

Teaching of Writing

The actual **PROCESS** of writing is as important as the **PRODUCT!**

There are five vital stages of effective writing. If you are engaging in writing activities at home with your child, try to make sure that all these stages are arrived at.

1. **Pre-Writing**: Plan, plan, plan! This stage takes the most amount of time. Children should be supported to:

- Choose a topic of interest
- Brainstorm (gather) ideas, for example, words to be used in the piece
- Organise their thoughts in a sequential order, for example, what ideas will be written first, second and last (Plan different paragraphs)

2. **First Draft**: Children are encouraged to get their ideas down on paper. Focus is on the ideas and content, not on mechanics, i.e., spellings and grammar. You should encourage

your child to say what they mean as directly as they can and to write as though they were "telling" the reader about the topic. Avoid giving children spellings, it's more effective to ask them to sound out the initial, middle and final sounds in the word and attempt it themselves. (For example, "extraordinary" - ex-tra-or-din-ary)

3. Revising: This is a stage where the children are offered the opportunity to look again at what they have written. At this stage different things may happen, for example, rearranging words and ideas, checking the sequence of events, deleting unnecessary sentences, thinking of better words for..., making sure that sentences are started differently, etc.

4. Editing: Here the writing is proofread for spellings and grammar. Encourage children to look up words in their dictionaries and become independent and competent writers. Focus on one aspect of editing each week, for example, capital letter at the beginning of sentences, full stops, etc. The following grid is a useful guide to using punctuation appropriately:

Capital Letters

- At the beginning of a sentence
 - For the pronoun I
- For the names and titles of people
- For the names of months, places, days of the week and special days
- For the title of books, plays and films

The Comma

- The comma indicates a brief pause
- It is used to show the person spoken to, e.g., "Hello, Vera, may I speak with your brother?"
- It is used to show a list of events/actions
- It is used to separate phrases beginning with a present participle (...ing), e.g., Jumping over the wall, he injured his back.

The Apostrophe

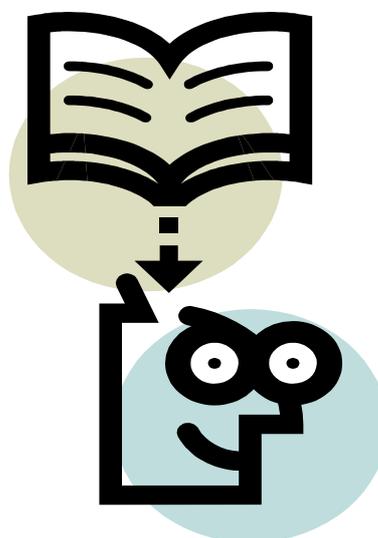
- Use this when showing that something belongs to someone
 - The boy's runners

Full Stops

- We always use a full stop at the end of every sentence
- Don't keep connecting sentences with "and", use full stops and then begin a new sentence with a capital letter

Question Marks

- Look out for Who/What/Where/When/Why/Which/How/Do/Did!
- This is the only way to write a question mark - ?
- They are always put at the end of the sentence
- Example: Who owns this hat?
 - Do you have my ruler?
- You simply use them when you ask something which requires a reply!



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| <ul style="list-style-type: none">• If a word already ends in s,
just add the apostrophe, e.g.,
the boys' runners• If the plural does not end in
s, we add 's• Its means belonging to
something but it's means it is
or it has | |
|--|--|

5. Publishing: This final stage involves sharing the piece of writing with somebody, for example, brothers/sisters, parents, friends, neighbours, extended family, etc. The child should be encouraged to read his/her piece of writing aloud and it is crucial that s/he is praised for all efforts.

Enjoy!!