

1- The structure of any academic writing

Every accurate academic writing should include three things: **introduction**, **body** and **conclusion**. Each part is written in a form of one paragraph or paragraphs.

Introduction

The introduction should be so short, including the **topic sentence**; the introduction should contain the main subject of your writing.

The first sentence of the introduction should introduce a **general idea**, after that you can express your subject. The rest of the introductory paragraph should **mention what you are going to write**.

For example, if you have a subject and you want to write the advantages and disadvantages of it, you need to write one sentence for advantages, this means what you are going to write about advantages and another sentence about disadvantages. **The introduction in any academic writing is like the abstract in academic research**. It mentions the topic and what you are going to write about: advantages, disadvantages, contrasts, comparison, causes, effects, etc.

Body

The body includes one or two or three or four paragraphs, it depends if you have cause and effect writings, for example, you will write one or two paragraphs on causes and one or two paragraphs on effects.

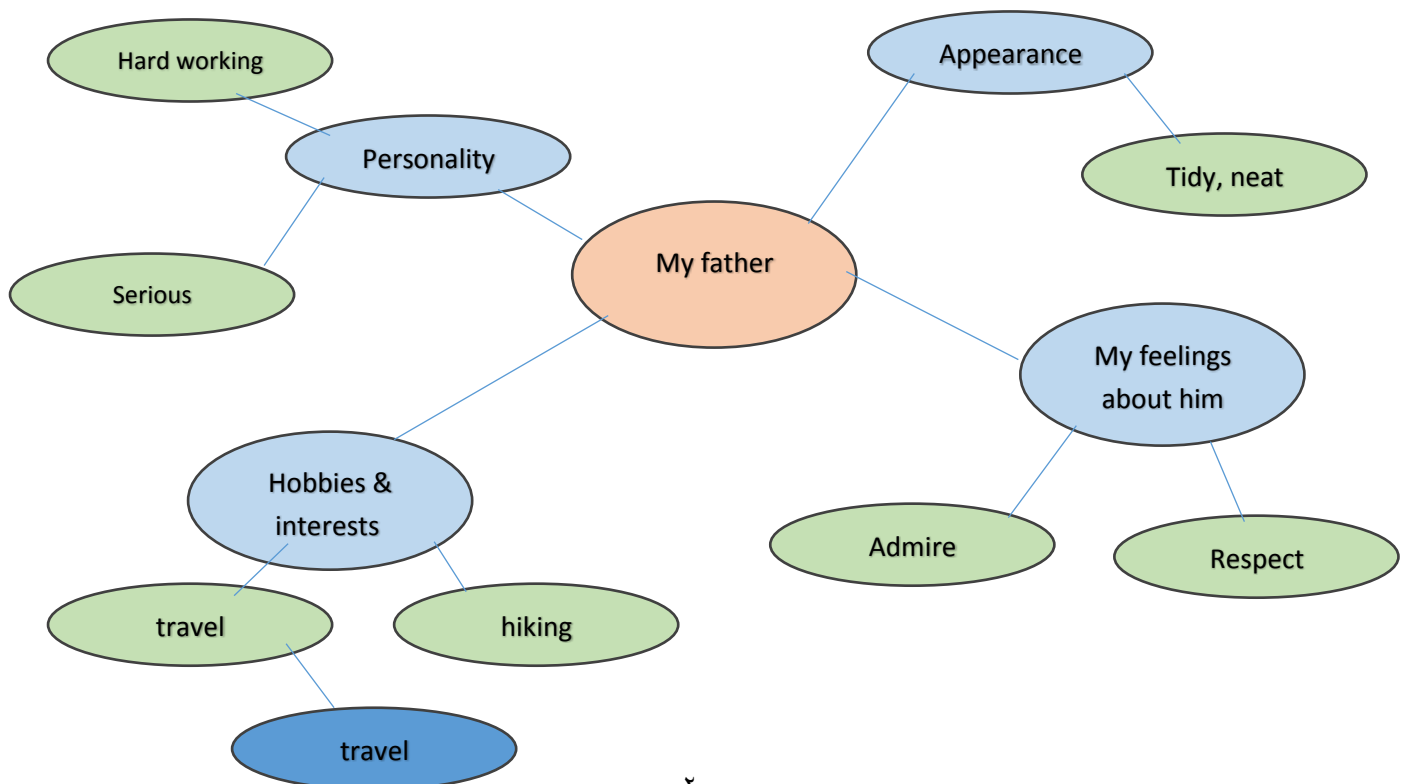
Each paragraph should present a new idea, a new place, a new example, a new person, a new time, a new argument, a new discussion, a new critical analysis, a new thinking etc.

