

Workbook

INTENSIVE WRITING

Workshop

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TABLE OF CONTENTS

Introduction	2
Session 1	3
<i>Introduction and planning</i>	
Session 2	11
<i>Opinion Essay</i>	
Session 3	18
<i>Problem and Solution Essay</i>	
Session 4	22
<i>Advantages and Disadvantages Essay</i>	
Session 5	30
<i>Discussion Essay</i>	
Session 6	38
<i>Two-Part Essay</i>	

Introduction



Welcome to the Intensive Writing Workshop Workbook! This companion resource is designed to enhance your learning experience alongside the Participant's Guide. As you embark on this writing journey, the workbook serves as your personal space for hands-on activities, exercises, and tracking your progress.

Each section aligns with the topics covered in the guide, offering practical exercises to reinforce your understanding and hone your essay-writing skills. By engaging with this workbook, you'll not only deepen your comprehension of the workshop content but also witness your growth as a writer. Let's dive in and make the most of this learning adventure!

Reflection



1. Think of 3 reasons why you want to improve your writing.

2. What difference will it make for you to be able to write better? What does your life look like when you've achieved your objectives?

3. How will you feel when you have achieved your objectives?

Read the chapter "Navigating the Fear of Writing" in the Participant's Guide. Then, do the activities below.

1. Fear Identification: Identify specific aspects of writing that induce fear in you.

2. Positive Affirmation Exercise: Create positive affirmations related to your writing abilities.

3. Make notes to share your experiences and strategies for overcoming fear with your fellow workshop participants next session.

4. How can these strategies be applied to your own writing challenges, fostering a positive mindset and proactive approach?

Brainstorming



Use the questions below to guide your brainstorming.

Prompt: Some people believe that success in life comes from taking risks, while others argue that success comes from careful planning. What is your opinion on this matter? Use specific examples to illustrate your perspective.

1 Understanding the Opinion Prompt:

- What is the main theme or question posed in the opinion essay prompt?
- How can you clearly define the two perspectives presented: success through risks and success through careful planning?

2 Personal Reflection:

- What is your initial stance on the relationship between success, risks, and planning?
- Have you personally experienced situations that align with either perspective?

3 Identifying Examples:

- Can you recall specific examples from your life or others' lives that illustrate success through risk-taking?
- Are there instances where careful planning has led to notable success stories?

4 Balancing Perspectives:

- How can you present a balanced view of both risk-taking and careful planning in the context of success?
- Are there situations where a combination of both elements contributed to success?

5 Contrasting Ideas:

- What arguments could be made by individuals who emphasize the importance of taking risks?
- What counterarguments might arise from those advocating for careful planning?

6 Cultural and Historical References:

- Are there cultural or historical figures who embody success through risk-taking or planning?
- How can cultural or historical context enhance the understanding of the perspectives?

7 Personal Values and Beliefs:

- How do your personal values and beliefs influence your opinion on success, risks, and planning?
- Are there cultural or societal values that play a role in shaping perspectives on success?

8 Consideration of Potential Implications:

- What potential consequences or outcomes might arise from adopting one perspective over the other?
- How can the implications of each perspective be explored in the essay?

9 Engaging Introduction Ideas:

- How can you craft an engaging introduction that introduces the topic and entices readers to explore your opinion?
- Are there anecdotal or attention-grabbing elements you can include in the introduction?

10 Use of Language and Vocabulary:

- What specific terms or phrases can enhance the clarity and impact of your arguments?
- How can you effectively convey the nuances of your opinion through language?

11 Potential Challenges in Convincing the Reader:

- What challenges might you face in persuading the reader to adopt your perspective?
- How can you address potential counterarguments and strengthen your overall position?

Organising



Organise your ideas into groups. Give each group a headline. For the given opinion essay prompt, potential categories could include "Benefits of Taking Risks", "Advantages of Careful Planning", "Personal Experiences", and "Well Known Success Stories".

