

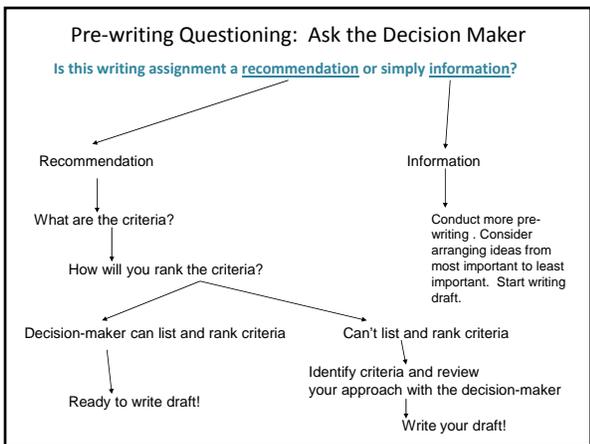
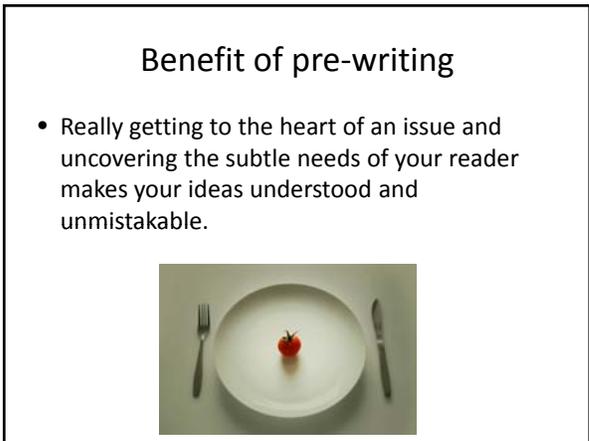
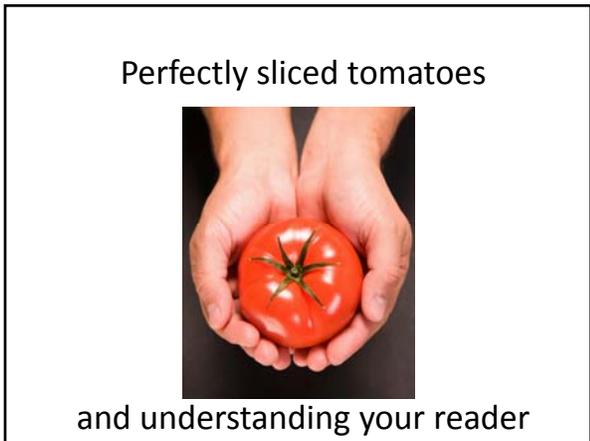
Prewriting

Effective use of Brainstorming and Mind maps

What will we cover in this webinar?

- ▲ Recognize the benefits of preparing to write by spending time generating ideas and organizing information.
- ▲ Identify a few ways to consolidate information, think through complex problems and play with the overall structure of your document by using brainstorming techniques.
- ▲ Construct a simple mind map and select what to transfer to your document draft.

Karene Motivans
Critical Writing /
Critical Thinking
at NCTC



Benefit of pre-writing

- Asking critical questions ahead of time will reduce the chances of having to do a re-write.

Pre-writing Brainstorm: *Identify – define – the problem – cause – solution – implementation*



Get the broadest range of inputs from your group

Benefit of pre-writing

- You can generate information about a problem that is confused or spread across several people or programs and gather all the information in one place. The information can help you discover new ways to address the issue.

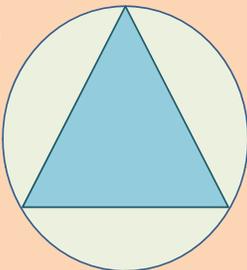
Explore the issue/problem
 Who is your **reader**?
 What is your **purpose**?
 Who are you, the **writer**? (What is your tone as a government writer? What image do you want to project?)
 What is the **context** for your document?

Make your central idea operational.
 How can you achieve your purpose?
 Can you sum it up in one goal-like Clear, unambiguous statement?

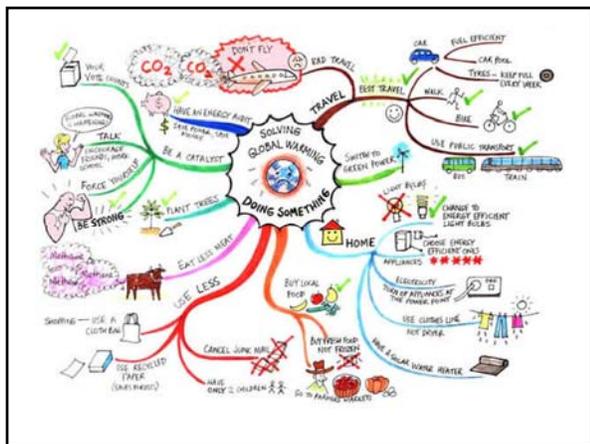
Generate some ideas - *Brainstorm*
 Keep writing notes/bullets
 Don't censor or evaluate
 Keep returning to the problem

Pretend to talk to your reader
 What questions would they ask?
 Who is your implied audience?

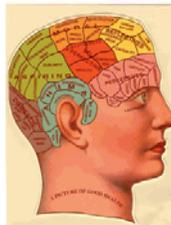
Ask yourself questions
 Journalistic questions: Who? What? Where? When?
 Why? How? So What?



Who wants to try brainstorming using mind mapping?



Mind Mapping - a technique to diagram words, ideas, tasks or other items linked to and arranged around a single issue. Mind maps are used to generate, visualize, structure and classify ideas. As an aid in writing it can help you see on all your



major subdivisions and consolidates your information from different sources. The single page presents your information in a format that shows the overall structure of your subject.

OUTLINE

I

- A
- B
- C

II

- A
- B
- C

III

- A
- B
- C

During this webcast, we have looked at some examples that illustrate the benefits of pre-writing, learned the steps to the overall structure of brainstorming and looked more closely at mind mapping.

Sources of material:

http://www.mindtools.com/pages/article/newISS_01.htm

http://www.buzanworld.com/Mind_Maps.htm