**Module de Techniques de Redaction Anglais**

**Lesson 1:**

**Writing Academic English**

As the name implies, academic writing is the kind of writing that is required to do in your academic curriculum or professional life: it differs from other kinds of writing due to its special audience, tone and purpose because knowing your audience will help you communicate clearly and effectively, the tone must be formal and serious, the purpose will be reached in this case the message your reader will receive is the message you intend to convey.

There are 4 main stages in the writing process: prewriting, planning writing and revising drafts and writing the final copy to hand in.

***THE WRITING PROCESS***

**Stage 1: Prewriting**

Writing academic writing is not easy, neither for native speakers nor for new learners of English) it takes study and practice to develop this skill.

It is important to note ***that writing is a process not a product*** this means that a piece of writing is never complete, that is, it is always possible to review and revise and review and revise again.

***Step 1:*** **choosing and narrowing** a topic if you are given a specific writing assignment what you can write about it is limited, but, when you are given a free choice of topics, you must narrow the topic to a particular aspect of the general subject.

Suppose you are interested in the environment, it would be impossible to cover such a big topic in a paragraph. You would have to narrow the topic to perhaps environmental pollution, if that is your interest. Environmental pollution, however is still too broad for a paragraph, so you might even further narrow to a type of environmental pollution such as pollution of oceans and so on....

So, the point is, you must narrow the subject of your paragraph to a specific focus so that you can write about it clearly and completely.

Let’s illustrates the process of narrowing a general topic to a specific one.

General topic Environment pollution

Ocean pollution

Specific topic Garbage

Very specific topic Effects on sea life

***Step 2: Brainstorming***

After you have chosen a topic and narrowed it to a specific focus, the next prewriting step is to generate ideas and this process is called **Brainstorming**; be careful, these brainstorming activities may seem unnecessary at first, but after doing them a few times, you will realize their usefulness, it can get you started writing more quickly and save time in the later stages of writing process.

Three useful brainstorming techniques

• Listing

• Free writing

• Clustering

Students must learn how to do each of them and then decide which is the most productive for them

They must use only one technique

- Listing:

Listing is a brainstorming technique in which you think about your topic and quickly make a list of whatever words or phrase come into mind .

Your goal is to find a specific focus for your topic follow this procedure:

1- Write down the general topic at the top of your paper

2- Make a list of every idea that comes into your mind about that topic ; keep the ideas flowing

3- Use words, phrases or sentences and don’t worry about spelling or grammar.

*Note: try to stay on the general topic, however, if you write down information that is completely off the topic; don’t worry about it because you can cross it out later.*

4- Then rewrite your list and group similar ideas together; cross out items that don’t belong or that are duplications. The writer can choose one list to be the basis for a paragraph.

- Freewriting:

Is a brainstorming activity in which you write freely about a topic because you are looking for a specific focus.

While you are writing, one idea will spark another idea; as with listing, the purpose of freewriting is to generate as many ideas as possible and to write them down without worring about appropriateness, grammar, spelling, logic or organization.

Note: the more you freewrite, the more ideas you will have don’t despair if your mind seems to run dry. “Just keep your pencil moving”

Follow this procedures :

1- Write the topic at the top of your paper

2- Write as much as you can about the topic until you run out of ideas; include supporting items as facts, details and examples that come into your mind about the subject .

3- After you have run out of ideas reread your paper and circle the main idea or ideas that you would like to develop.

4- Take that main idea and freewrite again .

Note: student can continue freewriting as long as he can generate ideas related to the topic. Then after completing that task he can reread it and develop certain points add some more ideas, or even delete others. So, he can do this freewriting activity several times until she/he is satisfied with what she/ he has written.

- Clustering:

Is another brainstorming activity that students can use to generate ideas .

Here’s how to use this technique:

In the center of your paper, write your topic and draw a balloon around it. This is your center , or core, balloon.

Then write whatever ideas come to you in balloons around the core

Think about each of these ideas and make more balloons around them .

**Stage 2: Planning (Outlining)**

In the planning stage, you organize the ideas you generated by brainstorming into an outline

***Step1: Making Sublists***

The first step toward making an outline is to divide the ideas in the list further into sublists and to cross out any items that don’t belong or that aren’t useable.

