


# Writing & IDEA Maps

Up Your

Writing

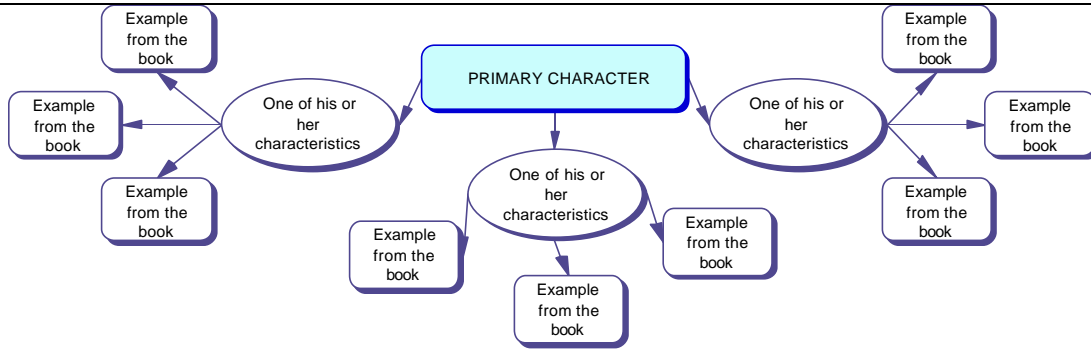
K e y s	<p><b>Three pages of writing IDEAS</b></p> <p style="text-align: center;"><u>NOTES</u></p>	<u>PIC</u>	<u>TERM QUESTION</u>
	<p>Producing good writing is an essential skill for all of us. No matter what your career or what you do in life, you need to be able to communicate through your writing.</p> <p>Whether it is <i>personal writing</i> such as letters, logbooks, journals, diaries; <i>creative writing</i> such as poems, plays, stories, essays, songs, jokes, novels, mysteries, etc; <i>persuasive writing</i> such as letters to the editor, cartoons, essays, advertisements, slogans, petitions, commercials, etc; or <i>technical writing</i> such as reports, research papers, essays, interviews, instruction manuals or school assignments which could be any of the above, a <b>process</b> needs to be followed to produce a quality product.</p>		<p>What are the types of writing?</p>
	<p>Each of us has a unique way of writing, but following a process will help us start with an idea, develop it and end up with a finished, polished piece of writing that we can share with others. One of the ways to describe the process is: <b>Pre-writing, Writing, Revising, Editing and Publishing.</b></p>		<p>What are the 5 steps of writing?</p>
P	<p><b>Pre-Writing</b> is the first step in the process that allows us to organize our thoughts, generate ideas and prepare for the writing of the first draft. Many consider this the most important step and we should spend a major amount of time on it.</p> <p>If doing an assignment or test, make sure you consider three elements:</p> <ul style="list-style-type: none"> <li>• <b>key words</b> that tell you what your purpose is, such as ‘discuss’ or ‘compare’</li> <li>• <b>topic</b> which tells what you are writing about and</li> <li>• <b>focus</b> that limits the topic.</li> </ul> <p>For example ‘discuss (key) the impact of computers (topic) on college students (focus)’.</p> <p>How do you generate ideas? reading books, newspapers, periodicals; interviewing people, media - radio, TV, internet; life experiences; discussions; literature responses; etc.</p> <p>Once you generate ideas, you expand and organize your ideas using</p> <ul style="list-style-type: none"> <li>-- lists, free writing, developing visuals - webs, maps and IDEA Maps</li> <li>-- IDEA maps can be done in a variety of ways. We can place ideas randomly on a page and then connect them in a systematic way or use a pre-developed form that is chosen to fulfill a specific task.</li> </ul>	⊗	<p>What does the P represent?</p> <p style="text-align: right;"><i>See IDEA maps on page 3 / 3</i></p>
W	<p><b>Writing or First Draft</b> is done once the ideas are generated and organized. The focus is on the content, not the mechanics. This draft should be written quickly. If you are having trouble here go back to the Pre-writing stage and check your organization and ideas.</p> <p>As you are writing ask yourself</p> <ul style="list-style-type: none"> <li>What is my purpose for writing this piece?</li> <li>What will my audience want to know about my topic?</li> <li>How can I best arrange my information (go back &amp; revise your IDEA map)</li> <li>What are the main ideas I want to present?</li> <li>What details can I add to support my main ideas?</li> <li>What will make a good lead to catch the reader's attention?</li> <li>How can I end the piece effectively?</li> </ul> <p>Tips: Write on one side of the paper so it is easier to revise, cut apart and edit. Use a marker or pen so you can concentrate on the ideas and not erasing.</p>	✂	<p>W represents ?</p> <p style="text-align: right;">Page 1 / 3</p>