Sequencing



1 Review your ideas and identify key points that strongly support the opinion. Highlight them on the previous page. These key points will serve as the main ideas for each paragraph.

2. Establish Logical Flow:

Determine the most logical flow for presenting ideas. In an opinion essay, a typical structure might include:

Introduction:

- Begin with a hook or attention-grabbing statement related to the essay topic.
- Introduce the topic and clearly state your thesis or main argument.

Body Paragraph 1:

- Present your main argument or stance on the issue.

Body Paragraph 2:

- Introduce your first supporting point with relevant examples or evidence.

Conclusion:

- summarise the main points discussed in the body paragraphs.
- Reiterate your thesis or main argument.
- Conclude with a strong statement that reinforces your position or solution.

3 Order of Importance:

Arrange the key points in order of importance. Start with the strongest argument to grab the reader's attention and build a compelling case.

4 Smooth transitions:

These words or phrases could help ensure each paragraph logically connects to the next, creating a seamless flow of ideas.

Outlining



Write your outline. What ideas, phrases, opinions and arguments are you going to present in each of these parts of the essay? You can use bullet points here.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Reflection



Reflect about your writing.

1. Identify specific areas in your writing that you believe need improvement.

2. How would improved writing skills benefit you in your personal life?

3. How would improved writing skills benefit you in your professional life?

Read the chapter "Mastering Time Management" in the Participant's Guide. Then, do the activities below.

1. How well do you deal with time sensitive tasks like writing an essay in 20 minutes? Why?

2. How can the time management strategies in the participant's guide be applied to your own writing challenges, fostering a positive mindset and proactive approach?

3. Make notes to share your experiences and strategies for effectively managing your time with your fellow workshop participants next session.

Writing



Write your essay. Develop the ideas, phrases, opinions and arguments that you included in the outline.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Reflection



Reflect on a specific instance where effective written communication could have significantly impacted your personal or professional experiences.

1. How would enhanced writing skills have contributed to a better outcome in that situation?

2. What is the connection between clear communication and writing skills in your chosen field or area of interest?

3. What challenges do you anticipate in enhancing your writing, and how do you plan to overcome them?

Brainstorming



Use the questions below to guide your brainstorming.

Prompt: Examine the challenges posed by excessive use of plastic in daily life. Propose practical solutions to reduce plastic consumption and mitigate its environmental impact. Provide examples to support your recommendations.

1 Understanding the Problem and Solution Prompt:

- What is the main theme or question posed in the problem and solution essay prompt?
- How can you clearly define the problem? What are potential solutions?

2 Personal Reflection:

- What is your initial stance on the matter? What are your recommendations?
- Have you personally experienced situations related to the theme?

3 Identifying Examples:

- Can you recall specific examples from your life or others' lives that are related to the theme?
- Are there instances where plastic absolutely needs to be used?

4 Balancing Perspectives:

- How can you present a balanced view of enjoying the convenience of plastic without compromising the environment?
- Should there be a combination of both elements or should the solution be more radical?

5 Contrasting Ideas:

- What arguments could be made by individuals who disagree with your point of view?
- What counterarguments might you use in that case?

6 Cultural and Historical References:

- How has the cultural and historical context influenced people's attitudes towards plastic use? (eg past societal habits and practices related to materials and packaging)
- How might cultural factors play a role in the acceptance or resistance to proposed solutions? (eg how different cultural perspectives could shape the effectiveness of strategies aimed at reducing plastic consumption)

7 Personal Values and Beliefs:

- How do your personal values and beliefs influence your opinion on this matter?
- Are there cultural or societal values that play a role in shaping perspectives this subject?

8 Consideration of Potential Implications:

- What potential consequences or outcomes might arise from adopting one perspective over another?
- How can the implications of each perspective be explored in the essay?

9 Engaging Introduction Ideas:

- How can you craft an engaging introduction that introduces the topic and entices readers to explore your opinion?
- Are there anecdotal or attention-grabbing elements you can include in the introduction?

