

On the Job **WRITING**



BASIC EDITION

Lesson 10

In this lesson, you will learn to:

- Rewrite your document ideas
- Organize by outlining
- Revise your writing
- Write the draft
- Edit for improvement
- Proof for errors

SIX STEPS OF WRITING

Lasha was editor of the Hanley High yearbook and wrote a sports column for her local newspaper during school. She majored in Communications during college.

She currently works as a communication specialist for an international firm in New York City. Her job has taken her to Russia, England, Brazil and Spain in the last five years, where she has met with coworkers to brainstorm ideas for marketing their consulting company. She is also a guest columnist for a women's magazine.

Lasha's reputation has led to many invitations to speak at seminars, for podcasts and at conventions. She has been interviewed for one television show and has a big following on Facebook. Next month she's scheduled to give a presentation to her communications association on how she goes about writing. She plans to start by telling them what not to do!



DEFINE IT! Outlining

A method **writers** use to organize the main points of their documents so they make sense to readers.

An **outline** can prevent a **writer** from getting stuck.

From past experience, Lasha has learned that jumping into the first draft of a complex document without first doing some individual or group brainstorming costs her time. She believes in writing down ideas, adding to them and converting them to an outline before starting to write. She plans to tell the attendees that she thinks this makes a smart writer. Her business card reads the slogan "Be a smart writer!"

SIX STEPS FOR GOOD WRITING

Some writers just start putting words on paper or a screen. Then they revise until they arrive at the result they want. But this isn't the easiest way. As you become more skilled at writing, you will see a process forming, one that breaks the work down into six steps.

Professional writers devote time to each step of the writing process, but you don't have to wait to use the steps until you are a professional. Begin now to form good writing habits.

Step 1: Prewrite

Prewriting is the basic level of writing. During this time you will think about different ideas that can lead to the message you want to deliver.

Imagine that you work for a security firm that is trying to win a contract with an airport to deliver the highest level of safety. You and a team of four coworkers are asked to develop a strategy the firm can use in speaking with the airport decision makers. As team leader, you will write a short document about the approach the team has developed.

First, you'll think of several ideas to capture what you want to say. These will help you form your message.

- | | | |
|------------------|------------------|----------------------|
| A changing world | Security threats | Passenger safety |
| Airport shopping | Wait time | Passenger confidence |

Step 2: Outline

Now that you have ideas about what you want to say in a document, you will write an outline that arranges your thoughts in a good order. By outlining, you will cut down on revising time later.

- I. Why security matters
 - A. A changing world
 - B. Security threats
- II. Passenger wait time
 - A. Safety
 - B. Shopping
- III. Passenger confidence
 - A. Uniformed security personnel
 - B. Friendly security personnel



TECHNOLOGY CONNECTION



Microsoft Word contains a feature that allows you to build an outline and use it to organize your finished document. Go to "Help" in Word and enter "Outline."



Taking time to outline a written document may be ignored on a busy workday. Why is avoiding outlining a bad idea?

Step 3: First draft

After creating an outline, your next step is to write the first draft. This is your attempt to get words on paper. Every word does not have to be perfect.

In today's world, new security measures have helped stores in airports gain customers because of increased security. Sales are gained as people shop to fill time as they wait for their flights. Customers like to see uniformed, friendly security officers. Security measures are important in today's changing world. This is a particularly big issue at airports.

Step 4: Revise

Good writers expect to go through several drafts before the mix of words and paragraphs is right for their audience. While the number of drafts will depend on the complexity of your document, you should plan to rearrange sentences and paragraphs, add examples or details and make other improvements.

In today's world, enhanced airline security plays a big role. Customers like to see uniformed personnel, especially if they are friendly. They feel more confident about no terrorism. This has helped airport shops gain sales because travelers don't want to waste time sitting around. People arrive early to check in for their flight. They make purchases of clothing food and magazines.

Step 5: Edit

Your document is not finished until you check all the facts, remove unnecessary words and create a clear flow of writing.

In today's world, airline security plays a big role. Customers who see friendly, uniformed personnel feel more confident of their safety. This has helped airport shops increase sales as travelers shop to fill time. People arrive to early check in for their flight. They make purchases of clothing, food and magazines.

Step 6: Proofread

In Step 5, one spelling and one grammar error were made. Did you catch them?

In today's world, airline security plays a big role. Customers who see friendly, uniformed personnel feel more confident of their safety. This has helped airport shops increase sales as travelers shop to fill time. People arrive early to check in for their flight. They make purchases of clothing, food and magazines.

LESSON 10 ACTIVITY



Revise, edit and proof the following sentences to form a more readable message. Remove unnecessary words or phrases.

One overlooked consequence, of a natural catastrophe. Such as tornadoes, hurricanes or an earthquake, is the seemingly potentially devastating problem of missing persons. The number of people missing is sometimes never known, and it is a tragedy. Trees that fall on cars and houses kill a lot of people, not to mention the damage caused by wind. If you've never been in a tornado, you don't want to be. You need to stay safe by going to a basement or a closet. Stay away from windows.