

SURAT PENCATATAN CIPTAAN

Dalam rangka perlindungan ciptaan di bidang ilmu pengetahuan, seni dan sastra berdasarkan Undang-Undang Nomor 28 Tahun 2014 tentang Hak Cipta, dengan ini menerangkan:

Nomor dan tanggal permohonan : EC002025042570, 25 April 2025

Pencipta

Nama : **Febrika Dwi Lestari S.S, M.Hum, Ichi Ahada dkk**
Alamat : Jl. Cemara GG. Aman 3, RT/RW 000/000, Kel/Desa Pulo Brayan Bengkel Baru, Kecamatan Medan Timur, Kota Medan, Prov. Sumatera Utara, 20239, Medan Timur, Kota Medan, Sumatera Utara, 20239
Kewarganegaraan : Indonesia

Pemegang Hak Cipta

Nama : **Febrika Dwi Lestari S.S, M.Hum, Ichi Ahada dkk**
Alamat : Jl. Cemara GG. Aman 3, RT/RW 000/000, Kel/Desa Pulo Brayan Bengkel Baru, Kecamatan Medan Timur, Kota Medan, Prov. Sumatera Utara, 20239, Medan Timur, Kota Medan, Sumatera Utara, 20239
Kewarganegaraan : Indonesia

Jenis Ciptaan : **Buku**
Judul Ciptaan : **HOW TO WRITE PARAGRAPH**

Tanggal dan tempat diumumkan untuk pertama kali di wilayah Indonesia atau di luar wilayah Indonesia : 16 April 2025, di Kota Malang

Jangka waktu perlindungan : Berlaku selama hidup Pencipta dan terus berlangsung selama 70 (tujuh puluh) tahun setelah Pencipta meninggal dunia, terhitung mulai tanggal 1 Januari tahun berikutnya.

Nomor Pencatatan : 000882831

adalah benar berdasarkan keterangan yang diberikan oleh Pemohon.
Surat Pencatatan Hak Cipta atau produk Hak terkait ini sesuai dengan Pasal 72 Undang-Undang Nomor 28 Tahun 2014 tentang Hak Cipta.

a.n. MENTERI HUKUM
DIREKTUR JENDERAL KEKAYAAN INTELEKTUAL
u.b
Direktur Hak Cipta dan Desain Industri



Agung Damarsasongko,SH.,MH.
NIP. 196912261994031001

LAMPIRAN PENCIPTA

No	Nama	Alamat
1	Febrika Dwi Lestari S.S, M.Hum	Jl. Cemara GG. Aman 3, RT/RW 000/000, Kel/Desa Pulo Brayan Bengkel Baru, Kecamatan Medan Timur, Kota Medan, Prov. Sumatera Utara, 20239 Medan Timur, Kota Medan
2	Ichi Ahada	Jl. Slamet Riyadi GG.6 No.32, RT/RW 017/000, Kel/Desa Karang Asam Ilir, Kecamatan Sungai Kunjang, Kota Samarinda, Prov. Kalimantan Timur, 75126 Sungai Kunjang, Kota Samarinda
3	Dwi Indarti	Jl. Cumi-cumi I C-1/6 PD Permai, RT/RW 001/004, Kel/Desa Kutabaru, Kecamatan Pasar Kemis, Kabupaten Tangerang, Prov. Banten, 15560 Pasar Kemis, Kab. Tangerang
4	Nurfitriah	Jl. Antasan Kecil Timur Dalam No.50, RT/RW 020/002, Kel/Desa Antasan Kecil Timur, Kecamatan Banjarmasin Utara, Kota Banjarmasin, Prov. Kalimantan Selatan, 70123 Banjarmasin Utara, Kota Banjarmasin
5	Adhan Kholis	Dukuh Buhun, RT/RW 002/002, Kel/Desa Nailan, Kecamatan Slahung, Kabupaten Ponorogo, Prov. Jawa Timur, 63463 Slahung, Kab. Ponorogo
6	Rahma Pitria Ningsih, M.Pd	Komp. Bumi Cahaya Bintang Jl. Taurus II No.5, RT/RW 043/008, Kel/Desa Sungai Besar, Kecamatan Banjarbaru Selatan, Kota Banjarbaru, Prov. Kalimantan Selatan, 70714 Banjarbaru Selatan, Kota Banjarbaru
7	Rohmatul Fitriyah Dewi, S.Hum, M.Pd	Gotongroyong 24, RT/RW 004/008, Kel/Desa Babat, Kecamatan Babat, Kabupaten Lamongan, Prov. Jawa Timur, 62271 Babat, Kab. Lamongan
8	Emma Martina Pakpahan	Jl. Karya Wisata Ujung No.12-A LK I, Kel/Desa Gedung Johor, Kecamatan Medan Johor, Kota Medan, Prov. Sumatera Utara, 20144 Medan Johor, Kota Medan
9	Niwayan Sukraini	Jl. Piranha V No.03, RT/RW 001/016, Kel/Desa Bukit Tunggal, Kecamatan Jekan Raya, Kota Palangkaraya, Prov. Kalimantan Tengah, 73112 Jekan Raya, Kota Palangkaraya
10	Afdaleni	Jl. Tabek Tuhur, RT/RW 001/002, Kel/Desa Puhun Pintu Kabun, Kecamatan Mandiangin Koto Selayan, Kota Bukittinggi, Prov. Sumatera Barat, 26123 Mandiangin K. Selayan, Kota Bukittinggi
11	Loso Judijanto	Jl. Anggur IV Blok X 6 No.8 Harapan Indah, RT/RW 001/020, Kel/Desa Pejuang, Kecamatan Medan Satria, Kota Bekasi, Prov. Jawa Barat, 17131 Medansatria, Kota Bekasi

