

TECHNICAL WRITING AND PRESENTATION

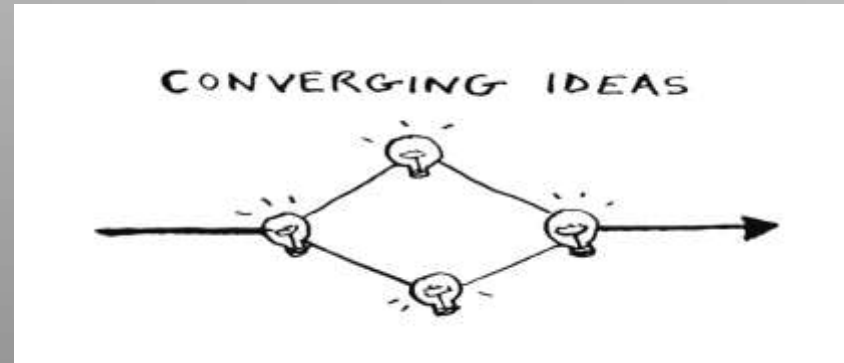
UNIT II: ORGANIZATION OF IDEAS



PREPARING A BASIC PLAN

Structuring the ideas

- Organizing an Essay discusses the importance of structuring the ideas and creating an outline which can help you avoid common pitfalls when it comes to organizing a paper.



PREPARING A BASIC PLAN

Collecting the relevant materials

- Creating a basic plan is a good step to take while writing your paper. It allows you to brainstorm new ideas and make sure your paper will be organized, focused, and supported. Many writers find it easier to write from an outline instead of starting from a blank page.



Creating Outlines

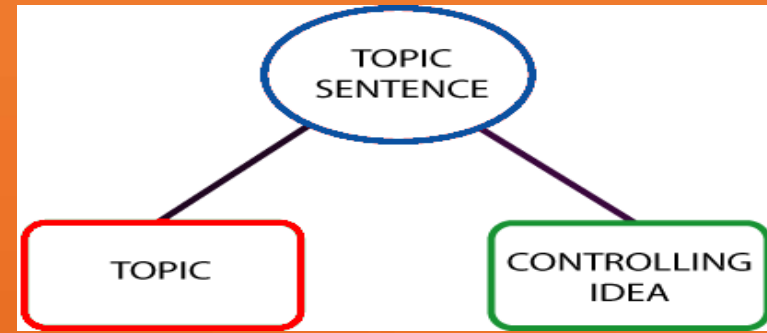


Headings of Sections

- Identify your topic or thesis statement.
- Decide what points you would like to discuss during your paper.
- Put your points in logical, numerical order so that each point connects back to your main point.
- Write possible transitions between paragraphs.
- Remember that your outline should serve as a rough idea of how your paper will develop; it does not have to be very formal or exact.



Creating Outlines



Topic Sentences

- Sentences and paragraphs should be coherently linked. Transitions create links in a chain.
- In the topic sentence of the next paragraph, echo the previous paragraph's main idea
- In the parts of your writing where there is a major shift in focus, you can use transitional paragraphs. A transitional paragraph is a summary of what's been discussed thus far along with an indication of the direction the essay will take next.



Reviewing Sentences & Rewriting Paragraphs

- Review, or think about it again.
- Break your text into appropriate paragraphs to make your writing clearer.

Rewrite your paragraph in pursuit of four objectives:

- Clarity
- Succinctness
- Intrigue
- Logic

Sentence Writing Review



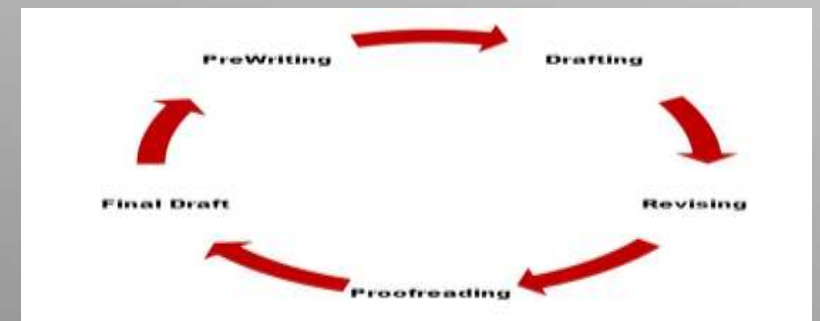
Revising Draft



- Wait awhile after you've finished a draft before looking at it again.
- As The Scott, Foresman Handbook for Writers puts it, "THINK BIG, don't tinker"
- Check the focus of the paper: Is it appropriate to the assignment?
- Think honestly about your thesis: Do you still agree with it?
- Think about your purpose in writing: Does your introduction state clearly what you intend to do?

Revising Draft

- Examine the balance within your paper
- Check that you have kept your promises to your readers
- Check your introduction
- Check the organization
- Check your information
- Check your conclusion





*Thank
you!*

