Contents

To the Teacher iv To the Student v 2 Introduction: Process Writing Understanding process writing, the writing method used in most **English-speaking university classes** 5 **Pre-Writing: Getting Ready to Write** Choosing and narrowing a topic Gathering ideas **Editing ideas** The Structure of a Paragraph The definition of a paragraph The parts of a paragraph Identifying and writing topic sentences 17 The Development of a Paragraph 3 Paragraph support and development Writing concluding sentences Peer editing 25 4 Descriptive and Process Paragraphs Descriptive paragraphs and reasons for writing them Organising and writing descriptive paragraphs using adjectives and prepositions Process paragraphs and reasons for writing them Using transition words to write a process paragraph 33 5 Opinion Paragraphs Distinguishing between fact and opinion Organising and writing paragraphs expressing opinions and arguments Using transition words to express cause and effect Using modal expressions to make recommendations 40 6 Comparison / Contrast Paragraphs Comparison / contrast paragraphs and reasons for writing them

Organising comparison / contrast paragraphs

Connecting words used for comparing and contrasting topics
Writing about the advantages and disadvantages of a topic

7	Problem / Solution Paragraphs	50
•	Writing about problems and solutions Using first conditionals Writing a two-paragraph text with linking phrases	
8	The Structure of an Essay	56
•	The definition of an essay Formatting an essay Writing a thesis statement	
9	Outlining an Essay	63
•	The purpose of an outline Writing an outline	***************************************
10	Introductions and Conclusions	71
•	The purpose of an introduction Types of information in introductions The purpose of a conclusion Writing conclusions	
11	Unity and Coherence	78
•	The importance of unity in essay writing Editing an essay for unity The importance of coherence in essay writing Creating coherence	
12	Essays for Examinations	88
•	Common instructions for essay tests Writing timed essays and managing time	
A	dditional Materials	95
•	Sample essay: brainstorming Sample essay: first draft Sample essay: second draft Punctuation Sample information letter Sample personal statement Sample CV 1 Sample CV 2 Addressing an envelope	
A	nswer Key	108
P	hotocopiable Materials	121