LAMPIRAN PEMEGANG

No	Nama	Alamat
1	Febrika Dwi Lestari S.S, M.Hum	Jl. Cemara GG. Aman 3, RT/RW 000/000, Kel/Desa Pulo Brayan Bengkel Baru, Kecamatan Medan Timur, Kota Medan, Prov. Sumatera Utara, 20239 Medan Timur, Kota Medan
2	Ichi Ahada	Jl. Slamet Riyadi GG.6 No.32, RT/RW 017/000, Kel/Desa Karang Asam Ilir, Kecamatan Sungai Kunjang, Kota Samarinda, Prov. Kalimantan Timur, 75126 Sungai Kunjang, Kota Samarinda
3	Dwi Indarti	Jl. Cumi-cumi I C-1/6 PD Permai, RT/RW 001/004, Kel/Desa Kutabaru, Kecamatan Pasar Kemis, Kabupaten Tangerang, Prov. Banten, 15560 Pasar Kemis, Kab. Tangerang
4	Nurfitriah	Jl. Antasan Kecil Timur Dalam No.50, RT/RW 020/002, Kel/Desa Antasan Kecil Timur, Kecamatan Banjarmasin Utara, Kota Banjarmasin, Prov. Kalimantan Selatan, 70123 Banjarmasin Utara, Kota Banjarmasin
5	Adhan Kholis	Dukuh Buhun, RT/RW 002/002, Kel/Desa Nailan, Kecamatan Slahung, Kabupaten Ponorogo, Prov. Jawa Timur, 63463 Slahung, Kab. Ponorogo

6	Rahma Pitria Ningsih, M.Pd	Komp. Bumi Cahaya Bintang Jl. Taurus II No.5, RT/RW 043/008, Kel/Desa Sungai Besar, Kecamatan Banjarbaru Selatan, Kota Banjarbaru, Prov. Kalimantan Selatan, 70714 Banjarbaru Selatan, Kota Banjarbaru
7	Rohmatul Fitriyah Dewi, S.Hum, M.Pd	Gotongroyong 24, RT/RW 004/008, Kel/Desa Babat, Kecamatan Babat, Kabupaten Lamongan, Prov. Jawa Timur, 62271 Babat, Kab. Lamongan

8	Emma Martina Pakpahan	Jl. Karya Wisata Ujung No.12-A LK I, Kel/Desa Gedung Johor, Kecamatan Medan Johor, Kota Medan, Prov. Sumatera Utara, 20144 Medan Johor, Kota Medan
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11	Loso Judijanto	Jl. Anggur IV Blok X 6 No.8 Harapan Indah, RT/RW 001/020, Kel/Desa Pejuang, Kecamatan Medan Satria, Kota Bekasi, Prov. Jawa Barat, 17131 Medansatria, Kota Bekasi





FUTURE SCIENCE

Editor : Dr. Bertaria Sohnata Hutauruk, S.Pd., M.Hum.

HOW TO WRITE PARAGRAPH

Penulis :

Febrika Dwi Lestari | Ichi Ahada | Dwi Indarti
Nurfitriah | Adhan Kholis | Rahma Pitria Ningsih
Rohmatul Fitriyah Dewi | Emma Martina Pakpahan
Niwayan Sukraini | Afdaleni | Loso Judijanto

Book Chapter

HOW TO WRITE PARAGRAPH

UU No 28 tahun 2014 tentang Hak Cipta

Fungsi dan sifat hak cipta Pasal 4

Hak Cipta sebagaimana dimaksud dalam Pasal 3 huruf a merupakan hak eksklusif yang terdiri atas hak moral dan hak ekonomi.

Pembatasan Pelindungan Pasal 26

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HOW TO WRITE PARAGRAPH

Authors:

Febrika Dwi Lestari
Ichi Ahada
Dwi Indarti
Nurfitriah
Adhan Kholis
Rahma Pitria Ningsih
Rohmatul Fitriyah Dewi
Emma Martina Pakpahan
Niwayan Sukraini
Afdaleni
Loso Judijanto

Editor:

Dr. Bertaria Sohnata Hutauruk, S.Pd., M.Hum.



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Authors:

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Rahma Pitria Ningsih
Rohmatul Fitriyah Dewi
Emma Martina Pakpahan
Niwayan Sukraini
Afdaleni
Loso Judijanto

Editor: **Dr. Bertaria Sohnata Hutauruk, S.Pd., M.Hum.**

Desain Cover: **Nada Kurnia, S.I.Kom.**

Tata Letak: **Samuel, S.Kom.**

Ukuran: **A5 Unesco (15,5 x 23 cm)**

Halaman: **x, 188**

e-ISBN: **978-634-7216-11-3**

Terbit Pada: **Mei 2025**

Hak Cipta 2025, Pada Penulis

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Anggota IKAPI (348/JTI/2022)

Jl. Terusan Surabaya Gang 1 A No. 71 RT 002 RW 005, Kel. Sumbersari, Kec. Lowokwaru, Kota
Malang, Provinsi Jawa Timur.
www.futuresciencepress.com

PREFACE

This book has been a long journey of time to accomplish chapter by chapter from the authors. First, I want to thank ALLAH as the Almighty for the blessing and guidance until the chapters of this book has been finished completely. Next, my personal thank goes to the publisher of this book Future Science for the patience to layout, to design, to revise and to publish the book.

This is a new edition of english academic writing. It explains introduction, theories and examples of the steps in writing the paragraph. There are 11 chapters that entitles: (1) The art of writing (2) Punctuation, spelling and capitalization (3) Sentences (4) Word use: Dictionary and vocabulary (5) Steps in writing the pargraph (6) Types of paragraph (7) Organizing and otlining the paragraph (8) Composing the paragraph (9) Revising the paragraph (10) Illustrations and examples (11) Grammar in academic writing.

This book is expected to be useful for the readers to enrich the knowledge of writing the paragraph. Last but not least, I would like to thank you, the readers for your interest, time and trust to work with this book.

Pematang Siantar, March 2025

Editor

Bertaria Sohnata Hutauruk

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CHAPTER 1

THE ART OF WRITING

Febrika Dwi Lestari
Universitas HKBP Nommensen, Medan
E-mail: febrikadwilestari@uhn.ac.id

1.1. INTRODUCTION

When someone learns a language, it aims to reach the fundamental goal of expertise in the language through the enhancement of the four language skills: listening, speaking, reading, and writing. Those skills mentioned previously is mentioned in order according to the time they are taught in the learning process. As the writing comes at the last stages of skill to be taught means that writing will be able to be mastered well when the other three skills have been taught (Gautam, 2019). Writing skill plays an essential role in learning a language because it will affect the learners' language success . It is generally true that writing is categorized as the most difficult skill to achieve of all the skills in the language. At the same time, this most difficult skill turned into one of the principal pedestals of language learning that should be crucial absorption for language teachers, students, and even researchers (Arina, 2018). The welcome news is that this writing skill is an adaptable skill to be learned by everyone. Writing skill requires language learners to engage their linguistics knowledge in producing the idea, extending the supporting idea, summing up the concept, applying the words and punctuation, relating the sentences, and finding the references. In other words, language learners need to practice their knowledge of linguistics, grammar, word choice, and punctuation to be able to achieve

this skill (Suastra & Menggo, 2020). It means writing skill involves various subskills in both language and linguistics.

