

English Technical Writing

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Fall 2023 (112-1)
Class 12

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Feedback

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Copilot

- It was very interesting to learn more AI tools that can be helpful in writing our papers in the near future.
- Copilot may be helpful to me in the future.

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Difficulty – Many articles

- I think it's hard to write Introduction because I need to collect lots of articles and organize to tell why I want to do.
 - I can help you organize, but you need to collect the articles

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Difficulty – Deficiency

- It's hard to put many past research in one paragraph and point out the deficiency.
 - That is why most of the time there is more than one paragraph – either in the Introduction or a second section

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Prewriting

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Common problems

- Argument Structure Outline
 - Only one needed – based on your best exemplar
- How many words per paragraph
 - Generally 100-150, rarely over 200
- Leave a space before citation[1]
 - Avoid many changes later

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Reminder

- Track changes as well as comments
 - Small changes (spelling, grammar)

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Making it flow smoothly



Rewriting in stages

Coherence and Conciseness

Work time
Individual consultation

Assignment

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Writing

Chapter 20

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Ideas mentioned earlier

- Keep track of where you are
 - Use Headings for each part of your document
 - Use Navigation pane to move from one to another
- Keep track of citations
 - Use placeholders for now
 - But enter references into Endnote
 - Insert Endnote references at the end
- Keep track of your work
 - Save new version each week rather than saving over old

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Rewriting in Stages

Section 21.1



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7Cs of Change


- Rewriting
 - 1. Coherence
 - 2. Conciseness
 - 3. Connection
 - 4. Connotation
- Revising
 - 5. Consistency
 - 6. Correctness
 - 7. Collaboration

Organization
 Clarification
 Finalization

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Scaffold


- IPTC is a scaffold
 - Help you build overall structure
- 7Cs is a scaffold
 - Help you finish the structure



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C1: Coherence


Section 21.2



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One clear road

- Straight, no unexpected turns, branches



Wizard of Oz 1939

“How can you talk if you haven’t got a brain?”
 “I don’t know, but some people without brains do an awful lot of talking, don’t they?”
 “Yes, I guess you’re right.”

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One clear road

- Nothing missing, nothing blocking the road



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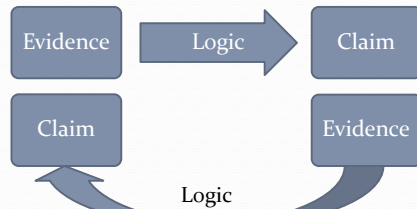
Known Information First

- Put known information first
 - Already known – common knowledge in field
 - Already introduced in paper
 - Already mentioned in sentence
- Connect new to old

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Argument

- Make a Claim
- Supported by Evidence (before or after the claim)
- Connected by Logic



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General to specific (or reverse)

- Introduction
 - General to specific

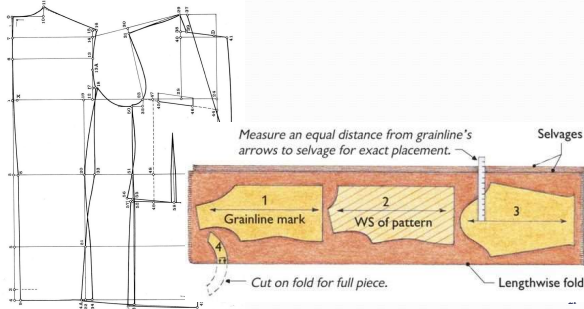
Society
Field
Current

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Tailor made suit

- Lay out the pattern on the fabric



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Sentences within Paragraph

- Each sentence should relate to the paragraph topic
 - If not, in the wrong paragraph
- Each sentence should have a distinct purpose
 - If not, eliminate
- Sentence order should flow logically
 - If not, rearrange

Coherence: 3 questions

1. Amount of information

Is there enough information for the reader?

- Think about your readers
 - How much do they know?
 - How much do you know that they do not?

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Coherence: 3 questions

2. Paragraph order

Is the order of paragraphs logical?

- Label each paragraph (Reverse outline)
 - Purpose (component)
 - Topic
- Change the order to make it easier to read
 - Strive for logical flow of thought
- Split or combine paragraphs
 - One main idea per paragraph

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Coherence: 3 questions

3. Sentence order

Is the sentence order within a paragraph logical?

- Examine each sentence within the paragraph
 - Add or modify topic sentences if extended style
 - Move sentences that do not fit in the paragraph
 - Strive for logical flow of thought within paragraph

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Exercise 21.1

- Use this to evaluate the coherence of your writing.

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C2: Conciseness

Section 21.3

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Tailor made suit

- Covers everything, not tight or loose
- Must start with extra material and cut



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Conciseness: 3 questions

1. Off-topic

Is there anything not related to this paper?

- Delete unnecessary paragraphs, sentences
 - Does it relate to the research presented in *this* article?
 - Is this information necessary to my argument?

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Conciseness: 3 questions

2. Repetition

Is there any unnecessary repetition?

- Look for same or similar words
 - Find a way to eliminate, especially in condensed style
 - Combine sentences
 - Use relative pronouns
 - Expanded style may repeat to link sentences

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Conciseness: 3 questions

3. Wordiness

Are there any unnecessary words?

- Delete unnecessary words
 - Red (color) pen
 - Sufficient (number of) tests
 - (The reason was) because
 - (There are) two things (that) could be improved
- Replace phrases with single word
 - (In the vicinity of) → near
 - (Due to the fact that) → because

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Exercise 21.2

- Use this to evaluate the conciseness of your writing
- Probably not a problem at this point
 - You have written relatively little
- More important when you write your final paper
 - More references, more information

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Presentation

11/14	Planning your writing (Ch 10, 19.1-2) Exercise 19.1 Argument structure outline	Charles
11/21	Brainstorming and linearizing (Ch 18, 19.3-4) Exercise 19.3 Topic sentence outline	Tran
11/28	Writing and organizing (Ch 20, 21) Exercise 21.1, 2 Coherence and conciseness	Neo
12/5	Clarifying your argument (Ch 22) Exercises 21.1, 2, 3 Connection and connotation	Hai
12/12	Final revision and final parts (Ch 23, 26.1-3) Exercises 26.1, 3 Abstract and title	Charleen

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Work Time



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Ask

- Make sure you understand my comments on your topic sentence outline
- Some people may need to clarify their research goal - some are too broad or unclear
 - Make sure the importance is clearly linked to the research goal, not just the general area

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Write

- Start writing based on your topic sentences
 - For each reference write 2-3 sentences to go in "Need":
 - What was good/unique/beneficial about the design
 - What was the limitation/drawback of their design
 - (How does it relate to other designs)

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Assignment



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1. Write

- Write Introduction based on topic sentences, notes
 - Add another article
- Revise for organization
 - Incorporate ideas from today's feedback
- Add citations and references
 - Use placeholders for now if you want
- I can teach you how to write
 - I cannot provide the ingredients



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2. Read

- Chapter 22: Rewriting: Clarification
 - Most important chapter on rewriting
 - Additional information in file on ECourse
- One more article
(focus on what you need for your Introduction)

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3. Bring

- Rough draft of your Introduction
- Next week in class you will each share what you have written and get feedback from others in the class

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Share whatever you have written so far – Demonstrate principles if possible

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