



**اللجنة الوطنية للتعليم العالي عن بعد**  
**La commission nationale de l'enseignement supérieur à distance**



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# Academic Writing and Writing a Research paper

WEEK THREE:

SEQUENCE ONE

PLANNING, DRAFTING AND SHARING

PART ONE: PLANNING AND DRAFTING

What is planning in  
academic writing?

# Planning your academic writing

When you write, you **plan**. Even when you write a short note or a text on a mobile phone, you plan it first by thinking about it in your **head** (**cognitive process**). Planning helps us to work out **what we want to say** in our writing, and it also helps us to **organise our ideas**. It is the **first stage** in writing.



What do I need to think  
about when planning?

# 1. Think about **why**, **who** and **how**

When planning a new piece of writing, you need to think about **why** you are writing and **who** will be reading it. You also need to think about **how** you are going to plan your scholarly piece.

**An example:**

1. am I writing to describe, to evaluate or to analyse?
2. Are my audiences experts or novice?
3. am I going to plan my writing using a list, a sticky notes, or a mind map.

What are the planning  
ways?

# 1. Planning using a list

Lists are useful for jotting down and ordering the different points you want to cover in your writing.

## Example:

Meriem moved into a new flat. To plan her letter to Khadidja, Meriem wrote a list describing her new home. Here is her list of points to include:

- 1. The kitchen
- 2. The number of rooms
- 3. What the street is like
- 4. Transport links
- 5. What I think about the flat
- 6. What I need to buy for the flat



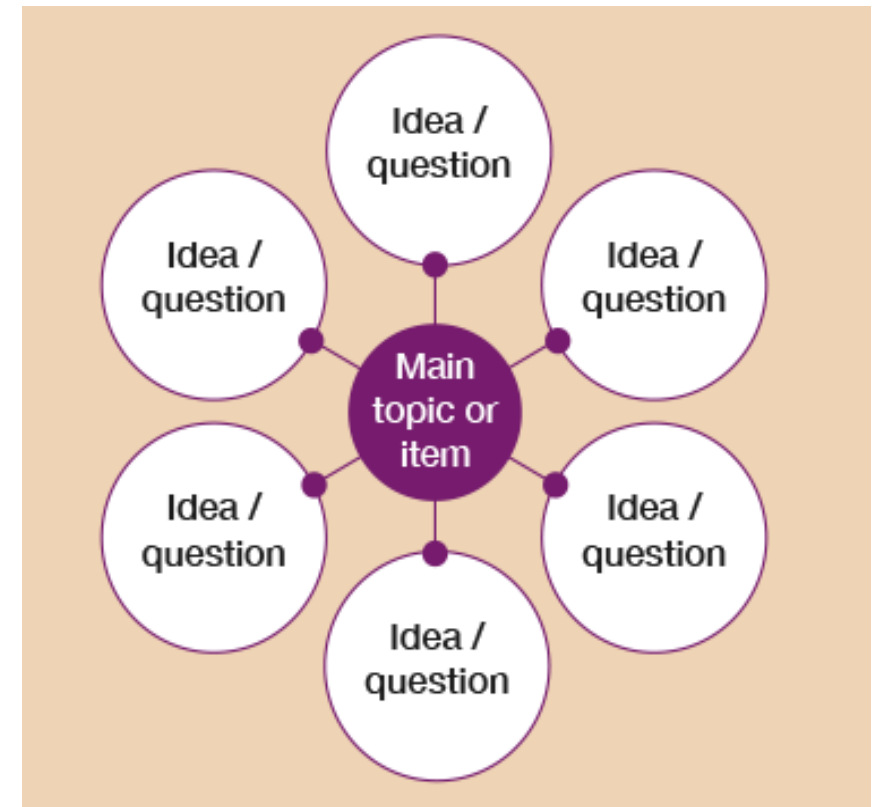
## 2. Planning using a diagram

Diagrams are a good visual ways of planning and organising your writing. They take the forms of **mind maps**, **spider diagrams**, **vertical charts**, **Flow charts**, and so on.

Example:

Source:

<https://www.open.edu/openlearn/mod/oucontent/view.php?id=80927&section=1.2>



# 3. Planning using a writing frame

A writing frame is a guide you can use when planning your writing. It could be in the form of a **table**, or **headed boxes**, with prompts such as 'Who are you writing to?'.

Example:

Source: <http://teach.files.bbci.co.uk/skillswise/en12plan-l1-f-using-a-writing-frame.pdf>

**Party invitation writing frame**

What is the party for?	<i>To celebrate my 30th birthday.</i>
When is the party?	<i>Saturday 2 October.</i>
At what time?	<i>7.30 pm until midnight.</i>
Where?	<i>College of St Mark and St John's, Plymouth.</i>
Will there be entertainment?	<i>A DJ called Arion.</i>
Will there be food?	<i>A buffet. Guests must tell me if they are vegetarian.</i>
Can people buy drinks?	<i>Yes, there is a bar.</i>
Parking facilities?	<i>Parking is available on campus.</i>
Can guests bring a partner?	<i>Yes, the more the merrier!</i>
Should people respond to the invitation?	<i>Yes, by Monday 27 September. I need to know numbers for catering.</i>
Any other information?	<i>I have details of bed and breakfasts nearby if people want to stay overnight.</i>

Why is planning important?

Planning is useful because it can help you **organise your thoughts** and **prioritise the way you present information**.



It is more likely that you will end up with a **coherent argument**. You are enabled to work out **a logical structure** and end point for your writing before you start the process. You are more likely to become **committed to sticking to the point**.

What is drafting?

Drafting refers to the **production** of text and not to the organisation of ideas (Halbrook 4).

