

TOPIC 2:

The Writing Process

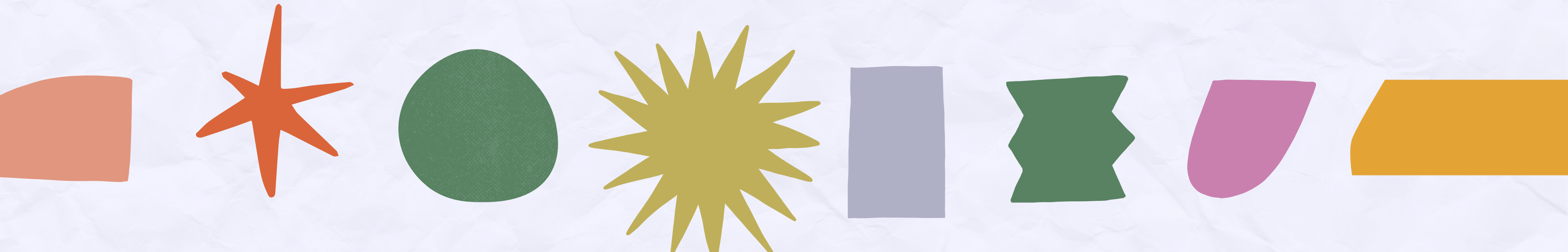
BY MISS RAHA



Doa starting class

رَبِّ زِدْنِي عِلْمًا وَارْزُقْنِي فَهْمًا

Oh Allah, increase me in knowledge and understanding



Understanding the writing process for:

- Essay writing
- Formal letter
- Resume



Learning outcomes

1

Students will be able to identify and explain key components of essay structure.

2

Students will be able to recognize the format and structure of a formal letter.

3

Students will be able to identify the essential components of a resume.

Essay Writing



What is an Essay?



An essay is a short piece of writing that focuses on a **particular topic** and expresses the writer's ideas, arguments, or analysis. It gives your opinion or explains something about a topic in an **organized way**.

Overview of an essay

Introduction

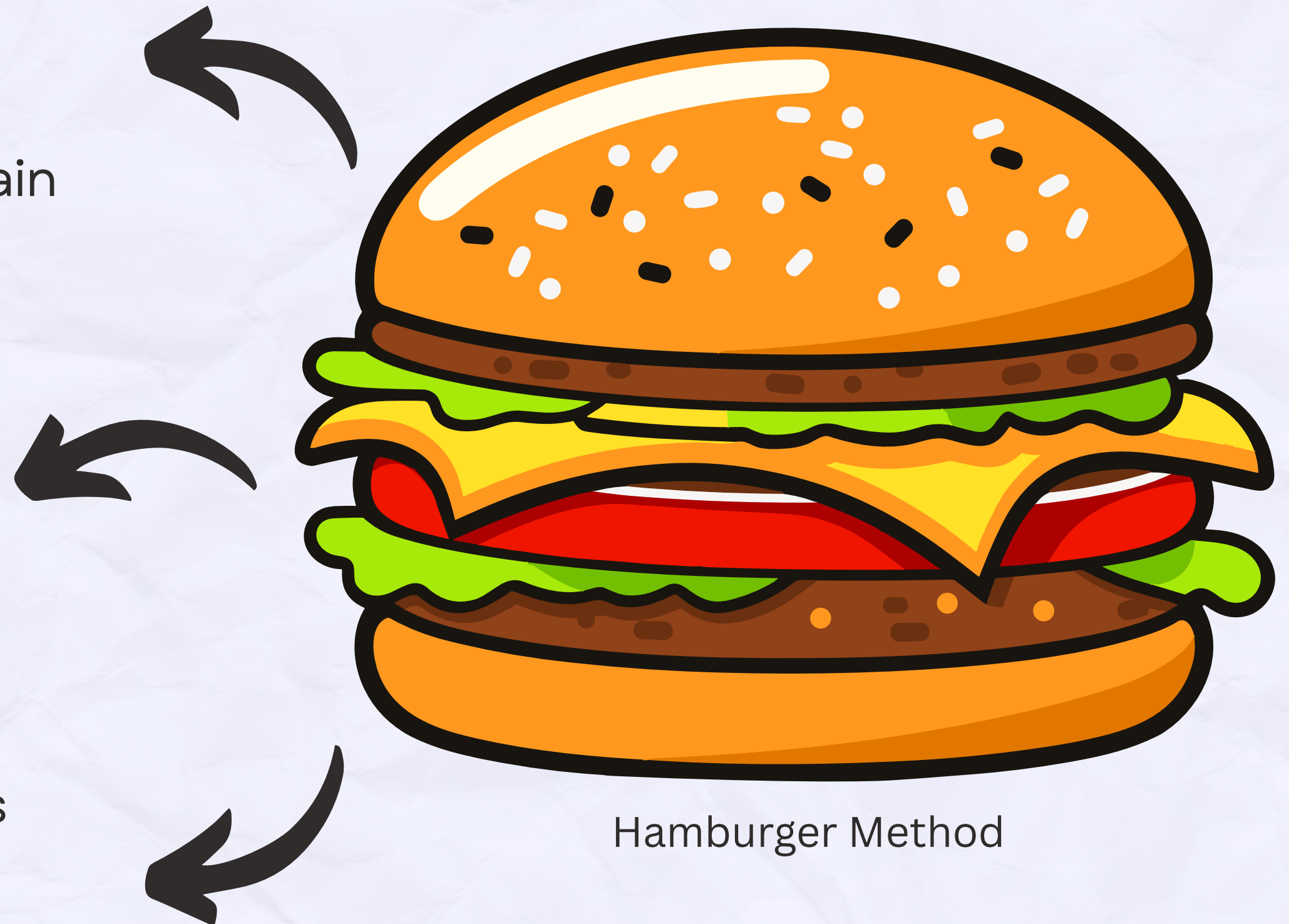
1. General statements and information about the topic.
2. Thesis statement: lists the main ideas in the essay.

