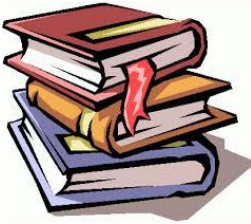


TKS 6102



ACADEMIC WRITTING

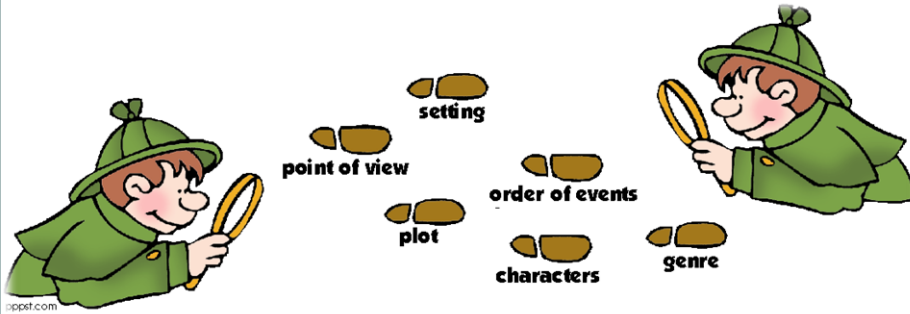
MAKE A REPORT

Dr. AZ
Jurusan Teknik Sipil
Fakultas Teknik
Universitas Brawijaya

QUALITIES OF A GOOD WRITER AND TECHNIQUES FOR GOOD WRITING



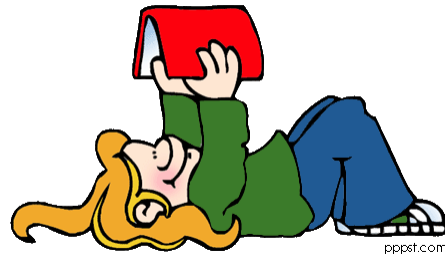
A good write-up must:



- flow smoothly and freely
- be knowledgeable without being pretentious
- entertaining without being vulgar
- informative without being newsy

To be a good writer one must:

- Be a good reader



What to read?

- Read something that interests you
- Read authors to understand the style

Channelize the habit into a constructive path.

To write for the mass media the criteria for selection are:

- Impact
- Timeliness
- Prominence
- Proximity
- Conflict
- Bizarre or unusual
- and Currency



The 5 Ws and 1 H:

RIVALS DISPLAY STARK CONTRASTS IN CLASHES ON WAR AND ECONOMY



FIRST ENCOUNTER

Obama Assails Bush Policies as McCain Cites Experience

By ADAM NAGARANEY and JEFF DELENY

From the necessity to foreign affairs to the way they carried themselves on stage, Senator John McCain and Barack Obama offered a dramatic contrast to the nation in their first presidential debate on Friday night, raising doubts and often casting as much as they did about the



Who – denotes people related to the story

What – is the major action or event of the story

When – the readers should have a clear idea of the story or event that taken place

Where – the location of the event

Why & How – explain so that the questions raised in the minds of readers are answered

Mechanics of Writing

Choose a topic: a topic in which you are well competent and are interested

Gather material:

- Reflection
- Discussion
- Research



Putting your ideas and thoughts together:

Words: Variety and Precision

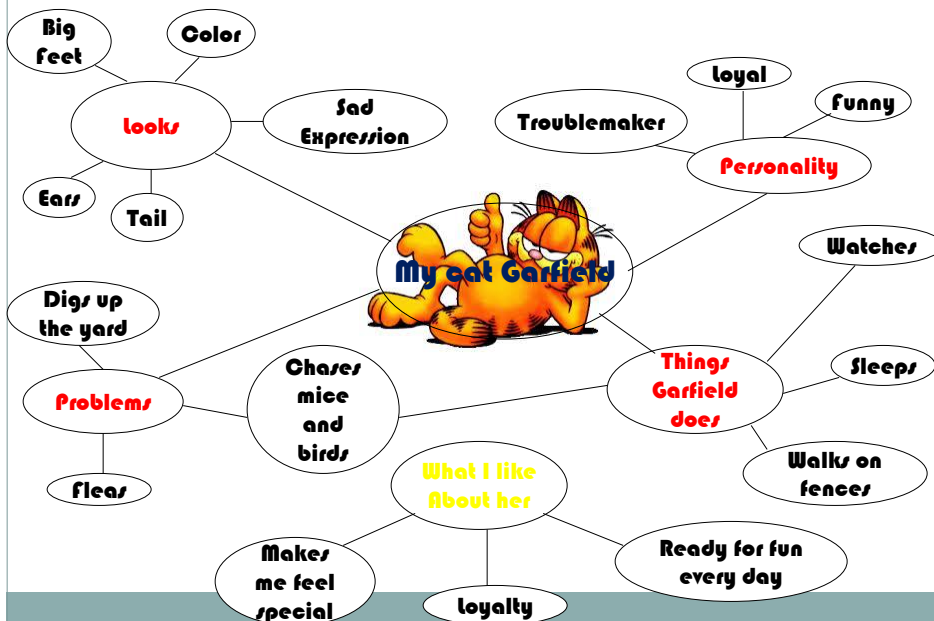
Sentences: Do not overload sentences.