10 Use of Language and Vocabulary:

- What specific terms or phrases can enhance the clarity and impact of your arguments?
- How can you effectively convey the nuances of your opinion through language?

11 Potential Challenges in Convincing the Reader:

- What challenges might you face in persuading the reader to adopt your perspective?
- How can you address potential counterarguments and strengthen your overall position?

Organising



Organise your ideas into groups. Give each group a headline. For the given opinion essay prompt, potential categories could include "Environmental Impact and Challenges", "Practical Solutions", and "Cultural and Historical Context".

Sequencing



1 Review your ideas and identify key points that strongly support the opinion. Highlight them on the previous page. These key points will serve as the main ideas for each paragraph.

2. Establish Logical Flow:

Determine the most logical flow for presenting ideas. In a problem and solution essay, a typical structure might include:

Introduction:

- Begin with a hook or attention-grabbing statement related to the essay topic.
- Introduce the topic and clearly state your thesis or main argument.

Body Paragraph 1:

- Outline the nature and scope of the problem you are addressing.

Body Paragraph 2:

- Problem-Solution Essay: Propose practical solutions with supporting details.

Conclusion:

- summarise the main points discussed in the body paragraphs.
- Reiterate your thesis or main argument.
- Conclude with a strong statement that reinforces your position or solution.

3 Order of Importance:

Arrange the key points in order of importance. Start with the strongest argument to grab the reader's attention and build a compelling case.

4 Smooth transitions:

These words or phrases could help ensure each paragraph logically connects to the next, creating a seamless flow of ideas.

Outlining



Write your outline. What ideas, phrases, opinions and arguments are you going to present in each of these parts of the essay? You can use bullet points here.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Writing



Write your essay. Develop the ideas, phrases, opinions and arguments that you included in the outline.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Reflection



Consider a recent challenge or complex issue you've encountered. Reflect on the role of writing in shaping your critical thinking skills in such scenarios.

1. How did the process of writing about it help you clarify your thoughts, analyze different perspectives, and arrive at a more informed and nuanced understanding of the situation?

2. How does writing enhance your ability to analyze and evaluate information?

3. What is the connection between critical thinking and writing skills in your chosen field or area of interest?

Brainstorming



Use the questions below to guide your brainstorming.

Prompt: Examine the advantages and disadvantages of the increasing reliance on artificial intelligence in various industries. Provide examples to illustrate your points.

1 Understanding the Advantages and Disadvantages Prompt:

- What is the main theme or question posed in the advantages and disadvantages essay prompt?
- How can you clearly define the advantages and disadvantages?

2 Industry Impact:

- What industries have experienced significant integration of artificial intelligence?
- How has AI impacted efficiency and productivity in manufacturing?

3 Identifying Examples:

- Can you recall specific examples from your life or others' lives that are related to the theme?
- Are there instances where AI made things worse?

4 Business and Decision-Making:

- In what ways has AI-enhanced decision-making processes in business?
- What are the potential economic implications of increased AI reliance?
- How does AI contribute to advancements in scientific research and development?

5 Applications in Specific Sectors:

- Can you identify specific examples of how AI is used in healthcare?
- What challenges might arise from the widespread use of AI in the financial sector?
- How does AI contribute to the development of autonomous vehicles?

6 Ethical Considerations:

- Are there ethical concerns associated with the use of AI in military applications?
- What ethical considerations should be taken into account when deploying AI in law enforcement?
- What risks are associated with the potential bias in AI algorithms?

7 Societal Impact:

- How does the integration of AI in agriculture affect food production and sustainability?
- How might the increasing reliance on AI influence societal attitudes and behavior?

8 Employment and Economic Effects:

- How does AI impact employment patterns and job roles across different sectors?
- What are the potential advantages of using AI in customer service?

9 Regulations and Guidelines:

- What regulations or guidelines should be in place to govern the ethical use of AI in various industries?
- Are there concerns about data privacy and security related to AI applications?

