

How to Improve Your Writing in Six Easy Steps using:

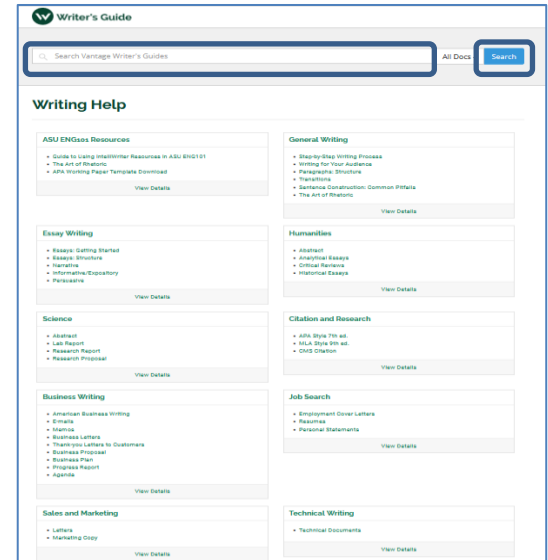
IntelliWriter

Step One: Learn how to Draft the type of Document You want to Write

The first decision you must make is what type of document you plan to write. This is important because documents often require different writing styles and/or structures. For example, a professional, analytic research paper is vastly different from a persuasive essay. For help understanding the differences among the many types of documents you may write, always use the **Writer's Guide** ([View Writer's Guide](#)) found in the side bar. In addition, you'll find instructional support covering a variety of topics and citation guides for APA, MLA, CBE/CSE and CMS.

The screenshot displays the IntelliWriter web editor interface. The main document area shows a text editor with a toolbar at the top containing various formatting options like bold, italic, underline, and text color. The document content discusses the proliferation of the internet and its impact on communication and commerce. On the right side, there is a sidebar titled 'Writing Tools' which includes a 'Writer's Guide' section with a 'View Writer's Guide' button, a 'Cite.ai' section for checking document originality, and a 'lexipedia' section for finding definitions and synonyms. The browser's address bar shows the URL 'https://editor.intelliwriter.com/document/effects_of_tech.html'.

Click **RESOURCES** on the sidebar header and select [View Writer's Guide](#). From the Writer's Guide window, you can select from among the many types of documents listed or type the style of writing you need in the **Search** bar.



Step Two: View Writing Instructions & Study a Writer's Guide

A screenshot of the 'Writer's Guide' application, specifically the 'Informative/Expository' writing guide page. The top navigation bar shows 'Home > Docs > Essay Writing > Informative/Expository'. On the left, there's a sidebar with 'Essay Writing' as the main category, and sub-categories: 'Essays: Getting Started', 'Essays: Structure', 'Narrative', 'Informative/Expository' (which is highlighted), and 'Persuasive'. The main content area has a heading 'Informative/Expository' and a large image of a stack of papers. Below the image, there's an 'About' section with text explaining what informative/expository writing is. This is followed by a 'Writing Tips: Informative/Expository' section, which includes a 'Before You Write' subsection. The 'Before You Write' section contains a list of tips: 'Know your topic' (with sub-points: Define your topic as specifically as possible, Write down the topic or event that you will write about, Think about what this is or means, Is it clear what you will write about, or is your topic too broad?, Narrow and adjust your topic until you have a clear focus for your writing.) and 'Do background research on your topic' (with sub-point: Read about your topic in a few general sources, such as encyclopedias or newspapers).

Always take a few minutes to review the instructions, writer's models, and revision tips in the Writer's Guide. The instructions, broken down into style, content, focus, and organization, greatly simplify the writing process. Writer's models provide comparable examples and annotations explaining the various components of the type of document you are writing.

Once you've completed a draft, the revision tips will help you validate the quality of your writing. *Refer to these resources frequently throughout the writing process.*

Review the Document Type Description and Revision Tips

Writing Tips: Informative/Expository

Before You Write

When you write an informative piece, it is important to know your topic, audience, and purpose before starting. Considering these aspects of your writing will help you focus on information that will be interesting and useful to your readers and help you choose an appropriate style.

Know your topic.

