The aim of this leaflet
To introduce you to some learning tips related to writing.

Some basic advice
Many of us find writing in English difficult. It seems that putting together ideas in a second language and managing the mechanics of grammar, spelling and format at the same time is no easy job. We have no magic formula here but writing can become more manageable if you break it down into a series of smaller steps. And make sure you have good planning and clear thinking.

No matter what you write, it is never a one-step procedure. You have to plan, write, edit and proofread. Many students have a misconception that the writing process ends at the point of finishing the first draft. Remember, writing includes writing and rewriting, no matter how little time you have.

Organizing your learning plan
With a little help from an Writing Adviser, you can try to organize and execute your own writing plan. The following is one of the many approaches. Now you are in charge - you can shape the plan according to your learning styles and needs.

Steps we might want to go through

Needs analysis  ➔  constructing plan  ➔  getting started  ➔  reviewing learning

Needs analysis
Do a brief needs analysis. Ask yourself what kinds of writing you want to learn or improve. And also ask yourself: ‘Why?’ , ‘How much time do I have?’ and ‘What outcomes do I expect?’.

- Formative assessment
  - Make an appointment with a Writing Adviser and ask him/her to comment on your writing skills.

- Analysis of writing
  - Analyze a sample of the kind of writing which you aim at learning
  - Analyze a sample of your own writing

Constructing your own writing plan
In the plan, you should include the following areas:

- learning methods
- time management
- resources

Getting started
The best way to get started is to make an appointment with one of the Writing Advisers and show him/her your learning plan. S/he will give you all the tips you need.
Taking action
- Recording actions: log sheets, worksheets, evidence of work, meetings with a Writing Adviser
- Recording reflections: learning journals, emails/meetings with a Writing Adviser
- Writing portfolio: recording work and showing progress
- Evidence of what you have learnt: a piece of writing, a stack of learning cards etc.

Reviewing learning
At this stage, you should be:
- evaluating your own learning plan
- evaluating your performance and commitment
- assessing your learning outcomes
- thinking about possible revisions to your plan.

Evaluating writing
Discuss your writing/learning outcomes with a Writing Adviser.

Writing skills are interrelated to other language skills, especially reading skills. If you want to improve your writing skills, the prerequisite is to read more.

In order to improve your writing, you should make writing and reading part of your life. You might want to try:
- writing diaries
- writing down reflections to record your learning experiences
- exchanging emails with a number of people
- reading magazines/newspapers regularly
- writing book reports

Come and talk to any of the advisers if you want to further discuss these methods.

And now…
If you would like any help or advice, or just a chat about your progress, please get in touch - we are here to support your independent learning! To contact us:

- make an appointment to see an adviser. For details of advisers and their availability, please go to http://ilang.ele.ust.hk/writing-adviser-timetables/.
- e-mail your questions to iLANG (lcilang@ust.hk).
- ask at the reception counter of the Language Commons — if the receptionist cannot help you directly, s/he will pass your query on to one of the advisers.

What else can you do?
- browse the many physical and online materials for Writing.
- join a Writing activity or short course.

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