The capability of writing skills is important for every language learner including teachers, researchers, writers, etc, especially students. Those people need sophisticated skills since it will be the measurement of their expertise. As the most complicated language skill, writing demands more preciseness than any other skill. Even every novice writer still faces significant difficulties related to this skill. The difficulty of writing includes not only initiating and arranging the ideas but also expanding the ideas into complete text. In line with that, learners should gain a tangible understanding of the general concepts, methods and techniques, and approaches of writing skills.

1.2. WHAT IS WRITING

The writing in English is generally called composition. It is the activity to set the writers' thoughts and feelings into a system of symbols and signs, then pour them onto paper and make it readable. As a complex activity, writing requires simultaneously thinking of the ideas, choosing proper words, and putting them together in a text. Writing is also known as one of the tools used for communication since it is used to convey writers' ideas, feelings, and intentions to the readers through sentences. It means this activity permits the writers to share their thoughts and ideas on a piece of paper, arrange their understanding and beliefs to generate arguments, and convince the audience through the clear, complete text.

In simple way, writing is an explanation activity of your thoughts, ideas, or feelings in written language using proper word choice, grammar, spelling, coherence, cohesion, and so on. It refers to neuropsychological activity that combines physical and cognitive to arrange and change human thoughts into

understandable human language (Qizi, 2023). In line with this, Ivanevic (2004) classified some writing concepts: (1) as a talent, (2) as statement of creativity, (3) as a procedure, (4) as the design of text type, and (5) as a group activity.

As one of the four skills in learning language, writing has a set of complicated rules that require writers' creativity and understanding in generating the ideas to produce a good composition or text. In general, writers face two major tasks in writing activity: a) initiating the ideas/topic, and b) producing the written structure of the ideas or topic that is related to the needs of the readers and the aim of the writers. Thus, it can be concluded that writing is an action of using the structures, the syntactic items, and ideas in the form of a paragraph. In other words, writing is a complex action and procedure to let the writers investigate ideas and thoughts, and produce them in a concrete and visible arranged form based on certain rules and convey them clearly to readers. The aim of this activity is for the readers to catch the messages and ideas written by the writer.

1.3. WHY IS WRITING SKILL IMPORTANT?

One of the most important things to get fluency in learning language is through enhancing of the writing skill. This skill is useful for reaching language proficiency. By writing in any language, it means we have the ability to use the grammar/structure, the lexical items, and linguistic features in an accurate written form. Besides, writing can be an important instrument of thinking since it allows the learners to gain control over their thoughts and feeling. This skill can be a guide about what learners have learned along the language learning process. Writing helps language learners in shaping their own perception over themselves and the world. It encourages the learners to concentrate on the proper language used and be preparation for other activity.

As human, often, thoughts, ideas, and topics suddenly pop into our mind, but since it is sudden pop, they appear in vague and unclear form. It is something that we need to develop into real things. Writing activity will be a good way to expand and explore our minds to have a better understanding of what is in our minds. This activity will force us to clarify and formulate the thoughts, ideas, and topics into complete one. Klimova (2012) stated writing is important with lot of advantages in it such as: (a) expressing our personality, (b) fostering communication, (c) developing critical thinking skills, (d) making persuasive and logical arguments, (e) reflecting ideas, (f) re-evaluating ideas, (g) providing and receiving feedback, (h) preparing for school and employment. The written language is now important in social and educational fields (Klimova, 2012). This means that writing is a principal thing since it is used both in education and the workplace. In this situation, writing skills are an important element of genuine communication. Normally, the education and employment fields need a lot of writing skills today. In the field of education, writing skills are needed as a response/replay to the examination questions. On the other hand, the field of employment also needs the proper writing skill to create an adequate application letter or build an appropriate communication at the work scene or between colleagues.

As it is said, writing has been an essential medium to represent one's thoughts. We can catch or understand people's way of thinking through their writing. Thus, this activity relates to the learners' intellectual and emotional development. The research showed that writing helps the human mind to reach its potential. Certain form of writing assignments can be advantageous to someone's intellectual, thinking, and creativity ability. For example, when someone produces writing about important life events, the study showed their memory for the events improved. In other words, writing can help people think.

Writing requisites to focus on ideas, planning, thought, and thinking organization. That is why writing may be advantageous for human cognitive skill.

Apart from helping people think, writing also affects the human emotional well-being. Study by a cognitive psychologist found that writing has the ability to heal emotional wounds. This study showed that writing assignment as a continuous activity can comfort kinds of problematic people such as the patient with the terminal illness, violence victims, or struggling students. In this situation, writing allows them to reflect on their life experiences. It makes those people free to show and express their feelings, thoughts, likes, and dislikes. By making a writing about their real thoughts and emotions related to their problems, it helps those people to feel good. This means that writing is the kind of activity that enables human skilled intellectual, personal, and occupational goals.

1.4. ASPECTS OF WRITING

Writing activity requires various elements related to the production of effective and coherent text. In writing, there are some aspects that need to be considered by the writers in order to produce good writing text. It is important for the writers to be aware of these aspects during the writing process. Those aspects will determine the success of the writing. Thus, (Brown, H. Douglas & Lee, 2015; Jacobs., 1981)proposed some aspects related to the writing:

1. Content

Content is the essential part of writing that covers the concept and main topic/idea of the writing. Good writing should be written in the logical order of ideas. It includes the various elements of the writing, such as the thesis statement, detail of supporting ideas and the development of those aspects.

2. Organization

Organization refers to the ability of the writers to organize the sentence to make the content logically written. This will provide readers with a smooth understanding in reading the text through the coherence and cohesiveness of the text.

3. Vocabulary

The writers need to do words' selection to find suitable words to convey the ideas and thoughts in writing. The word choice will help the readers in gaining the purpose of the writers.

4. Language use

Language use shows the ability of the writers to use correct grammatical form and synthetic structure in their writing. It refers to the language usage in writing.

5. Mechanics

Mechanics refer to the use of spelling, punctuation, and capitalization in writing. This aspect is as important as vocabulary since it conveys meaning just as vocabularies do.

