How to Improve Your Writing in Six Easy Steps using:
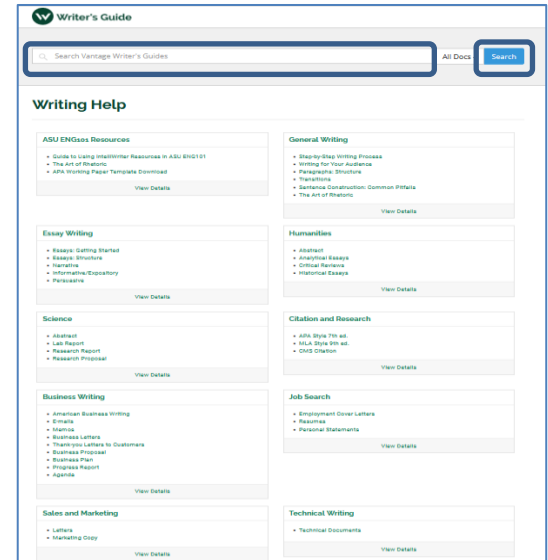
IntelliWriter

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.

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

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**.

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.

iseek.ai

Enter a *term or phrase* in the iseek.ai™ search window to find the web resources needed for your document. The results of your search will display in the sidebar panel. Click on any result to launch a new webpage with more comprehensive information. iseek.ai parses search requests to understand better what the writer is looking for and then returns more relevant results, greatly reducing the amount of time the writer has to spend on research.

<u>Step Four</u>: Check Your Document for Grammar, Mechanics, and Usage Errors

Once you're comfortable with the content in your document, it is time to make sure your writing adheres to the rules of Standard English. Click the **+Check My Doc** tab in the top panel, to run a check of your document. Make corrections as needed. An updated summary of errors/concerns will appear in the sidebar. Clicking the error in the sidebar or in the document will highlight it and display an informative pop-up. *<u>Repeat often</u> <u>as you continue</u>* *<u>working on your document</u>. <u>The worst way to use a grammar checker is to run a single check</u>* *<u>and think you're done!</u>*

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.
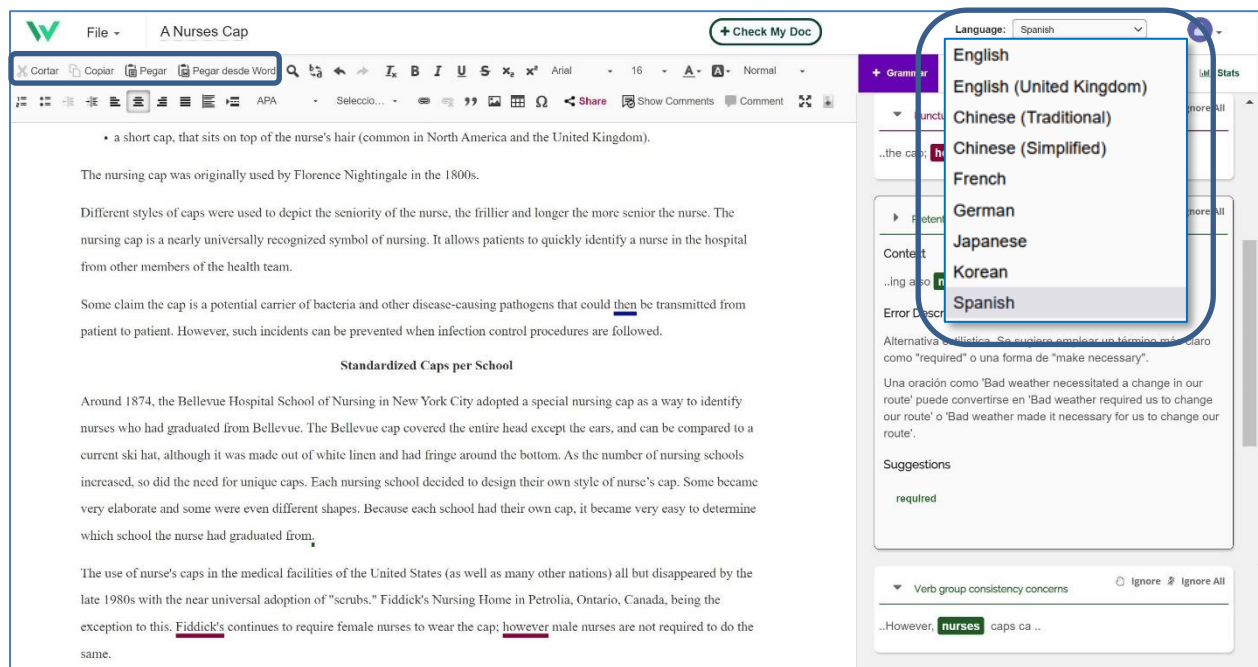

Step Five: Get a Second Opinion

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 objective*ly?"