- Define your topic, as specifically as possible.
 - Write down the topic or event that you will write about.
 - Think about what this is or means. Is it clear what you will write about, or is your topic too broad?
 - Narrow and adjust your topic until you have a clear focus for your writing.
- Do background research on your topic.
 - Read about your topic in a few general sources, such as encyclopedias or newspapers.
 - Write down interesting facts you find.
 - Write down questions you have about your topic.
- Think about the '5 Ws' of your topic.
 - What is it?
 - Who is involved, or to whom is it relevant?
 - When did it happen, or when does it matter?
 - Why is it important?
 - Where did it happen, or where is it relevant?

Know your audience.

- Identify your audience—who, or what group, are you writing to?
 - Think about who will read your writing. Is it required for an instructor or manager? Are you distributing it personally to your readers?
 - Think about where people will read it. Will it be published somewhere that people will be able to access it? What final form will it take: article, paper, internal report, or webpage?

The Writer's Guide provides a detailed description for each document type. The revision tips guide the writer through the writing process from prewriting to final revision.

Review the Writer's Model

See a Model: Informative/Expository Writing

A Writer's Model is a sample of actual writing accompanied by commentary. Writer's Models help you *see* how another person approaches the type of document you are writing. These models can also help you decide what your paper should look like, and the commentaries will describe how each of the essential components was developed.

Informative/Expository Writing

Obesity: America's Fastest Growing Trend

A healthy America should be a top priority for all Americans as the costs of an unhealthy lifestyle to individuals, families, and society are great. Today, 66.3 percent of non-institutionalized adults ages 20 and older are overweight or obese. **(Item 1)** Extremely common in every city across America, obesity poses many health risks for those with abnormally high body weight. Sadly enough, we as Americans are unhealthy as a result of our own poor choices concerning our health, choosing fatty foods and a sedentary lifestyle in spite of the risks they pose. **(Item 2)** From too much fast food to too little exercise, these lifestyle choices affect our long-term health and may put us at risk for certain diseases. Meanwhile, "quick-fix" solutions like gastric or cosmetic surgery pose their own risks while hiding the only real solution—a more nutritious, active, and knowledgeable lifestyle for all

Features of Informative/Expository Writing

Item 1. The use of statistics often makes the information conveyed in an informative writing piece more credible.

Item 2. A brief statement of the background of the paper topic allows readers to more easily understand the article.

Item 3. The author makes a clear statement of the focus of the paper. This is also called the thesis. It is concise and lets the reader know exactly what the author will be talking about.

Item 4. This is a statement of the next subtopic that pertains to the thesis. The author will then provide support for this opening statement. All body paragraphs should follow this format.

Item 5. Using actual caloric information from a restaurant frequented by many Americans allows

Writer's Revision Checklist

The **revision checklist** enables you to accurately self-assess and revise your writing.

Revision Checklist: Research Report

Focus/Purpose

Does all of the detail and support you offer relate to your stated Research Question and Objectives?

- Check each point and detail you include against your Research Question and Objectives. Is it clear how they follow from or support your overall purpose and direction?
- Include sources that contribute to your hypothesis, or to the history of research leading up to your research. Be brief when providing sources that do not directly help the reader understand your study. Omit sources that only tangentially relate to your study. Include these in Further Reading.
- Omit arguments and details that do not directly relate to your Objectives. This does not mean that you should not include findings that are counter to your hypothesis — determine the difference between relevant counter-evidence and irrelevant detail.

Development/Elaboration

Have you named all the Authors of your paper and provided pertinent information about them?

- List everyone responsible for the intellectual content of the paper.
- Give the first name, middle initial, and last name of each, with their academic degree.
- List author affiliations and disclose any conflicts of interest.
- Provide contact information.
- Identify your funding sources and other providers of material help.

Does your Abstract emphasize a summary of the Results and Discussion?

Step Three: Fill Your Document with Meaningful Content

Now that you know more about the document you need to write and have seen a model, you can begin to draft your document. As you start writing, don't focus on *formatting* or *grammar*. **Just write.** Keep your ideas flowing and try to get as much information written as possible. You can trim it later, but for now, write!

If you need help finding information related to your topic or more effective word choices, click the **Resources** tab in the sidebar. There you'll find the research tools **Lexipedia** and **iseek.ai**.

