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Writing in English

Week 3 Notes

April 13, 2010

Phil Hubbard



Outline

- Review from last week
- Comments on Assignments 1 & 2
- Writing process discussion
- Williams 3 homework
- Williams 4 intro
- Assignment 2 revision
- Cultural issues in letter writing



Review from Last Week

- Williams Lesson 2
- Williams Lesson 3 intro
- Formal letter writing



A Note (again) on Corrections/Comments

- Types/amount of corrections/comments
 - Almost everything for the final drafts
 - Mostly content & organization for first drafts
 - May not correct everything for longer papers
- Format: Word “comment” feature
 - **Bold** for errors
 - *Italics* for stylistic suggestions
 - Normal for comments
- Hide corrections/comments at first



Comments on Assignment 2

- Overall—good progress
- Spellcheckers: activate “US English”
- Length—try to stay in range
- Responses to #2: content/organization
 - Draft, so #3 is the same basic piece
 - Address my comments
 - Review *all* English but especially highlighted words & phrases



Group division

How many of you are primarily concerned with English for business and industry? For academics (teacher, academic support, researcher, undergraduate or graduate student?)

We'll split and try to keep this grouping for a week or two and see how it works.



Writing Process Questions

1. How do you organize your ideas prior to writing something important? Give examples.
2. What is your writing process once you begin?
3. How do you rewrite and edit your work prior to turning it in/sending it out?



Williams Lessons

- Williams Lesson 3 – Review homework in groups
- Williams Lesson 4 – Characters: [handout](#) Note—this also includes the next assignment



Conclusion

- Summary
 - Followup from last week
 - Williams Lessons 3 and 4
 - Writing process discussion
- No class next week
- Questions?