

PATHWAYS TO SUCCESS

WRITING EFFECTIVELY

ADVANCED

<FIRST EDITION>



Part A: The Writing Process

Stage 1 – Idea Generation.....

Stage 2 – Planning.....

Stage 3 – Drafting Textual Features.....

Stage 4 – Drafting Language Features.....

Stage 5 – Editing and Proofreading.....

Stage 6 – Final Product.....

Part B: Text Types for Seniors

1. Analytical Essay.....

2. Argumentative/Opinionative Essay.....

3. Autobiography.....

4. Biography.....

5. Creative Essay.....

6. Debate.....

7. Descriptive Passage.....

8. Diary/Journal Entry.....

9. Discursive Essay.....

10. Editorial.....

11. Eulogy.....

12. Expository/Informative Essay.....

13. Feature Article.....

14. Informative Report.....

15. Interview.....

16. Letter.....

17. Letter to the Editor.....

18. Monologue.....

19. News Report.....

20. Newsletter.....

21. Personal Reflection.....

22. Persuasive Essay.....

23. Reflective Narrative.....

24. Review.....

25. Scientific/Technological Report.....

26. Script.....

27. Short Story.....

28. Speech.....

IDEA GENERATION

Aristotle, an ancient Greek philosopher, identified three different types of persuasion: logos, ethos and pathos. Don't be confused by these Greek names – the words actually translate into three areas of persuasion that you probably already know about!

TIPS FOR GENERATING IDEAS:

- Research your topic.
- Watch a documentary or movie.
- Read a book on the topic.
- Go for a walk.
- Sleep on it.
- Talk to a friend about the topic.
- Read the work of others for inspiration.
- Try to come up with a range of abstract and concrete ideas.
- Start on the idea that feels most comfortable. Sometimes, making a start is the hardest part.



ACTIVITY

Study the picture.

Generate potential titles for a movie that could be inspired by the artwork.

Write your titles based on the following genres:

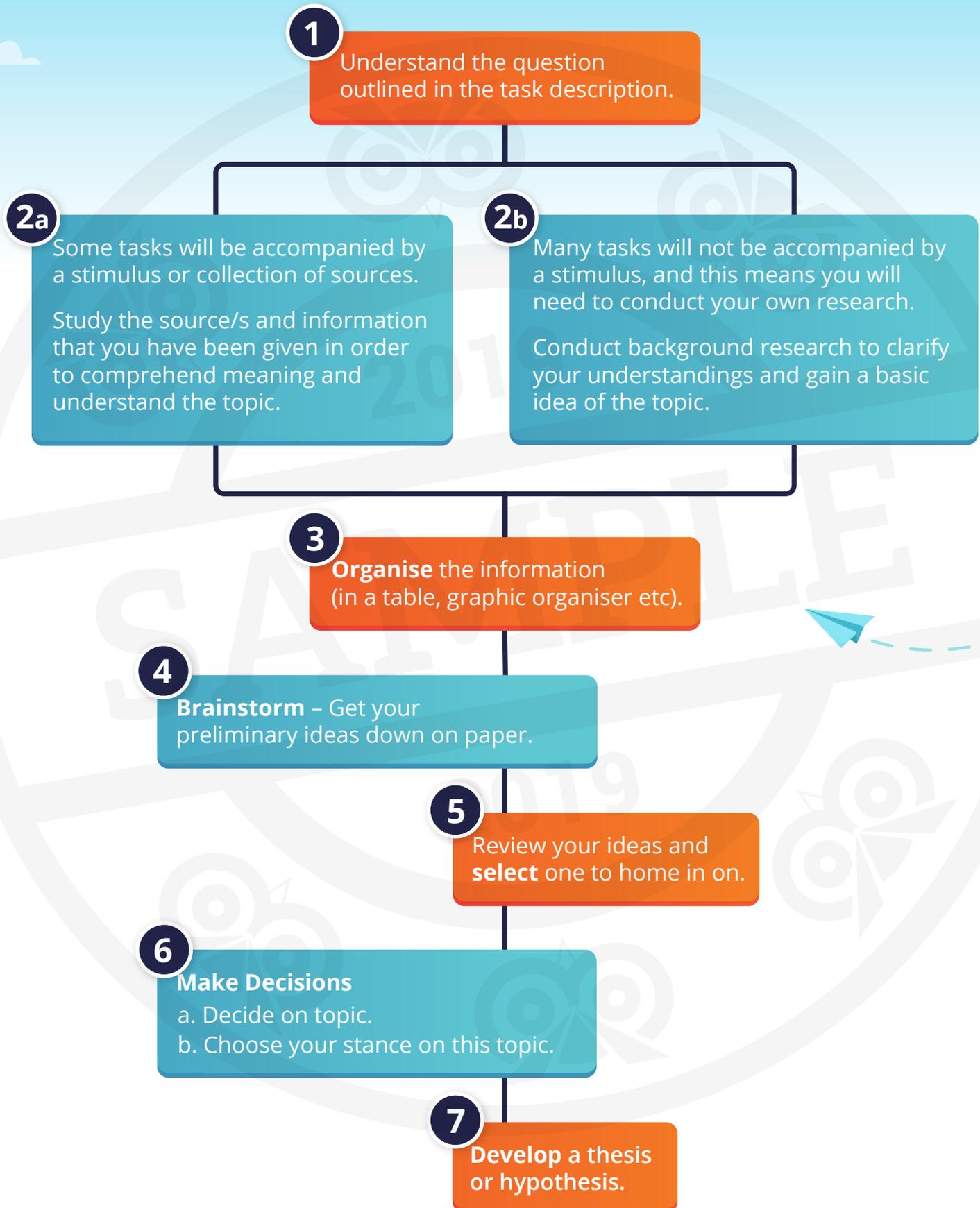
1. Comedy
2. Horror
3. Fantasy
4. Thriller
5. Cartoon (young children)



