

Writing Process / Background of a Proposal

Three important elements to consider in all writing are Purpose (Why are you writing?), Audience (To whom are you writing?), and Form (What will the finished piece look like?). As your group arrives, think of something you recently wrote and identify these three elements.

Meet the people in your group for today. Find out their names (and pronunciation) and something about where they come from (country, state, college, neighborhood, major). Share with them your answer to the question above.

Continuing the Case Study: (Repeating as needed) The next group will asks me a question, I'll answer it, one person in each group (taking turns) summarizes my answer and asks the others "did I understand correctly?", and group discusses answer and what question they might want to ask next. Remember that the goal will be to understand the background well enough to write 3–5 sentences describing the background, so take good notes!

The Writing Process: Planning (hearts)/Drafting (diamonds)/Revising (clubs)/Editing (spades). I will discuss briefly each of the four steps in the writing process. Be ready to summarize my thoughts about your assigned step to your group.

Consulting Proposal: Background and Goals Section

Purpose: Demonstrate to the client that you understand the subject matter and the goals of the study well enough that they will trust you to work with them on it.

Audience: The client.

Form: A prose paragraph (or several).

Planning: As a group or individually, do some planning. (don't write yet!)

Writing: Write 2–3 sentences about the background and goals of this study. (Don't revise!)

Name: _____

Name some reasons why thinking of writing as a process is valuable.

Please leave this sheet, your nametag, and your playing card on the tables by the door when you leave. The other sheet is for you to keep; this sheet will not be returned except by request.