1.5. PROCESS OF WRITING

to write means to be involved in many processes, personal and social interaction with others, on our head, and between the writers and the writing paper. Gaining an awareness of many processes that happened in writing will help comfort the writer from the unpredictable and the worry of writing and help the writer focus on every part of the relevant process. This awareness of a different process that varies from different conditions, situations, and points of view of writing will also help the writer to choose the way of writing and write more effectively, appropriately, creatively, and efficiently. The writer should realize that every piece of writing is produced through many processes. Every process that takes place in every writing

will differ from one to another. So when they feel not sure where to begin, where all the processes will lead, they need to do it step by step and trust the processes.

When the writers produce a piece of writing, they act more than just choose the words and put them together into a paragraph or a text. A good writing needs to go through several processes or steps to be done. As (Smith & Ph, 2003; Zemach & Rumisek, 2006) offered general stages in the processes of writing:

1. Pre-writing

Pre-writing appears as the first stage in the writing process. Sometimes, when the writer wants to start writing, they face a problem in thinking what they are going to write. Pre-writing stages will help the writers to choose and narrow a topic, gather ideas, and edit ideas. This stage takes place before the writers begin to write. Pre-writing stage is the process in which the writers decide and plan what they are going to write. At least there are 3 steps that can be done in this stage. First is choosing a topic. Choosing a topic will be the first activity that the writer needs to do before starting writing. This topic can be given by the other or the writer's choice. Second step is gathering the idea. In this step, the writers need to think about what they want to write about the topic. The last step is organizing the ideas.

There are some options that the writers can use in doing this stage:

1. Freewriting: generating the ideas that will help to draw up ideas to write about.
2. Clustering: making a visual aid that tells the relationship between the ideas and lets the pattern visible. This can be done by choosing a main idea or stimulus words and trying to think of any other

particular ideas or words that are connected to the main idea or stimulus word.

3. Listing: collecting a list of phrases that come to mind about a specific topic or idea.
4. Brainstorming: a way of collecting ideas about particular topic that comes to mind then decide which one to use later.

Thinking about the topic will explode so many ideas and points of view in the writer's head. This step can help the writer to decide which of the ideas the writers want to use and how to arrange and put them in order in the writing.

2. Drafting

Drafting is the stage where the writers start to write by using the gathered ideas. The pre-writing activity will help the writers gather information for the writing. The more writers dig through the pieces of ideas found, the more writers will find the relationship between them. Once the writers start organizing the ideas, they will be able to share the abstract thinking into a concrete form of ideas that can communicate the meaning and intention to the reader. Then, writers write the sentences by sentences that come from the idea of the pre-writing stage. As the writers write, it is a good idea to keep going back to the notes and plan that they have made in the previous stage. But changing plan in the middle of writing is allowed if it is needed. During this stage, the writer should pay attention on putting the ideas into paper, organizing information rationally, and developing the ideas with plenty of detail according to the writing purpose and reader.

Since drafting is writers' first attempt at putting down those information and ideas down, this are some tips to start:

1. Think about your reader. Who is your reader?
2. Use a recorder to save the thoughts to help you find the structured word of what you say
3. Plan your goal from the beginning to the end of your writing
4. Do not get stuck on your introduction and first drafting. It can be changed anytime
5. Do not censor or cut the thoughts since this is the first draft.

Drafting stage is the rough form of writing. This rough form contains raw materials, ideas, and thoughts that can be changed and clarified in the next stages of the writing process.

3. Reviewing and revising

This stage is the heart of the writing process. On this stage, the writers can add parts, move parts around, or take parts away from writing many times. The stage of reviewing and revising is used to review the structure and content of the writing. This stage is important. One of the best way to do this stage is the writer pretend to be a readers. So the writer will be able to find the weakness of the writing from the readers point of view. During this part, it is common to make changes to the writing. Writers need to check what they have written. The writers can do this step by reading their writing silently or aloud to others. In this stage, writers need to look for the gap or place where they can add more detail and information or check whether there is unnecessary detail or information in the writing. Sometimes, after reading the writing, the writers have to change the sequence of the information in the text, lengthen certain part, or delete some details. Another activity in this stage is arranging the sentence correctly to the language grammar. Indeed, writing and grammar cannot be separated.

They complete each other. On this stage, reviewing and revising focus on the unity and coherence of the writing. Unity of the writing means all the ideas pouring into the writing are perfectly arranged in order to gain the logical sense. Meanwhile, the coherence of the writing is the way of the writer writes the ideas smoothly. The word choice clearly shows how the ideas in the writing are synchronized from the beginning to the end of the writing.

The above explanation means that writers need to clarify the writing content to make it clear and adequate so the ideas and thoughts are served in the best possible way and order.

In line with that, the writers need to:

1. Walk away and let the writing sit and come back later. This step will allow the writers the find the mistake they have done during the writing.
2. Read the writing draft aloud and let the ears catch the problem that eyes cannot see
3. Examine the draft thoroughly to make it better
4. Create a second draft apart from the first as they way to revise the writing.

4. Editing

The editing stage is the realization of the previous stage. This step is the process where the grammar, punctuation, and spelling mistakes are fixed into a correct one. Editing means the writers take a second look on the way they express the ideas on the writing. The opinions and changes that take place in the reviewing and revising steps are pouring into the editing steps. In this step all the changes turn into real improvements to the writing. The writers can ask the other writer to exchange the text so they can get more improvement for the writing through the opinion or feedback. Getting other writers' opinions on the writing is a good way to improve the writing. This is called as

proofreading. The purpose of this proofreading is to gain the valuable and encouraging criticism or feedback for the writing. The person that helps writers in this stage is their first reader. It means that the writers get an opportunity to know the weakness and strength of the writing from the readers' perspective. By doing this, the writers can improve their work before publishing the writing.

Readers will hope that the writing is free from the mistakes and errors. This means finding and eliminating the mistakes and errors are the writers' responsibility. Sometimes it's hard for the writers to find those in their writing. This is why editing stage is important for the last process. There are some tips that useful in this stage:

1. Use a computer as a helpful tool to do editing tasks since it can recognize the mistakes and errors as soon as the writers type the writing.
2. Read the writing aloud to help find missed errors and mistakes.
3. Edit the writing many times.
4. Walk away from the writing to do the reedit.

