





**To write well
is to have
power.**

Experts say that **writing**
should be viewed as a
process and as a **product**.

WRITING AS A PROCESS

PRE-WRITING STAGE



THE WRITING STAGE



POST-WRITING STAGE



PUBLICATION




PRE-WRITING STAGE



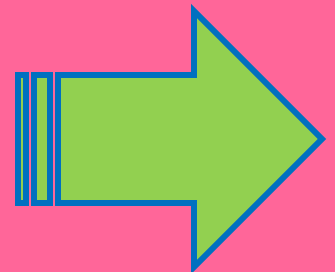
- Here, you think about your topic and gather ideas.

PRE-WRITING STAGE

A cartoon illustration of a young girl with brown hair in pigtails, wearing a white shirt. She is standing and looking down at a notepad she is holding in her left hand. Her right hand is raised to her chin, with her index finger pointing up, suggesting she is thinking or brainstorming. The background is a soft, light blue gradient.

○ A number of **idea-gathering strategies** which can help you generate ideas or topic for your writing task include:

- **FREEWriting**
- **BRAINSTORMING**
- **JOURNAL WRITING**



THE WRITING STAGE

- In this stage, you begin to **plan your writing**.
- Involves:
 - Formulating a topic sentence
 - Identifying purpose and audience
 - Choosing a point of view
 - Deciding on the verb tense and cohesive devices to use

FORMULATING A TOPIC SENTENCE

○ You examine your ideas and begin to focus them around **one main idea**.

○ **TOPIC SENTENCE**

- ✓ the sentence stating the main idea or that which summarizes the idea of the paragraph
- ✓ is generally placed as the first sentence of the paragraph
- ✓ contains a word or a phrase that specifically directs the writer as to what s/he is going to discuss or write about in his paragraph

WRITING GOOD TOPIC SENTENCES

- **BE CAREFUL.** Topics are not the same as topic sentences.

TOPICS are the subjects you will write about.

TOPIC SENTENCE states the main idea you have developed on a topic.

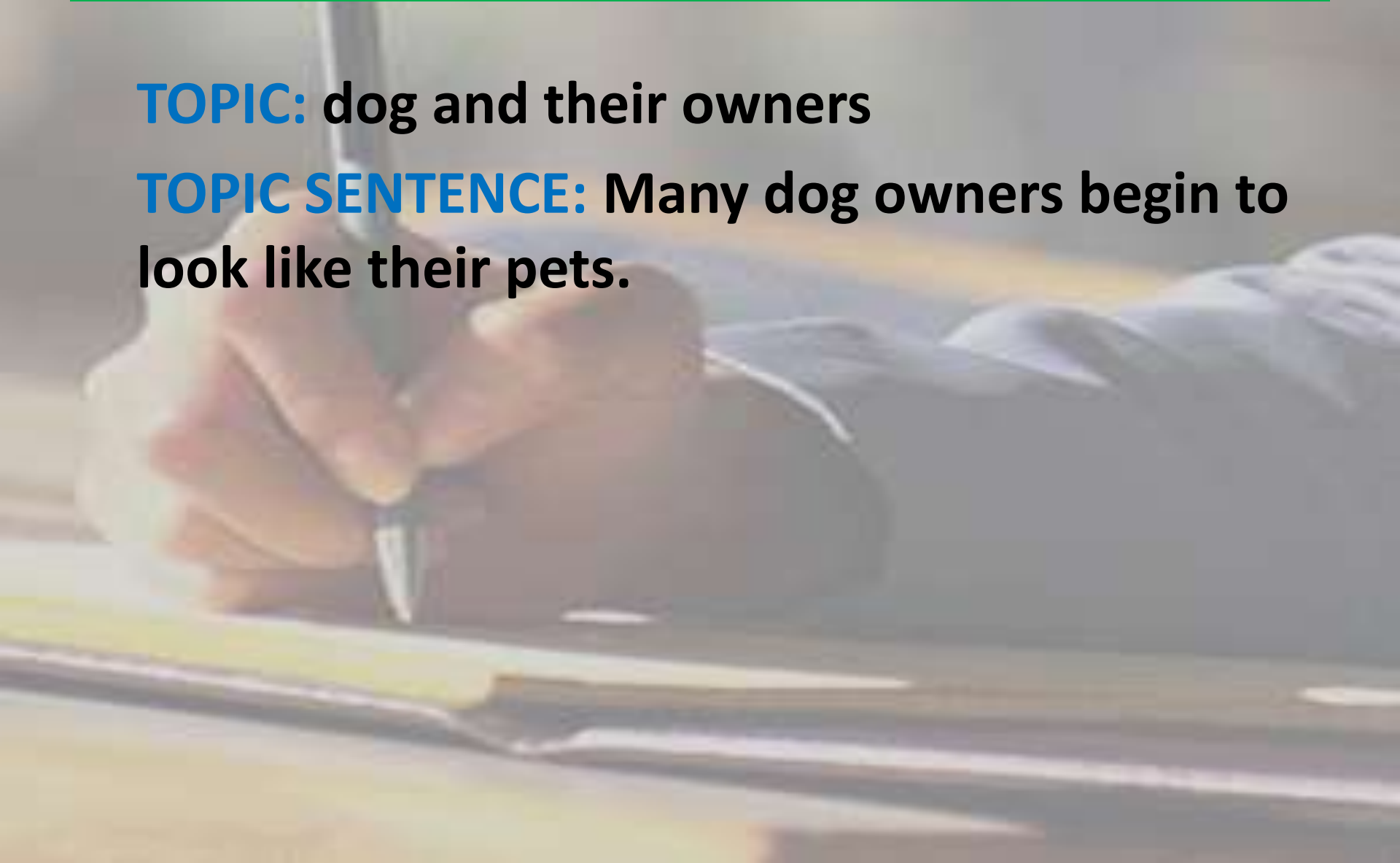
TOPIC: why courtesy is important

TOPIC SENTENCE: Courtesy takes the conflict out of unpleasant encounters.

