

COLLABORATIVE WRITING

Collaborative writing roles	
Role	Description
Writer	A person who is responsible for writing a portion of the content
Consultant	A person who is external to the project and has no ownership or responsibility for producing content but who offers content and process-related feedback (peer reviewers outside the team; instructor)
Editor	A person who is responsible for the overall content production of the writers, and can make both style and content changes; typically has ownership of the content production
Reviewer	A person, internal or external, who provides specific content feedback but is not responsible for making changes
Team Leader	A person who is part of the team and may fully participate in authoring and reviewing the content, but who also leads the team through the processes, planning, rewarding, and motivating.
Facilitator	A person external to the team who leads the team through processes but doesn't give content related feedback.

Writing Strategy

Single-author

One member writes for the entire group

For simple tasks; when little buy-in is needed; for small groups

Efficient; consistent style

May not clearly represent group's intentions; less consensus produced

Sequential

Each member is in charge of writing a specific part and write in sequence

For asynchronous work with poor coordination; when it's hard to meet often; for straightforward writing tasks; small groups

Easy to organize; simplifies planning

Can lose sense of group; subsequent writers may invalidate previous work; lack of consensus; version control issues

Parallel Writing: Horizontal Division

Members are in charge of writing a specific part but write in parallel. Segments are distributed randomly.

When high volume of rapid output is needed; when software can support this strategy; for easily segmented, mildly complex writing tasks; for groups with good structure and coordination; small to large groups

Efficient; high volume of output

Redundant work can be produced; writers can be blind to each other's work; stylistic differences; doesn't recognize individual talents well

Parallel Writing: Stratified Division

Members are in charge of writing a specific part but write in parallel. Segments are distributed based on talents or skills.

For high volume rapid output; with supporting software; for complicated, difficult to segment tasks; when people have different talents/skills; for groups with good structure and coordination; small to large groups

Efficient; high volume of quality output; better use of individual talent

Redundant work can be produced; writers can be blind to each other's work; stylistic differences; potential information overload

Reactive Writing

Members create a document in real time, while others review, react, and adjust to each other's changes and addition without much pre-planning or explicit coordination

Small groups; high levels of creativity; high levels of consensus on process and content

Can build creativity and consensus

Very hard to coordinate; version control issues

ASSIGNMENTS & PROJECTS

TASK 1: Let's Warm Up!

Sign Up <https://www.canva.com/>



TASK 2: Sign Up <https://app.popplet.com/>

Collaborate, explore, create maps on various collaborative tools & upload in the drive https://drive.google.com/drive/folders/1qu-Dxh_RjI_qnzJr6gK5DZ_rwvfl83hG

Send the PDF to Send a mail to the facilitator prajna.pani@cutm.ac.in

TASK 3: Sign Up

<https://coggle.it/>

1. Definition of Collaborative Writing
2. Benefits of Collaborative Writing
3. Challenges of Collaborative Writing
4. Collaborative Writing Tools
5. Strategies of Collaborative Writing
 - 5.1 Stages of Collaborative Writing
 - 5.2 Writing Strategy
 - 5.3 Roles
6. Integration (Class/Workplace)
How would you like to integrate?
7. Download the image format & upload in the drive
https://drive.google.com/drive/folders/1qu-Dxh_RjI_qnzJr6gK5DZ_rwvfl83hG
8. Send a mail to the facilitator

TASK 4: Sign Up

<https://www.zoho.com/writer/collaborative-writing.html>

(<https://show.zoho.in/home/presentations>)

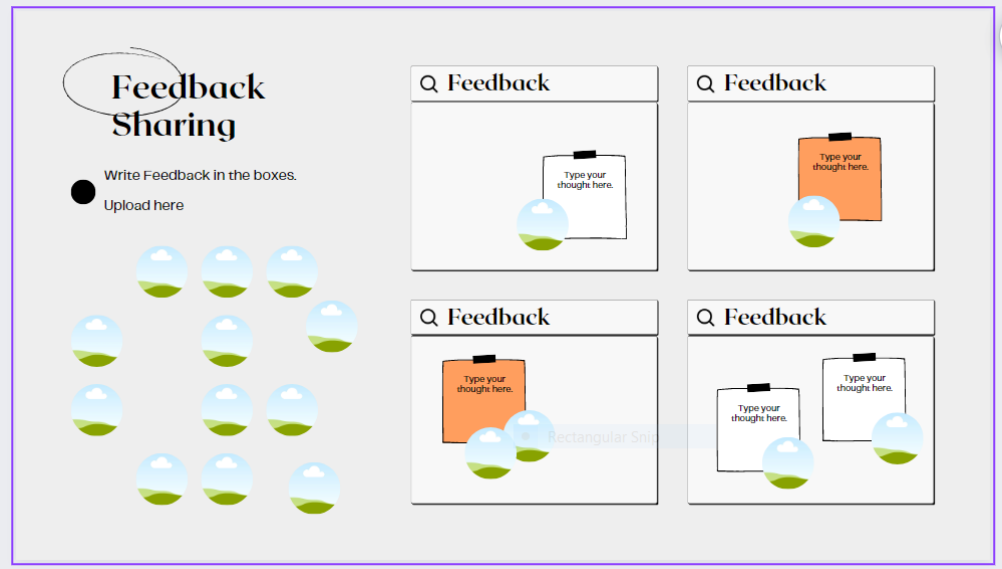
Share, collaborate & create a dynamic presentation by blending multiple slide layouts, templates, designs

