



The Process of Writing

Writing Steps

1. *Identify the writing situation*

reflect on the topic, audience, purpose, appropriate text type, etc

2. *Plan your writing*

generate ideas by:

- creating a list of words, phrases or ideas
- jotting down quick notes
- producing a simple outline using headings or subtitles
- spend a few minutes planning your task. this is **essential**

3. *Organize your writing*

title

introduction - briefly mention the subject matter, according to text type. the topic must be clearly stated

main body - write about the main action (imaginative, personal), the arguments (evaluative, persuasive) or the main points (informative). each paragraph should have details and examples to support the key points

conclusion - finish off the story, summarize your opinion and main points (evaluative/informative) or present your final statements (persuasive)

4. *Revision*

Check for:

- paragraph unit and coherence
- development of ideas, providing supporting details and altering the text if you come up with new ideas
- grammatical correctness, paying attention to appropriate and varied sentence structure and vocabulary

- sentence structure, using a mixture of sentences (simple, compound and complex)
- spelling and punctuation

Sentence Structure

Declarative Sentences

in spanish, you don't need a subject

for example: leo libros

you will always have a conjugated verb in a spanish sentence

insert pronouns before the verb

for example: las compro (i buy them)

Negation

simply add "no" before the verb

for example: no compro manzanas (i don't buy apples)

if there is a pronoun in the sentence, add no before it

for example: no las compro (i don't buy them)

there are 2 ways to use negative words:

1. alone before the verb; nunca leo (i never read)
2. use "no" before the verb and the negative word after the verb; no leo nunca



Negative Words

nothing -

nada

nobody -

nadie

nor - *ni*

neither nor -

ni... ni

nunca - *never*

ya no - *no*

longer

todavía no -

not yet

tampoco -

neither

Questions

just add question marks to the beginning and end of a declarative sentence



Question Words

what - *qué*

when - *cuándo*

why - *por qué*

for example: Maria lee libros →

¿Maria lee libros?

when there is a question word,
inversion is used

for example: ¿Por qué lee
Maria? (why does Maria read?)

who - quién
where - dónde
how - cómo
cuál - which
cuánto - how much

Adjective Placement

adjectives *usually* come after the noun

for example: el perro grande (the big dog)

or, el libro amarillo (the yellow book)

the meaning of the sentence changes depending on the position of those
adjectives

Adverb Placement

adverbs are *usually* put right after the verb or right in front of the adjective

for example: el niño camina lentamente (the boy walks slowly)

or, este tema es horriblemente difícil (this topic is horribly difficult)

~Common Adverbs~

you can create an adverb from most spanish adjectives:

1. choose the feminine, singular form of the adjective
2. add the ending *-mente*

for example, rápido → rápida → *rapidamente*



Common Adverbs

quickly - *rapidamente*

slowly - *lentamente*

easily - *fácilmente*

w/ difficult - *difícilmente*

well - *bien*

badly - *mal*

very - *muy*

perfectly - *perfectamente*

furthermore - *ademas*

like - *asi*

normally - *normalmente*

basically - *basicamente*

carefully - *cuidadosamente*



Subject (artículo, sustanivo) + **Verb** (tenses) + **Object** (artículo, sustanivo)



a + el = al

a + la = a la