

# WRITING A CONCEPT

PREPARATION TIME: 30'

TEACHING TIME: 1 X 60'

## ABSTRACT

This learning scenario introduces a practical tip for improving writing and style – creating a concept and concept note that will serve as a reminder and blueprint for the article, and lay out the most important information, arguments and outline its structure. The concept serves as a cognitive and practical framework, “bones” of the article and helps in identifying what the structure of an article should be and what argument it should contain.

## KEYWORDS

*Writing,  
Concept,  
Concept note,  
Article*

## ONLINE EDUCATIONAL RESOURCES

- *Lesson on Writing a concept note from [mediativeyouth.net](http://mediativeyouth.net)*
- *PowerPoint presentation on Writing a concept note from [mediativeyouth.net](http://mediativeyouth.net)*
- *Canvas app*

## LESSON AIM

The aim of the lesson is for participants to understand the value of making a concept note and thinking in advance about the whole structure and order of their piece, as well as to be able to write an effective concept note that will summarize their article and its structure and arguments.

## LESSON OUTCOME

Participants will understand better the value of a good, well thought concept note, and will gain basic skills to be able to practice further writing an effective concept note that contains the summary of all parts and of the main arguments.

## 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 presentation; various teaching methods: lecturing, discussion, self-reflection.

**Collaborative learning** – in this part, the educator talks with the participants about the value and constitutive elements of a good concept note. S/he mentions that the concept should provide answers to **4 basic questions**, and discussed them:

**1. Length.** How long is your article going to be? Plan 10% for your introduction and conclusion and the rest for the main body.

**2. References / sources / bibliography.** What are the references you are using? Conduct a research and have a list of main, most relevant references, be that book, articles or web-links that you will use in your article

**3. Structure.** How many paragraphs/main arguments will your article have? What are the main claims you will expose and elaborate upon? Focus on 4-5 main arguments and develop them as separate paragraphs, each having itself a firm structure. The paragraphs should work together well, i.e., all your main claims should contribute to the overarching main argument and gradually contribute to it.

**4. Provisional Introduction & Conclusion.** Once you have your concept ready, you should also try to have a handy, short introduction and conclusion, even just 1-2 provisional sentences that will contain the initial core of the future intro and conclusion. This way, you should build a strong structure, coherent and tightly connected arguments that will form the core of your future articles. Once you identified the suitable design and structure, rather try to stick to it then divert from it, unless there's a good reason for such change.

**30-55 Individual work.** The participants are asked to make a short, provisional concept and send it via Canvas to the educator. The educator then shows these concept notes to the participant and they discuss them together. While presenting the content make sure to interact with the trainees and encourage them for active participation.

**55-60 Conclusion:** Make a short summary of the lesson and ask a couple of questions which help underlying the most important messages you would like to give.

## **MATERIALS / TOOLS**

Video projector, laptop/desktop, Internet connection, PowerPoint presentation. Canvas app for receiving and displaying joint information/responses.