

WRITING PROCESS

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Agenda

- I: Writing Processes
- II: Ideas Development
- III: Paragraph Development
- IV: Sentences: Patterns of Expression
- V. The Choice of Words
- VI. Tone and Style
- VII. Persuasion

I. Writing Processes

Overview

- Steps in Writing
- Decision Making in Writing Processes
- The Choice of Subject
- Analyzing the 'Audience'
- Determining The Writing Objective

Steps in Writing

- Planning
- Drafting
- Revising
- Making Improvement and Enhancement
Between these Steps



Planning in Writing

- The first step in writing
- Determine the source of readings and strategy to obtain these source of readings.
- Determine writing strategy
- Use supporting tools in order to ease the reading, writing, and remembering.
 - For example: code usage, brainstorming etc.

Planning.....

- Make observation in writing
 - Look at event, exploration, make diagram, conceptualized, speculation.
- Do “little research” in writing
 - Create questions, make interview, read references
- Planning in writing is the combination of making strategy and collecting references.
- Describe impression, major landmarks, specific details, formulate hypothesis

Drafting

- Making a document 'outline'
 - Structure of document, writing pattern
 - Use all materials obtained from previous step
- Make an hypotheses or main theme of the document
 - What do you expect from this writing ?
 - Are the references sufficient to support the main theme?
 - Is the issue or hypothesis clear enough?

Drafting

- Final draft
 - Is the thesis satisfactory?
 - Is the relationship among the sections clear and consistent?
 - Does the order of the sections provide a logical progression?
 - Is the outline complete?

Revision

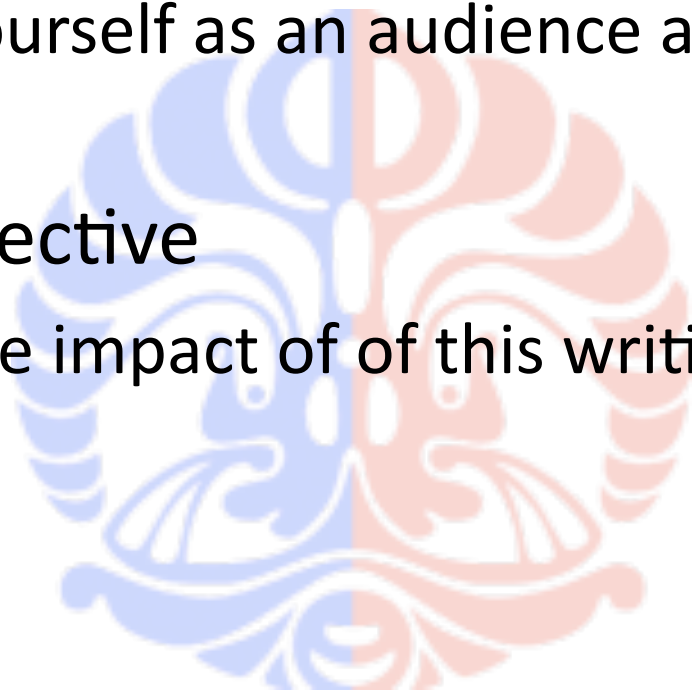
- Important things in making revision:
 - Read again what you have written
 - Is your writing suitable to the readers?
 - Look at your writing from another perspective
- Re-read again while revising (not proofreading)
 - Discuss the strengths and weaknesses of the subject written
 - Enhance it from readers' perspective

Revision

- Re-analyze the subject
 - Why choose this subject?
 - Is this subject easy to understand?
 - What is so special about this subject?
 - What is so interesting about this subject?
 - Is this writing too short or too long?

Revision

- Understand the audience
 - imagine yourself as an audience and listen to the speech
- Read its objective
 - imagine the impact of of this writing to your life.