What are the drafting tips to help you improve your writing?

# 1. Free writing

In **freewriting**, the writer follows the impulses of their own mind, allowing thoughts and inspiration to appear to them **without premeditation** (Bonzo, 2008; Ferreira, 2013).

Example:

Source: (Ferreira, 2013)

**Free Writing#2**

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Date: 11.20

CLASS: **W10382**

T
U

do not write here

TOPIC:

There are ~~4~~ four stages to cook curry in my house.

First stage, I cut ~~the~~ vegetables. For example, potato, onion, <sup>carrot</sup> ~~but~~ <sup>will</sup> where will carrot in the curry.

~~Because~~ ~~And~~ I ~~prepare~~

Second stage, I fry ~~pot~~ potato and onion. They ~~are~~ <sup>will</sup> become brown. ~~A~~ brown.

Third ~~stage~~ stage. I put in other vegetable (potato) and water in these. ~~And~~ <sup>carrot</sup> ~~And~~ <sup>will</sup> I ~~will~~

Final stage, I put in <sup>main of</sup> curry in these. ~~And~~ <sup>will</sup> I ~~will~~ again.



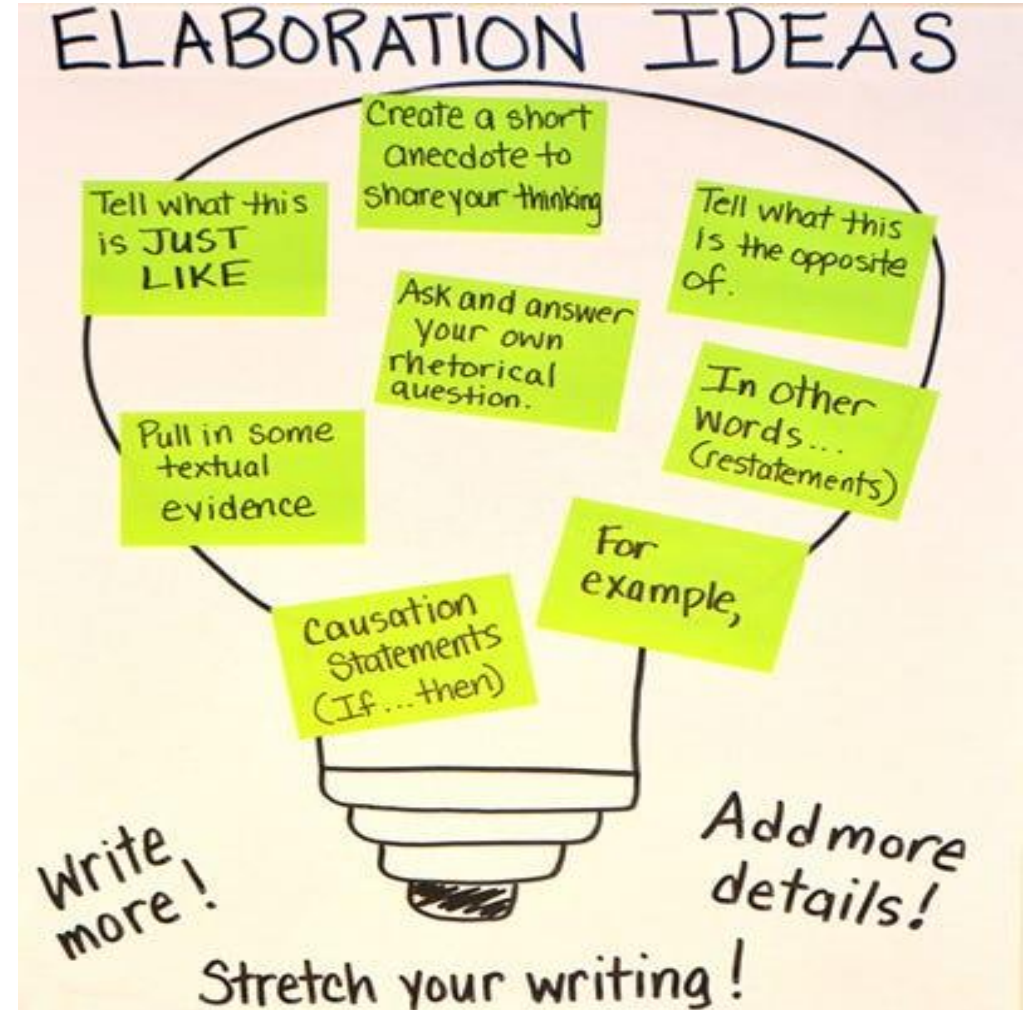
## 2. Organise your information

When you draft (write), you need to **organize your ideas in an order** that makes sense. The writing demonstrates how analytically and critically your mind works. You can impress editors by spending time **ordering your ideas**. Here are the three main organisation methods:

Order	Purpose
Chronological Order	To explain the history of an event or a topic
	To tell a story or relate an experience
	To explain how to do or make something
Spatial Order	To explain the steps in a process
	To help readers visualize something as you want them to see it
Order of Importance	To create a main impression using the senses (sight, touch, taste, smell, and sound)
	To persuade or convince
	To rank items by their importance, benefit, or significance

Table 4.1 Order versus Purpose

# 3. Elaborate on ideas



Example:

Source: (Heying, 2018)

## 4. Write a complete draft

**Drafting** is where a writer should attempt to get a whole **first version of their piece down** before any revising or editing is done. The drafting process shouldn't take too long—the idea is to quickly put down and organize your ideas from start to finish. Remember that when you **draft** you need to **ignore editing**.



# References

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Thanks for your  
attention