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**PARAGRAPH WRITING (FOLLOW UP) :WRITING PHASES**

**5. Step process to paragraph writing (Writing phases/ stages)**

 Process writing is a way of breaking down the task of writing into its smaller manageable chunks. By completing each step sequentially, writing becomes less threatening and less daunting activity. The writing process (*Pre-writing, drafting, revising and editing, re-writing, and publishing*) mirrors the way proficient writers write. Categorizing these phases differs from one to another, but basically speaking, the following ones are the most useful:

**A .Pre-writing phase**

 The pre-writing phase is essential to help you generate and organize your thoughts prior to writing. It is the first stage which establishes the road map of the writing piece. It allows you to see where you are going with your ideas and how you will get there. Experiences, observations, and all your past knowledge have an impact upon what you will write and how you will write it.

You may start with a solid idea for paragraph or a composition, but without *a road map*, your writing often strays from the topic or winds up at a different destination than originally intended.

* **Helpful steps in the pre-writing phase**
* Select a topic and *brainstorm* by jotting down all ideas on the topic as they come to mind.
* *Organize* the ideas by putting them into categories of main ideas and supporting details. (Using outline, notes, graphic organizer, semantic map…)
* *Assess* your audience and purpose (How much do they learn or / and feel about your topic? their age, their social grounds, their gender, their values…)
* Research is a vital aspect in this stage ( Data collection)

**B. Drafting phase**

 During this phase, the emphasis is on *content* and *meaning* than on mechanics and conventions. This is the time for you to get down your ideas, and to compose rough drafts based upon pre-writing and planning activities, i.e.at this stage you need to put your ideas in your own words. As you compose, you begin to determine what to include and to exclude. You can also make initial decisions about how you will organize your ideas as you may ask for suggestions. Put it in another words, writing your rough drafts means adhering to the organization created in the pre-writing phase and turning each note (idea) into a sentence. While doing so, you need to add transitional words or phrases.

**C. Revising and editing phase**

 The ultimate aim of this phase is to make it *better.* You need to *proofread* and *edit* your draft for both *content* and *mechanics* .That is, you need to read again your assignment so as to check and *correct* your grammatical, spelling, and organizational mistakes. This is the stage where you can ask someone to read over your work and to double-check for errors.

* **Revising:** To revise is *to see again.* This stage is the one in which you focus on refining your ideas. It may include :
* Creating unity
* Checking meaning
* Clarifying confusing parts
* Including important details
* Selecting vocabulary items
* Creating appropriate tone ( Formality / informality of language )
* Considering audience and purpose
* **Editing:** It is also labeled *proofreading* phase. Here, you will attempt to get your writing ready for its final format. While the revising phase bases more on the content, the editing one focuses on *the form.* Hence, you may check :
* Spelling
* Grammar (Agreement of subjects / verbs, nouns/ pronouns, usage…)
* Mechanics ( Punctuation, capitalization, hand-writing)

Revising and editing need classmates, family members, teachers, or libraries as resources.

**D. Publishing phase**

It is the last stage in which you put your writing in its final well-developed format. The word *publish* here might remind you of another word you know. It would be *public.* Publishing means preparing a piece of writing so that it can be read , understood, and enjoyed by the public. However, the point here is that the publishing stage is your chance to prepare your writing in a way to best reach your audience, i.e. your classmate, your teacher, or anybody else you decide to show your writing to.

* **Necessary to remember**

When you organize your paragraph, you should bear in mind the following patterns (Types of order):

* **Enumeration:** Follow a numerical pattern of one, two, three…
* **Chronology :**Use time to tell a story or to explain a process unfolds
* **Space:** Start at the top of whatever you are describing and move to the bottom .Move from left to right ,or from inside to outside
* **General to specific / Abstract to concrete:** Although this pattern can be reversed, usually the general statement comes first, followed by supporting details, explanations, or evidence.
* **Oder of importance (Emphasis):** Move from the most important to the least important, or vice-versa.
* **Cause /effect** **:** A certain situation causes or results from another
* **Comparison/ contrast :** Itexamines the similarities or the differences between things

 *Success breeds success*