METHODOLOGY OF WRITING

CHAPTER ONE: GENERAL CONCEPTS IN REDACTION TECHNIQUES

I. Introduction:

Undoubtedly, research in various fields of science and knowledge adheres to recognized methodological rules. It is not permissible for the researcher to write as they please, divide the research plan in a particular manner, or mix their analysis and opinions with the analysis and opinions of others.

A researcher intending to delve into the realm of science and knowledge must address a specific problem and a precise issue. They should analyze opinions, counter opinions with other perspectives, present evidence and proofs, and arrive at a set of conclusions. All of this can only be achieved according to well-structured and precise rules, namely, the rules of methodology.

II. Definition of redaction:

redaction is the composition of a text with the aim of explaining an idea or theory, and it is divided into several types:

- **Informative Text**: Its goal is to convey information to the reader, such as a letter, report, or autobiography.

- **Analytical Text**: Aims to explain an idea and analyze it so that the reader can understand its purpose.

- **Narrative Text**: Aims to narrate facts or a story to clarify the origin or history of the research or idea.

- **Argumentative Text**: Involves providing evidence and arguments to prove a certain point of view and persuade the reader.

III. General Rules of Writing

III.1. Style:
- Clarity of Vocabulary

- Clarity of Thought

- Readability

- Originality

- Harmony

III.2. Punctuation:
Punctuation marks, the author should be familiar with the rules of placing these marks for paragraph and text composition.

III.3. Presentation of the manuscript:
The purpose is to attract the reader and encourage them to discover the message or thesis by:

- citing and references.

- Including visual elements

- Organizing the writing

- Structuring chapters

IV. Basic Rules for Writing a Scientific Thesis or Dissertation:

There are ten fundamental rules that ensure the creation of a good and well-crafted written work:

Outline the Thesis or Dissertation before Starting the Writing:

1. The number of chapters and the content of each chapter should be organized and well-planned.
2. Chapter Organization: The arrangement of chapters should be logical and follow rules rather than being random.
3. Writing using Digital Applications: Utilize digital writing applications commonly used in information technology, such as Word Office, Latex, In Design, Chem Draw, and others.
4. The scientific or technical thesis should delineate the research steps: posing the problem first, describing the methodology used, and finally presenting the obtained results.
5. redaction should adhere to a pedagogical approach, with the introduction, conclusion, and summary written in a clear, precise, and concise manner.
6. The introduction should include a brief overview of the research topic, clarify the desired objectives, and describe the plan followed in the work.
7. In the conclusion, the writer should address whether the set objectives were achieved and provide reasons for the outcomes.
8. Discuss the achieved results, emphasize their importance, and present any shortcomings if identified.
9. The thesis presentation should be clear, with well-chosen spacing between lines and words, especially concerning the mention of chapters.
10. Cite the references used in the research, avoiding direct copying. References should be reliable, from books, articles, and electronic sources, especially in the theoretical part. In the practical part, the writer can use master's theses or graduation reports as references, but in a limited manner.

V. Applications :

V.1. Writing a Summary :

Writing a summary involves presenting the written work in a concise manner, mentioning the most important information and events covered in the thesis or dissertation. It requires concentration and significant effort to summarize all parts of the thesis or dissertation in a few sentences, reflecting the student's ability and understanding of the completed research. The summary is divided into four parts :

a. *Objective :*

The objective is to state the problem or purpose of the work in a clear and concise manner.

b. **Materials and Methods :**

The author should mention, without explanation, the tools and devices used during the research.

c. **Results :**

Mention the obtained results without any commentary.

d. **Conclusion :**

In this section, the author or student states whether the research has led to solving the posed problem or not.

To write a good and well-crafted summary, we must follow some basic rules:

- Follow the order of the written work and the sequence of ideas. This does not mean summarizing every paragraph, as some paragraphs may not be very significant.

- Write the summary using the same pronoun and tense used in the original texts. For example, if the writer used the pronoun "I" like: "I conducted an experiment..." then the same pronoun "I" should be used. If the past tense is used in verb conjugation, it should be maintained throughout.

- The writer should not rewrite sentences in the same form but should vary in writing new sentences that convey the same meaning, provided that there is no change in the keywords.

- Respect the required word count in writing the summary, with a margin of increase or decrease not exceeding 10% (for example, if the word count is 200, the writer can use between 180 and 220 words). A word is a noun, verb, article, symbol, or number.

