



COM 32

Writing in English

Week 4 Notes

April 27, 2010

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Outline

- Review from last class
- Comments on Assignment 2
- Cultural issues in letter writing
- Williams 4 homework
- Williams 5 intro
- Assignment 3



Review from Last Class

- Dividing the class
- Writing process questions
- Williams Lesson 3 homework
- Williams Lesson 4 intro



Writing Process Questions

1. *How do you organize your ideas prior to writing something important?*
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?



A Note (again) on Corrections/Comments

- Types/amount of corrections/comments
 - Almost everything for the final drafts
 - Mostly content & organization for first drafts
 - Yellow highlight to draw attention to errors
- Format: Word “comment” feature
 - **Bold** for errors
 - *Italics* for stylistic suggestions
 - Normal for comments
- Hide corrections/comments at first



Letter Writing – Cultural issues

- “Bottom lining” – make sure the reader knows at the beginning why you’re writing
- When complaining, focus on facts: express disappointment but avoid insults/threats
- When recommending or writing an application letter, try to give details to support general points. Stress accomplishments/responsibilities
- Other issues?



Williams Lessons

- Williams Lesson 4 – Review homework in groups
- Williams Lesson 5 – Cohesion & Coherence: [handout](#) Note—this also includes the next assignment



Writing short reports & memos

- Reports
 - Sources
 - A word about plagiarism:
<http://owl.english.purdue.edu/owl/resource/589/01/>
- Memos
 - www.ehow.com/how_4810398_write-office-memo.html
- [Assignment 3](#)



Conclusion

- Summary
 - Followup from last week
 - Writing process discussion
 - Cultural Issues in letter writing
 - Williams Lessons 4 and 5
- Assignment 3
- Questions?