Body paragraphs

1. Support the main ideas of the thesis statement.
2. Begin with topic sentences.

Conclusion

1. Brief summary of main points of the essay.



Hamburger Method

1. Write down all ideas related to the topic.
2. Think of examples, arguments, or experiences.
3. Tools: Mind maps, bullet points, or freewriting.

1. Brainstorm ideas

2. Create an outline

- Basic Essay Outline:**
1. Introduction
 2. Body paragraph 1
 3. Body paragraph 2
 4. Body paragraph 3
 5. Conclusion

Planning Your Essay

Each body paragraph should focus on one main argument that supports your thesis.

How to decide:

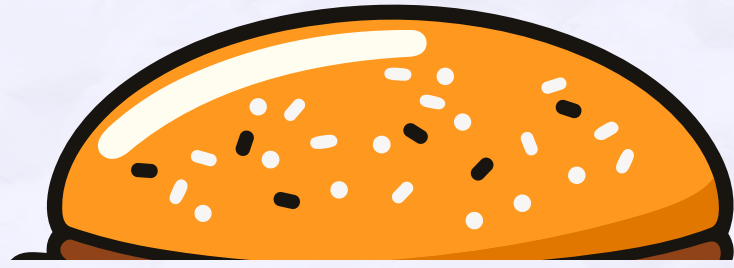
1. Choose the strongest, most relevant points from your brainstorm.
2. Avoid repeating the same idea in different words.

4. Decide on main arguments for body paragraphs

3. Organize points logically

How to do it:

1. Group related ideas together: Combine similar points under one main idea.
2. Use a clear order: Order of importance (most to least important or vice versa) or Chronological order (time sequence)



Rule 1 : Introduction

An introductory paragraph is the **first** paragraph in an essay. It contains two parts:

General Statements

a few sentences
about your
subject that catch
the attention of
your reader.

A Thesis Statement

one sentence that tells
your reader the main
points of your topic and
states the overall “plan”
of your essay.

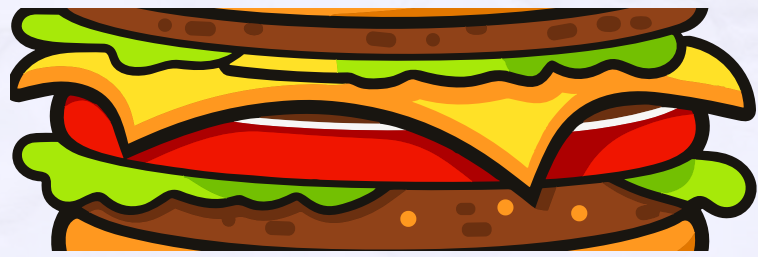
Example for Introduction

Topic: The Benefits of Reading Books

In today's fast-paced digital world, many people are turning to screens for entertainment and information, often overlooking the simple joy of reading a book. While technology has changed how we access stories and knowledge, traditional reading remains a powerful tool for personal growth and development. **Reading books regularly improves mental focus, expands vocabulary, and stimulates imagination, making it an essential habit for lifelong learning.**

General Statement (Hook)

Thesis Statement



Rule 2: Writing Body Paragraphs

The body consists of **one or more paragraphs** following the introduction. Each paragraph supports the main idea of your essay by breaking it down into smaller ideas or sub- topics.

