



**Fundamental Unit**                      **Title: Reading & Writing (Compréhension et Expression Ecrite)**  
**Level: First Year LMD.**                      **Period: Semesters 1**  
**Credits: Coefficient: 4.**                      **Prepared by BOUGUERNI Abdelmadjid**  
**Learning Hours: 4 hours 30mn per week**

## LESSON 4: THE STEPS OF THE WRITING PROCESS

### 1. Pre-writing :

Before you begin writing, you decide what you are going to write about. Then you plan what you are going to write. This process is called *pre-writing*.

#### A. Choosing and narrowing a topic

##### How to choose a topic for a paragraph

A paragraph is a group of five to ten sentences that give information about a topic.

Before you write, you must choose a topic for your paragraph.

- Choose a topic that is not too **narrow** (limited, brief). A narrow topic will **not** have **enough** ideas to write about. *The ages of my brothers and sisters* is too narrow. You can't write very much about it.
- Choose a topic that is not too **broad** (general). A broad topic will have too many ideas for just one paragraph. Most paragraphs are five to ten sentences long. *Schools* is too general. There are thousands of things you could say about it.

A student could narrow this topic by choosing one aspect of schools to discuss. For example : *secondary schools in my country // popular school clubs // university entrance exams*

**Practice :** Choose three topics from this list. Narrow each of the three down to a paragraph topic.

- a. Junk Food    b. Friends    c. my country    d. TV shows    e. cars

## 1. Brainstorming

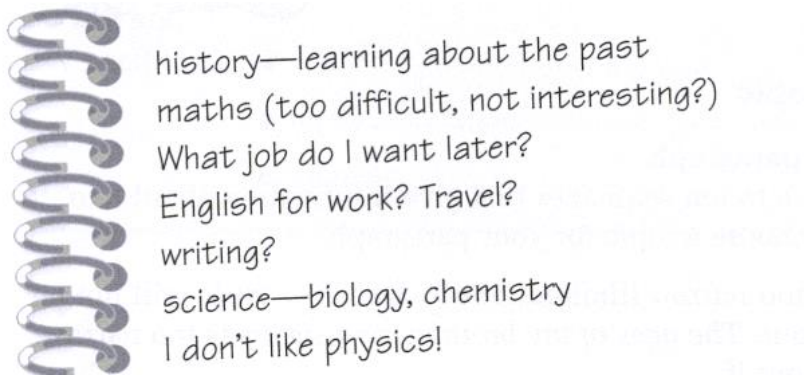
### What is brainstorming?

Brainstorming is a way of gathering ideas about a topic. When you brainstorm, write down every idea that comes to you. Don't worry now about whether the ideas are good or silly, useful or not. You can decide that later. Right now, you are gathering as many ideas as you can.

There are three types of brainstorming : *making a list*, *freewriting*, and *mapping*.

#### 1. *making a list* :

Write single words , phrases, or sentences that are connected to your topic. Examine this example on the topic of « what should I study at university ?»



Choose one of these topics. List as many ideas as you can in five minutes.

- a. things to do on the weekend      b. Life on another planet.

#### 2. Freewriting

When you freewrite, you write whatever comes into your head about your topic, without stopping. Most freewriting exercises are short- just five or ten minutes.

Freewriting helps you practice *fluency* (writing quickly and easily). When you freewrite , you do not need to worry about *accuracy* (having correct grammar and spelling). Don't check your dictionary when you freewrite. Don't stop if you make a mistake. Just keep writing!

**Practice** : Choose one of the narrowed down topics you thought of for exercise 1 on page 5. Practise freewriting for five minutes. Remember, do not stop, erase, or go back. Just write as much as you can.

### 3. Mapping

To make a map, use a whole sheet of paper, and write your topic in the middle, with a circle around it. Then put the next idea in a circle above or below your topic, and connect the circles with lines. The lines show that the two ideas are related.



Practice : Choose another narrowed down topic you thought of for exercise 1. Make a map in five minutes.

#### What's the best way to brainstorm?

There is no best method of brainstorming. Some writers like to use lists because they don't have to write complete sentences. Some writers like freewriting because they can write quickly and ideas come easily. Some writers prefer mapping because they can easily see the relationship between ideas. Experiment with all three methods, and then choose the one that works best for you.

#### **B. Editing**

After you have gathered plenty of ideas, you will need to go back and edit them. This is the time to choose which ideas are the most interesting, and which are the most *relevant to* (important or necessary for) your topic. Of course, you can still add new ideas if you think of something else while you are re-reading your list.

To edit freewriting, cross out sentences or parts of sentences that aren't related. You can add more ideas in the margin or add more sentences at the bottom. To edit a map, cross out circles that don't belong, and add new ones if you get more ideas.

**PRACTICE : EDIT WHAT YOU HAVE WRITTEN IN THE PREVIOUS ACTIVITY**