

# **GST 111: COMMUNICATION IN ENGLISH**

## **WRITING ACTIVITIES: PRE-WRITING, WRITING, POST WRITING**

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- Writing is a systematic process, not a single act
- Effective writing involves several planned activities
- These activities help writers:
  - Generate ideas
  - Organize thoughts
  - Communicate clearly
  - Eliminate errors

## WHAT ARE WRITING ACTIVITIES?

- Writing activities are tasks involved in producing a written text
- They guide the writer from idea generation to final draft
- Writing activities occur in three major stages:

- Pre-writing

- Writing

- Post-writing

# STAGES OF THE WRITING PROCESS

1. Pre-writing
2. Brainstorming
3. Outlining
4. Writing (Drafting)
5. Paragraphing
6. Editing
7. Proofreading

## PRE-WRITING

- Pre-writing involves activities done before actual writing
- It helps the writer:
  - Understand the topic
  - Define purpose and audience
  - Plan the content

## **IMPORTANCE OF PRE-WRITING**

- Prevents writer's block**
- Gives direction and focus**
- Saves time during writing**
- Improves quality of final work**

## BRAINSTORMING

- Brainstorming is a pre-writing technique
- It involves generating ideas freely
- No idea is judged or rejected at this stage

## TYPES OF BRAINSTORMING

**Listing:** Writing ideas as points

**Mind Mapping:** Diagram showing connected ideas

**Free Writing:** Writing continuously without stopping

**Questioning:** Using WH-questions

## ADVANTAGES OF BRAINSTORMING

- Encourages creativity
- Produces many ideas quickly
- Helps discover new viewpoints
- Builds confidence in writing

## OUTLINING

- An outline is a plan or framework for writing
- It shows the logical arrangement of ideas
- It guides the writer during drafting

## PURPOSE OF AN OUTLINE

- Organizes ideas logically
- Ensures coherence and unity
- Prevents repetition
- Makes writing easier and faster

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# SAMPLE OUTLINE STRUCTURE

- **Introduction**
- **Main Point 1**
- **Supporting details**
- **Main Point 2**
- **Supporting details**
- **Conclusion**

## WRITING (DRAFTING)

- Writing is the stage where ideas are developed into sentences
- Focus is on:
  - Meaning
  - Content
  - Flow of ideas
- Grammar is less important at this stage

## FEATURES OF GOOD DRAFTING

- Clear expression of ideas
- Logical progression
- Consistency of tone and tense
- Use of appropriate vocabulary

# PARAGRAPHING

- Paragraphing is the division of writing into paragraphs
- Each paragraph discusses one main idea

## STRUCTURE OF A PARAGRAPH

Topic sentence: Introduces the main idea

Supporting sentences: Explain or develop the idea

Concluding sentence: Summarizes or links to the next paragraph

## Importance of Paragraphing

- Improves readability
- Enhances logical flow
- Helps readers understand ideas easily

# Editing

Editing is a post-writing activity that focuses on improving content and organization.

## What Editing Involves

- Clarifying ideas
- Improving sentence structure
- Ensuring coherence and unity
- Removing irrelevant information

## Key Questions in Editing

- Are the ideas clear?
- Is the argument logical?
- Are paragraphs well connected?

# Proofreading

Proofreading is the final stage of writing and focuses on surface errors.

## What Proofreading Checks

- Spelling errors
- Grammar mistakes
- Punctuation errors
- Typographical errors

## Difference Between Editing and Proofreading

- Editing: Focuses on meaning and organization
- Proofreading: Focuses on correctness and accuracy

## THE MECHANICS OF WRITING

These are the basic skills needed when writing

### 1. SPELLING

- Confusion of words that sound alike (flower/flour, buy/bye, check/cheque, fair/fare, foul/fowl)
- Spelling mistakes attributable to poor communication (bath/birth, spare/spear, order/other, seat/sit)
- Confusion of words that have the letters 'ie' or 'ei' (ceiling, deceive, receive, their, chief, friend, sieve)
- Writing compound words as separate words

Class room instead of classroom

Eye sore instead of eyesore

Good looking instead of good-looking

Shop keeper instead of shopkeeper

- American and British Spellings (Center/centre, theater/theatre, color/colour, program/programme)
- 2. Punctuations (full stop, comma, question mark, exclamation mark, the apostrophe, inverted commas, capitalisation)

## CONCLUSION

Good and efficient writing is a life saving skill. No matter the choice of your career, you must know how to write efficiently.

A woman, without her man, is helpless

A woman, without her, man is helpless

Crocodiles! Do not swim here!

Crocodiles do not swim here