V.2. Letters:

The writing of messages varies depending on their types

- **a. Personal Letters:** Personal letters hold a significant place in social and private life and are related to various personal and social occasions. Examples include congratulatory letters for birth, birthdays, weddings, entering university or success, thank-you letters, condolences, invitations to family gatherings, etc. There are no specific rules for this type of letter, and the writing style varies from person to person, reflecting the sender's respect.

- **b. Opinion Letters:** Opinion letters or open letters are among the best ways to express opinions on ideologies, actions, events, or situations. They can be of a personal, general, social, political, or cultural nature and may be addressed to the public through articles in newspapers and magazines or directed to specific individuals such as the president, manager, or deputy.

- **c. Administrative Letters:** administrative letters, whether commercial or Business, are used within organizations. They can serve various purposes such as acknowledgment of receipt, complaint, summons, business offers, etc. They can also be specific, like job applications, service requests, recommendations, resignations, requests for information, or legal defenses. Administrative letters are crucial for communication within and between different sectors, overcoming barriers and distances, saving time and effort, and serving as legal documents.

Essential Elements of Administrative Letters:

- **Page Structure:** Use one-sided paper, leaving margins of 2.5 cm to 4 cm on the right and left sides and at least 6.5 cm at the bottom of the page for the signature. If the text continues on the next page, leave at least 2.5 cm at the top of subsequent pages. The symbols % or 1/2 at the bottom of the page indicate that the text continues on the next page.

- **Essential Elements:**

  - **Header or Letterhead:** Indicates the name of the state, government body, and the organization, possibly accompanied by the organization's logo. (Not used in personal correspondence).

  - **Place and Date:** Specifies the date of the letter's validity, placed in the top right corner (left in Arabic) or on the bottom up the signature with the city's name, separated by a colon (:).

  - **Reference or Order Number:** Identifies administrative letters with a number, especially if the sender is an administration. It may include the dispatch number and the abbreviation for the organization's name and the year of the decision.

  - **Sender's Information:** Includes information about the sender (name, title, address, phone, and email) and the recipient's position. It starts with prepositions from the sender to the recipient.

- **Subject:** States the reason for sending the document, placed in the middle of the page, ending with a period.

- **Salutation:** The phrase used before delving into the subject, varies based on the recipient. It ends with a comma.

- **Body of the Letter:** The main content where the sender discusses the request, following administrative formatting rules. It includes an introduction, presentation, and conclusion.

- **Signature:** Located at the bottom right of the page (in Arabic at the right), providing the document with official status and credibility. Includes the sender's position, name, title, and the seal.

- **Copies Sent:** Exact copies given to relevant parties for information or notification, placed at the bottom left of the document.

- **Attached Documents:** Administrative documents supporting the information in the subject, written in one line at the bottom of the page.

mila: dd/mm/Year

From: [Your Name]

[Title]

[Adress: City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Director's Name]

[Company Name]

Subject: Request for Internship Opportunity

Dear Mr./Ms. [Director's Last Name],

I hope this letter finds you well. My name is [Your Full Name], and I am a student at [Your University]. I am writing to express my sincere interest in the possibility of undertaking an internship at [Company Name] for a period of one month.

I am particularly attracted to [Company Name] due to its outstanding reputation in [industry or field], and I am eager to gain practical experience that complements my academic studies. I believe that an internship at your esteemed company would provide me with valuable insights into [specific aspects of the industry or job role].

During the internship, I aim to contribute my skills in [mention any relevant skills or knowledge you possess] and learn firsthand about the day-to-day operations of [Company Name]. I am confident that the exposure to your company's working environment will enhance my understanding of [industry or field] and contribute to my professional development.

Thank you for considering my application. I am enthusiastic about the prospect of contributing to [Company Name] and learning from the experienced professionals in your team. I look forward to the opportunity to discuss my application further.

Yours sincerely,

[Your Full Name]

[Your Signature]

Enclosure: Resume (contains more details about academic background and relevant experiences)

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بوالصوف ميلة

Institut des sciences et de technologies

معهد العلوم والتكنولوجيا

Département des Sciences et de Technologie

قسم العلوم والتكنولوجيا

Ref: 287/D.C.P/2021

Mila: 11/11/2021

Deputy Director in charge of Pedagogy

To: Directors of Institutes

Subject: Regular Examinations for the First Semester

Greetings,

Following letter number 982/H.E.S.R.M/S.G./2021 dated November 2, 2021, which emphasizes the need to organize regular examinations for the first semester immediately after the winter vacation, I am pleased to request from you to provide us with the examination schedules and the list of students concerned as soon as possible.