Each body paragraph consists of a topic sentence and several supporting sentences. A conclusion sentence draws the paragraph together.

1

Topic Sentence

main idea of the
paragraph



2

Supporting Details

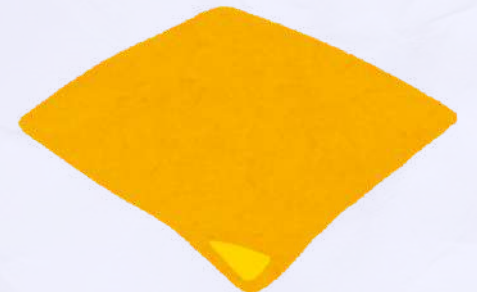
facts, examples,
explanations



3

**Concluding
Sentence**

wrap up and
transition



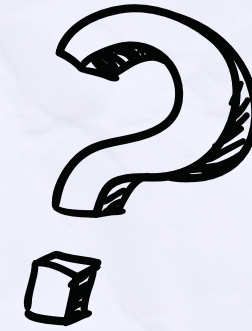


Rule 3 : Conclusion

The conclusion paragraph is the **last paragraph** in the essay. It completes the essay by summarizing or repeating the most important ideas. The conclusion can also include an opinion, a prediction, or a solution to a problem.



Tips for writing: Use Transitions



1

Help the essay
flow smoothly

2

Use between
and within
paragraphs

3

Examples:
Firstly,
In contrast,
As a result,
However

Activity: Identify parts of essay

Introduction, body paragraph or conclusion?

One of the main reasons English is important is because it gives people access to more information. A large percentage of books, websites, and academic materials are written in English, especially in areas like science, business, and technology. People who understand English can take online courses, read international news, and study from a wider range of sources. This gives them a great advantage in school, work, and everyday life. Therefore, knowing English allows individuals to learn more and stay informed in a fast-changing world.

Activity: Identify parts of essay

Introduction, body paragraph or conclusion?

Language is one of the most powerful tools humans use to connect, share ideas, and build relationships. In today's globalized world, English has become the most widely spoken and studied language. Learning English is important because it improves access to information, enhances career opportunities, and helps people communicate across cultures.

Activity: Identify parts of essay

Introduction, body paragraph or conclusion?

In conclusion, learning English is a valuable skill that offers many personal and professional advantages. It helps people gain knowledge, increase career opportunities, and connect with a global community. In my opinion, English will continue to grow in importance, especially as more communication and learning happen online. I believe that in the future, knowing English will be as essential as knowing how to use a computer.

Types of Essays



Narrative Essay

- **Purpose:** Tell a story or personal experience.
- **Tone:** Reflective, emotional, first-person.



Compare & Contrast Essay

- **Purpose:** Explore similarities and differences between subjects.
- **Tone:** Balanced, logical, comparative.



Descriptive Essay

- **Purpose:** Paint a vivid picture using sensory language.
- **Tone:** Imaginative, detailed, personal or objective.



Expository Essay

- **Purpose:** Explain a topic using facts and logic.
- **Tone:** Neutral, objective, informative.



Persuasive Essay

- **Purpose:** Convince the reader of a specific viewpoint.
- **Tone:** Assertive, engaging, sometimes emotional.



Analytical Essay

- **Purpose:** Break down a topic to examine how it works.
- **Tone:** Critical, focused, analytical.



Argumentative Essay

- **Purpose:** Present a strong argument with research-based evidence.
- **Tone:** Formal, logical, often includes rebuttals.