Conclusion

In the concluding paragraph, you must not mention any idea that is not mentioned in the body of your writing. The conclusion should be a concise summary for your ideas in the body, your views and discussions. Besides, you have to show your opinion in it, whether you are with or against.

Important Notes

- ❖ **Pre-writing** is choosing a subject.
- ❖ **Gathering ideas** is the thinking about what you will write about that topic.
- ❖ **To organize** is to decide which of the ideas you want to use and where you want to use them. Choose which idea to talk about first, which to talk about next, and which to talk about last.
- ❖ **Drafting** is to begin writing.
- ❖ **Reviewing and Revising** to look for places where you can add more information, and check to see if you have any unnecessary information.



2- Paragraph

1- What is a paragraph?

A paragraph is a group of about 6-12 sentences closely related with one subject or idea.

- ✚ The purpose of paragraphing is to divide the composition into logical, interesting, and readable parts.
- ✚ All of the sentences in the single paragraph explain the writer's main idea about that subject.
- ✚ When the writer wants to write about a new main idea, a new step, a new argument, a new time, a new place, a new thing, a new character or person, or a different point of view in a description.

A good paragraph contains two elements:

- 1- Unity**
- 2- Coherence**

1- What is unity in a paragraph?

A paragraph has unity when each sentence is clearly related to the main idea and when no important information about the main thought is missing. A paragraph with unity develops a single idea thoroughly and links it to the rest of the paper.

Unity of a paragraph can be achieved by three components:

- 1- The topic sentence** is simply the main idea of each paragraph. It tells the reader main idea. In academic writing, the topic sentence is usually (but not always) first or last. It is like a small image of what the paragraph is about. The other sentences of the paragraph are supporting sentences, giving more information about the topic, they add more details and explanations.

A good topic sentence should include either of the following:

- **One clear topic.**

Weak: It is important to have friends, and also to do well in school.

Strong: I don't think I will ever have a better friend than Jack.

- **An opinion or idea about the topic.**

Weak: I have been studying Karate.

Strong: Studying Karate has given me strength and self-confidence.

A good topic sentence should not be:

- **Too broad (too much to write about).**

Weak: Australia is an interesting country.

Strong: On my first visit to Australia, I saw many unusual animals.

- **Too narrow (not enough to write about)**

Weak: School starts at 8:30 a.m.

Strong: Getting ready for school in the morning is more difficult than any of my classes.

2- Development of the topic sentence.

The topic sentence must be developed fully.

Example: There are many reasons why I decided to study English.

Of course, you have to mention many reasons and not only one reason, because the main idea of your paragraph says that there are many reasons. If you mention only one reason, then your paragraph is not fully developed; consequently, there is no unity in it.

Example: "My friend is talented, intelligent, and kind."

So, this is the topic sentence, it is the first sentence of your paragraph, then you have to develop this idea by mentioning some examples your friend's talent, intelligence, and kindness. If you mention only examples of your friend's kindness, then your paragraph is not developed well.

3- Exclude any material that does not develop the topic sentence.

Don't not include any information or details that are not mentioned in the topic sentence. So, the main thing is to look back to your topic sentence and to explain in accordance to that idea. You have to read your writings of the paragraph and to exclude, omit, delete any information or ideas that are not developing the main idea.

2- What is Coherence in a paragraph?

Paragraph coherence is achieved when sentences are ordered in a logical manner and when clear transitions link sentences.

- **Coherence** is more significant than unity because it will make your writings easy to understand and clear ambiguity.
- **Coherence** means the connection of ideas at the idea level, i.e., the whole idea of the paragraph

There are three main indicators that make our text coherent.

1- Arrangement of sentences.

2- Transitions between sentences.

3- Length of paragraph.

1- Arrangement of your sentences can have many common and logical ways in orderly sequence in a paragraph. Therefore, you can arrange your sentences according to the following orders:

- ✓ **Time order:** a chain of events recorded in the order in which they occurred.

Paragraph begins with the first event and ends with the last one.

