

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