10 Engaging Introduction Ideas:

- How can you craft an engaging introduction that introduces the topic and entices readers to explore your opinion?
- Are there anecdotal or attention-grabbing elements you can include in the introduction?

11 Use of Language and Vocabulary:

- What specific terms or phrases can enhance the clarity and impact of your arguments?
- How can you effectively convey the nuances of your opinion through language?

Organising



Organise your ideas into groups. Give each group a headline. For the given advantages and disadvantages essay prompt, potential categories could include "Positive Impacts of AI Integration", "Challenges and Ethical Considerations", and "Societal and Employment Effects".

Sequencing



1 Review your ideas and identify key points that strongly support the opinion. Highlight them on the previous page. These key points will serve as the main ideas for each paragraph.

2. Establish Logical Flow:

Determine the most logical flow for presenting ideas. In an advantages and disadvantages essay, a typical structure might include:

Introduction:

- Begin with a hook or attention-grabbing statement related to the essay topic.
- Introduce the topic and clearly state your thesis or main argument.

Body Paragraph 1:

- Start with either the advantages or disadvantages, depending on your preference.

Body Paragraph 2:

- Present the opposing viewpoint or the other side of the argument.

Conclusion:

- summarise the main points discussed in the body paragraphs.
- Reiterate your thesis or main argument.
- Conclude with a strong statement that reinforces your position or solution.

3 Order of Importance:

Arrange the key points in order of importance. Start with the strongest argument to grab the reader's attention and build a compelling case.

4 Smooth transitions:

These words or phrases could help ensure each paragraph logically connects to the next, creating a seamless flow of ideas.

Outlining



Write your outline. What ideas, phrases, opinions and arguments are you going to present in each of these parts of the essay? You can use bullet points here.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Writing



Write your essay. Develop the ideas, phrases, opinions and arguments that you included in the outline.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Reflection



Consider the role of feedback in improving your writing.

1. How do you handle constructive criticism? Do you give constructive, useful and truthful feedback? Why / why not?

2. Reflect on a specific instance where you received constructive feedback on your writing. How did you incorporate that feedback into your subsequent work, and what positive changes or improvements did you observe?

3. Make notes to share your experiences and strategies relating to giving and receiving feedback to share with your fellow workshop participants next session.

Brainstorming



Use the questions below to guide your brainstorming.

Prompt: Explore the relationship between economic growth and environmental sustainability. Discuss the trade-offs and potential synergies between economic development and environmental conservation.

1 Understanding the Discussion Prompt:

- What is the main theme or question posed in the discussion essay prompt?
- How would you define the key elements in the prompt, such as "economic growth," "environmental sustainability," and "trade-offs"?

2 Identifying Potential Synergies:

- Can you think of examples where economic growth and environmental sustainability have complemented each other?
- What specific aspects of economic development might lead to positive outcomes for environmental conservation, and vice versa?

3 Balancing Act:

- What are some examples of situations where economic growth might come at the expense of environmental sustainability?
- Can you identify instances where decisions favoring economic development led to negative environmental consequences?

4 Coexistence of Economic Growth and Environmental Sustainability:

- Can economic growth and environmental sustainability coexist harmoniously? Why?
- Are there historical examples where a focus on economic growth led to positive environmental outcomes?

5 Policies and Regulations:

- How do policies and regulations influence the relationship between economic growth and environmental sustainability?
- What role do governments play in promoting a balance between economic development and environmental responsibility?

6 Individual and Global Initiatives:

- How can individuals contribute to both economic growth and environmental sustainability in their daily lives?
- Are there global initiatives or agreements that address the tension between economic growth and environmental concerns?

7 Industry Practices and Initiatives:

- Can you provide examples of industries that have successfully implemented sustainable practices without hindering economic growth?
- Are there cases where environmental sustainability initiatives have positively influenced economic growth?