Finally, the editing stage aims to focus on creating the writing that meet the standard of written text by checking grammar, sentence structure, word choice, punctuation, capitalization, spelling, citation, and writing format. This stage is the way of the writer make their writing into a smooth and mature work.

5. Publishing

This is the last step of writing process. In this step, the complete and perfect writing is already finished and ready to release to the readers publicly.

1.6. HOW TO WRITE GOOD WRITING

Good writing is crucial. The ability to write clearly and accurately is the most advantageous skill for language learners, especially at university. A good writing should elucidate the readers by highlighting the important issues on the point you want to share. You can directly guide different points of view of an argument through carefully composing paragraphs. One of the myths of writing skills is the assumption that good writers are born with an inherited skill to write and be able to produce text without any effort. But the research has proven this wrong. Even though some people are more successful than other as writer, but all of them need to work for this ability. This is proof that writing is not a natural gift instead it is a skill that able to be learned by anyone. There are some saying on what lead to good writing:

1. Writers take a lot of time to plan before attempting the first draft of writing.
2. Writers spend more time to think about their readers.
3. Writers investigate more of their ideas/topics.
4. Writers believe that the first draft is the hard one.
5. Writers correct or update their draft rigorously or sometimes restructure the draft.

Not all writers do or follow those methods. Some particular writers have different methods depending on their own thinking. However, commonly, some steps can be applied to be able to produce good writing:

1. Make the planning
2. Consider the readers
3. Explore the ideas/topic/subject thoroughly
4. Organize the writing
5. Write a complete draft
6. Revise and refine the draft as thoroughly as possible

1.7. CONCLUSION

Writing is the process of transferring thoughts, ideas, and feelings into a written language that can be read and understood by the readers through the implementation of language use. It is a thinking process that is used as a tool for communication. Even this skill is categorized as the most difficult skill to achieve but this skill can be learned through taking the series of practices. Writing skills refers to the skills used by the writer to write effectively. A good writers must be able to convey their thoughts, ideas, and feelings smoothly feeling to their readers to their readers in a smooth way. Writing skill is challenging since it deals with grammar, rules, vocabulary, and linguistic features of the language. Since writing skill is an essential skill, developing good writing skill is important for students, teachers, researcher, even professional.

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AUTHOR’S PROFILE



Febrika Dwi Lestari

The author was born in Medan, 21st February 1986. In 2008, she got her bachelor degree as Sarjana Sastra from the State University of Medan. In 2011 she continued her study and got her master degree on Linguistik Terapan Bahasa Inggris from the same university. She started her career as a lecturer of the English Educational Department of Nommensen HKBP University in 2011 until now, specializing in basic English skills.

CHAPTER 2

PUNCTUATION, SPELLING, AND CAPITALIZATION

Ichi Ahada
Universitas Mulawarman, Samarinda Kalimantan Timur
E-mail: ichiahada@fkip.unmul.ac.id

2.1. PUNCTUATION

Punctuation, spelling and capital letters are like traffic signs in writing. They give readers clues about how to understand and interpret a sentence or paragraph. If traffic signs are not installed properly, traffic will become chaotic. Likewise with writing, if punctuation, spelling and capital letters are not used correctly, the message you want to convey will be difficult to understand and even misinterpreted. This chapter is presented as a complete guide for anyone who wants to improve the quality of their writing. Whether you are a student, student, writer, or professional who often deals with writing, this chapter will provide a comprehensive understanding of the rules of good and correct writing.

Punctuation is a system of symbols used in writing to clarify meaning and structure. It helps readers understand the intended pauses, phrasing, and emphasis within a sentence.

Types of Punctuation:

1. Dot (.)
2. a Comma (,)
3. Semicolon (;)
4. Question mark (?)
5. Exclamation mark (!)
6. Quotation mark ("...")
7. Colon (:)
8. Hyphen (-)

9. Parentheses (())
10. And others

Punctuation marks are very important in English because they help convey clear meaning and avoid misunderstandings. Punctuation is like traffic signs in a sentence. They show us where to stop, continue, or change tone of voice. Without punctuation, sentences can be ambiguous and difficult to understand.

2.2. TYPES OF PUNCTUATION AND THEIR FUNCTIONS

Point (Period) (.)

Marks the end of a sentence that states a statement.

Example: I love to read books. (I like reading books.)

Comma (,)

Separating elements in a sentence.

Indicates a short pause.

Opens in a new window for comma usage in a sentence

Example: I like apples, bananas, and oranges. (I like apples, bananas and oranges.)

Question Mark (Question Mark) (?)

Marks the end of a sentence in the form of a question.

Example: Where are you going? (Where are you goin?)

Exclamation Mark (!)

Showing strong emotions such as surprise, anger, or joy.

Example: Wow, that's amazing! (Wow, that's amazing!)

Semicolon (Semicolon) (“

Connect two independent sentences that have a close relationship.

Example: I love to read; it's my favorite hobby. (I like reading; it's my favorite hobby.)

Quotation Marks

Mark direct quotes, titles, or words used in a special sense.

Example: She said, "I'm going to the store." (He says, "I'm going to the store.")

Colon (Colon) (:)

Provide long explanations, lists, or quotes.

Example: I need to buy the following: milk, eggs, and bread. (I need to buy the following: milk, eggs, and bread.)

Parentheses (Parentheses) (())

Added additional information that is not particularly important.

Example: The capital of Australia (Canberra) is a beautiful city. (The capital of Australia (Canberra) is a beautiful city.)

Hyphen (-)

Combining two or more words into one compound word.

Example: mother-in-law (in-law)

Accent Mark (Apostrophe) (’)

Indicates possession or omission of letters in a contraction word.

Example: John's car (John owned the car), can't (cannot)

Use of Punctuation in Dialogue

When writing dialogue, quotation marks are used to mark direct speech. Commas are usually placed after introductory words such as "she said", "he replied", etc.

Example:

She said, "I'm going to the park."

He replied, "Okay, I'll meet you there."

Examples of exercise

To deepen your understanding, try to identify and correct punctuation errors in the following sentences:

1. I like to eat apples bananas and oranges.
2. Where are you going? she asked.
3. The capital of France is Paris it is a beautiful city.

Answer:

1. I like to eat apples, bananas, and oranges.
2. "Where are you going?" she asked.
3. The capital of France is Paris; it is a beautiful city.

Note: Punctuation usage may vary slightly depending on writing style (e.g., APA, MLA, Chicago). However, the basic principles remain the same.