Example

Our school bus driver has a very busy day. He has to pick all of us up and get us to school by **8:30**. **Then**, he spends the rest of the morning supervising the school study halls. **At noon**, he takes us home for lunch, and he picks us up again at home to get us back to school by **1:00**. He returns to the study halls until **3:00**, when he takes us all home again. **Finally**, when he has finished his route, he has to check to see that the bus is in good repair. Only after that is done does he go home.

- ✓ **Space order "position, location order":** sentences in paragraph move from one area to the next, as these areas are viewed, in turn, by the writer. Movement may be in any direction but may be easy to follow, for instance, when you want to describe a particular place 'home, university, school, city etc.'

Example

Our house is situated on a high hill overlooking most of the city. Looking out from our living-room window, I can see the industrial section of the city spread out of my left and going all the way to the river. In the center of the view I see the shopping area which fades into a residential area.

- ✓ **"Climax order":** when you want to arrange your sentences according to their climax, for example from the important thing to the less one or from the less

important to the most important, from particular to general, from the familiar to the unfamiliar event and so on.

Example

It is sad sight to see a fine ship beyond control. It is like seeing someone that one loves gone mad. Sad under any circumstances; how terrible it is when she is carrying with her a load of human creatures to an early death.

- ✓ **Cause and effect order:** this requires reasons.

Example

The fog grew heavy. Huge waves began form way out at sea. As we hurried onward, we noticed that our gas was running low. We heard a report on the radio that the Coast Guard ordered all boats in. We decided that we'd better return to port.

2- Transitions between sentences.

The relationship between sentences can be made clear by:

- A-** Linking sentences by means of pronouns referring to antecedents in the preceding sentences.
- B-** Using different words, expressions, synonyms, from the ones you have used in the previous sentences.
- C-** Linking sentences by using transitional expressions.

Transitional expressions are words or phrases which mention what has gone before, and indicate that more is to come.

Examples

- 1-** Introduce an illustration: **thus, for example, for instance, to illustrate.**

- 2- Add another phrase of the same idea: **secondly, in the second place, next, moreover, in addition, similarly, again, also, finally.**
- 3- Point out a contrast: **on the other hand, nevertheless, despite this fact, on the contrary, still, however.**
- 4- Indicate a conclusion or a result: **therefore, in conclusion, to sum up, consequently, as a result, accordingly.**

3- Length of paragraph. It is not convenient to write your ideas in a form of one paragraph. So, you need to divide your writings into paragraphs, every paragraph should not be more than six or seven lines.

Note: the beginning of each para, there should be **indent** (space) for one word.

3-Punctuation Marks

Mark	Name	Purposes, Uses	Examples
	Capitalization	<ul style="list-style-type: none"> 1- The first word of every sentence. 2- Days of the week, and months of the year, 3- The first letter only of the names of people and places. 4- The main words of a title, but not articles, or prepositions, or conjunctions 	<ul style="list-style-type: none"> - White lies are not always bad. - Monday, Tuesday, April, May, June. - Jack, Smith, Najaf, London. - The Three I Do in the Morning
(.)	Period full stop	<ul style="list-style-type: none"> 1- A period comes at the end of declarative and imperative sentences. 2- If the sentence ends with an abbreviation, don't use more than one period. 3- It is used in abbreviations. 	<ul style="list-style-type: none"> - Declarative (a statement): The book is on the desk. - Imperative (a command): Go to the grocery store and buy milk. - My brother just finished his Ph.D. - Ed Wilson, Ph.D. will be lecturing about insects. - Ms. Audrey Aimes is an award-winning photographer
(,)	Comma	<ul style="list-style-type: none"> 1- Between main clauses with a coordinating conjunction (for, and, nor, but, or, yet, so). 2- Between individual items in a 	<ul style="list-style-type: none"> - The movie was terrible, and the audience was making fun of it. - Remember to buy milk, butter, eggs,

