

CHAPTER FIVE

FUNDAMENTALS IN WRITING PROCESS

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Before you actually begin writing your research paper, you should be aware of the important fundamentals to all good papers: the steps in the writing process and the need for good organization, support, unity, and coherence.

THE WRITING PROCESS

This process has three steps to be followed in writing a research paper:

1. Prewriting.
2. Writing .
3. Rewriting.

If you skip over any of these stages too quickly, you might ruin the research. These stages are all very important.

1. Prewriting Stage

You come up with an idea, gather information for support, and prepare a working outline. You start by choosing a topic, narrowing it, and move toward taking a stand-your thesis. Also finding resources and gather support information from them. Then you begin to organize, draw up, and revise a tentative outline for your paper.

2. WRITING STAGE

When you finished the research process, you're ready to move from the prewriting stage to writing stage. Your note cards, working outline, and resources that you have gathered are the key to tell you when to move to writing stage. If your outline has gaps in it you should fill them otherwise your research will be incomplete and you can't write your paper until you have filled these gaps. You can do this by supporting every item in the outline, when you feel that your outline is complete, then you can start writing.

The writing stage includes:

A. Writing Quickly:

Write the first draft quickly without worrying about how well you write. When you are writing your first draft, you need to focus on the overall logic of your paper by fitting ideas and support together. So don't stop to think of writing the exact word because you might lose your thought. When you are writing the first draft just put down a word that is close or draw a line and move on to save time in writing.

B. Arranging Your Time:

You should arrange your time in writing your paper. If your topic is big you should arrange your writing into more than one session.

Writers often disagree on whether to write the introduction first or last. You can start by leaving a blank paper then move to the first major topic division of the paper. After you have done this try to go back to write the introduction. It is better but not always to keep the introduction last. Some writers might begin with it to help them refine their thesis before writing, some leave it last to see the information they have written, but in both ways never waste your time in an introduction.

3. REWRITING STAGE

After writing a quick draft so that you could keep your thoughts linked together and be sure your ideas moved logically from one point to another. Now go over that draft several times, don't add any ideas just go through the spelling, grammatical mistakes, and right choice of words and start to correct them.

Here are some other tips for the rewriting stage:

1. **Put the draft aside:** Try to take some rest before taking a look at your draft, because resting might help you see difficult things easier.
2. **If you know how to type, type a draft:** Try to type your paper because it will be easier to correct mistakes and save time in hand writing.
3. **Read your draft aloud:** By reading loud you can hear how your paper seems .