8 Engaging Introduction Ideas:

- How can you craft an engaging introduction that introduces the topic and entices readers to explore your opinion?
- Are there anecdotal or attention-grabbing elements you can include in the introduction?

9 Use of Language and Vocabulary:

- What specific terms or phrases can enhance the clarity and impact of your arguments?
- How can you effectively convey the nuances of your opinion through language?

Organising



Organise your ideas into groups. Give each group a headline. For the given discussion essay prompt, potential categories could include "Environmental Impacts of Economic Growth", "Global Perspectives and Individual Actions", and "Trade-offs and Consequences".

Sequencing



1 Review your ideas and identify key points that strongly support the opinion. Highlight them on the previous page. These key points will serve as the main ideas for each paragraph.

2. Establish Logical Flow:

Determine the most logical flow for presenting ideas. In a discussion essay, a typical structure might include:

Introduction:

- Start with a captivating introduction that introduces the topic of the discussion.
- Clearly present the main points you will discuss and your stance if applicable.

Body Paragraph 1:

- Introduce the first aspect of the discussion, providing information or arguments.
- Include examples or evidence that support your viewpoint.

Body Paragraph 2:

- Move on to the second aspect of the discussion, presenting relevant information.
- Include examples or evidence to strengthen your argument.

Conclusion:

- Summarise the key points discussed in both aspects.
- Reiterate your overall perspective or any potential resolution.

3 Order of Importance:

Arrange the key points in order of importance. Start with the strongest argument to grab the reader's attention and build a compelling case.

4 Smooth transitions:

These words or phrases could help ensure each paragraph logically connects to the next, creating a seamless flow of ideas.

Outlining



Write your outline. What ideas, phrases, opinions and arguments are you going to present in each of these parts of the essay? You can use bullet points here.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Writing



Write your essay. Develop the ideas, phrases, opinions and arguments that you included in the outline.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Reflection



Reflect on a specific improvement in your writing skills that you've noticed during the workshop and on on your experiences with different types of essays.

1. Which types of essay do you find most challenging, and why?

2. How do you currently approach the revision process in your writing, and how might this change after the workshop?

3. How do you envision applying this improvement in your personal or professional life?

Brainstorming



Use the questions below to guide your brainstorming.

Prompt: Examine the impact of technological advancements on both individual privacy and cybersecurity. Discuss the challenges and benefits associated with the increasing integration of technology into our daily lives.

1 Understanding the 2-Part Prompt:

- What are the two parts of this essay prompt?
- How are they connected? What do you have to discuss / analyse?

2 Personal Reflection:

- Have you personally experienced situations related to the theme?

3 Identifying Examples:

- Can you recall specific examples from your life or others' lives that are related to the theme?

4 Balancing Perspectives:

- How can technological advancements simultaneously pose challenges to individual privacy and provide benefits in terms of cybersecurity?
- Can you think of specific examples where technology integration creates a delicate balance between privacy concerns and the need for enhanced cybersecurity?

5 Cultural and Historical References:

- How have cultural and historical factors influenced the trajectory of technological advancements, especially concerning individual privacy and cybersecurity?
- Can you identify any significant events or periods in history that have shaped our perspectives on technology's impact on privacy and security?

6 Personal Values and Beliefs:

- How do your personal values and beliefs influence your opinion on this matter?
- Are there cultural or societal values that play a role in shaping perspectives this subject?

7 Consideration of Potential Implications:

- What potential consequences or outcomes might arise from adopting one perspective over another?
- How can the implications of each perspective be explored in the essay?

8 Engaging Introduction Ideas:

- How can you craft an engaging introduction that introduces the topic and entices readers to explore your opinion?
- Are there anecdotal or attention-grabbing elements you can include in the introduction?

9 Use of Language and Vocabulary:

- What specific terms or phrases can enhance the clarity and impact of your arguments?
- How can you effectively convey the nuances of your opinion through language?

10 Stakeholders

- What are the groups of people affected by this subject?
- How do their opinions and arguments differ?

