

## EFFECTIVE WRITING

When you are required to write a piece, it should be broken down into **four main** components.

**The Topic**

- what are you going to write about? Is it set for you or is it something you are interested in?
- once you have established the topic, break it into small manageable bits.

**The Approach**

- how will you write the piece?
- for what purpose are you writing? To inform? To argue a case? To amuse? To tell a story?
- what type of language will influence your intended audience most?
- have you formulated your main idea?
- has your teacher suggested the form to write in? If not, ask; this is the genre.

**The Content**

- what information will you need to research?
- visit your library resource centre to access CD's, DVD's catalogues, magazines, websites, books, etc
- take notes carefully, sourcing them as you go
- plan your piece from your notes to make an outline
- arrange main points and supporting evidence in a logical sequence.

**The Draft**

- are you confident in assembling your first draft?
- follow the guidelines in "Writing Report" on page 66
- ensure that your writing is meaningful, addresses the topic and makes sense.

Finally, present the piece **well**.

*"Don't think there are no crocodiles because the water is calm.."* Malayan Proverb.

## WRITING REFLECTION

After completing a piece of writing, it is a worthwhile practice to reflect on how well it meets the Assessment Criteria, such as

**Thought and Content**

- awareness of audience
- purpose achieved
- complexity of the ideas and issues explored
- level of interest.

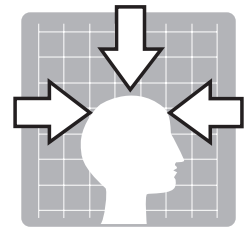
**Structure and Organization**

- effectiveness of introduction
- ideas are logically sequenced
- effectiveness of conclusion
- overall cohesion.

**Expression, Style and Mechanics**

- effectiveness and appropriateness of language
- striking or imaginative use of language
- standard of general expression
- control of mechanics – spelling
  - punctuation
  - paragraphing.

Knowing what assessment criteria to address **prior** to writing greatly enhances the quality of your piece.



\* How do you rank in each of the areas above?

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\* What strategies can you employ to develop these areas?

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*"All mankind is divided into three classes: those that are immovable, those that are moveable, and those that move."* Arab Proverb.