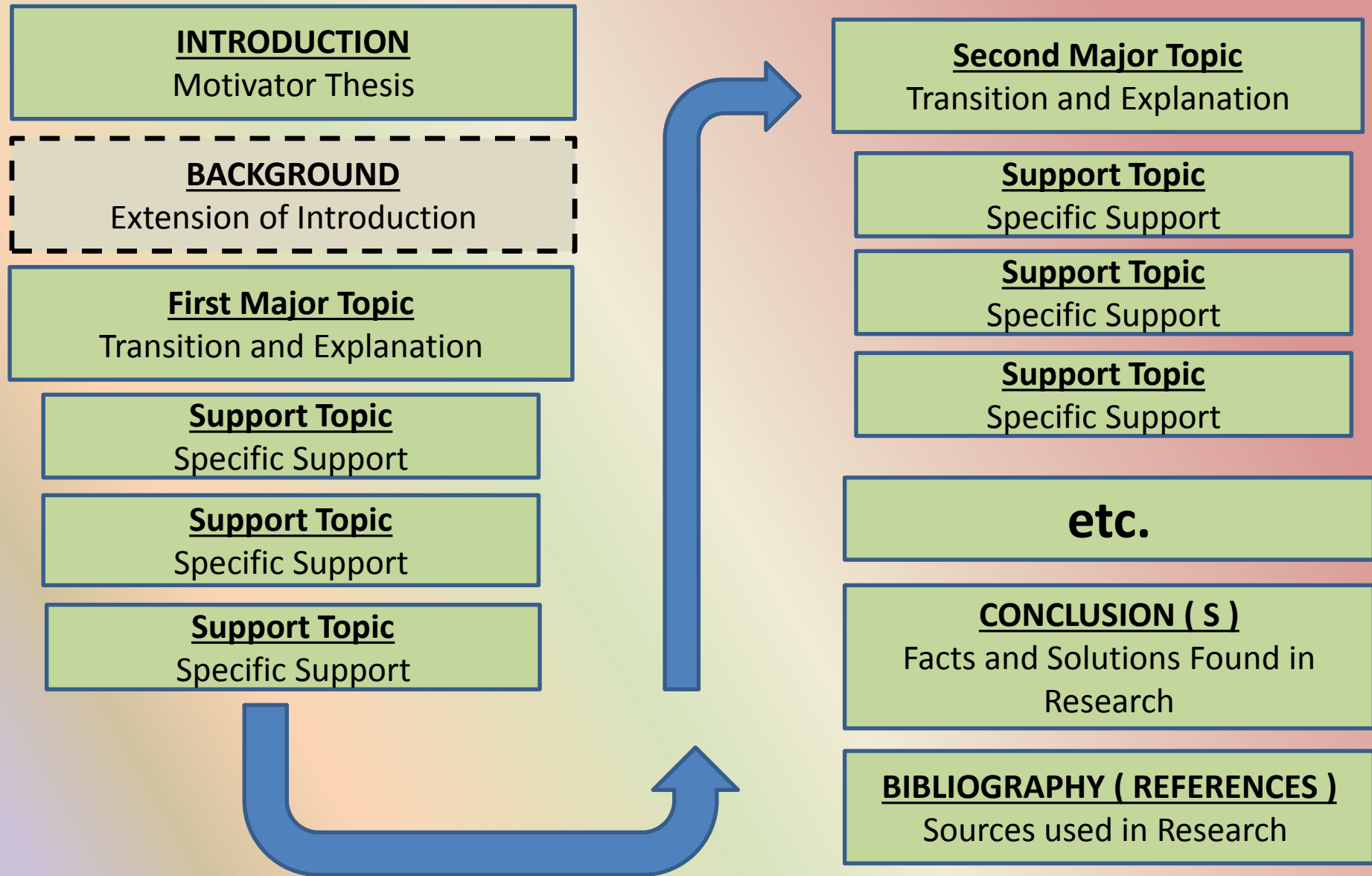
THE FUNDAMENTALS OF THE PAPER

after knowing the fundamentals of the writing process lets shift to the fundamentals of the paper itself:

1. Organization

Your paper should be organized in a perfect way that could be understood by the reader. The actual number of major and support topics depends on the length and organization of research.

The following model will show you how arrange your paper:



This model might change according to the type research written, but it shows one good way to write a research paper.

A. INTRODUCTION

The introduction has two important purposes: *gaining the readers interest by a motivator* and *presenting the thesis*.

A motivator should gain your readers interest but not in a way that will distract him from your thesis. Rather, it should lead naturally into the thesis. one good way in doing this is to write a story that provides background for your thesis or serves as a striking example of it. The brief story should certainly get your readers attention. It should also get you off to a good start.

Another type of motivator writers use is a contrasting opinion to build interest. You can start by using quotations of those people who disagree with you and then you could end the introduction by stating briefly your position. This kind of motivator is to show how challenging you are.

B. BACKGROUND SECTION

If the introduction is not enough to start with. Then you could add a background section between the introduction and the first major topic supporting your thesis. The advantage of this section is to give you space to present introductory material to extend the introduction. Always be sure that your background section has unity with introduction.

General rules about background section:

- 1. Using one should be a justifiable exception, not a common practice.**
- 2. Be conscious of length.**
- 3. The final sentence of the background paragraph returns the reader to the thesis of the paper.**

C. THE BODY

After taking a look at the model that the paper should be divided into major topics. The logic of this model is that if you can persuade your readers to accept the point of each major topic, then they should accept your thesis.

The model shows that each major topic begins with a paragraph “ transition and explanation “. When finishing one major point you should move to the next smoothly clear transition or else you may loose your readers attention. Sometimes you will need a short paragraph to make the transition. You can combine into one paragraph both a transitional sentence or two and the first part of your support of your major topic.

D. CONCLUSION (S)

The conclusion serves two purposes: it reminds the reader of the thesis is finished, and it provides a sense of finality. The readers expects to turn the last page of your thesis and finds an end to it.

One of the best ways to end a paper is to return to the introduction's motivator to close it. The reader finally will feel satisfied with the connection and bringing the paper to an end correctly.

2. SUPPORT

The key to good support is to make it very very detailed. If you want to make a point – really make it – then you must illustrate it. Try to make the paper not only convincing but more interesting by providing details.

There are several kinds of details you can use to support the assertion. For example you can use ***extended example details or story***. Sometimes an example could be much ***shorter***. You also can use ***statistics or numbers*** they are often convincing if the readers are not suspicious of them. Try to give the right source when giving statistics so that they can be trusted by the reader.

The key to good support, then is to illustrate your important ideas with examples, statistics, or statements by authorities.

3. UNITY

Unity means that all material in a paper is closely related to the thesis statement. There should not be any distractions from your main purpose of supporting your thesis.

The best place to check for unity is the detailed outline you use for writing your first draft. Sometimes you need to revise your outline while writing but be sure that the revised material is also closely related.

4. COHERENCE

A coherent paper is the one in which the readers are never lost. They know when they are moving from one point to another and how those points are related to the thesis.

Three ways of achieving coherence are useful, which are:

1. Be sure to move clearly from one topic idea to the next by relating the upcoming topic to the one you have just finished.
2. When you begin a new major section of your paper, remind your reader of the thesis by mentioning key words or ideas from the thesis statement.
3. Provide transitions from idea to idea by using first, second, etc.