

# WRITING GUIDE

## THE WRITING PROCESS

### STEP 1: Brainstorm for Ideas

- Write down all the ideas you can think of.
- Don't worry about grammar or spelling.
- Don't worry about whether the idea is relevant.
- You can write in your own language.

### STEP 2: Organising Your Ideas

- Decide which ideas to keep and cross out the others.
- Group similar ideas together.
- Put the groups in order according to a writing plan.

### STEP 3: Focus on Language

- Think of words and expressions you will need in your work.

### STEP 4: Write a First Draft

- Write in pencil. Leave wide margins for notes. Leave space between lines for additions and corrections.
- Write quickly. Don't worry about neatness or accuracy.
- If you can't think of a word in English, write it in your own language. Look the word up in a dictionary later.
- If you can't spell a word, write it any way you can. Then check the word in a dictionary when you have finished.

TOPIC: Advantages and Disadvantages of CCTV

(Classed Circuit TVs)

Group A = advantages (+)

Group B = disadvantages (-)

- invade our privacy (B)
- help prevent crime (A)
- help trace missing people (A)
- very ugly
- are expensive (B)
- catch shoplifters (A)
- ~~show behind what which is rather private~~
- information received could be dangerous in the wrong hands (B)

### STEP 5: Check Your Work

- Use the Writer's Checklist on this page to improve your work.

### STEP 6: Writing a Final Draft

- When you are satisfied with your work, copy it neatly onto a clean sheet of paper.
- Write in pen or type on the computer.
- Be sure to include all your corrections.
- Leave a margin on the left-hand side.
- Make sure your paragraphs are clearly indicated.

#### NOTE:

You can indicate the beginning of a paragraph by:

1. indenting (moving the first word of the paragraph to the right).
  2. skipping a line before beginning a new paragraph. Each paragraph begins at the left-hand margin.
- Both styles are correct, but be consistent in your writing. The indented style is preferred for informal letters.

### Writer's Checklist

#### CONTENT: Did I ...

- begin with a suitable opening sentence?
- present my ideas clearly?
- use relevant details and examples to explain my ideas?
- support my ideas with details and examples (opinion, for and against essay)?
- end with a suitable closing sentence?
- use pronouns to refer to the nouns in the paragraph?
- use connectors to link my ideas?

#### LANGUAGE: Did I ...

- check my grammar?
- check my spelling?
- check word order?
- use correct punctuation?
- use capital letters correctly?
- use adjectives correctly?

#### ORGANISATION: Did I ...

- use suitable connectors?
- present the information in a logical order?

There are several advantages to having CCTV in public places. They can be used to prevent crimes. Moreover, if someone is missing, CCTV cameras can help police find out the last place where they were seen. In addition, CCTV's help shopkeepers locate people who steal from their shops.

