

**Technical Writing**  
**Explain How to Do Something**  
**Step by Step Writing: Pre-write, Organize, Draft & Revise**  
**Writing a Model Paragraph**

**Lecture: 9**

**Part: 4**

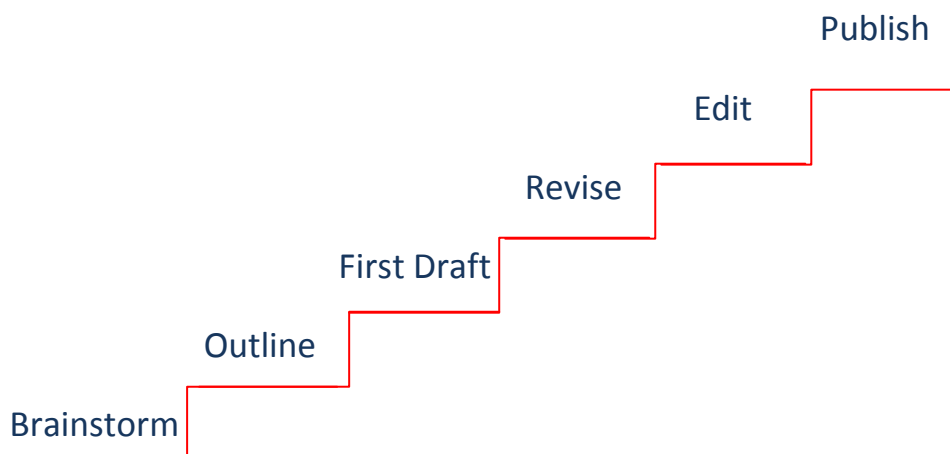
## Technical Writing

1. Step by Step Writing: Pre-write, Organize, Draft & Revise
2. Writing a Model Paragraph

This lecture will take you through the steps of the 'writing process'. The skills you learn in this Lecture can be used again and again to write paragraphs about other topics as well.

The writing process will show you that good writing comes from working on your paragraph step by step. Sometimes students are surprised that the first step is not to begin writing! Before writing your paragraph, you will use prewriting strategies such as brainstorming and outlining. You may also be surprised that much of the work takes place after you write your paragraph.

In this lecture you will learn to plan, write, revise and edit your paragraph before giving a copy to your instructor.



## Cooking up a paragraph:

### The FNTF formula:

A formula is like a recipe. It tells how to put something together in the same way every time.

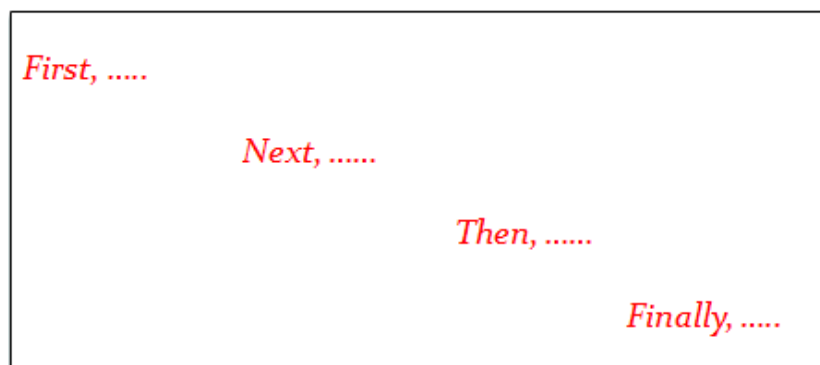
A recipe is useful for cooking or baking. A formula is useful when you are writing a paragraph. How?

When you can't think of anything to say, the words of the formula help you get started.

You don't have to worry about organizing your paragraph. The words of the formula do it for you.

A 'How to Paragraph' is a paragraph that gives instructions. It tells how to do something.

Here is the formula for writing a 'Technical paragraph' or a 'How – to Paragraph'. This formula is called the **FNTF** formula.



### Example 1:How to Open a Jar of Pickles

Here is an example of a How –To Paragraph. Read the paragraph and look closely at how it is put together.

#### How to Open a Jar of Pickles

Here are a few steps to open a jar of pickles. First, place the jar of pickles on a counter. Next, hold the jar with one hand and grasp the lid with the other hand. Then, turn the lid until it is loose. Finally, lift the lid off the jar.

1. What is the title of the paragraph?

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2. Why is this paragraph called a 'How-to Paragraph'?

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### Step 3: Revise

- I listed my words.
- I divided my directions into steps.
- I gave clear instructions for each step.
- I used sequence words correctly.
- I used imperatives correctly.
- I used count and noncount nouns correctly.
- I used correct spelling, punctuation, and capitalization.
- I wrote a topic sentence
- My sentences are in the correct time order

### Example 2: “ How to Stop a Nosebleed”

#### Writing Prompt

Write a paragraph giving directions on how to stop a nosebleed. Divide your directions into steps. Give instructions for each step. Use sequence words.

**Remember;** Writing your paragraph **step by step** will make writing easier for you in the future, and you will feel more confident about the good quality of your work!

Now, let’s go back to a group of directions we have read and rearranged earlier , and try to write a ‘How-to Paragraph’ based on them using the previous flow chart.

The directions have the title ‘**How to Stop a Nosebleed**’.

#### Step 1: Pre-write

##### 1. Word list:

Loosen, nosebleed, neck, cotton pad, nostril, lean forward, squeeze, sit , doctor, call.

##### 2. FNTF Flow Chart

Title	How to Stop a Nosebleed
First	Loosen clothes around the neck
↓	
Next	put a cotton pad in the bleeding nostril
↓	
Then	sit down with head forward
↓	
Finally	squeeze your nose

### 3. Directions

1. First, loosen the clothing around your neck.
2. Next, put a cotton pad in the bleeding nostril.
3. Then, sit down with your head leaning forward.
4. Finally, squeeze your nose until it stops bleeding.
5. If your nose continues to bleed, call a doctor.

### Step 2: write

Now let's write the paragraph together.

#### How to Stop a Nosebleed

Here are a few steps to help you stop a nosebleed. First, loosen the clothing around your neck. Next, put a cotton pad in the bleeding nostril. Then, sit down with your head leaning forward. Finally, squeeze your nose until it stops bleeding. If your nose continues to bleed, call a doctor.

### Step 3: Revise

#### Revision checklist

- I listed my words.
- I divided my directions into steps.
- I gave clear instructions for each step.
- I used sequence words correctly.
- I used a topic sentence
- I used imperatives correctly.
- I used count and noncount nouns correctly.
- I used correct spelling, punctuation, and capitalization.