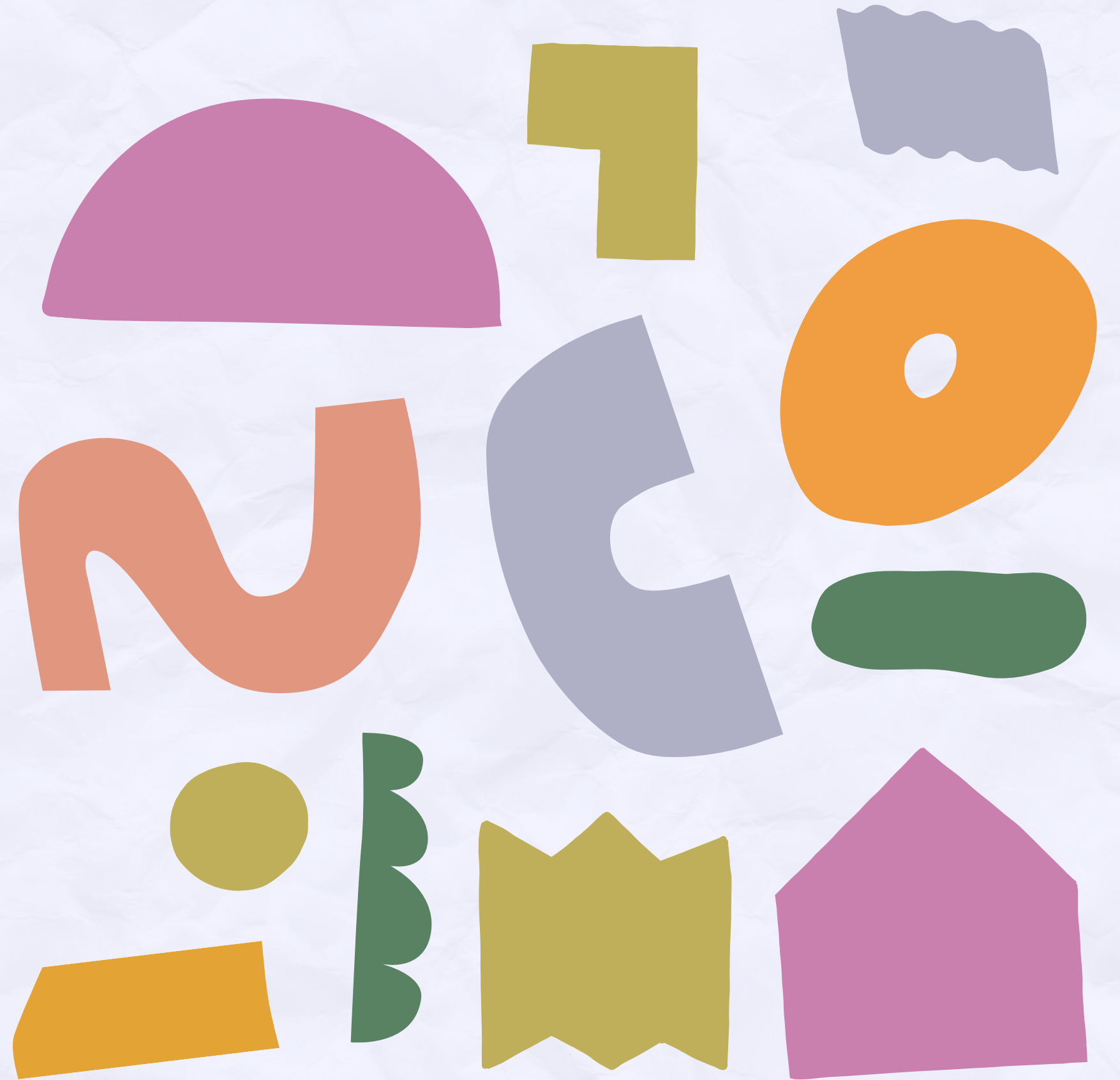




Task

1. Form a group of 8–9 students.
2. Each group will receive one type of essay.
3. Your group needs to identify the following:
 - **Purpose of the essay**
 - **Important elements**
 - **Keywords/signals in the essay question**
 - **Keywords/phrases to use when writing the essay**
 - **Example essay question**
4. Create a mind map based on your discussion.
5. Upload the completed mind map to Padlet.

Break



Formal letter



What is formal letter

A formal letter is a written message used for **official or professional communication**, such as applying for a job, making a complaint, or requesting information.