File Edit Check My Doc

Language: English

Grammar Comments Share Resources Stats

Out Copy Paste Paste from Word Find Undo Redo Bold Italic Underline Strikethrough Arial 12 A- A+ Normal

Style Guide Select S... Share Show Comments Comment

proliferation of the internet was a something of a modern dark age. However, between the end of the 20th century and the beginning of the 21st we have fast seen the phrase "I don't know" become an obsolete vestige of the English language. Information systems have tied the world together in a manner that we never thought possible. Everyday children and adults alike carry a wealth of access to information with them wherever they go and through all the highs and lows access to the internet has changed the course of human history.

Information systems have been a significant part of my life since I was a teenager. The first time I had a computer in my home capable of accessing the internet was in 1996, my first real job was working for a computer company building and selling computers and I've been involved in telecom and information systems in some small way ever since. I watched dial up internet access evolve into cable internet access and I worked in the cellular phone industry when smart phones went from being a fringe piece of specialized hardware to being the industry standard. This indicates to me the thirst for information is there and that the convenience and functionality of data streaming is too good to pass up. Video streaming services, social media and file sharing have each in their own way altered our perception of what interpersonal communication is. On a cultural level the changes are omnipresent. Thanks to Facebook and Instagram it's quite rare that I don't know what my friends are doing or where they are at any given point in a day and I don't know I can send them a message through either application that they can respond to in seconds. Netflix is an almost completely indispensable part of dating in the 21st century and music streaming is equally so. Cloud based file sharing programs like Google Drive and Drop Box have made it easier and faster to make sure that you have access to all the information that you need at any given point during the course of a day at the press of a few buttons. Of course these aren't the only changes that have come about in the information age.

Commerce has been changed forever and, in my opinion, there can be no argument that these changes haven't been for the better. Using the internet as a tool for business has made it easier for smaller companies to grow by reaching a base of customers that were previously not available to them. One excellent example of the way that eBay has linked buyers and sellers together all over the world and to the benefit of everyone. I have ordered items from eBay that never would have been available to me if I could not find them there. Not only that but employers have more options for finding the absolute best candidates by taking resumes from a wider net and not having to depend on expensive commercials or ineffective classified ads. This makes for a more competitive job market that increases the options for a business's hiring pool and increases their diversity and performance. Similarly people hunting for employment have more options available and can find prospective employers, compare them and even read reviews of said employers from current and previous employees. Being able to get a wealth of information regarding employers in a short amount of time means that you will be able to make sure that you are finding the right job for you.

Now there are those who consider the information age to be something of a Pandora's Box and, to be honest, there are definitely downsides related to connectivity connected to the internet. For children we've seen a rise in cyber bullying, which is the phenomenon where the bullies at your child's school willessen track them down in their home life and continue harassing them through inescapable notifications on social media. For businesses file sharing applications share conversations music and videos in a way that was essentially theft. Through lengthy legal battles and a restructuring of the share music business they've finally managed

Cite.ai

Use Cite.ai to check the originality of your document.

Check my writing

Please take control of its document first, if the document is shared by others.

lexipedia

Use Lexipedia to find definitions, synonyms, and antonyms and to discover interrelationships among words.

Search Lexipedia

iseek.ai

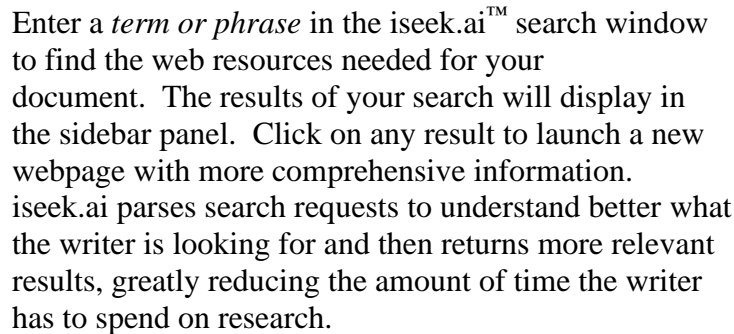
Use ISEEK for a more direct, productive, and intelligent Web search.

Search isseek

JF CW You have control

lexipedia

Enter a *word* in the Lexipedia search window to find definitions, synonyms, antonyms, and more. The results of your search will display in the panel. Click on any result to launch a new webpage with more information and suggestions.

