

Abdelhafid Boussouf University Center of Mila

Faculty of SNV

Common Core Natural and Life Sciences

1st year Module T.C.E 2 COMMUNICATION AND EXPRESSION TECHNIQUES 2

(English)

Course N-03

3. The basics of writing

أساسيات الكتابة



Text النص :

is sequence of utterances or sentences having a certain coherence in a speech, a letter, a novel, a book ...etc.

Sentence الجملة:

is group of organized words that express a statement.

Paragraph الفقرة:

is group of sentences that discuss one main idea and one main subject. The form of the paragraph is easy to recognize, the first line is indented, the content of a unify paragraph deals with one central idea in which every sentence contributes to this idea.

Paragraph has three principal parts: topic sentence, supporting sentences and concluding (closing) sentence.

Essay المقال:

is a piece of writing several paragraphs, it is about one topic just as the paragraph is. However, because the topic of one essay is too complex to discuss in one paragraph, it has to be divided into several paragraphs. Essay has three main parts: introduction (introductory paragraph), body (more than two paragraphs), conclusion (concluding paragraph).*Different*

I. Types of texts:

there are five basic text types: descriptive, narrative, expository, argumentative and instructive.

1. Descriptive الوصفي :

is a text which is telling about the characteristics of a particular thing, such as place, animal or person's characteristics or description. A descriptive text focuses on the characteristic and features of a person, an animal, or a particular thing. The aim of a descriptive text is to allow the reader to visualize the thing being described.

2. Narrative السردي :

tells a story about an event or sequences of events with complication or problematic events and it tries to find the resolutions to solve the problems. The Purpose of Narrative Text is to amuse or to entertain the reader with a story.

3. Expository التفسري :

is one which informs and explains (tends to be explanatory); explain objects and ideas in their interrelations. The aim is exposing the truth through a reliable source.

4. Argumentative الجدالي :

deals with problems and controversial ideas (reasons for or against). Any argumentative text form has to be provided by expository passages, by the explanation of facts, concepts, developments or processes. The ultimate aim is always to win thereader/audience round to the author's side.

5. Instructive تعليمي :

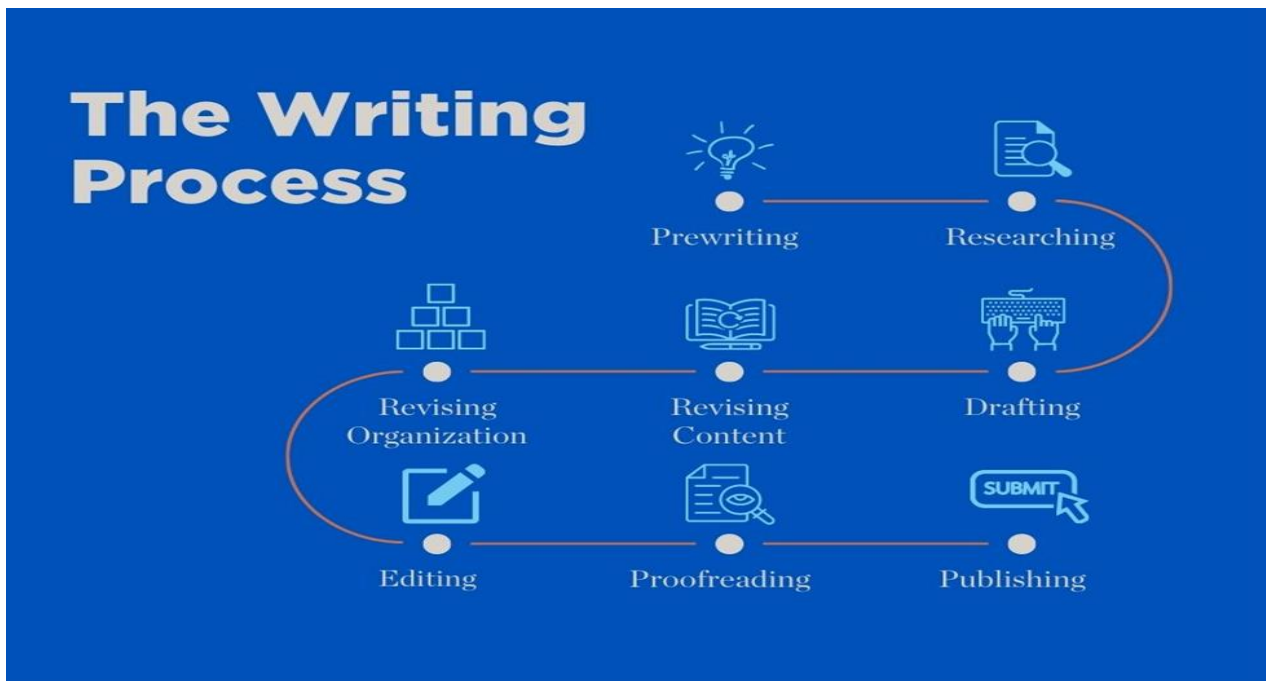
An instructive text is a text that instructs or tells you how to do something. A recipe instructs you how to something.

It is a type of text that uses clear language, with a not too complex syntax and phrases ordered ,it is based on the use of scientific language ; words that be long or relate to science. These texts should therefore be accurate. Scientific text must minimize any kind of subjectivity and rely on concrete information rather than opinions.

The aim is that the scientific text is understood by any person be longing to the target group to which it is addressed.

II. The Writing Process خطوات عملية الكتابة

The writing process is something that no two people do the same way. There is no "right way" or "wrong way" to write. It can be a very messy and fluid process, and the following is only a representation of commonly used steps.



II.1 Steps of the Writing Process

Step 1: Prewriting

Think and Decide

- Make sure you understand your assignment.
- Decide on a topic to write about.
- Consider who will read your work.
- Brainstorm ideas about the subject and how those ideas can be organized. Make an outline.

Step 2: Research (if needed)

Search

- List places where you can find information.
- Do your research. See the many resources and [helpful guides](#)
- Evaluate your sources.
- Make an outline to help organize your research.

Step 3: Drafting

Write

- Write sentences and paragraphs even if they are not perfect.
- Create a thesis statement with your main idea.
- Put the information you researched into your essay accurately without plagiarizing. Remember to include both in-text citations and a bibliographic page.
- Read what you have written and judge if it says what you mean. Write some more.
- Read it again.
- Write some more.
- Read it again.
- Write until you have said everything you want to say about the topic.

Step 4: Revising

Make it Better

- Read what you have written again. ([Revising Content](#) and [Revising Organization](#))

- Rearrange words, sentences, or paragraphs into a clear and logical order.
- Take out or add parts.
- Do more research if you think you should.
- Replace overused or unclear words.
- Read your writing aloud to be sure it flows smoothly. Add transitions.

Step 5: Editing and Proofreading

Make it Correct

- Be sure all sentences are complete. (Editing and Proofreading)
- Correct spelling, capitalization, and punctuation.
- Change words that are not used correctly or are unclear.
- Make sure you are using the appropriate style formatting.
- Have someone else check your work.

<https://writing.ku.edu/writing-process>