<b>R</b>	<p><b>Revision</b> is the opportunity to look at a piece of writing again, with a new vision. This step is not editing for mechanics and spelling. In his stage, words can be replaced or changed around to make a piece of writing have more impact or flow easier. Sentences can be reorganized to provide a better sequence of events. Paragraphs may be rewritten to clarify meaning or add information. Sentences may be deleted if they don't contribute to making the piece of writing effective.</p> <p>You may work with another student or with your instructor who reads and gives ideas that will enhance and clarify the writing. This is used to generate ideas to help you begin and develop another piece of writing.</p>	✓	<b>R</b> represents ?
<b>E</b>	<p><b>Editing</b> is the stage when you proofread for mechanics and grammar. You should focus on one area at a time such as capitalization at the beginning of sentences, or the use of punctuation, or spelling. Others can also help you.</p> <p>Use basic editing conventions such as a caret (^) to insert words, phrases, or sentences. Deletions can be shown by crossing out. Use arrows to re-route different sections of writing.</p> <p>An editing checklist can be used such as COPS which stands for</p> <ul style="list-style-type: none"> <li><b>C</b> Capitalization</li> <li><b>O</b> Organization</li> <li><b>P</b> Punctuation/Paragraphs</li> <li><b>S</b> Sentences/Spelling</li> </ul>		Editing involves?
<b>P</b>	<p><b>Publishing</b></p> <p>When we write we usually want to find out how others feel about what we have written. This helps you to clarify your work, generate new ideas, and most importantly validate the piece of writing. Publishing involves sharing a piece of writing with an audience.</p> <p>You can read your writing to others. The audience practices good listening and responding with 2 positives and one “for me the writing would be improved by . . .” or use TAG acronym to respond and conference:</p> <ul style="list-style-type: none"> <li><b>T</b> Tell something you like about the piece</li> <li><b>A</b> Ask questions to clarify meaning.</li> <li><b>G</b> Give suggestions for improvement.</li> </ul> <p>Other ways to publish may include: newsletter, class book, individual book, bulletin board, contests, read story to parents, children, friends or classmates, tape record the story, perform the story, etc. To add interactivity to the story, ask for readers’ responses using a reader's response page, fast feedback sheets with a contact number or e-mail.</p>	☺	<b>P</b> represents ?
	Practice the steps of writing each time you write like all good write to produce the best product. As well take and incorporate the feedback you receive from others.		
<b>Examples of IDEA maps for Pre-writing on the next page</b>			Page 2 / 3

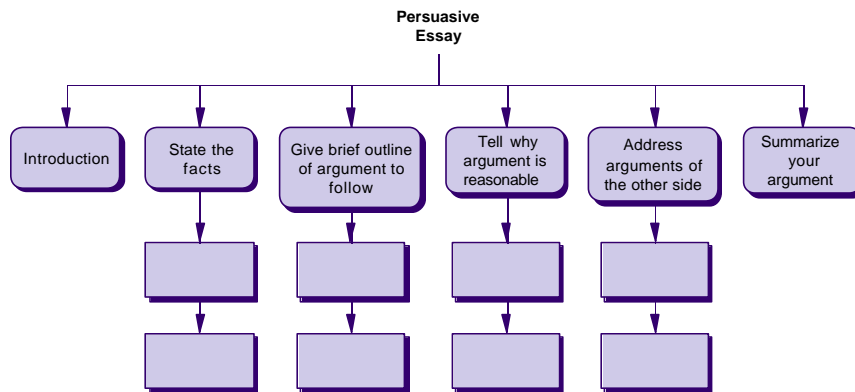
# IDEA Maps for Pre-writing

Use IDEA maps for **Pre-writing** to assist you to generate and organize your ideas. You may fill in blank maps, free hand draw your own maps or even use computer programs such as Inspiration to create your IDEA map and then turn it into an outline automatically.

Suppose you are asked to produce a **character analysis** for a story, your IDEA map may look like this where you fill in each of the windows and then write a five paragraph essay: introduction, three paragraphs of characteristics and a summary paragraph.



IDEA diagram for a Persuasive Essay may look like this:



You can also create your own IDEA map for the **Pre-writing** step by following **IDEA**.

**Identify** your main idea or topic and place it centrally on the page

**Diagram** all you know around the main idea

**Evaluate** the ideas for connection to the main idea and level of importance

**Add** in connecting words between the ideas while thinking of your role, audience and format

A basic example on **my dog** could be:



First the main topic was **Identified** as main topic of 'my dog SPOT'. Around this main idea, more ideas are **Diagrammed**. Ideas are **Evaluated** and connected to like ideas. Then connecting words are **Added** in while thinking of your role, audience and format.

This IDEA map has will help you with your **Pre-writing** and now you can move into **Writing** or **First Draft, Revision, Editing and Publishing**.