2.3. SPELLING

Spelling is the art of writing words with the correct sequence of letters. It's a fundamental skill in written communication, ensuring that our messages are clear, accurate, and easy to understand. Misspelled words can confuse readers and hinder effective communication. Correct spelling reflects attention to detail and professionalism, both in personal and professional contexts. Accurate spelling enhances your credibility as a writer and communicator. Correctly spelled words improve the overall readability and flow of your writing.

Spelling Rules:

1. Writing basic words

- a. **Short Vowel Sounds:** When a one-syllable word has a vowel in the middle, the vowel usually has a short sound. Examples: cat, dog, man, hat
 - b. **Long Vowel Sounds:** Often, two vowels appear together, with the first vowel usually having a long sound and the second being silent. Examples: meat, seat, rain, goat
 - c. **Consonant Blends:** Two or more consonants that blend together to form a single sound. Examples: "bl" in "blue," "st" in "stop," "dr" in "drum"
2. **Rewriting words**
 - a. **Adding Suffixes:**
 - **ing:** If a word ends in a single vowel followed by a single consonant, double the consonant before adding "-ing." (e.g., run + ing = running)
 - **ed:** Similar rule as with "-ing." (e.g., stop + ed = stopped)
 - **ly:** If a word ends in "-e," drop the "e" before adding "-ly." (e.g., love + ly = lovely)
 - b. **Plurals:**
 - Most nouns form plurals by adding "-s" (e.g., cat - cats).
 - If a noun ends in "s," "x," "ch," "sh," or "z," add "-es" (e.g., bus - buses).
 - If a noun ends in "y" preceded by a consonant, change "y" to "i" and add "-es" (e.g., baby - babies).
 3. **Writing prepositions**
 - a. Prepositions show the relationship between a noun or pronoun and other words in a sentence.
 - b. **Common prepositions:** in, on, at, to, from, for, with, of, by, about. They often indicate location, direction, time, or manner.

4. Writing articles. Articles are used before nouns.
 - a. **"The"** is the definite article (refers to a specific noun).
 - b. **"A"** and **"an"** are indefinite articles (refer to any noun of that type). Use "a" before words that begin with a consonant sound. Use "an" before words that begin with a vowel sound.

Use dictionary as a template for further spelling rules. Dictionaries are invaluable tools for writers, serving as essential references for achieving clarity, precision, and accuracy in written communication. Misspelled words can distract readers and undermine the credibility of your writing. A dictionary provides the correct spelling of words, helping you avoid embarrassing errors. By understanding the exact meanings of words, you can choose the most suitable words to convey your ideas clearly and concisely, avoiding unnecessary jargon or ambiguity. Spelling is the way we write words in English. Although it may seem simple, English spelling has some rules and exceptions to be aware of.

Factors Affecting Spelling in English

1. **Word Origin:** Many words in English come from other languages, such as Latin and Greek, so spelling can appear inconsistent.
2. **Sounds and Letters:** The relationship between sounds and letters in English is not always one-to-one. One letter can have several sounds, and vice versa.
3. **Changes over Time:** English spelling continues to evolve over time, so some words have different spellings in different dictionaries.

Examples English Spelling

1. Homophones: Homophones are words that have the same sound but different spellings and meanings (e.g., there, their, they're).
2. Loan Words: Loan words from other languages often have unique spellings.
3. Compound Words: Compound words can be written with hyphens or as one word, depending on certain rules.

2.4. HOMOPHONES AND HOMOGRAPHHS

Homophones are words that have the same sound but different spellings and meanings.

For example:

1. There, their, they're: These three words are pronounced the same, but have different meanings.
 - a. There shows the place. (Example: The book is over there.)
 - b. Their indicates ownership (theirs). (Example: Their house is big.)
 - c. They're a contraction of "they are". (Example: They're going to the movies.)
2. To, too, two: These three words also have the same sound, but different meanings.
 - a. To shows direction or destination. (Example: I'm going to the store.)
 - b. Too means too. (Example: I like apples too.)
 - c. Two is the number two. (Example: I have two cats.)

Homographs are words that have the same spelling but different sounds and meanings.

For example:

- lead: Can mean lead (verb) or lead (noun).
- bow: Can mean bow (noun) or bow (verb).

2.5. LOAN WORDS FROM OTHER LANGUAGES

Many words in English come from other languages, such as Latin, Greek, and French. These words often have unique spellings and need to be learned specifically.

For example:

1. photography: Derived from Greek, meaning "writing with light".
2. bureaucracy: Of French origin, meaning "government through office".

COMPOUND WORDS

Compound words are a combination of two or more words to form a new word. There are several general rules for writing compound words:

1. Written separately: ice cream, high school
2. Written with a hyphen: mother-in-law, six-year-old
3. Written as one word: football, notebook

The choice of writing depends on the context and usage habits.

How Memorizing Spelling

1. Make word cards: Write the difficult word on one side of the card, and its meaning on the other side. Repeat these cards regularly.
2. Use visualization techniques: Imagine difficult words in the form of pictures or symbols.
3. Make sentences: Use difficult words in sentences to help you remember them.
4. Read aloud: Reading words aloud can help you remember their spelling.
5. Use apps: There are many apps designed to help you learn spelling.

Regular practice is the key to improving spelling skills. Or you might also improve your spelling skill with “spelling bee game”. The more often you practice, the better your abilities will be.

2.6. DIFFERENCES BETWEEN BRITISH ENGLISH AND AMERICAN ENGLISH

Although English is the same language, there are some differences between British English and American English, especially in terms of spelling, vocabulary and grammar.

1. Difference in Spelling:
 - a. our vs. -or: In British English, many words use the ending -our (for example, color), whereas in American English, a common ending is -or (color).
 - b. ize vs. -ise: Verbs ending in -ize are more commonly used in American English, while -ise is more common in British English.
2. Differences in Vocabulary:
 - Autumn vs. fall: Autumn is called autumn in British English and fall in American English.
 - Lift vs. elevator: A tool for going to the top floor is called a lift in British English and an elevator in American English

2.7. CAPITALIZATION

Capital letters are letters that are larger in size and are usually printed in a different shape than lowercase letters. Capital letters are used to mark certain words for special emphasis or to indicate a different meaning.

Use of Capital Letters:

- a. The first letter of the sentence
- b. Personal name

- c. Title name
- d. Department name
- e. Place name
- f. Names of days, months, and holidays
- g. Name of book, movie, song, etc.
- h. Abbreviation and so on.