Use cases



Job applications



**Business
communication**



**Letters to institutions
(schools,
government, etc.)**

7 structure of a Formal Letter



Sender's Address



Date



Receiver's Address



Salutation (e.g., Dear Sir/Madam)



Body of the Letter (Introduction, Main Content, Closing)

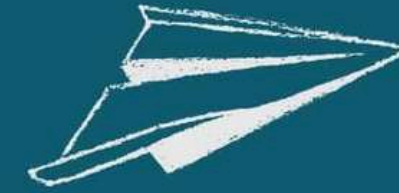


Complimentary Close (e.g., Yours sincerely)



Signature and Name

FORMAL LETTER FORMAT



Sender's Address → 2468 Oceanside Drive, Ocean City NJ 08226

Date → November 22, 2020

Receiver's Address → Mr. Lawrence Jefferson
Community Outreach Liaison
Oceanic Aquatics and Associates
369 Atlantic Ave.
Ocean City NJ 08226

Greetings → Dear Mr. Jefferson

Subject → On behalf of The Will to Serve Youth and Young Adults Outreach Program, we would like to extend a warm thank you for your financial contribution as well as assistance in helping our program provide the assistance and resources our youth and young adults need to get the appropriate training and skills development experience needed to successfully obtain stable employment.

Body → We are inviting you to join us as we celebrate our 10 years of successful community service. We would love for you to be our guest speaker as well as receive the "Supporter of the Year Award" as we acknowledge your organization for its wonderful contribution to our high success rate this year. To show our appreciation, our youth and young adults have put together a special skit they would like to perform for your organization as well as made a special appreciation plaque which they would like to present to you on this day. It will be held Saturday, December 12th at 6:30 pm. Please contact us at (510) 236-9876 if you can attend. We will provide further information during your call. We look forward to celebrating our 10th anniversary with you. Have a wonderful day.

Closing of the Letter → Respectfully Yours,

Signature → Tammy Wilson Co-founder

Tone and language



Use

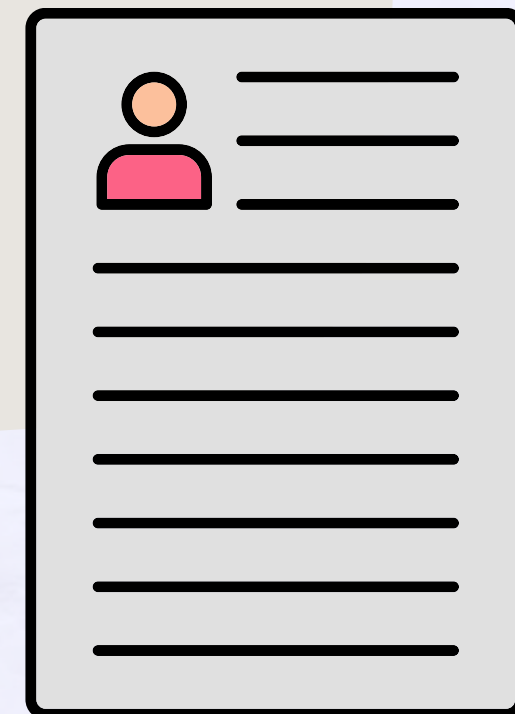
- Polite and respectful language
- Formal vocabulary
- Clear and concise sentences



Avoid

- Slang, emojis, or contractions
(e.g., don't → do not)
- Overly casual language

Resume



What is a Resume?

A resume is a brief document that summarizes your education, skills, work experience, and qualifications for a job or opportunity.

Purpose



To market yourself to employers

To get invited for an interview



Basic Structure of a Resume

- 1** Contact Information
- 2** Summary or Objective
- 3** Education
- 4** Work Experience
- 5** Skills
- 6** Optional Sections (certifications, languages, etc.)

1. Contact Information

Include:

- Full name
- Phone number
- Professional email
- LinkedIn (optional)

Your contact info should be easy to find. Make sure your email is professional. No nicknames or old gamer tags.



2. Professional Summary or Objective

Summary: Brief statement highlighting your top qualifications

Objective: Statement of your goal, ideal for students/new job seekers

3. Education

Include:

- Degree/Diploma
- School Name
- Graduation date or 'Expected' date
- Relevant coursework or GPA (optional)

4. Work Experience

Include for each job:

- Job Title
- Company Name
- Dates worked
- Bullet points (responsibilities & accomplishments)

Use strong action verbs like 'Managed,' 'Organized,' 'Led.'

Focus on what you did and what you achieved, not just the task.

