

WRITING PROCESS:

1. Pre-writing

Brainstorm: decide, research, consider the reader

Write our Ideas: listing / outline/ free-write/ cluster

2. Drafting

Make ideas into sentences and paragraphs

3 Revision

Organize/ structure

A) Global Revision: Academic Structure

INTRODUCTION: Hook/ Background information (introducing the topic)/ Thesis

BODY: Topic Sentence (reason)/ Supportive Sentences (explanation, facts, examples, quotes/ Closure Sentence (concluding -transitional sentence)

CONCLUSION Paragraph: Loop (sum-up and connect back to the intro)/

Re-state the Thesis

Re-state the body paragraph reasons

“ Call for action” - suggestion

TOPIC for Argumentative Essay: MAKING DECISIONS

Some people like to take risks and make fast decisions. Others prefer to take time and think before they decide to act. Which one would you prefer and why? Support your preference with good reasons and examples/ explanation.

to take risks and make fast decisions:

1. Save time

2. Enhance decision making skills (become fast-thinker)

3. Develop adaptability

to take time and think before they decide to act

1. Help to avoid failure

2. Reduce stress

3. Consider all the alternatives and have a better outcome

Thesis Statement:

Open: It is better to take time and think before we decide to act.

Complete: It is better to take time and think before we decide to act because it will help to avoid failure, to reduce stress, and to have a better outcome.

Fully-developed:

Although making fast decisions can save time, (actually) it is better to take time and think before we decide to act because it will help to avoid failure, to reduce stress, and to have a better outcome.

B) Local revision: at a sentence level

4. Edit : (Decoration) format / grammar/ punctuation/speling/ proofread

5. Publish/Submit