

# BADPLAAS TRAINING PROGRAMME MOVING INCLUSIVE EDUCATION FORWARD

## Spelling and Writing process

Presentation designed by Jean Fourie

Elizabeth Hooijer



# Learning outcome 4: Writing

The steps of the writing process are covered in this LO across all grades.

## CAPS document

Contributes ideas, organises information into simple graphic form, drafts, writes, edits, publishes.

Look for the key words across the curriculum

# 1. Generating ideas phase

- Brainstorming
- Brainstorming principles:
  - All ideas are written down and accepted
  - Everyone must participate and give ideas
  - No ideas are criticised or judged initially
  - Encourage learners to be creative and use lateral thoughts



## 2. Organising phase

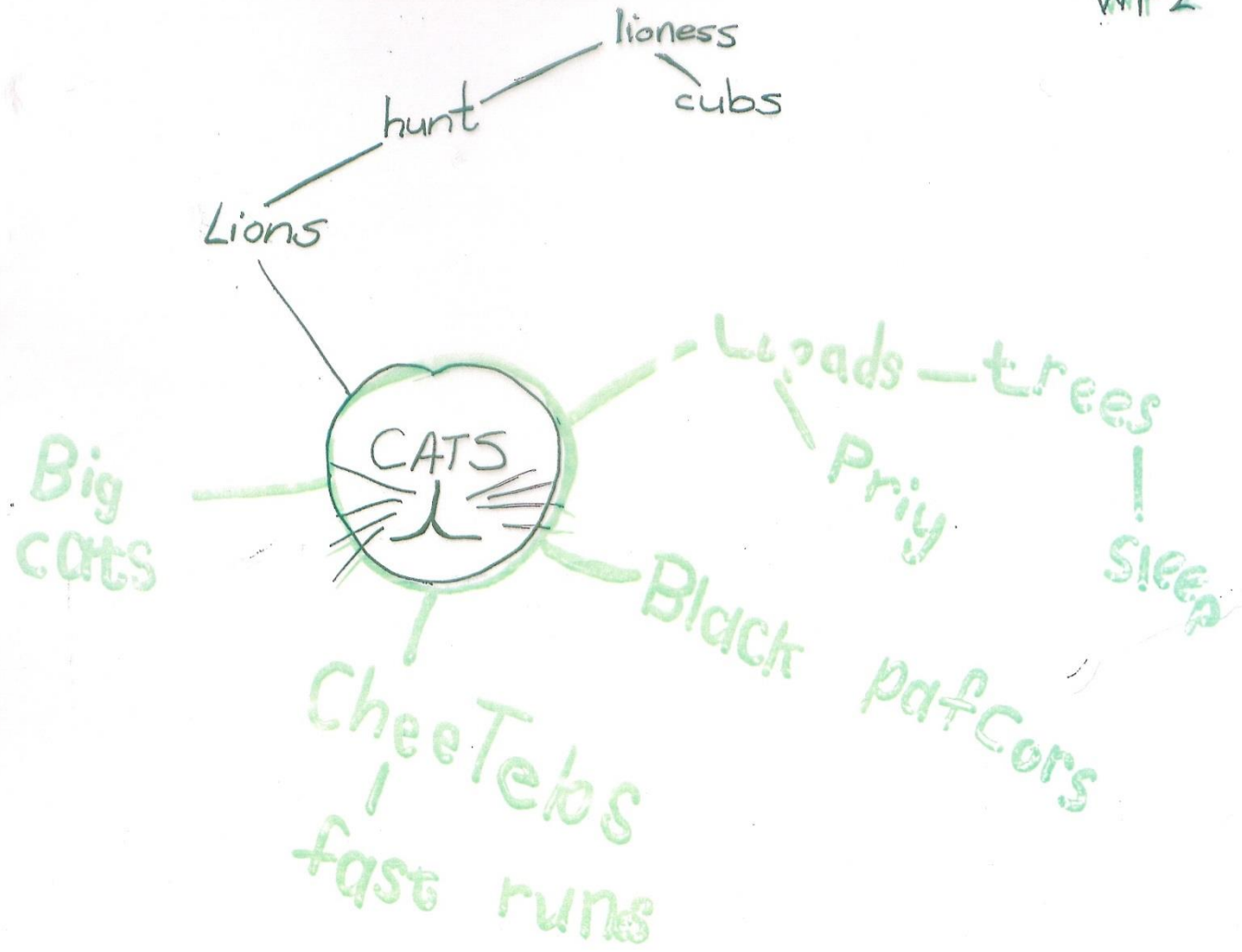
***In this phase ideas are***

- Organised into a logical sequence
- Grouped together
- Some discarded

***Some strategies that can be used***

- Associative networks
- Flowcharts
- Structured organisers
- Oral telling of a story or topic

WP2



# 3. First draft

Write a rough draft

NB: CAPS – Foundation Phase learners don't rewrite their drafts – they must correct on the original.

cats

The cheetah  
is the fastest animal on  
land but it can't run  
fast for a long time  
its stripes help to  
camouflage it when it  
hunts  
it sleeps during the  
day and it hunts  
during the night

WP 4

it likes to swim

when its hot

Leopard

a Leopard likes to  
climb trees

it sleeps during the

day and it hunts

during the night

Lions always live in

groups They hunt

together



# 4. Revising

- Encourage learner to reorder, rewrite and revise
- Guide discussions that point to specific areas of composition that require rewriting
- Help learners learn how well peers understand and interpret their writing
- Different strategies can be used e.g.
  - reducing a sentence
  - combining sentences
  - expand a sentences

# 5. Editing phase

- Composition reviewed for correct spelling, grammatical usage and punctuation
- Learners must point out what they are unsure of (spelling, punctuation etc)

# Editing tips

## COPS



©Geo Images \* IllustrationsOf.com/20775

- C - Capital letters
- O – Overall appearance
- P - Punctuation
- S - Spelling

## Cats

The cheetah  
is the fast animal on  
ofe but it can't run  
fast for a long time.

~~Its~~ **The Tigers** strips help to  
camouflage it when it  
hunts.

**I**t sleeps during the  
day and it hunts  
during the nite.

**I**t likes to swim  
when its hot.

~~Leopard~~

**A** Leopard likes to  
clime trees.

**I**t sleeps during the  
day and it hunts  
during the nite.

Lions always **live** in  
groups. They hunt  
together.

## 6. Publishing phase

- Is a way of confirming a learners hard work and sharing it with others
- Facilitator ensures there will be readers or an audience for the published work
- This ensures rewarding the writer



## 6. The dialogue journal

- Useful strategy to use outside of the writing process for learners reluctant to write
- They are written conversations between two persons on a functional, continued basis about topics of individual interest
- Learner keeps personal journal in which he writes reactions to daily activities
- Can write about anything

# Write write write!!!!!!