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.
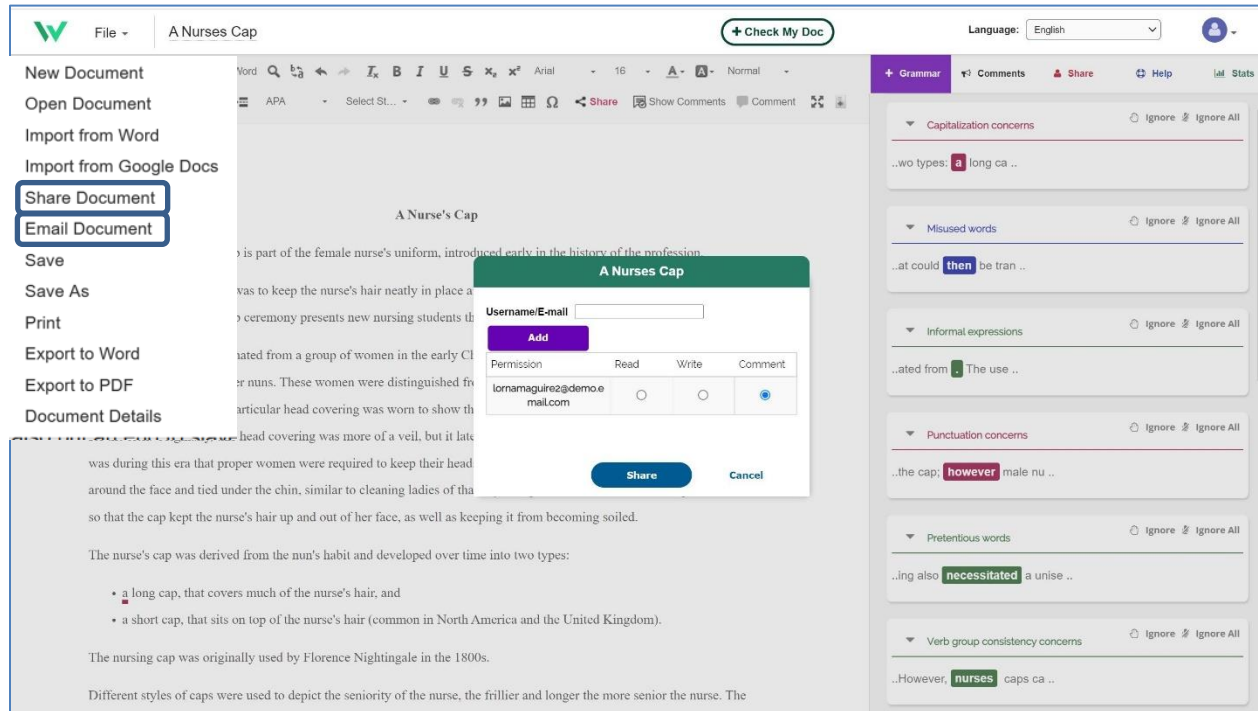
Step Five continued

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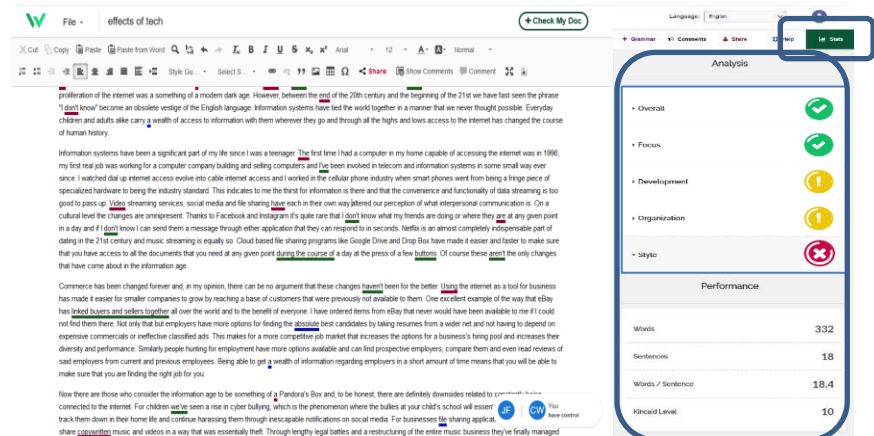
The overall stats provide a "holistic" view of your writing. However, the domain stats look more closely at specific aspects of your writing.

- <u>Focus</u>: How well your document remains focused on its main idea.
- <u>Development</u>: How thoroughly you develop your ideas; it does NOT consider whether the information you are writing is correct or incorrect, true, or untrue.
- <u>Organization</u>: How well your ideas are tied together, including the opening and closing of your document and the transitions you use throughout the document.
- <u>Style</u>: 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.

<u>Step 6</u>: 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.

IntelliWriter Support

1. Email us: support@intelliwriter.com
2. Complete and submit this request for support form: IntelliWriter Support