Capital letters have an important role in writing to provide structure and clarity to text. Here are some common uses of capital letters:

1. First Letter of Sentence: Each new sentence begins with a capital letter. Example: Today the weather is very sunny.
2. Personal Name: Names of people, pets, and fictional characters always start with a capital letter. Example: Andi, Siska, The White, Superman
3. Title Name: Academic, honorary, or religious titles begin with a capital letter. Example: Dr. Budi, Prof. Ani, Sultan Hamengkubuwono
4. Department Name: A person's title or position begins with a capital letter. Example: President Joko Widodo, Minister of Education
5. Place Name: Names of countries, provinces, cities, streets and other specific places begin with a capital letter. Example: Indonesia, Jakarta, Jalan Sudirman, Mount Semeru
6. Names of Days, Months, and Holidays: Names of days, months, and religious holidays begin with a capital letter. Example: Monday, January, Eid, Christmas
7. Name of Book, Movie, Song, etc: Titles of books, films, songs, works of art and products begin with a capital letter for each important word. Example: Laskar Pelangi, Avengers: Endgame, Love My Indonesia

8. Abbreviation: Abbreviation of the name of an organization, institution, or term starting with a capital letter. Example: UN (United Nations), WHO (World Health Organization)
9. Race, Tribe, Language, and Religion: Names of nations, tribes, languages and religions begin with a capital letter. Example: Indonesia, Indonesian, Islam, Java.
10. Greeting Pronouns: Greeting pronouns such as "Mr", "Mrs" begin with a capital letter. Examples of Use in Sentences
 - a. Mr Budi is a good Teacher. He teaches subjects Mathematics.
 - b. I really like reading books Rainbow Troops work by Mr. Andrea Hirata.

There are some exceptions and special rules in the use of capital letters, especially in certain contexts such as scientific titles or certain writing styles. Always refer to relevant style guidelines to ensure correct use of capital letters.

USE OF CAPITAL LETTERS IN CERTAIN CONTEXTS

1. Title
 - a. Book, Movie, Song, and Artwork Titles: Every important word in the title begins with a capital letter. Example: Harry Potter and the Philosopher's Stone, National Anthem of Indonesia Raya.
 - b. Article, Chapter and Subchapter Titles: First words, nouns, adjectives, verbs and adverbs begin with a capital letter. Example: The Influence of Social Media on Teenage Behavior.
 - c. Table and Figure Titles: Just like article titles, the first words, nouns, adjectives, verbs and adverbs begin with a capital letter.

2. Official Letter
 - a. Opening Greetings: Greetings such as "Dear," "To," or "Mr/Ms" begin with a capital letter.
 - b. Department Name: The name of the person's position begins with a capital letter.
 - c. Institution Name: The name of the agency or company begins with a capital letter.
 - d. Place Names and Dates: The name of the city and the date the letter was written begin with a capital letter.
3. Scientific work
 - a. Scientific Work Title: Just like book titles, every important word begins with a capital letter.
 - b. Variable Name: Variable names in research begin with a capital letter.
 - c. Name of Law and Theory: The names of laws and scientific theories begin with a capital letter.
4. Newspapers and Magazines
 - a. News Title: Just like book titles, every important word begins with a capital letter.
 - b. Column Name: Column or rubric names begin with a capital letter.

Differences in Writing Styles

- a. APA style (American Psychological Association): Have more flexible rules for using capital letters, especially for titles.
- b. MLA style (Modern Language Association): Be stricter in the use of capital letters, especially for titles of literary works.
- c. Chicago style: Combines elements of APA and MLA styles, with an emphasis on clarity and consistency.

Correct use of capital letters makes writing more professional, easier to read, and easier to understand. Apart from that, the use of capital letters appropriate to the context also shows that the writer has good knowledge of grammar.

USE OF CAPITAL LETTERS IN VARIOUS CONTEXTS

Let's discuss some examples of contexts that are often encountered and have special rules for using capital letters:

1. Poetry
 - a. Each First Line: Usually, each first line in a poetic stanza begins with a capital letter.
 - b. Personal Name and Place: Just like in prose, proper names and places in poetry also begin with a capital letter.
 - c. Stylitic Effects: Poets often use capital letters to emphasize certain words or phrases, or to create a special rhythmic or rhythmic effect.
2. Drama
 - a. Dialog: Each sentence in the dialogue begins with a capital letter.
 - b. Chapter Title: The title of each act in the drama begins with a capital letter.
 - c. Character Name: The names of characters in dramas always start with a capital letter.
 - d. Narration: Narration in drama follows the general rules of capitalization as in prose.
3. Scientific Reports
 - a. Title: Every important word in the title begins with a capital letter (except short conjunctions).
 - b. Variable Name: Variable names in research begin with a capital letter.
 - c. Name of Law and Theory: The names of laws and scientific theories begin with a capital letter.

4. Title of the Artwork
 - a. Paintings, Sculptures, and Other Works of Visual Art: Every important word in the title of a work of art begins with a capital letter.
 - b. Art Exhibition Title: Just like the title of a work of art, every important word begins with a capital letter.
5. Personal Letter Writing
 - a. Opening Greetings: Greetings such as "Hello", "Hi", or "Salam" do not need to start with a capital letter.
 - b. Recipient's name: The name of the person being addressed always begins with a capital letter.
 - c. Signs of Respect: Closing words such as "Warm regards" or "Sincerely" do not need to be capitalized.

Another additional about capitalization also included Acronyms and Abbreviations. Acronyms and abbreviations are short ways of referring to words or phrases. Acronyms are usually read as words, while abbreviations are usually read as individual letters. Acronyms often use all capital letters, whereas abbreviations do not always do so.

