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القسم او الفرع : اللغة الانجليزية

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The Four Basic Language Skills

One definition of “language” is “a system of symbols that permit people to communicate or interact. These symbols can include vocal and written forms, gestures, and body language.” Another way to describe language is in terms of the four basic language skills: listening, speaking, reading, and writing. In your teaching, you will need to address each of these skills. And, whenever possible, you should utilize activities that integrate all four skills since each reinforces the other.

When we learn our native language we learn these skills to communicate . Firstly we learn to listen then to speak, to read and finally to write. These are called the four language skills (LSRW)

People generally learn these four skills in the following order:

1. **Listening**: When people are learning a new language they first hear it spoken.
2. **Speaking**: Eventually, they try to repeat what they hear.
3. **Reading**: Later, they see the spoken language depicted symbolically in print.
4. **Writing**: Finally, they reproduce these symbols on paper.

What is the Writing Process?

Writing is a complex combination of skills which is best taught by breaking down the process. The writing process involves a series of steps to follow in producing a finished piece of writing. Educators have found that by focusing on the process of writing, almost everyone learns to write successfully. By breaking down writing step-by-step, the mystery is removed and writer's block is reduced. Most importantly, students discover the benefits of constructive feedback on their writing, and they progressively master, and even enjoy, writing. Although they will often overlap, and sometimes students will move back and forth between them, the writing process can generally be broken down stages. When a student learns to internalize the steps of the writing process, he or she will likely produce a logical and well-written composition.

The "perfect" paragraph will start with a topic sentence. It will have detail sentences in the middle and end with a concluding sentence. It will only cover one topic from start to finish.

The Steps of the Writing Process

Process Writing is an approach to teaching writing that allows the teacher and the students to go through the process of producing a text together. In process writing, students have the chance to think about what they are going to write, produce drafts, revise, edit, and give and receive feedback on their work before coming up with the final version of the text.

5 Steps of the writing process

- ◎ STEP 1: PREWRITING
- ◎ STEP 2: DRAFTING
- ◎ STEP 3: REVISING
- ◎ STEP 4: PROOFREADING
- ◎ STEP 5: PUBLISHING

1. Prewriting - students brainstorm to generate ideas for writing. They use charts, story webs, and graphic organizers to help develop a word list for writing, decide the type of writing, and audience, and determine the purpose for writing.

2. Rough Draft – students put their ideas on paper. At this time, they write without major attention to punctuation, grammar, or neatness. Some teachers may refer to this as a rough draft. The purpose of the rough draft is for the student to focus on his/her ideas and get them on paper without the distraction or fear of making mistakes in grammar, capitalization, punctuation, or paragraph structure.

3. Peer Editing - Classmates share their rough drafts and make suggestions to each other for improvement. They help each other understand the story by asking who, what, when, where, why, and how questions. They look for better words to express ideas and discuss among themselves how to make the writing clearer

The Steps of the Writing Process

4. **Revising** - The children use the suggestions from classmates to make additions or clarify details. Children try to improve their writing on their own. The teacher steps in at this stage and gives feedback.
5. **Editing** - students work with the teacher and/or peers to correct all mistakes in grammar and spelling.
6. **Final Draft** - Children produce a copy of their writing with all corrections made from the editing stage and then discuss this final draft with the teacher. The teacher offers the last suggestions for improvement at this point.
7. **Publishing** - The writing process is finally at its end. students publish their writing by making a copy in their neatest handwriting or using a word processor This is a

time for students to celebrate. They may share their pieces with the class during story time, make a class book or a personal portfolio, or send their work to local newspapers or student's magazines for publication!

محتوى المحاضرة الرابعة

Understanding Paragraphs

you learned that a paragraph is a group of sentences about one main idea. This means that each paragraph has a topic (what you are writing about) and a focus (what you want to say about that topic). In a good paragraph all of the sentences will be connected to the topic and focus.

What does a good simple paragraph look like? Most simple paragraphs will include: a topic sentence, several supporting sentences and, sometimes, a concluding sentence.