EDUCATION

Bachelor of Science in Chemistry | 2026-2030

East State University, Valley City

- Relevant Coursework: Organic Chemistry, Inorganic Chemistry, Physical Chemistry, Analytical Chemistry, Chemical Engineering Principles, Thermodynamics, Material Science
- GPA: 3.8

WORK EXPERIENCE

Undergraduate Research Assistant | 2029-2030

Chemistry Department of East State University

- Collaborated with a research team to study the synthesis of novel organic compounds
- Conducted experiments using chromatography, spectroscopy, and other analytical techniques
- Analyzed and interpreted data, contributing to a research paper submitted for publication

5. Skills

1. Hard Skills: measurable skills (e.g., Microsoft Excel, graphic design)

2. Soft Skills: personal traits (e.g., teamwork, communication)

6. Optional sections

You can also add:

- Certifications
- Languages
- Awards
- Volunteer work
- Projects
- References

SKILLS

Hard Skills

- *Microsoft Office (Word, Excel, PowerPoint)*
- *Google Workspace (Docs, Sheets, Slides)*
- *Basic graphic design (Canva, Adobe Spark)*

Soft Skills

- *Excellent communication skills*
- *Time management and organization*
- *Teamwork and collaboration*
- *Adaptability*
- *Problem-solving*

AWARDS

- *Dean's List, East State University, 2026-2030*
 - *Gold Award, Chemistry Olympiad, 2027*
-



Effective tips for writing a strong resume

1

Keep it clear and concise

Aim for 1 page, use bullet point

2

Use a clean, simple format

Choose a professional font,
consistent format

3

Start with a strong summary

Focus on what you can offer

4

Tailor your resume to each job

Keywords from the job description,
highlight experiences

5

Focus on achievements

Say what you accomplished, use action
verbs

6

Include relevant skills

List both skills, prioritize skills
relevant to the job

7

Check for spelling and grammar errors

Proofread before sending

8

Don't lie or exaggerate

Be honest about your experiences
and skills.

9

Avoid common mistakes

Unprofessional email, outdated jobs,
personal details

10

Update regularly

Add new skills, achievements, and jobs
as you go

Examples of resume



JOHN SMITH

Content Writer

E

T

A

W

Johnsmith@company.com

+ 098209283038

North Street Avenue 90

www.yourcompany.com

SKILLS

Writing

SEO

Analytics

Creative

Open Mind

LANGUAGE

English

Spanish

Indian

HOBBIES

Travel

Music

Reading

Photograph

PROFILE

>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat.

EDUCATION

First College

Bachelor of Linguistic

2010 - 2014

Second College

Bachelor of Linguistic

2010 - 2014

EXPERIENCE

First Company

Bachelor of Linguistic

2010 - 2014

Second Company

Content Writer

2010 - 2014

PAULA WILSON

JUNIOR DATA ANALYST

123 Anywhere St., Any City | +123-456-7890 | hello@reallygreatsite.com

PROFILE SUMMARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent molestie orci ac nulla dapibus, eget suscipit felis porta. Suspendisse fringilla et libero nec commodo. In hac habitasse platea dictumst. Ut dictum faucibus urna id varius. Fusce ac felis ut diam elementum bibendum ac eu arcu. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

PROFESSIONAL SKILL

Your Skill Here
Your Skill Here

TECHNICAL SKILL

Your Skill Here
Your Skill Here

EDUCATION

Educational Qualification/ Degree, Major 2000 - 2000
University Name, Any City
Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Praesent molestie orci ac nulla dapibus, eget suscipit felis porta.

Educational Qualification/ Degree, Major 2000 - 2000
School Name, Any City
Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Praesent molestie orci ac nulla dapibus, eget suscipit felis porta.

WORK EXPERIENCE

Job Title/ Position Month, Year - Month, Year
Company Name, Any City

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Praesent molestie orci ac nulla dapibus, eget suscipit felis porta.
- Suspendisse fringilla et libero nec commodo. In hac habitasse platea dictumst.

Job Title/ Position Month, Year - Month, Year
Company Name, Any City

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Praesent molestie orci ac nulla dapibus, eget suscipit felis porta.
- Suspendisse fringilla et libero nec commodo. In hac habitasse platea dictumst.



Task

1. Based on the tips, start building your own resume using a template on Canva.
2. Upload in Google Classroom.

The background is a light blue-grey crumpled paper texture. Scattered across it are various colorful, hand-drawn geometric shapes. These include: a large purple oval at the top left; a green vertical pill shape; a pink ring; a green wavy-edged rectangle; a large olive green 'C' shape; an orange trapezoid; a green triangle; a small purple rectangle; a large olive green ring; a black diamond; an orange five-pointed star; a pink semi-circle; a green circle; a pink trapezoid; an orange semi-circle; a green star; a large pink 'Z' shape; a black circle; a green scalloped edge shape; a purple semi-circle; a large grey semi-circle; an orange ring; a green rectangle; a black circle; an orange ribbon-like shape; and a green spiky star-like shape at the bottom right.

Thank you