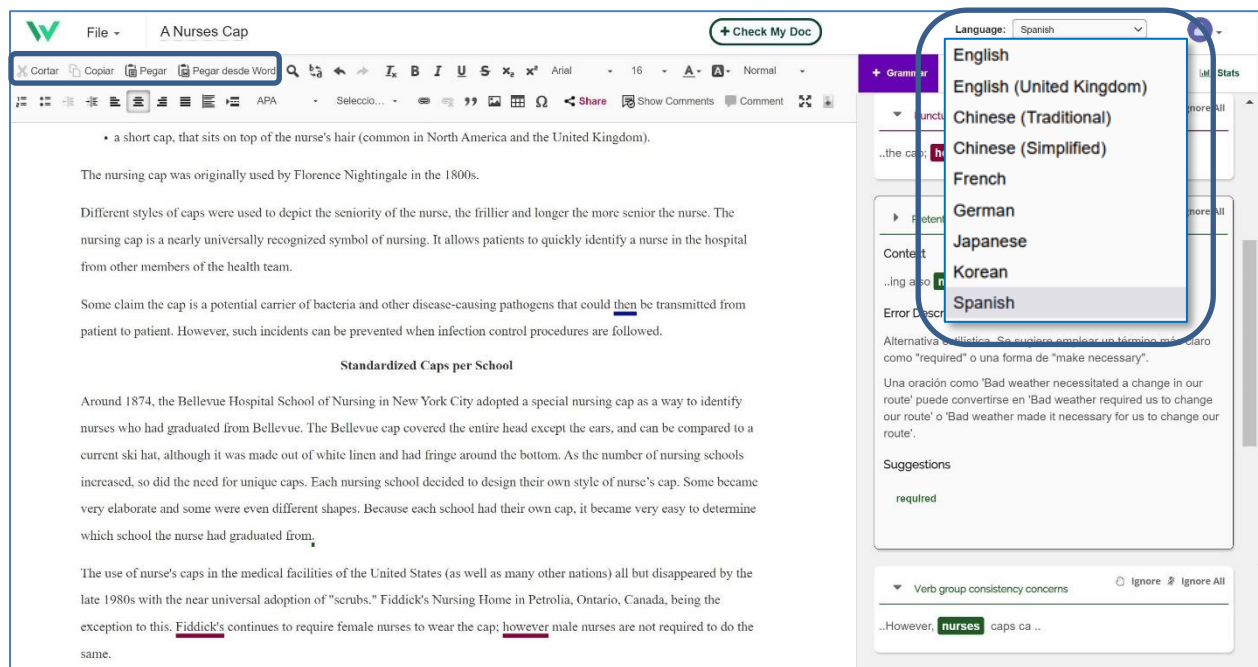
[illegible]

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Spelling and Grammar in Multiple Languages

IntelliWriter provides feedback on spelling and grammar in nine (9) languages: English, English (United Kingdom), Chinese (Traditional), Chinese (Simplified), French, German, Japanese, Korean, and Spanish.

To switch to a specific language, select from the language drop-down. You'll then receive feedback in the selected language. *Note:* The roll-overs for the icons in the document header will also convert to your native language.