The ideas listed could be divided further into sublists and those that didn’t fit in, they were crossed out the remaining items could be put under 1 or 2 when you have grouped all of the points into their appropriate sublist, you have created a preliminary outline for a paragraph.

**Step2: writing the topic sentence**

The topic sentence is the most general sentence in a paragraph and it expresses the central focus of the paragraph; you can support **the topic sentence** with two or more supporting points or details. you could, of course, add some examples and a concluding sentence if you wanted to, but the main planning for the paragraph has been completed, add just a title to your outline.

***Stage 3: Writing and Revising Drafts***

Stage 3 is writing and revising several drafts until you have produced a final copy to hand in. remember that no piece of writing is ever perfect the first time. Each time you write a new draft, you will refine and improve your writing.

**Step1: Writing the first rough draft**

The first step in this stage is to write a rough draft from your outline. This is how to proceed:

• Write down the topic sentence and underline it; doing this will remind you of the focus of your paragraph.

• Skip one or two lines per line of writing and leave margins of one inch on both sides of the paper. These blank spaces will allow you to add more details, information, examples, etc. In order for you to fully develop your points . Also, you can add comments such as “define.........”, “check spelling”, “add an example”, and so on in the margins for your attention later on.

• Write your paragraph, following your outline as closely as possible try writing steadily. Don’t hesitate to add ideas that aren’t in your outline if you are certain they are relevant to the topic.

•Don’t worry about grammar; punctuation, or spelling this first rough draft does not have to be perfect in fact, it won’t be because your main goal is to write down as much information as you can, following the points in your outline.

While you are writing, you may not be able to think of a word or phrases, or you may be unable to complete a thought. Don’t worry—just leave a space or a line. You can fill it in later Also,while you are writing about one major point, you might come up with an idea for another major point don’t risk forgetting it! Write it down in the margin of your paper near where it belongs.

Above all, remember that writing is a continuous process of discovery. Therefore, as you are writing; you will think of new ideas that may not be on your brainstorming list or in your outline you can add new ideas or delete original ones at any time in the writing process just be sure that any new ideas are relevant!

***Step2: Revising Content and Organization***

After you write the rough draft,the next step is to revise it. When you revise, you change what you have written in order to improve it. You check it over for content and organization, including unity, coherence, and logic. You can change, rearrange, add, or delete, all for the goal of communicating your thoughts more clearly, more effectively, and in a more interesting way.

During the first revision, do not try to correct grammar, sentence structure spelling, or punctuation; this is proofreading, which you will do later . During the first revision, be concerned mainly with content and organization.

This is how to proceed:

• Read over your paragraph carefully for a general overview focus on the general aspects of the paper and make notes in margins so that you can rewrite parts that need to be improved.

• Check to see that you have achieved your stated purpose.

• Check for general logic and coherence. Your audience should be able to follow your ideas easily and understand what you have written .

• Check to make sure that your paragraph has a topic sentence and that the topic sentence has a central (main) focus.

• Check for unity. Cross out any sentence that does not support the topic sentence .

• Check to make sure that the topic sentence is developed with sufficient supporting details. Be certain that each paragraph gives the reader enough information to understand the main idea. If the main point lacks sufficient information make notes in the margin such as “add more details” or “add an example”

• Finally, does your paragraph have or need a concluding sentence?

Now rewrite your paragraph incorporating all of the necessary revisions, this is your second draft.

***Step 3: Proofreading the Second Draft***

The next step is to proofread your paper to check for grammar, sentence structure, spelling, and punctuation

• Check over each sentence for correctness and completeness

• Check over each sentence for a subject and a verb, subject-verb agreement, correct verb tenses, etc….

• Check the mechanics: punctuation, spelling, capitalization, typing errors, etc

• Change vocabulary words as necessary

***Step 4: Writing the Final Copy***

Now you are ready to write the final copy to hand in. Be sure that you make all the corrections that you noted on your second draft. After rereading the final copy, don’t be surprised if you decide to make a few minor or even major changes. Remember that, **writing is continues process** of writing and rewriting until you are satisfied with the final product.