Neither should they be too brief

Paragraphs: Ordering of sentences, making connections



Structuring by Schematic Outlines



Structuring by Rough Drafts

Some writers lose patience with methodical planning. Either they cannot generate enough ideas in the first place, nor they find any pattern among the ideas they have.



Either way, they find that the breakthrough comes only when they actually begin writing the text:

- Write as quickly as you can
- Keep jotting down new ideas or new patterns of ideas
- Once you have nothing more to write, put the draft to one side and try drawing up an outline plan from scratch
- Above all remain uncommitted

Process of writing

There are five steps in the writing process:

1. Pre writing
2. Drafting
3. Revising
4. Editing
5. Presenting



Techniques for Good Writing

•Write Simply

Use Simple Words: Many people think big or complicated words will impress the reader. In fact it has the opposite effect. "To write clearly, not only the most expressive but the plainest words should be chosen".



It is better to write:
 many instead of numerous
 use instead of utilize
 big instead of gigantic
 small instead of miniature

Use Simple Sentences:

It is easier to write five simple sentence than one complex or compound sentence. So why not write simple sentences? Long winding sentences only distract the reader.

Economize on Words:

mostly writers use too many word in their drafts. A careful editor deletes these at the time of editing. (This sentence itself can be written in simpler way.) – **"A careful editor edits this out"**. You should not try to use one word more than necessary. Look out for phrases, words and sentences that do not add substantially to the content of what you are writing. You should also guard against those fancy phrases which draw attention to the writing and the writer- and take away the content. **Do not boast while writing.**



alike
 first time
 free
 gift
 the reason is
 surprise

The age of the kitty was six weeks old when we got it.
 The kitty was six weeks old when we got it.

Avoid using Clichés and Slang

Writing with **slang** shows that you are sloppy and don't care about making a good impression.

The word **cliché** means an overused expression, one that lacks. Clichés are so overused that they become trite, tiresome and bereft of any meaning. Writing with clichés tells readers you can't be bothered to put an idea in your own words. Find fresher ways to express yourself.



- As a matter of fact
- Basically
- Like
- Total, totally
- Whatever
- You know
- Better late than never
- Last but not the least
- Slow and steady wins the race
- No use crying over spilt milk
- Adding insult to injury

Do not use Jargon:

Each group of people has a technical language of their own. This is called jargon. You may be using certain abbreviations or names in your schools, sports field or in an office. Scientists do so in their labs. These are jargons. They are understood only by the select group. As a writer, you should not use these.



Tie Together – You knit not the words alone but the thoughts as well. **Readers should be able to read through a piece of writing without stops and surprises.** While introducing a new idea or piece of information, do not do so without tying it to other parts of a story. Springing up with sudden thoughts jolts a reader, and like a sudden jerk on a smooth road, he is thrown off balance.



Connect any new information in a story to information already introduced.

Be Specific: Brevity is the soul of wit. Just as you try to avoid someone who talks too much, so do readers about writings, which have too many superfluous or high-sounding words or pilings of phrases or long-winding sentences that have run out of thoughts. Eliminate all that which you have said once. You have to have accuracy and clarity. **Avoid reckless brevity.**



Watch out for very

Very angry – outraged, furious
 Very final – final
 Very necessary – crucial, critical
 Very stubborn – obstinate, bullheaded
 Very unique – unique
 Very weak – frail, feeble, fragile

Use positive words

Did not remember – forgot
 Was not present – was absent
 Did not pay attention to – ignored



Search for synonyms

Fast – speedy, swift, rapid, quick
Run – dart, charge, dash, rush
Walk slowly – stroll, saunter, dawdle, linger



*TERIMA KASIH
Dan
SEMOGA LANCAR STUDINYA!*