appearance of the document (see layout and design)
  - Review by a trusted colleague, especially for crucial documents

Stage 03: Post-Writing

Steps: Proofreading – Marks

℘	Delete	∧	Insert
≡	Capitalize	# ∧	Insert space
/lc	Lowercase (don't capitalize)	⁄,	Insert punctuation
∩	Transpose	⊙	Insert period
⁀	Close up	¶	Start paragraph

Stage 03: Post-Writing

❑ Steps: Proofreading – An example

Marked Copy

~~This is to inform you that~~ beginning september 1, the doors leading to the ~~W~~west side of the building will have alarms. Because ~~of the fact that~~ these ~~exits~~ doors also function as fire exits, they can not ~~actually~~ be locked, consequently, we are instaling alrams. Please ~~utilize~~ use the east side exists to avoid setting off the ear-piercing alarms.

Stage 03: Post-Writing

Content Revised for Conciseness

NorthStar Telecommunication Services
Interoffice Memo

DATE: November 12, 200x

TO: Rodney Hawkins

FROM: Sierra McKinney

SUBJECT: Investigation of Competitors' Web Sites ~~of Some of Our Competitors~~

~~This is just a short note to inform you that~~, as you requested, I have investigated ~~made an investigation of~~ several of our competitors' Web sites. Attached ~~hereto~~ is a summary of my findings ~~of my investigation~~. I was ~~really~~ most interested in comparing ~~making a comparison of the employment of~~ marketing strategies ~~for marketing~~ as well as ~~the use of~~ navigational graphics ~~used~~ to guide visitors through the sites. Because ~~In view of the fact that~~ we will be revising our own Web site soon ~~in the near future~~, I was ~~extremely~~ intrigued by the organization, ~~kind of~~ marketing tactics, and navigation at each ~~and every~~ site I visited.

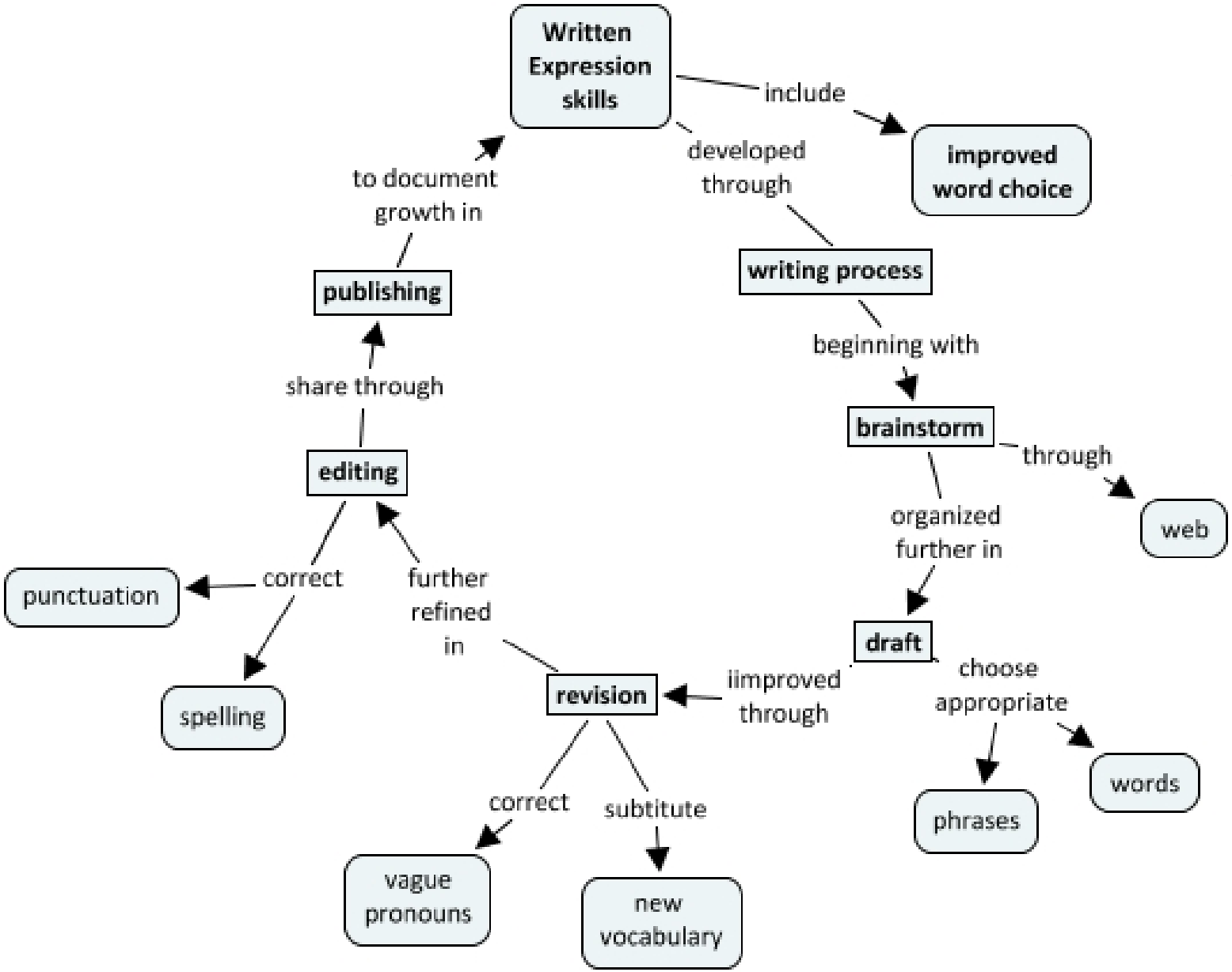
If ~~In the event that~~ you would like to discuss this information with me, please ~~feel free to~~ call me at Extension 219.

Attachment

Stage 03: Post-Writing

Steps: Publishing

- The final step of the writing process is publishing, but it's the step where you're given an opportunity to share your work.
- Secure any necessary co-authorship and/or copyright permissions.
- This often means adding a bibliography, ensuring that citations are correct, to secure copyrights of your original work.


Written Expression skills
include
improved word choice
developed through
writing process
beginning with
brainstorm
through
web
organized further in
draft
choose appropriate
words
phrases
improved through
revision
further refined in
editing
correct
punctuation
spelling
share through
publishing
to document growth in
correct
vague pronouns
subtitute
new vocabulary

Conclusions

- The writing process
- Stage 03: Post-writing techniques with examples