Using Technology

This icon indicates that the slide contains activities created in Flash. These activities are not editable.

This icon indicates that a slide contains audio.

This icon indicates coverage of the Language Standards.

This icon indicates that a worksheet accompanies the slide.

This icon indicates teacher's notes in the Notes field.

This icon indicates an opportunity for collaboration or group work.

College and Career Readiness Standards for Writing:

6. Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.

1. Prewriting
2. First Draft
3. Revision
4. Peer Review
5. Publish

Technology can help you write, edit and revise yor writing. There are several steps you can follow when typing up an essay.

Press on the steps to learn more about each one.

Press **start** to begin.

start

Typing skills

Typing is not only an important skill for school, it is also a valued skill in the workplace.

Improving your typing skills will help make typing essays easier and faster. The phrase "practice makes perfect" means that the more you practice something, the better you will get. This applies to typing too!

One way to improve your typing skills is to practice just two letters at a time. This will build up your **muscle memory**.

Keyboard shortcuts make common functions, like saving a file, faster to do.

Do you know these common shortcuts? Match the keys to a description of the shortcut they perform.

Press **start** to begin.

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Prewriting is an important step that should always be done before you start to write your first draft.

It includes deciding on a topic, researching, planning and outlining your paper.

You can use a computer to create a separate document for notes about your research and sources, or to create a mind map or outline for your writing.

Can you think of any other ways you can use a computer to help you in the prewriting stage of your paper?
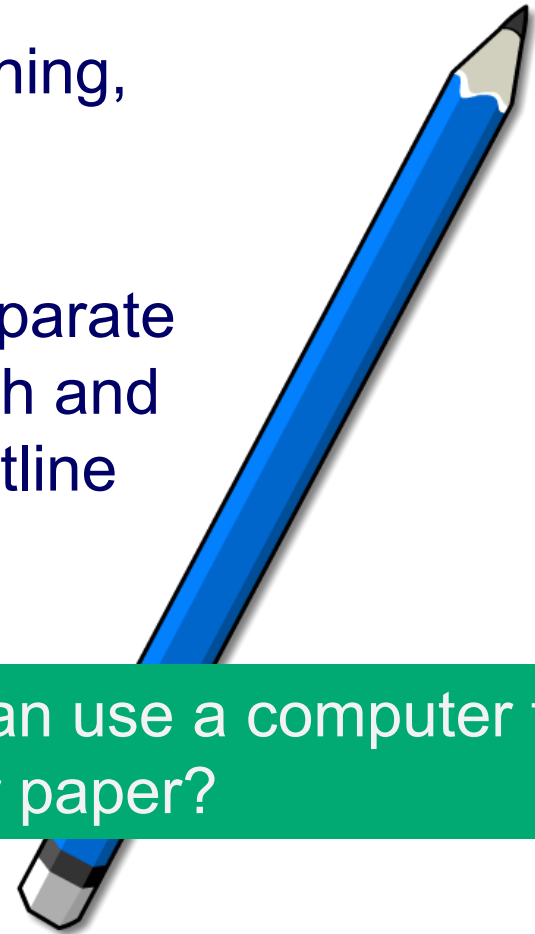
Now that you are ready to write your first draft, you need to **format** your paper.

Formatting means setting up the font type and size, setting your margins and spacing and saving your file.

Usually, your teacher will tell you what type of formatting you should use. The standard format for essays is Times New Roman, font size 12 and double spaced.

Can you think of reasons why formatting your paper is important?

Now that your paper is formatted you are ready to type your first draft.

Check that your workspace is comfortable and well lit. Make sure you have all the notes, outlines, research and sources you need to write your paper close at hand.

This is where your prewriting comes in handy. Using an outline will help make your writing more organized and cohesive.

Collaborating

Learning how to **collaborate** with peers is an important step in the writing process and can help you write the best essay possible. There are many opportunities to collaborate, including during the peer review process and in group writing projects.

It is important to cooperate with the people you are working with. Below are some guidelines for collaboration:

1. Be prepared to make suggestions and contribute to the discussion.

2. It is not what you say, but how you say it. Be polite when expressing your ideas.

3. Listen to and consider others' opinions.

The editing stage of writing is a chance to find and correct spelling and grammar mistakes and improve the organization and flow of your writing.

Go through the animation to learn more about editing your own writing and about peer review.

Press **start** to begin.

start

Constructive comments

Many word processors have a "Review" function that allows you to type your comments and suggestions into the document when peer reviewing. Read this peer reviewed essay and rephrase the negative comments to be more constructive and positive.

Press **start** to begin.

start

One of the last steps of writing a paper is making sure all your sources have been cited. Your final draft should include all your citations and a Works Cited page.

Press **start** to begin.

start

Publishing

Blogs **Forums** **Shared docs**

Publishing is the final stage of writing and allows others to read and discuss your writing. There are many tools on the Internet that you can use to share, publish and discuss your writing with peers as well as conduct collaborative group writing projects.

Read about these different tools and then discuss how they could be used in your class.