


ОСОБЕННОСТИ ПИСЬМЕННОГО СТИЛЯ РЕЧИ. АКАДЕМИЧЕСКИЙ СТИЛЬ ПИСЬМА.

Практикум по письменной речи
1-21 06 01-01 (преподавание)

ACTIVATING

1. What are the peculiarities of the written production (compared to oral production)?
 2. What is writing process?
 3. Which factors predetermine written text creation?
 4. What are the peculiarities of academic writing?
 5. What types of academic texts do you know? What are their characteristic features?
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WRITING PROCESS





These words are important for understanding the writing process. Match each word with the correct definition.

- | | |
|--------------|---|
| a. step | 1. to check a piece of writing for errors |
| b. topic | 2. a group of related sentences |
| c. gather | 3. one thing in a series of things you do |
| d. organise | 4. subject; what the piece of writing is about |
| e. paragraph | 5. to change or correct a piece of writing |
| f. essay | 6. a short piece of writing, at least three paragraphs long |
| g. proofread | 7. to arrange in a clear, logical way |
| h. edit | 8. to find and collect together |

Pre-writing

STEP ONE: Choose a topic. Before you write, your teacher gives you a specific assignment or some ideas of what to write about. If not, choose your topic yourself.

STEP TWO: Gather ideas. When you have a topic, think about what you will write about that topic.

STEP THREE: Organise. Decide which of the ideas you want to use and where you want to use them. Choose which idea to talk about first, which to talk about next, and which to talk about last.



Drafting

STEP FOUR: Write. Write your paragraph or essay from start to finish. Use your notes about your ideas and organisation.



Reviewing and revising

Reviewing and revising

STEP FIVE: Review structure and content. Check what you have written. Read your writing silently to yourself or aloud, perhaps to a friend. Look for places where you can add more information, and check to see if you have any unnecessary information. Ask a classmate to exchange texts with you. Your classmate reads your text, and you read his or hers. Getting a reader's opinion is a good way to know if your writing is clear and effective. Learning to give opinions about other people's writing helps you to improve your own. You may want to go on to step six now and revise the structure and content of your text before you proofread it.

Rewriting

Rewriting

STEP SIX:

Revise structure and content. Use your ideas from step five to rewrite your text, making improvements to the structure and content. You might need to explain something more clearly, or add more details. You may even need to change your organisation so that your text is more logical. Together, steps five and six can be called *editing*.

Proofread. Read your text again. This time, check your spelling and grammar and think about the words you have chosen to use.

Make final corrections. Check that you have corrected the errors you discovered in steps five and six and make any other changes you want to make. Now your text is finished!

Steps five and six can be repeated many times.

ACADEMIC WRITING



Writing each section of a paper	
10.1 abstracts	
10.2 introductions	
10.3 creating variety when outlining the structure of the paper	
10.4 outlining the structure of the paper	
10.5 survey of the literature	
10.6 methodology / experimental	
10.7 results	
10.8 discussion: 1	
10.9 discussion: 2	
10.10 differentiating between the abstract and the conclusions: 1	
10.11 differentiating between the abstract and the conclusions: 2	
10.12 conclusions: 1	
10.13 conclusions: 2	
10.14 acknowledgements: 1	
10.15 acknowledgements: 2	



- ▶ What are the main stages of the writing process?
- ▶ What types of academic writing works will you have to do soon?
Do you know how to start and how to process them?

REFLECTION