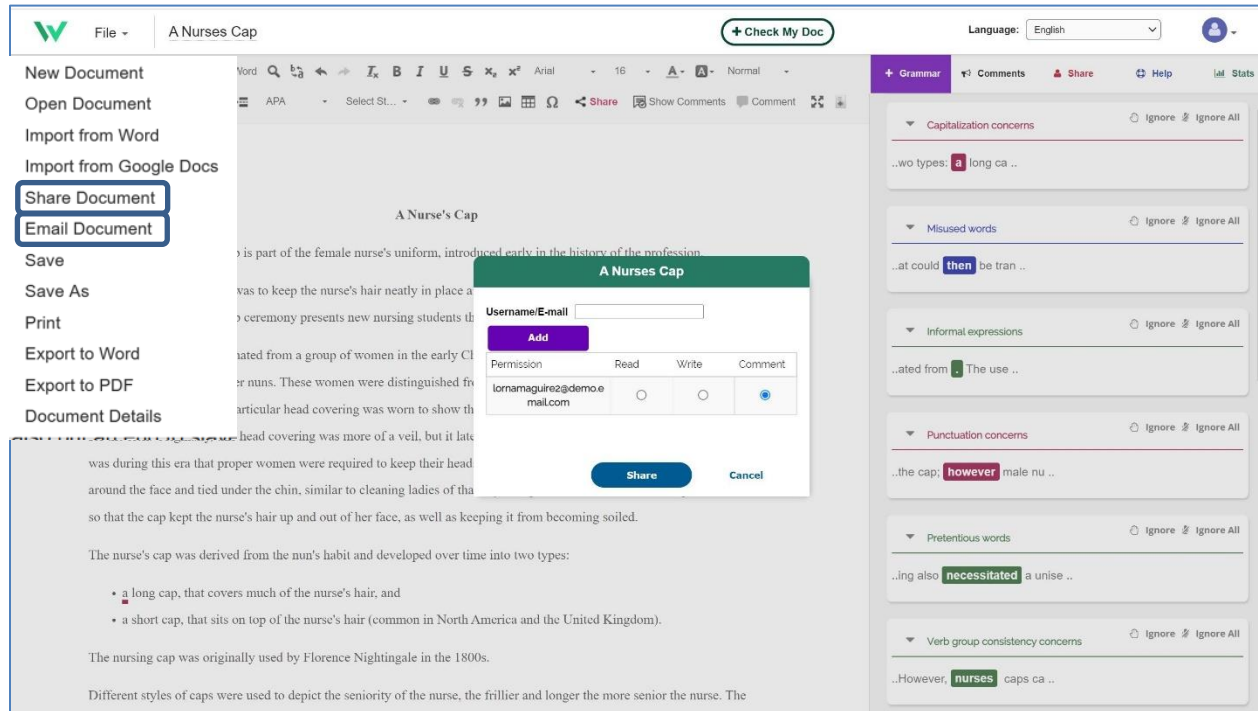
Step Five: Get a Second Opinion

For most writers, it can be challenging to make an objective evaluation of their own writing. The longer you spend drafting and editing your document, the more you'll tend to like what you've written, and the harder it is to answer, *"How good is it objectively?"*

One tried, and true method writers use to "hear" their words objectively is to read the document aloud. Seriously! Find a quiet place and read your work slowly aloud. Hearing your words will make you think differently about your writing.

You may also consider collaborating with a trusted friend or instructor who can provide additional feedback. There are two ways you can do this in **IntelliWriter**.

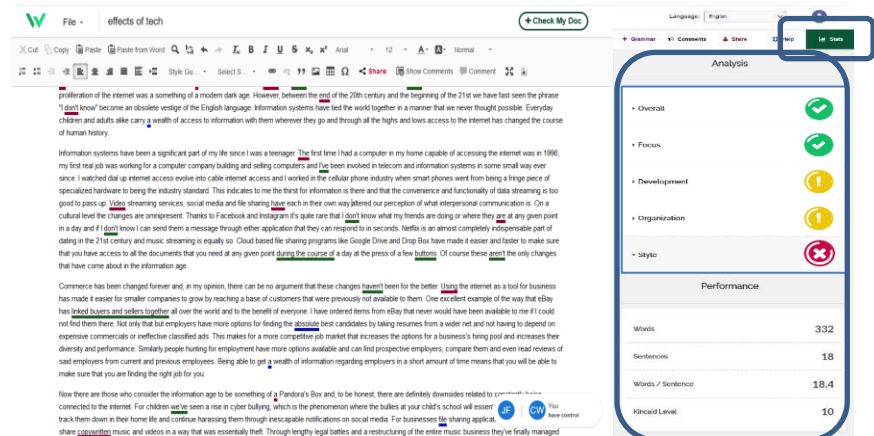
1. To send a copy of your document via email, click on **File**, select **Email Document**, and follow the directions. The recipient will receive a copy of your document attached to an email.
2. To share your writing with another IntelliWriter user and allow this user to add comments directly to your writing, begin by clicking on the **Share Document** icon. Then, follow the directions provided. Comments received regarding your writing will appear in the sidebar panel.



Step Five continued

By clicking on the **Stats** tab in the side panel, you can quickly review your general writing performance against a variety of metrics. Clicking a metric will provide an explanation of that metric.

IntelliWriter's advanced Artificial Intelligence (AI) and linguistic technologies determine these statistics. You can think of these as a "second opinion" regarding your work. IntelliWriter's AI engine will provide general insight into the quality of your writing.



The overall stats provide a "holistic" view of your writing. However, the domain stats look more closely at specific aspects of your writing.

