

BASIC RULES OF WRITING

PREPARATION TIME: 30'

TEACHING TIME: 1 X 60'

ABSTRACT

This learning scenario offers a practical introduction into the basic rules of writing. It gives some tips and examples about the structure of a written work, and then goes on to define paragraphs as basic units and how these should be composed. In the last instances, it provides information about revising and editing as important parts of the writing process.

KEYWORDS

Writing, Paragraph, Sentence, Revising, Editing

ONLINE EDUCATIONAL RESOURCES

- *Lesson on Basic Rules of Writing from mediactiveyouth.net*
- *Prezi presentation [Basic Rules of Writing](#)*
- *Quiz [Basic Rules of Writing](#)*

LESSON AIM

The aim of the lesson is for students to understand the basic rules of writing, that is, to comprehend the ration between an introduction, main body and conclusion, to grasp the logic of writing a solid paragraph as the basic unit of a text, and to practice revising and editing their work as most important features of any good journalistic writing and reporting.

LESSON OUTCOME

Student will acquire better understanding of the basic rules of writing, realize how paragraphs should be constructed and get examples in order to be able to recognize well written paragraphs and practice to write them themselves.

LESSON IMPLEMENTATION PROCESS

Min 1-5 Warming-up: An effective way of involving participants and setting common expectations about what they will learn is to ask a few preliminary questions on the subject. The educator introduces the topic and class contents, prepares PowerPoint/Prezi presentation; various teaching methods: lecturing, discussion, self-reflection, group work.

5-45 Lecture and collaborative learning – in the first 15 minutes, the educator lays out the foundations about good writing – the relation between an introduction, main body and conclusion, and about a paragraph being the basic unit of text and how it should be constructed. The educator offers brief examples of well and poorly written paragraphs and invites the participants to discuss about it.

In the next 25 minutes, the participants are divided into groups and asked to write a brief, 4-5 sentences long paragraph on the same topic. Each group has 20 minutes and sends their work via Canvas. Their work is then displayed on the screen and discussed together.

While presenting the content make sure to interact with the trainees and encourage them for active participation.

45-55 Participants take the short Quiz on the *Basic Rules of Writing*.

55-60 Conclusion: Make a short summary of the lesson and ask a couple of questions which help underlying the most important messages.

MATERIALS / TOOLS

Video projector, laptop/desktop, Internet connection, Moodle, Canvas.

PowerPoint/Prezi/ presentation which is enriched with visual materials (images) and research based factual information.