1. **The topic sentence** is often (but not always), the first sentence in the paragraph. The topic sentence tells the reader what the main idea of the paragraph is, i.e., the topic and focus of the paragraph. A good topic sentence will be broad enough to allow for explication but narrow enough that it does not require a paragraph that is too long

2. **The supporting sentences** give examples, explanation, information and opinion to support the main idea of the paragraph. Therefore, all supporting sentences

should help the reader to understand the topic and focus of the sentence. That is, they explain and elaborate the point of the paragraph

3. **The concluding sentence** is the last sentence in the paragraph. It is often similar to the topic sentence and reminds the reader of the topic and focus of the paragraph, but it should use different words, if possible.

محتوى المحاضرة الخامسة

Features to write effective Paragraphs

A good paragraph contains many elements. Here are just a few of them.

1. **Unity, Coherence**: The ideas in a paragraph should logically fit together. Furthermore, they should flow from one idea to the next.
2. **Appropriacy**: A paragraph should be organized in a way that it builds appropriately. This could be by sequence of ideas or events. Additionally, transitions should be used from one sentence to the next that connect the ideas and concepts.
3. **Adequate Development** : In order for a paragraph to be considered “adequate” or “sufficient,” the paragraph should be well-developed. The reader should not be left wanting more information. Similarly, the

paragraph should include enough evidence to support its topic sentence.

4. **Transitions:** Good paragraphs have transitions between preceding and proceeding paragraphs. These transitions are logical and verbal.

One paragraph should logically flow to the next. The ideas in a body of work should be organized so each paragraph transitions well to the next. It should not be choppy. Additionally, verbal transitions within and between paragraphs should help the reader move seamlessly through the piece of writing

How Long is a Paragraph?

There is no set length to a paragraph. Some paragraphs are only one sentence in length. However, a short paragraph like that should be left only to the expert writer—or a specific style of writing. You wouldn't find a single-sentence paragraph in a research paper or academic journal.

Paragraphs need to be long enough to express any given idea (long enough to thoroughly explain the topic sentence).

Research papers may call for paragraphs ten sentences or longer.

The overall topic of the writing and content will determine the length of a paragraph. Unfortunately, there is no single number of sentences to a good paragraph.

A general rule of thumb is to begin with a topic sentence; develop that topic well with evidence, examples, and explanations; and conclude the paragraph appropriately.

Paragraph development

Paragraphs are the building blocks of papers. Many students define paragraphs in terms of length: a paragraph is a group of at least five sentences, a paragraph is half a page long, etc. In reality, though, the unity and coherence of ideas among sentences is what constitutes a paragraph. A paragraph is defined as “a group of sentences or a single sentence that forms a unit” (Lunsford and Connors 116).

Length and appearance do not determine whether a section in a paper is a

paragraph. For instance, in some styles of writing, particularly journalistic styles, a paragraph can be just one sentence long. Ultimately, a paragraph is a sentence or group of sentences that support one main idea. In this handout, we will refer to this as the “controlling idea,” because it controls what happens in the rest of the paragraph

How do I decide what to put in a paragraph?

- ❖ Before you can begin to determine what the composition of a particular paragraph will be, you must first decide on an argument and a working thesis statement for your paper. What is the most important idea that you are trying to convey to your reader? The information in each paragraph must be related to that idea. In other words, your paragraphs should remind your reader that there is a recurrent relationship between your thesis and the information in each paragraph. A working thesis functions like a seed from which your paper, and your ideas, will grow. The whole process is an organic one—a natural progression from a seed to a full-blown paper where there are direct, familial relationships between all of the ideas in the paper
- ❖ The decision about what to put into your paragraphs begins with the germination of a seed of ideas; this “germination process” is better known as brainstorming. There are many techniques for brainstorming; whichever one you choose, this stage of paragraph development cannot be skipped. Building paragraphs can be like building a skyscraper: there must be a well-planned foundation that supports what you are building. Any cracks, inconsistencies, or other corruptions of the foundation can cause your whole paper to crumble.