WRITING GOOD TOPIC SENTENCES

TOPIC: dog and their owners

TOPIC SENTENCE: Many dog owners begin to look like their pets.



EXERCISE:

- Tell whether the item is a **TOPIC** or a **TOPIC SENTENCE**.

1. Three characteristics of a good friend.

TOPIC

2. Learning to drive takes practice.

TOPIC SENTENCE

3. The most frightening experience in my life.

TOPIC

4. I learned to be punctual on my first job.

TOPIC SENTENCE

5. A younger brother can be a good buddy.

TOPIC SENTENCE

WRITING GOOD TOPIC SENTENCES

○ **TOPIC SENTENCES DO NOT ANNOUNCE; THEY MAKE A POINT.**

ANNOUNCEMENT: I will discuss the process of changing tires.

TOPIC SENTENCE: Changing a tire is easy if you have the right tools and follow a simple process.

ANNOUNCEMENT: An analysis of why recycling paper is important will be the subject of this paper.

TOPIC SENTENCE: Recycling paper is important because it saves trees, money, and even certain animals.

EXERCISE:

- Determine whether or not the statement is an announcement.
 1. Hunting too near a populated area can be dangerous.
 2. The emotional benefits of exercise are going to be explained.
 3. This essay concerns the increase in the robberies in our community.
 4. Our town needs a better transport system.
 5. The consequence of telling a “white lie” will be the subject of this paper.

WRITING GOOD TOPIC SENTENCES

- **TOPIC SENTENCES SHOULD NEITHER BE TOO BROAD NOR TOO NARROW.**

TOO BROAD: I changed a great deal in my last year in high school.

A NARROWER, BETTER TOPIC: In my last year of high school, I overcame my shyness.

TOO NARROW: I fear examinations.

AN EXPANDED TOPIC SENTENCE: I fear examinations for two reasons.

EXERCISE

- Tell whether or not each topic sentence is too broad.
 1. Being a parent is not easy.
 2. The habit of gossiping can get a person into trouble.
 3. Amy dreams of putting a restaurant.
 4. The economy makes life difficult for many Filipinos.
 5. The toughest part of training my puppy was getting him to walk on leash.

IDENTIFYING PURPOSE AND AUDIENCE

- Your purpose sets the direction in your writing.
- Purpose in writing propels you to communicate thoughts and feelings with conviction and enthusiasm and provides the overall design that is to govern what you have set out to do.

“Why am I writing about this topic?”

IDENTIFYING PURPOSE AND AUDIENCE

- Equally important with identifying your purpose is to determine your audience or readers.
- Addressing a group of audience/readers will give your writing immediacy that will catch and hold their interest.

“Who am I addressing?”

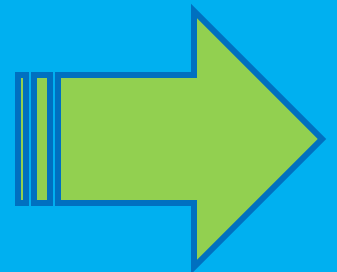
CHOOSING A POINT OF VIEW

- **POINT OF VIEW** is the position from which a writer looks at his subject.
- It is necessary to decide on the point of view to use in your writing in order to stay within the context that will ensure unity in your essay.



DECIDING ON THE VERB TENSE AND COHESIVE DEVICES TO USE

- In this stage, you also decide whether to use the present tense or the past tense and what cohesive devices to use.



POST-WRITING STAGE

- This stage requires that you critically read your paragraph bearing in mind the qualities of an effective paragraph: unity, coherence, emphasis, and order.

UNITY – A paragraph has unity if all the sentences support or develop the controlling idea contained in the topic sentence.

POST-WRITING STAGE

COHERENCE – This refers to the linking or tying together of ideas/thoughts presented in the paper.

EMPHASIS – This is to effectively get the point of your paper across. It helps you to express your point strongly.

ORDER – This is concerned with arranging ideas logically. Order guides/directs the reader towards understanding the point or topic.

POST-WRITING STAGE



○ REVISION

- ✓ Revising the first draft gives you the chance to check whether your ideas flow smoothly and clearly.
- ✓ Revision puts more substance in your writing.

POST-WRITING STAGE

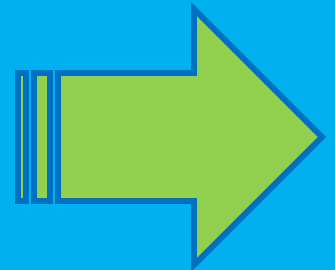
○ EDITING

- ✓ This necessitates that you:
 - adjust your diction (Choice of Words)
 - delete irrelevant details
 - punctuate words or sentences
 - coordinate or subordinate ideas
 - emphasize important points or ideas
 - add appropriate transitions (link words)

POST-WRITING STAGE

○ REWRITING

- ✓ This is done after revising and editing your paragraph.



PUBLICATION

A cartoon illustration of a young boy with blonde hair, wearing a green shirt and blue pants, sitting at a yellow desk. He is resting his chin on his hand, looking thoughtful. On the desk are some papers and a red bag. The background is white.

- Publication ends the writing stage.
- At this point, the final version of your writing is ready for reading by you, your teacher or your classmates.