

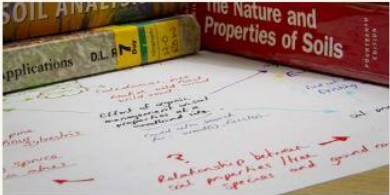



### THE BASICS: WRITING, GRAMMAR & THE WRITING PROCESS

#### FIRST STOP.....

[University of Leeds Library Comprehensive Guide on the Academic Writing Process](#)

*“Learn how to write effectively for your academic work with this practical guide that covers every part of the process, including interpreting your assignment, planning, structure and paragraphs, language and style, editing and proofreading.”*

Short explanatory text for each stage and element of the writing process, combined with supplemental resource links, examples and downloadables.

 <p><b>Plan and focus</b></p> <p>How to approach your writing to make sure that you understand the task, can manage your time, and present a researched, structured and focused assignment.</p> <p>MORE &gt;</p>	 <p><b>Structure your writing</b></p> <p>Explore and understand what makes a good introduction, how to use paragraphs to develop your ideas in the main body, and what to consider when writing your conclusion.</p> <p>MORE &gt;</p>
 <p><b>Language and style</b></p> <p>The vocabulary, tone of voice, and style you choose to use in your writing can help you communicate your ideas more clearly to your reader.</p> <p>MORE &gt;</p>	 <p><b>Edit and proofread</b></p> <p>Writing is an iterative process, so you will produce several drafts of a piece of work before it is ready to submit. Editing and refining your work is a key part of academic writing.</p> <p>MORE &gt;</p>

#### YOUR DIGITAL BOOKMARKS.....

Great sites to bookmark for ‘just-in-time’ answers to all of your questions, along with practice examples.

The [Purdue Online Writing Lab](#) – a comprehensive, go to resource for students from first year to post graduate covering general writing resources, academic writing, common assignments and more. Check out their sections on:

- The [‘Mechanics’](#) of writing for practical help with sentence structure, phrases, parts of speech
- [Grammar](#) for quick answers to all of your grammar questions. And, of course, practice exercises!

[University of Wisconsin-Madison Writer’s Handbook](#) – another comprehensive site with multi-media content. Some chapters to review:

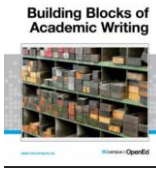
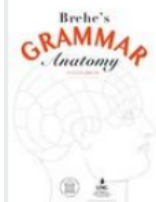

- [“Writing Process and Structure”](#) for a step-by-step approach to constructing an argument, outlining and writing your paper.
- [“Improving your Writing Style”](#) provides short, quick guidance on writing clear, concise sentences and using transitional words and phrases.

[Merriam-Webster Online Dictionary & Thesaurus](#)

[Collins Online Dictionary & Thesaurus](#)

### STOCK YOUR LIBRARY....

Choose from a selection of open textbooks from the [BC Open Collection \(BCCampus\) – Communication & Writing Collection](#)

	<p><a href="#">Building Blocks of Academic Writing</a> covers typical writing situations for developing academic writers, from prewriting and research through expressing themselves online. Developmental work in different types of paragraphs—descriptive, narrative, expository, persuasive—allows students to build capacity for longer essays. Download or read online.</p>
	<p><a href="#">Brehe’s Grammar Anatomy</a> makes grammar accessible to general and specialist readers alike. This free and open textbook provides an in-depth look at beginner grammar terms and concepts, providing clear examples with limited technical jargon. It features practice exercises at the end of each chapter, with answers in the back of the book, to help students test and correct their comprehension.</p>
	<p><a href="#">Writing for Success</a> is a text that provides instruction in steps, builds writing, reading, and critical thinking, and combines comprehensive grammar review with an introduction to paragraph writing and composition. It includes over 150 interactive H5P activities. Download or read online.</p>

**BROWSE** the RTC [KOHA Library Catalogue](#):

Keywords: ‘grammar’, ‘academic writing’, ‘English language’, ‘report writing’

Section 400 – Language (Call number 425 = English Grammar)

Section 800 - Literature, rhetoric and criticism (808 = Rhetoric)

**THE WRITING PROCESS....the last word**

# The Writing Process



Credit: University of Kansas Writing Center <https://writing.ku.edu/writing-process>