John Constable – *Wivenhoe Park*

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | |

THE PROCESS OF DEVELOPING IDEAS



INFORMATIVE REPORT

WHAT IS AN INFORMATIVE REPORT?

- Reports are documents with the intent of informing the reader with regard to a particular issue, as succinctly and clearly as possible. A well-written report will be accurate, objective and consider all perspectives. It will also be clearly structured and the ideas will be expressed in a fashion that is linear and flowing, will meet the expectations of the reader and address all relevant points.
- The contents of an informative report must be factual and must be presented objectively, not subjectively.
- Reports have great importance in the world today. They are used every day to present information to an audience. Reports are a universally accepted means of informative communication.

ACTIVITY

An objective text will provide facts, deliver information and be devoid of any personal feelings. Subjective texts, on the other hand, will include the author's personal opinion. The overall message of a subjective text will be influenced by emotion, whereas an objective text should be unbiased.

Decide whether the following sentences are subjective or objective.

- | | |
|--|-------|
| 1. The company's profit margin has decreased by 34% since the scandal. | ----- |
| 2. Orange is by far the worst colour; it's difficult to look at for too long. | ----- |
| 3. I don't think I should have to complete my homework, because I'm busier than most other students. | ----- |
| 4. Mr Lawrence must be lucky to have received the promotion. | ----- |
| 5. The 2008 Summer Olympics were held in Beijing, China. | ----- |

WHAT SHOULD AN INFORMATIVE REPORT CONTAIN?

△ SUBJECT MATTER

A report can be about anything, whether theoretical or empirical. It could be presenting the latest psychological research advances or providing evidence of a new planet in the Solar System. The subject matter is only limited in that it should be factual and not imaginary.

 ACTIVITY

Use lines to connect the terms *factual* and *imaginary* to their corresponding definition and example sentence.

Term	Definition	Example sentence
Factual	Exists only in fiction or in one's mind	There are 240 known species of native amphibians in Australia – all of which are frogs.
Imaginary	Something that is occurring or could actually occur	The frog sprouted wings and began to fly. The wings were exquisite.

△ TEXT STRUCTURE

Informative reports should present a logical sequence of facts and analysis in an objective way. It may or may not make use of headings to introduce various aspects of the topic. An informative report may follow the structure below:

Introduction	<ul style="list-style-type: none"> △ Introduce the topic you are writing about. △ Introduce the content and structure of the report.
Body paragraphs/ headings	<ul style="list-style-type: none"> △ These form the bulk of your report. Each paragraph or heading should explain a different aspect of the overall topic. △ Images, graphs and tables may be used to present facts and data.
Conclusions	<ul style="list-style-type: none"> △ Finish with a concise summary of the main points of your report. △ A conclusion should not introduce any more information, it should simply summarise what you have presented throughout the report.
Bibliography	<ul style="list-style-type: none"> △ A report should always contain a list of references to indicate where the facts were sourced. This allows readers to research the topic themselves.