II. Ideas Development

- What happened? (narration)
- What does it look like? (description)
- How can you document it? (illustration)
- How is it similar to or difference from something else? (comparison)
- What kind of subdivision does it contain? (classification)
- How do you do it? (process analysis)
- Why did it happen? (causal analysis)
- How would you characterize it? (definition)

- Narasi: inti dari cerita
- Deskripsi: strategi untuk menampilkan secara verbal mengenai gambaran sesuatu
- Ilustrasi: menerangkan dengan memberikan contoh
- Komparasi: menganalisis dan mengevaluasi kemiripan dari dua atau lebih hal.
- Klasifikasi: menyusun informasi kedalam kategori
- Analisis proses: tahapan untuk menyelesaikan sesuatu
- Analisis kausal: menerangkan kejadian sesuatu
- Definisi: keterangan suatu kata atau konsep

III. Paragraphs Development

- A paragraph is set of related sentences that work together to express or develop an idea.
 - Topical paragraphs: those that actually develop a topic or idea
 - Special paragraphs: those that introduce or conclude a piece of writing or that provide a transition between major parts.
- A writer uses paragraphs to organize and present ideas-whether they are simple, elaborate, complex, or controversial-in manageable segments of prose.

Paragraphs Development

- Allows the writer to control emphasis (how much importance to lend to an idea)
- Allows the writer to control rhythm (how to create and vary a pattern for presenting ideas)
- Readers need paragraph in order to readily grasp key points, and avoid boredom or inattention.

Characteristics of Topical Paragraphs

- It must discuss one topic only; that is, it must have unity of subject matter.
 - Unity in a paragraph requires consistent development of the idea that your paragraph intends to explain.
 - The paragraph as a whole should focus on that idea.
 - A topic sentence is a statement that summarizes the idea being developed in a paragraph.
 - It is often a single sentence.
- “Proses pemilihan presiden harus melewati beberapa tahapan.”

Characteristics of Topical Paragraphs

- It must say all that your reader needs to know about the topic; that is, it must be complete enough to do what it is intended to do.
 - How much explanation an idea requires depends on how much your reader needs
- The sentences within the paragraph must follow some reasonable order that your reader can recognize and follow.
 - General to particular
 - Particular to general
 - Whole to parts
 - Question to answer, effect to cause

Characteristics of Topical Paragraphs

- The sentences within a paragraph must have coherence; that is, they must be so tied together that your reader can read the paragraph as a unit, not as a collection of separate sentences.
 - Coherence through pronoun reference
 - Coherence through repetitive structure
 - Coherence through contrasted elements
 - Coherence through connections between paragraphs

- Coherence through pronoun reference
 - Because it refers to antecedent, a pronoun points back (or forward) and gives a simple and natural connection.
- Coherence through repetitive structure
 - Although unintended repetition should be avoided, deliberate repetition of key words, phrases, or sentence patterns can connect sentences into a coherent paragraph.
- Coherence through contrasted elements
 - When the topic sentence calls for comparison or contrast, the pairing of contrasted or compared elements gives some coherence.
- Coherence through connections between paragraphs
 - Coherence is necessary, not only within a paragraph, but also between the several paragraphs of an essay, so that your reader can see how any paragraph is related to those that have come before.

Special Paragraphs

- **Introductory paragraphs**
 - The function of an introductory paragraph is to lead your readers into your essay.
- **Transitional Paragraphs**
 - A transitional paragraph is a signal of a change in content.
- **Concluding paragraphs**
 - Not every paper needs a concluding paragraph
 - If an essay has adequately developed its thesis, nothing more is necessary.

IV. Sentences: Patterns of Expression

- Expanding and combining sentences
 - expanding sentences by modification
 - combining sentences by coordination
 - using parallel structures
 - combining sentences by subordination
 - the relation of combination to purpose
- Types of sentences and their effects
 - the balanced sentence
 - the periodic sentence

- Revising sentences
 - revision for clarity
 - revision for emphasis
 - revision for economy
 - revision for variety



V. The Choice of Words

- Denotation (meaning) and connotation (implication)
- Three qualities of good diction (articulation)
 - appropriateness
 - popular and learned words
 - colloquialisms (dialect)
 - slang
 - specificity



- imagery
 - simile (figure of speech, comparison)
 - metaphor
 - analogy
 - personification
 - allusion (indirect reference)
- Revising diction (expression)
 - eliminating vagueness
 - eliminating jargon
 - eliminating triteness (triviality)
 - eliminating ineffective imagery

VI. Tone and Style

- Tone
 - Informativeness
 - Affectiveness
- Style
 - Language



VII. Persuasion

- Changing the reader's image
- Fitting the persuasion to the audience
- Means of persuasion
 - trustworthiness (honesty)
 - emotional appeal
 - argument