In conclusion, please accept our appreciation and respect.

Seal and signature of the Deputy Director in charge of Pedagogy.

D.C.P: of Direction in Charge of Pedagogy

M.H.E.S.R: Ministry of Higher Education and Scientific Research

S.G: Secretary General

V.3. Curriculum Vitae (CV):

When a person wants to enter the world of work, they should accompany job applications with an important document, which is the curriculum vitae (CV). In it, all personal information, academic qualifications, and certificates of experience obtained are mentioned. This is done to strengthen one's chances of employment, and it is divided into the following sections:

a. *Personal Information :*

- Name and Surname

- Date and Place of Birth

- Nationality

- Marital Status (Single or Married)

- National Service

- Address

- Phone Number

- Email

- Photograph

b. *Academic Qualifications :*

- List of certificates and the institution that issued each certificate, along with the year of graduation (e.g., Baccalaureate in Experimental Sciences, Abdelhafid Boussouf High School, Mila, 2020).

c. Other Qualifications :

- Other skills, such as languages spoken and proficiency levels (reading, writing, speaking). Computer skills, especially in office applications, should be mentioned, and, in some positions, a driver's license may be considered a qualification.

d. *Professional Experiences* :

- A detailed list of all previous positions held to enhance the chances of employment.

e. *Participation in Conferences or Festivals:*

This comprehensive document aims to provide a complete overview of the individual's qualifications and experiences, increasing their chances of successful employment.

Sara Bischoff

Personal Information

08.05.1982
Adress XYZ 123
88757 Galaxy

xyz.xyz@gmxyz.com
0045/444 55 45

Specializations

Digital product design
Information Architecture
Print and web design

Languages

German | English | French

Hobbies

Singing, Dancing, Yoga
Travel

Licence Driving

Education Background

06.2019-05.2020	Marketing Management CAS University of Pinkston
06.2019-05.2020	MFA in Digital Media Arts, Class of 2020 School XY Z
06.2019-05.2020	MFA in Digital Media Arts, Class of 2020 School XY Z
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06.2019-05.2020	MFA in Digital Media Arts, Class of 2020 School XY Z

Work Experience

06.2019-05.2020   Marketing Management
- Wrote dissertation on Advertising for Millennials
- Creative Director, University of Pinkston Magazine
- Founding Member, Pinkston Creative Circle

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- Founding Member, Pinkston Creative Circle
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Participation in Conferences or Festivals:

- 1st conference international of management, 22 and 23 October 2002, New york

V.4. Practical works report:

Practical work reports are documents that summarize and disseminate the findings and observations from a practical or experimental activity. They are also known as practical reports or laboratory reports. These reports are ubiquitous in academic and professional contexts, especially in science, engineering, and other technical subjects.

The work report's principal goal is to describe the details of a given experiment, project, or practical activity. It enables the author to document techniques, results, and conclusions for their personal use as well as the benefit of others who may want to imitate or comprehend the work.

The following are usual elements seen in practical work reports:

1. *Page title :*

   - Name of institute and departement

   - Title of the report.

   - Name of the individual or team submitting the report.

   - Date of pratical work.

2. *Abstract or Executive Summary :*

A brief summary of the report, highlighting the key objectives.

3. *Introduction :*

Background information about the project or practical work.

4. *Literature Review (if applicable) :*

A review of relevant literature or previous work related to the project.

5. *Methodology :*

   - Detailed explanation of the methods and procedures used in the practical work.

   - Equipment, materials, and tools used.

   - Ethical considerations, if applicable.

   - Draw the method's various stages, including any precautions.

6. *Results :*

   Presentation of the findings, often using tables, graphs, or charts.

7. *Discussion :*

   - Interpretation of the results.

   - Analysis of the outcomes in relation to the objectives.

   - Comparison with theoretical expectations or existing literature.

8. *Conclusion :*

   - Summary of the key findings.

   - Implications of the results.

How to redact a laboratory report:

- **Clarity:** Use a clear in simple words to present your ideas and findings.

- **Conciseness:** Be concise and avoid unnecessary details.

- **Citation and Referencing:** Properly cite all sources of information and follow a consistent referencing style.

- **Proofreading:** Thoroughly proofread your report to correct errors in grammar, spelling, and formatting.

- **Visual Aids:** Use visuals like graphs and charts to enhance the presentation of data.