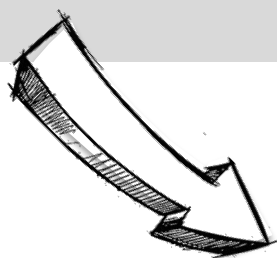


TEACHING STUDENTS THE WRITING PROCESS

there are **SIX** steps to writing ...

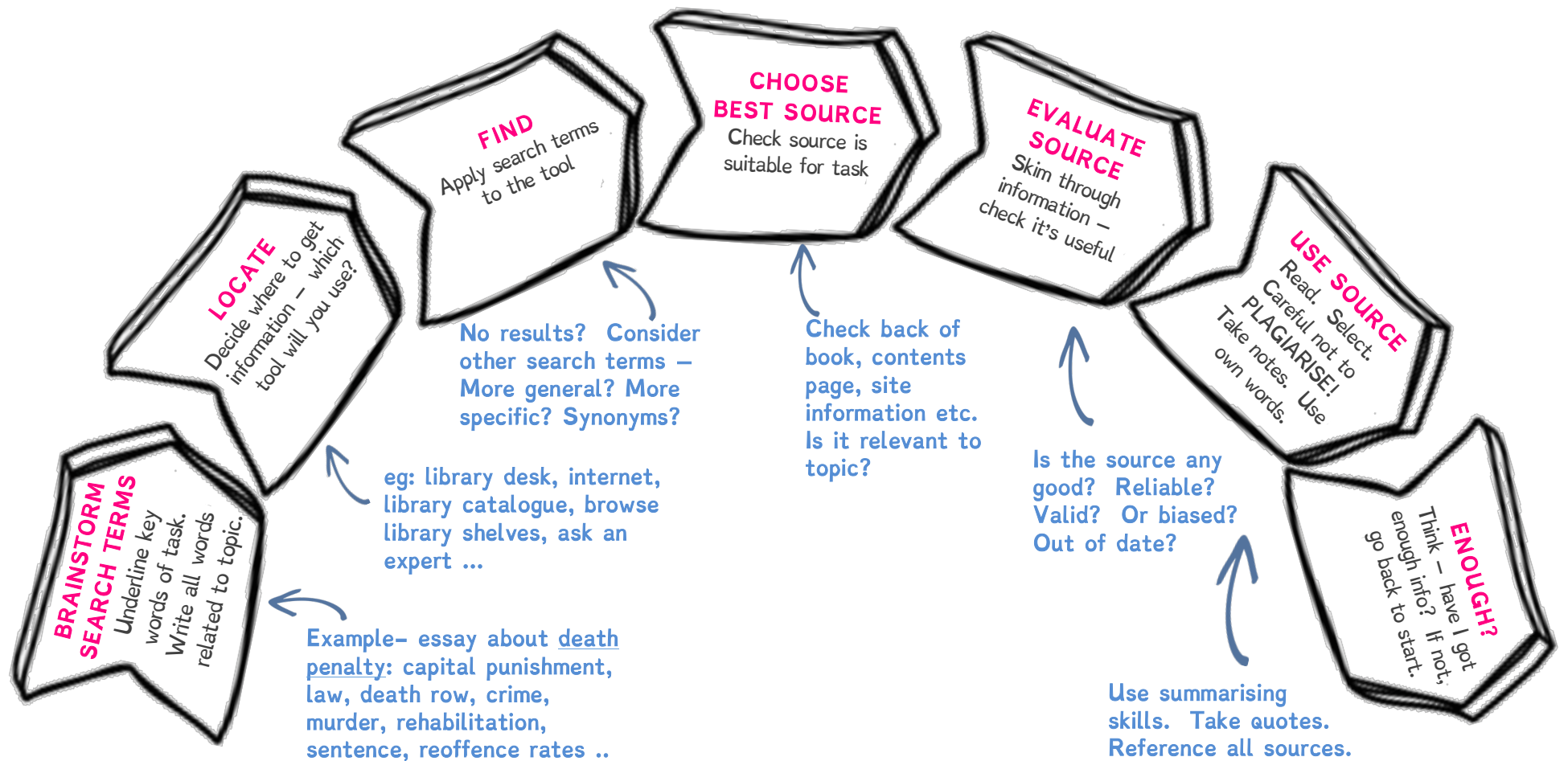


1	2	3	4	5	6
PREWRITE	PLAN	DRAFT	REVISE	EDIT	PUBLISH PRESENT
understand task brainstorm ideas identify what info you need find information make notes	organise info into groups put groups in logical order note down main & supporting points	use plan get ideas down in sentences and paragraphs don't worry about mistakes	add detail delete ideas that are off topic substitute more interesting words reorder sentences	check spelling fix punctuation mistakes correct grammar errors	choose format add visuals print share with audience



Step 1 involves research. For this, students need:

INFORMATION LITERACY SKILLS



Vocational teachers can help students produce better work by developing writing skills in class. Some ideas ...

- When setting the assignment, get students to underline key words and brainstorm synonyms. Rewrite task brief in own words.
- Give students time to plan assignments in class in pairs or groups. Discuss best logic.
- Provide a graphic organiser to give students a structure for ideas. Support with word banks.
- Ask students how they plan to find information.
- Discuss pros and cons of different search methods.
- Have a recommended list of source titles for each assignment, & handouts containing key info.
- Pairs practice putting information in own words.
- Reverse plan – pairs read model assignment and write plan, including key and supporting ideas
- Discuss plagiarism – set expectations appropriate to level, eg: Turnitin for Level 3
- Insist that sources are referenced properly.
- Use marking codes. Insist students proof-read work before handing in.