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		<p>series or list.</p> <p>3- After introductory expressions such as however, therefore, in conclusion, etc.</p> <p>4- With quotations.</p>	<p>bread, and juice.</p> <ul style="list-style-type: none"> - I take a dictionary, a notebook, and some paper to class every day. - Unfortunately, I only had a 2.5 GPA last semester. - Jack asked, "What do men want?"
(" ")	Quotation Marks	<p>1- Use quotation marks when you type or write the title of a book or movie.</p> <p>2- Use quotations to show the exact words someone spoke or wrote.</p>	<ul style="list-style-type: none"> - "Hamlet" was written by Shakespeare. - The professor announced, "We're going to have exam next week." - Shakespeare wrote, "All the world's a stage."
(:)	Colon	<p>1- Before a series or list that follows a complete sentence.</p> <p>2- Between hours and minutes and between minutes and seconds of time.</p> <p>3- In proportions.</p>	<ul style="list-style-type: none"> - To lose weight, you should do the following: exercise regularly, eat healthy foods, and drink water a lot. - The space shuttle lifted off at exactly 11:40:29 this morning. - The ratio of students to teachers was 30:2.
(;)	Semicolon	<p>1- In place of a comma and a conjunction to join independent clauses.</p> <p>2- Before a conjunctive adverb (like <i>however</i> or <i>therefore</i>).</p>	<ul style="list-style-type: none"> - I'm not hungry; he wants to eat a big lunch. - I want to transfer to Medicine; therefore, I need to get good grades at Biology and Chemistry.
(-)	Dash	<p>1- Around a sudden break in thought.</p> <p>2- To introduce a summary or explanation</p>	<ul style="list-style-type: none"> - In 1991, the Minnesota Twins—what a season Jack Morris had that year!—won the World Series in seven games. - The Cincinnati Reds won the 1990 National League pennant by going "wire-to-wire"— they were in first place for the entire season.
(-)	Hyphen	<p>1- In the middle of compound words.</p> <p>2- Between two words functioning as a single adjective before a noun.</p> <p>3- In the middle of compound numbers and fractions.</p> <p>4- With some prefixes and suffixes.</p>	<ul style="list-style-type: none"> - My great-grandmother's name was Mary. - Two-year-olds often get into trouble. - Ross Perot was not a well-known political figure before 1992. - He claims that he caught twenty-four trout while fishing in one day. - Maria is a self-motivated woman.
(')	Apostrophe	<p>1- In possessives.</p> <p>2- In contractions, to signify where letters have been omitted.</p> <p>3- Before the s in plurals of letters,</p>	<ul style="list-style-type: none"> - That is the Taylors' house. - The bad guys in movies sometimes aren't very smart. - Dr. Smith gave six A's, three B's, nine

	numbers, and words.	C's, and two D's in his literature class.
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Samples of Good Writing

Sample 1

Some people think that education system is the only critical factor to the development of a country

Many people believe that education is the most important factor for a country's development. I personally agree that education is one of the most important components for the growth of any country, **but** there are other crucial factors that should be considered by the government and the people.

On the one hand, it is true that education plays an important role in the progress of a nation. As more and more people become educated, common society issues will soon be decreasing. **For example**, in the past, the percentage of illiterate people in Iraq was around 50%. **Consequently**, many of the people were living in poverty. **But then** the government realised these inconvenient conditions and tried to develop the education system. Some of the programs were giving free educations for the children and providing scholarships for top students. **As a result**, the country has experienced a significant increase in the economic sectors.

On the other hand, there are other factors that should be improved and one of them would be health. Countries that have a good healthcare system will have healthier residents which affect the productivity. **Another** crucial factor would be technology as it plays a significant role in the development of a country. **For instance**, agricultural countries that use technology for their farming activities will be more productive than the old fashioned ones.

In conclusion, I disagree if education is the only factor that would develop a nation. I do believe that education plays an important role in the development of a

country, **but** there are other factors that should be considered by the government as well, **such as** health and technology.

Sample 2

All education (primary, secondary and further education) should be free to all people and paid and managed by the government

Education is an important part of everyone's life and it plays a very important role in the growth of an individual. Making education free for everyone and managing all by the government will be a very big step towards the rapid growth of a society. All parents want to make their children educated by sending them to school, colleges **but sometimes** due to the lack of resources, they have to deprive their children even from the basic education. By making education free of all will ensure that nobody will miss education just **because** they can't afford to pay.

A government's step of making the education free will set an example in our society. It will show that if you have a strong will to study, not having any money will not stop you from making a paradigm shift.

Education with no fees will identify all those talents. Everyone will stand equal chance to succeed. It will increase the literacy rate of that country and will improve the growth of that country **as well**. By making education free, a majority of people will be educated, making overall a positive environment in our society. There will be fewer crimes in society.

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Governments should put more emphasis on education by making it free. Just like food and shelter education should also be a basic right and free for everyone.

References

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