Title: Impact of Collaborative Writing on Students' Writing Performance

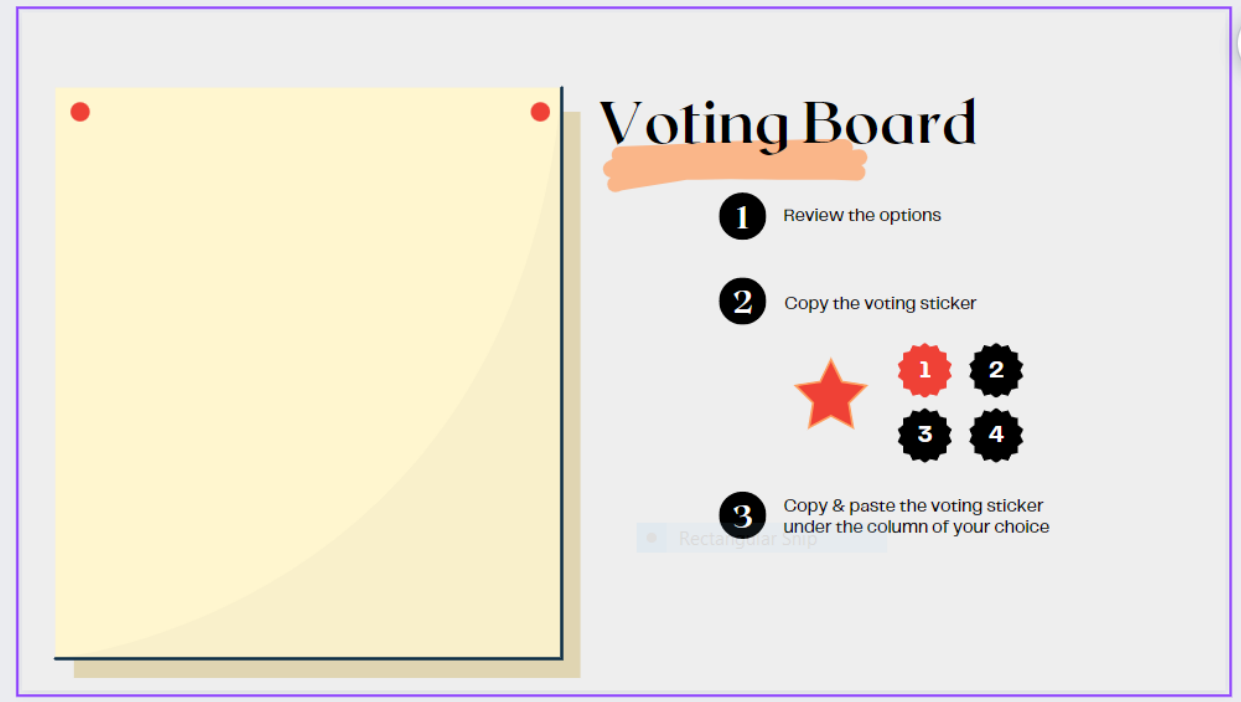
1. Introduction
2. Need of a Pilot Study
3. USP to Conduct the Pilot Study
4. Method of Study
5. Findings
6. Conclusion

Upload the PPT in the drive https://drive.google.com/drive/folders/1qu-Dxh_RjI_qnzJr6gK5DZ_rwvfl83hG & send to the prajna.pani@cutm.ac.in

TASK 5: Login <https://www.canva.com/> for feedback sharing



TASK 6: Login <https://www.canva.com/> to use the voting board



Happy Learning!