So, let’s suppose that you have done some brainstorming to develop your thesis. What else should you keep in mind as you begin to create paragraphs? Every paragraph in a paper should be:

- ❖ **Unified:** All of the sentences in a single paragraph should be related to a single controlling idea (often expressed in the topic sentence of the paragraph).
- ❖ **Clearly related to the thesis:** The sentences should all refer to the central idea, or thesis, of the paper.
- ❖ **Coherent:** The sentences should be arranged in a logical manner and should follow a definite plan for development
- ❖ **Well-developed:** Every idea discussed in the paragraph should be adequately explained and supported through evidence and details that work together to explain the paragraph's controlling idea

محتوى المحاضرة السابعة

How do I organize a paragraph?

There are many different ways to organize a paragraph. The organization you choose will depend on the controlling idea of the paragraph. Below are a few possibilities for organization, with links to brief examples:

- ❖ **Narration:** Tell a story. Go chronologically, from start to finish.
- ❖ **Description:** Provide specific details about what something looks, smells, tastes, sounds, or feels like. Organize spatially, in order of appearance, or by topic.
- ❖ **Process:** Explain how something works, step by step. Perhaps follow a sequence—first, second, third.
- ❖ Opinion paragraph
- ❖ Process paragraph
- ❖ Comparison and contrast paragraph
- ❖ Problem/solution paragraph.

Descriptive Paragraph

Descriptive writing is about using words that give your readers the details they need to visualize what you are saying and become a part of your writing.

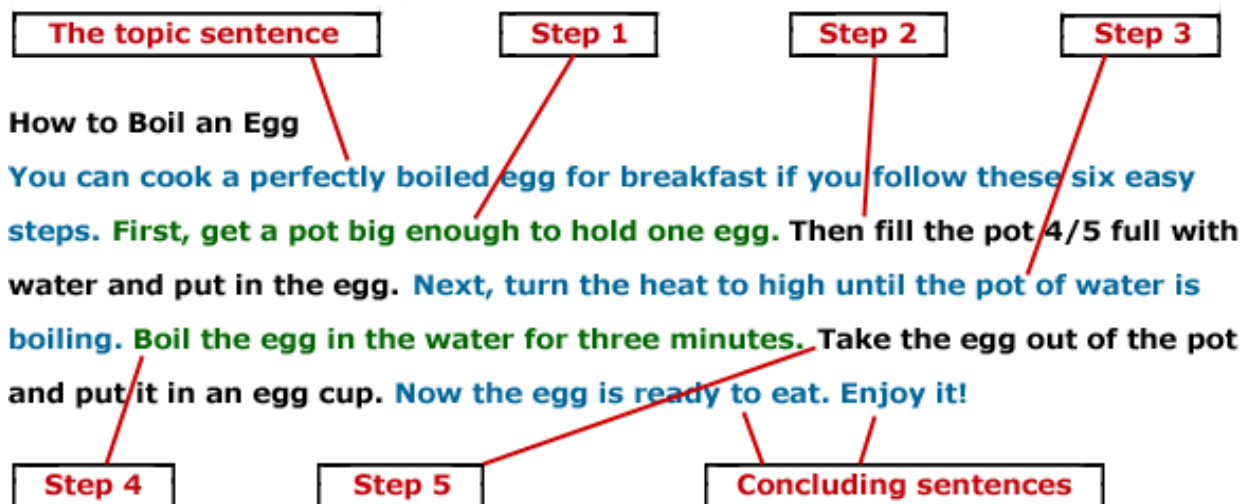
Here are four tips that will help you **add vivid descriptions** to your writing:

1. Use your five senses.
2. Use figurative language.
3. Have fun with words.
4. Show, don't tell

محتوى المحاضرة الثامنة

A process paragraph

A process paragraph is a series of steps that explain how something happens or how to make something. It can explain anything from the way to enrich vocabulary to overcoming insomnia to the procedure of operating a machine. It may also give tips for improving pronunciation or for answering a telephone call. Because such explanations must be clear, the process paragraph must be written in chronological order, and it must include a topic sentence that clearly states the paragraph's purpose. It must also include transition words and phrases such as "first," "next," "finally," that connect each of the steps.



