

**Course: English Composition 1**

**Course code: ENGL 101**

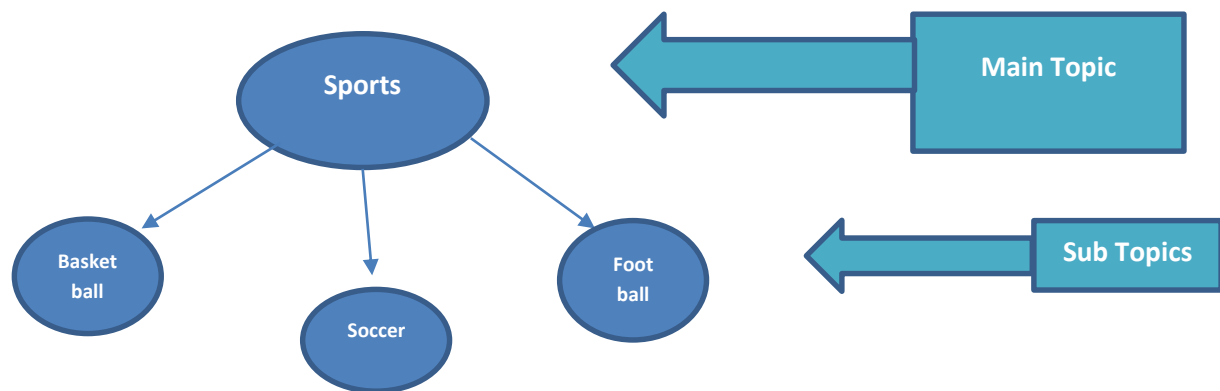
**Topic: Writing Process**

**Skill: Grammar**

A. Prewriting:

1. Considering the audience- Ask yourself, who am I writing it for? , where would it be displayed? , when you have answered those questions you are ready to start planning your writing
2. Gathering Ideas- Depending on your topic you can collect ideas and make notes, there is a few different ways of doing that, for example:
  - a) Brainstorming
  - b) Drawing a sketch
  - c) Free write
  - d) Venn diagram
  - e) Clustering

Visual example:



3. Narrowing topic- After choosing a topic, narrow your focus. You can begin this process by asking yourself a few questions like:
  - a. What is **interesting** about the topic?
  - b. What do I **know** about the topic?
  - c. What do I **want** to know?
  - d. What do I **need** to know?

4. Deciding on main idea- Ask yourself, what is the message you want people to take from what you are writing and express it through one sentence that will define your writing.
5. Choosing Support- This will help you support the main idea of your paper; there are different ways of doing this for example:
  - a) Comparisons
  - b) Contrasts
  - c) Statistics
  - d) Graphs
  - e) Quotations from authorities
  - f) Vivid description
6. Organizing Ideas- The last step of your prewriting is to organize the ideas you gathered and making sure they transmit your main idea.

B. Drafting: Your rough draft must have your gathered ideas in organized sentences about the topic you have chosen, that your main idea is visible, and that your ideas are well supported.

If you're having trouble writing in the English language, a viable drafting option would be to write your ideas in Spanish, then continue reviewing in English

C. Revision and Editing: When your rough draft is finished you must revise that you are not missing information, check that no words have been misspelled and that your sentences make sense. If you are having trouble remembering how to correct your draft, the **proof-reading** tools will come in handy!

D. Review of Grammar Skills:

- 1) Verb tense- Verb tenses are an attribute of verbs that tell us about time, remember that verbs are words that show actions or states of being.
- 2) Verb form- In English there are several different kinds of verbs. All verbs except modal auxiliary ("helping") verbs have at least three distinct forms:
  - The simple (or uninflected or base) form
  - the 3rd person singular present tense (or -s) form
  - the present (or -ing) participle and gerund form

## Proofreading symbols

### *Core symbols*

^	Insert	ⒸⒶ	Uppercase
/	Delete	lc	Lowercase
⌋	Close up	ⒸⒸ	Small caps
⌋	Delete and close up	ⒸⒻ	Equal space
#	Space	ⒸⒻⒻ	Stet, or let it stand
ⒸⒻ	Transpose		
ⒸⒻ	Spell out		

### *Punctuation symbols*

↗	Comma	ⒸⒻ	Em dash
Ⓒ	Period	↘	Apostrophe
↕	Semicolon	⌈/⌋	Quotation marks
↕	Colon	?	Question mark
ⒸⒻⒻ	Ellipsis	!	Exclamation point
≡	Hyphen	⌈/⌋	Parentheses
ⒸⒻ	En dash	⌈ ⌋	Brackets

### References:

<http://writing.ku.edu/narrowing-topic>

<http://manoa.hawaii.edu/undergrad/learning/wp-content/uploads/2014/03/MAIN-IDEAS-AND-SUPPORTING.pdf>

<http://www.english-grammar-revolution.com/verb-tenses.html>

<https://en.wikipedia.org/wiki/Spelling>

<http://esl.fis.edu/learners/advice/wp-pre.htm>