Organising



Organise your ideas into groups. Give each group a headline. For the given opinion essay prompt, potential categories could include "Impact on Individual Privacy", "Impact on Individual Cybersecurity", and "Stakeholders".

Sequencing



1 Review your ideas and identify key points that strongly support the opinion. Highlight them on the previous page. These key points will serve as the main ideas for each paragraph.

2. Establish Logical Flow:

Determine the most logical flow for presenting ideas. In a two-part essay, a typical structure might include:

Introduction:

- Begin with a brief introduction to the technological advancements under consideration.
- Clearly state your thesis, outlining the impact on individual privacy and cybersecurity.

Body Paragraph 1:

- Discuss the impact of technological advancements on individual privacy.
- Provide examples or evidence illustrating the challenges associated with this impact.

Body Paragraph 2:

- Explore the impact of technological advancements on cybersecurity.
- Present challenges and benefits related to the increasing integration of technology.

Conclusion:

- Summarise the key points discussed in both aspects of the essay.
- Reiterate your thesis and conclude with a thoughtful statement.

3 Order of Importance:

Arrange the key points in order of importance. Start with the strongest argument to grab the reader's attention and build a compelling case.

4 Smooth transitions:

These words or phrases could help ensure each paragraph logically connects to the next, creating a seamless flow of ideas.

Outlining



Write your outline. What ideas, phrases, opinions and arguments are you going to present in each of these parts of the essay? You can use bullet points here.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Writing



Write your essay. Develop the ideas, phrases, opinions and arguments that you included in the outline.

Introduction:

Body Paragraph 1:

Body Paragraph 2:

Conclusion:

Final Project



Choose one of the prompts below or create your own. Follow the steps you learned in the workshop to plan, write and check your essay. Submit it no later than 7 days after the end of the workshop to receive detailed feedback.

Opinion Essay:

Do you believe that standardized testing accurately measures a student's abilities? Share your perspective, and provide examples to support your viewpoint.

Problem and Solution Essay:

Explore the environmental consequences of fast fashion. Propose practical solutions to address the negative impact of the fashion industry on the planet.

Advantages and Disadvantages Essay:

Discuss the impact of social media on interpersonal relationships. Highlight both the positive and negative aspects, and support your arguments with relevant examples.

Discussion Essay:

Evaluate the role of government surveillance in ensuring national security. Discuss the ethical considerations and potential implications for individual privacy.

Two-part Essay:

Examine the influence of online learning on traditional education. Discuss the challenges and benefits associated with the increasing prevalence of digital learning platforms.

Well done!



Congratulations! You've completed the Intensive Writing Workshop Workbook. We applaud your dedication and hard work throughout this journey. Remember, writing is a skill that evolves with practice and persistence. Take a moment to reflect on the progress you've made, the techniques you've mastered, and the confidence you've gained in expressing your ideas through essays.

This is not just the end of a workbook; it's a milestone in your ongoing writing development. As you move forward, keep honing your craft, embracing challenges, and celebrating your successes. Your journey as a proficient and confident writer continues beyond these pages. Thank you for being part of this workshop, and we wish you continued success in all your writing endeavors!

An illustration of a glowing yellow lightbulb with a blue pen nib writing on a piece of paper below it. There are small blue and yellow stars around the lightbulb.

INTENSIVE WRITING WORKSHOP

Take your writing to a new level with the Intensive Writing Workshop Workbook! Alongside the participant's guide, this complete workbook is your dynamic companion to mastery.

- Use the exercises and activities to **track your writing progress**.
- Engage in **practical tasks** and challenges that reinforce the concepts covered in each session, ensuring a deeper understanding of essay writing techniques.
- Take advantage of **reflective prompts** to consider your writing goals, areas for improvement, and strategies for continuous advancement.

This workbook isn't just a tool; it's a stepping stone toward achieving your objectives as a skilled and confident essay writer.



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