- **Focus:** How well your document remains focused on its main idea.
- **Development:** How thoroughly you develop your ideas; it does NOT consider whether the information you are writing is correct or incorrect, true, or untrue.
- **Organization:** How well your ideas are tied together, including the opening and closing of your document and the transitions you use throughout the document.
- **Style:** The diversity of your word choice and sentence variety.
- Additional statistics include:
 - Number of words
 - Number of sentences
 - Average words per sentence
 - Kincaid Grade Level Readability Index

Writing performance feedback is displayed as a graphic color-coded "range."

- **Green.** Competent writing performance
- **Yellow.** Adequate writing performance
- **Red.** Limited writing performance

Clicking on the drop-down arrow next to each domain/trait will display additional instructional feedback to help improve your writing.

Step 6: Cite.ai - Check for Originality

The process of weaving others' ideas into one's own is challenging, not to mention a critical step on the path to higher levels of education. That's where **Cite.ai** comes in. For institutions that activate the **Cite.ai** feature, it will scour the Web and IntelliWriter's proprietary database of essays to alert you to text that should be cited. IntelliWriter will then provide you with a detailed Originality Report.

The screenshot displays the IntelliWriter web interface. The main content area shows a document titled "Sample 1" with text about the American Civil War. The text includes several underlined words and phrases, such as "At the outbreak of fighting", "the war Civil solved two of the main issues", "the United States from 1776", "the amendment 13 of the Constitution in 1865", "deciding once and for all", "the United States is not a collection of independent States", "the Confederacy of the southern States", "the majority of the historians haven't", "the Union or the northern states had an insurmountable advantage", "the Confederacy may be", "the terms of technological development the percent of the population", "the north had more to win", "the Northern simply would", "the north were it help", "the ports it was a disadvantage", "the north count with great Capitalist Industry", "the South remained anchored in an unfavorable economic system", "the Democratic Party would be the defender of slavery", "The Democrat Party was the one who started with the great expansion of the country", "the South activists in favor of the annexation of Mexican territory", and "the southern states". The sidebar on the right contains a "Writing Tools" section with links to "Writer's Guide", "View Writer's Guide", "Cite.ai", "Check my writing", "Lexipedia", and "iseek.ai". The "Cite.ai" link is highlighted with a blue border.

**ORIGINALITY
DETECTOR**

454 matches from 13 sources, of which 2 are online sources.

Print
Hide comparison

100 (70 matches, 98.4%) from CE submitted document: 2022-03-31
(+ 1 documents with identical matches)

2 (70 matches, 98.2%) from CE submitted document: 2020-01-29
(+ 1 documents with identical matches)

4 (70 matches, 98.2%) from CE submitted document: 2020-01-23

Legend text highlighting

exact match

possibly altered text

marked as quotation

4 / 70 matches
Sources [0] [2] [4] [5] [6]
Citation
Remove marking

Analyzed document

Third Draft: **The effects of technology on society**

The term technology is derived from the Greek word 'technologia' which means 'the practical application of knowledge, particularly in a specific discipline of study' (Basalla 14-15). It is worthwhile to note that technology is an abstract term that lacks a single universally acceptable concrete definition. **Nevertheless, it can be defined as the usage and application of knowledge concerning tools, crafts, techniques, methods or systems of organization, or a material and product of these things, such as clothing.** It is a word that is used collectively to portray or describe the advancements, undertakings, creations, abilities, views and knowledge of a distinct group of people (Basalla 14-15).

On the other hand, a human society can be defined as a group of people who are delineated by their cultural identity, functional interdependence and social solidarity. A comprehensive definition of this term also takes into account the social status and roles of the people within society. By extension, a society may be taken to mean a group of people within a given region or country, or even the whole world in totality. As such, the meaning of society is closely linked to what is deemed to be social. It is also worth noting that members of any given society share common characteristics such as a common goal and a common interest or mutual concern (Jenkins 18-20).

Throughout history, technologies have significantly affected human beings and other species of animals in their ability to control and acclimatize to their natural environment. Historically, human beings started applying the use of technology with the improvisation of the existing natural resources into simple tools and equipment. For instance, the realization of the capacity to control fire augmented the

Matches in source

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Historically human beings started applying the use of technology with the improvisation of the existing natural resources into simple tools and equipment ...

For instance the realization of the capacity to control fire augmented the existing sources of food while the invention of the wheel helped human beings to control ...

IntelliWriter Support

1. Email us: support@intelliwriter.com
2. Complete and submit this request for support form: [IntelliWriter Support](#)

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