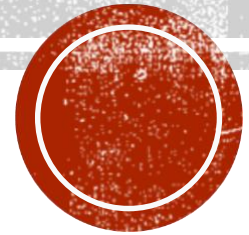


INTRODUCTION TO ACADEMIC WRITING



CHAPTER ONE : PARAGRAPH FORMAT



FRAGMENTS

- ❑ **A fragment** is an incomplete sentence. It is a sentence error. A fragment might be missing a subject or a verb, or it might express an incomplete thought.
- ❑ In some languages, you can sometimes leave out the subject in a sentence; in others, you can sometimes leave out the verb. In English, you must **ALWAYS** have at least one subject and one verb in every sentence. If you leave out either the **subject** or the **verb**, your sentence is **incomplete**. We call an incomplete sentence a **fragment**. **Fragments** are sentence errors.



FRAGMENTS

❖ **For Example:**

1. Is not easy to get an A in Professor Wilson's class. (**There is no subject.**) ✓ **It** is not easy to get an A in Professor Wilson's class.
2. People in New York always in a hurry. (**There is no verb.**)
✓ People in New York **are** always in a hurry.



PRACTICE 4

Fragments

A. Step 1 Read each sentence and decide if it is a complete sentence or a fragment. Mark the fragments with an *X* to show that it is incorrect.

Step 2 Decide what is wrong with each fragment. Is the verb missing? Is the subject missing?

Step 3 Correct each fragment by adding a subject or a verb.

It is

- X 1. ~~Is~~ very hot today even with the windows open.
 2. Jose and Jin the smartest students in the class.
 3. They study all the time.
 4. The baby finally sleepy.
 5. She is closing her eyes.
 6. Ms. Woodbury, our grammar teacher, often late on Fridays.
 7. Is important for students to get to class on time.

B. Editing Practice Find and underline five fragments in the following paragraph. Then correct each one.

My Best Friend

My best friend is Suzanne. We have been friends since childhood. As children we lived next door to each other in Caracas. Now live in different countries on different continents. She is married to a Venezuelan. Has three children. Her son two years old, and her twin daughters three months old. We haven't seen each other for eight years. We keep in touch by e-mail. Also telephone each other at least once a month. We will be friends forever.



THE WRITING PROCESS

- ❑ **Writing** is never a one-step action; it is an ongoing creative act. When you first write something, you have already been thinking about what to say and how to say it. Then after you have finished writing, you read over what you have written and make changes and corrections.
- ❑ The process of writing has roughly **four** steps. In the **first** step, **you create ideas**. In the **second** step, **you organize the ideas**. In the **third** step, **you write**



THE WRITING PROCESS

a rough draft. In the final step, you polish your rough draft by editing it and making revisions.



Writing Process



THE WRITING PROCESS

➤ Stages of the Writing Process

❖ **Step 1: Prewriting**

- ❑ **Prewriting** is a way to get ideas. In this step, you choose a topic and collect ideas to explain the topic.
- ❑ **Prewriting:** This is the planning phase of the writing process, when students brainstorm, research, gather and outline ideas, often using diagrams for mapping out their thoughts. Audience and purpose should be considered at this point, and for the older students, a working thesis statement needs to be started.





THE WRITING PROCESS

Step 2: Organizing

- ❑ The next step in the writing process is to **organize the ideas** into a simple outline.
- ❑ The method of organization you choose for your essay is just as important as its content. Without a clear organizational pattern, your reader could become



THE WRITING PROCESS

confused and lose interest. The way you structure your essay helps your readers draw connections between the body and the thesis, and the structure also keeps you focused as you plan and write the essay.



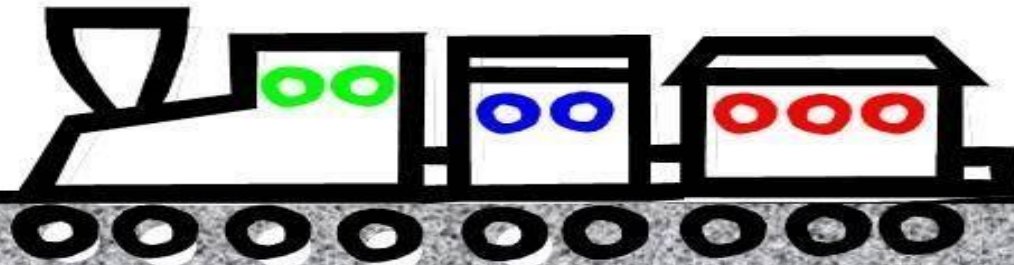
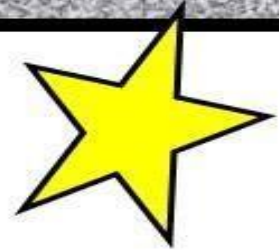
ORGANIZATION



Organization



- **Sequence Events**
- **Good Transitions**
- **Beginning, Middle, End**



THE WRITING PROCESS

Step 3: Writing

- ❑ The next step is to write a rough draft, using your outline as a guide. Write your rough draft as quickly as you can without stopping to think about **grammar, spelling, or punctuation**.
- ❑ Just get your ideas down on paper. You will probably see many errors in your rough draft. This is perfectly usual and acceptable-after all, this is just a rough draft. You will fix the errors later.



MODEL

Rough Draft

A Person Who Has Made a Difference: My Grandfather

My Grandfather help his community in two ways. My Grandfather born in 1880. He was farmer. Not well educated. (Maybe he only went to high school for one or two year. In those days, children were needed to work on the farm.) He was first farmer in his community to terrace his fields. Then, people thought he was crazy, but now, every farmer does it. Terracing helps prevent soil erosion. This improved farming techniques in his area. After he is too old to work at farming, my Grandfather get the idea that his town needs a Hospital, so he spend his time raising money to build one. There is no hospitals nearby, and people have to go long distance to see doctor. People again think he really crazy, but he succeed. Now a small Hospital in community, and two doctor. Each of the doctors have lots of patients. The Hospital is named the james walker community hospital. It was named for my Grandfather. My Grandfather just a simple, uneducated farmer, but he helped his community a lot.



THE WRITING PROCESS

Step 4: Polishing: **Revising** and **Editing**

In this step, you polish what you have written. This step is also called **revising** and **editing**. Polishing is most successful if you do it in two steps. First, attack the big issues of content and organization (**revising**). Then work on the smaller issues of grammar, punctuation, and mechanics (**editing**).



EDITING VS. REVISING

EDITING = The changing of *words*.
Anyone can do this for the writer.

REVISING = The changing of *ideas*.
The writer must do this themselves.

TEACH
WRITE



REVISING



Editing

A - **add**

- Sentences
- Words

R - **remove**

- Unneeded words
- Unneeded Sentences

M - **move**

- Sentences around
- Words around

S - **substitute**

- Trade words or sentences for others

C - **capitalize**

- Names, places, months, titles, "I"

U - **usage**

- Match nouns & verbs correctly to make sense

P - **punctuation**

- Periods, quotations, commas, ? , !

S - **spelling**

- Check all words
- Use dictionary