Writing a good process paragraph

Scarry S. & Scary J., (2011: 415) states that to write a good process paragraph, you should pay attention to three important things:

1. **First**, make sure that the steps in the process are complete. Following a procedure whose steps are incomplete will fail to produce the expected result.
2. **Second**, present the steps in the right sequence. For example, if you are describing the process of cleaning an electric mixer, it is important to point out that you must first unplug the appliance before you remove the blades. A person could lose a finger if this part of the process were missing. Improperly written instructions have caused serious injuries and even death.
3. **Finally**, use correct transitional words to indicate the sequence of the process you are writing. the followings are transitions commonly used in process analysis

How to write an Opinion Paragraph

An opinion paragraph, or a short opinion essay, is a type of short argumentative text that writers use to state their beliefs. The best opinion paragraphs make the author's beliefs clear and back them up with solid reasoning. Because they are based on opinion and not on inarguable facts, a good opinion paragraph can still leave room for differing points of view. To write an opinion paragraph, you will need to determine your subject first. After that, plan out your reasoning using writing strategies

Organization

- **Topic sentence:** showing whether you agree or disagree with a topic.
- **Reasons and supporting details :** examples and evidence to show your agreement or disagreement.
- **A concluding sentence:** summarizing the main reasons or restating the topic sentence in different words.

How to Write an Opinion Paragraph

In order to write a paragraph with a good opinion, there are several things you should do, namely:

- Write your opinion in the topic of sentence clearly

- Explain each reason in logical order
- Use facts to support each reason
- Finish your paragraph with a concluding sentence at the end

An Example of Opinion Paragraph

Video Games and Violence

According to my research, violent video games are harmful to young people. First, playing these games can cause changes in the behavior of young people. Frequent players have poorer grades in school, according to studies by psychologists. The next reason is that violent video games make young people less sensitive to violence in the real world. The games are toxic to children that make it looks fun to shoot and kill, and the line between play violence and real violence becomes very thin or disappears entirely.

The last reason is that violent video games teach players to use violence to solve problems. Classmates usually tease each other, but don't make this anger you and do something that you will regret.

In short, I feel that violent video games are harmful to young people and should be controlled – or, even better, banned

PROBLEM/SOLUTION PARAGRAPH

Problem solution essays are a popular form of persuasion. In these essays, you must describe a problem, convince the reader to care about the problem, propose a solution, and be prepared to dismantle any objections. When wondering how to write a problem solution essay, there's an effortless formula you can follow.

1. **Introduce the Problem:** In your introductory paragraph, you're going to carefully outline the problem. What is it and why does it need to be solved?
2. **Make the Reader Care:** Don't just describe the problem in bland definitions. You have to describe it from the readers' eyes. Introduce the subject in a way that will make the reader take interest. Why does this problem matter? Why should they care?
3. **Outline Your Solution:** Once you've drafted your introduction, it's time to dive into the body of the essay. you must begin with clarity. Explain your solution in simple terms that anyone could understand. Offer as many details as possible about how this will solve the problem without getting unnecessarily wordy.

Where possible, cite evidence for your solution. Offer examples where similar solutions have worked before. Cite expert opinion, statistics, and studies. If you're proposing a new solution that hasn't been explored before, then you can rely heavily on logical argument. Explain why you think your solution will be effective.

4. Paint a Final Picture

Now, it's time to bring the essay to a close. Describe the next steps that must take place immediately. Paint a vivid picture of what the world would look like after

your practical solution has been implemented.

Some of the best ways to close an essay are with rhetorical questions such as, “Isn’t this the type of world we all seek to live in?” Or, you can cite some sort of call to action. Ask others to join the cause, or direct them to some other source for more information

EXAMPLES

- ILLITERACY
- BULLYING AT SCHOOL
- CHILD LABOUR IN OUR COUNTRY
- SOUND POLLUTION – THE NEW ENEMY OF MANKIND
- ENVIRONMENTAL POLLUTION
- The endangered water wealth in Ahwaz
- Obesity
- Violation of IQAqs' privacy rights
- Fractures in family relationships
- DRUGS
- Teen suicide
- Social media addiction
- CHILD LABOR