ACRONYM: Words formed from the first letter of each word in a phrase. Example:

- UNESCO (United Nations Educational, Scientific and Cultural Organization)
- NASA (National Aeronautics and Space Administration)

ABBREVIATION: The short form of a word or phrase. Example:

- Dr. (Doctor)
- St. (Saint)

2.8. EXERCISE

Exercise for punctuation, spelling and capitalization:

1. Explain the importance of punctuation in a sentence. Give an example of the same sentence but with different punctuation and explain how the change in punctuation affects the meaning of the sentence.
2. What is meant by good spelling and correct spelling? Explain why correct spelling is important in written communication.
3. Capitalization has an important role in writing. Explain the general rules of capitalization and give examples of their use in sentences.
4. Compare and contrast the use of commas and semicolons. Give an example sentence for each punctuation mark.
5. What is meant by homophone? Give three examples of homophones and make a sentence for each to show the difference in meaning.
6. Explain the rules for using direct and indirect quotation marks. Give example sentences for each type of quotation.
7. What are acronyms and abbreviations? Give examples of each and explain the rules for writing them.
8. Why is it important to use dictionaries and grammar as references in writing? Give an example of a situation where you would need such a reference.
9. How can spelling and punctuation errors affect a reader's understanding of a text? Give an example.
10. Explain the difference between hyphens and dashes. Give an example sentence for each punctuation mark.

2.9. CONCLUSION

From simple punctuation to complex spelling rules, we've learned the rules that form the foundation of good writing. Mastering punctuation, spelling and capital letters are not just

about following the rules, but also about appreciating the beauty of language. By using appropriate punctuation, we can convey messages more clearly and effectively. Correct spelling makes writing look professional and convincing. Meanwhile, using appropriate capital letters provides structure and hierarchy to our writing. What have we learned? Each punctuation mark has a specific function. Wrong use of punctuation can change the meaning of a sentence. Consistent use of spelling makes our writing easier to read and understand. Capital letters provide structure to writing, helping readers identify important parts of the text. Each field has its own writing style. Understanding various writing styles will help us adapt our writing to the right context. In today's digital era, good writing skills are becoming increasingly important. Good writing can open up new opportunities, both in personal and professional life. By mastering the rules of writing, we can increase self-confidence with good writing reflects the ability to think logically and systematically. Writing is an art. By continuing to practice and improve ourselves, we can become better writers. Keep learning, keep creating, and never stop writing.

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AUTHOR'S PROFILE



Ichi Ahada

The author was born in Samarinda, East Borneo and took education starting from S1 at Mulawarman University and S2 at the same place and now the author is a lecturer at the Undergraduate English Education Study Program, Faculty of Teacher Training and Education, Mulawarman University.

The author's field of interest is English Language Teaching. The author has also worked as a teacher in several institutions along with when being a student. Various scientific works such as reference books, national articles have also been produced. In addition to scientific writing, the author is also a regular columnist for the electronic magazine Nusa Daily. The author loves her life motto "*every cloud has a silver lining*".

CHAPTER 3

SENTENCES

Dwi Indarti
Universitas Bina Sarana Informatika, Jakarta
E-mail: dwi.diw@bsi.ac.id

3.1. INTRODUCTION

Writing a clear and effective paragraph begins with understanding its most fundamental building – the sentence. According to Cambridge dictionary, a sentence is a collection of words, typically including a verb, that conveys an idea as a statement, question, command, or exclamation, and begins with a capital letter. Meanwhile, Merriam-Webster provides more detail definition. Based on Merriam-Webster, a sentence is a syntactic unit composed of a word, clause, phrase, or a combination of clauses and phrases that conveys an assertion, question, command, wish, exclamation, or action. In writing, it typically starts with a capital letter and ends with proper punctuation, while in speech, it is marked by distinct patterns of stress, pitch, and pauses. As defined by both Cambridge and Merriam-Webster, a sentence serves as a complete syntactic unit that conveys meaning through various forms such as statements, questions, or commands. Whether in writing or speech, the structure and punctuation of a sentence play a crucial role in expressing thoughts effectively.

A sentence is much more than a string of words. It is a complete thought, structured with precision, and designed to convey meaning, intention, and emphasis. It serves as the foundation for all written communication, connecting ideas, shaping arguments, and guiding readers through the writer's perspective (Hurford, Heasley, & Smith, 2007). This chapter

explores the anatomy of sentences, discussing their essential components, and their various forms, from simple and compound to complex and compound-complex sentences. Furthermore, to construct effective paragraphs, it is essential to understand the types of sentences and their function in written communication. Whether you are a student writing essays, a professional drafting reports, a teacher helping learners express themselves, or a writer seeking to refine your piece of works, this chapter provides practical insights for mastering sentences as the fundamental of paragraph writing. By the end of this chapter, you will not only understand how to construct grammatically sound sentences, but also how to use them effectively to support the overarching purpose of paragraphs.

3.2. PART OF SPEECH

The Oxford Learner's Dictionary describes parts of speech as "categories into which are grouped based on their grammatical functions, such as nouns, verbs, adjectives, and more." Similarly, the Cambridge Dictionary defines them as "grammatical categories that classify words, including nouns, verbs, and adjectives". Meanwhile, Muryasov (2021) argues that the field structure is a fundamental characteristic of the system of parts of speech, where word classes are categorized. These classes align with three criteria established in linguistic science: (1) the existence of a shared semantic feature, (2) the uniformity of morphological categories, and (3) the similarity in syntactic functions within a sentence. In English, there are ten types of part of speech.

1. NOUN

Noun is a word that names a person, place, thing, idea, or quality. Noun can function as the subject of a sentence, the object of a verb, or the object of a preposition. Nouns can be further categorized into different types:

- a. **Common nouns:** Refer to general names (e.g., *city, country, animal*)
- b. **Proper nouns:** Refer to specific names (e.g., *John, Marry*)
- c. **Abstract nouns:** Refer to intangible things such as ideas or qualities (e.g., *honesty, happiness*)
- d. **Concrete nouns:** Refer to things that can be seen, touched, or measured (e.g., *chair, book*)
- e. **Countable nouns:** Can be counted (e.g., *cars, pens*)
- f. **Uncountable nouns:** Cannot be counted (e.g., *water, sugar*)
- g. **Collective nouns:** Refer to groups (e.g., *team, flock*)

2. PRONOUN

A pronoun is a word used in place of a noun or noun phrase to avoid repetition and make sentences smoother and clearer. Pronouns can refer to people, things, places, or ideas that have been previously mentioned or are understood from context. There are several types of pronouns:

- a. **Personal pronouns:** Refer to specific people or things.
Examples: *I, you, they, we, he, she, it* (subjective), and *me, you, them, us, him, her* (objective)
- b. **Possessive pronouns:** Indicate ownership
Examples: *mine, yours, his, hers, ours, theirs*
- c. **Reflexive pronouns:** Refer back to the subject of the sentence
Examples: *myself, yourself, himself, itself, ourselves, themselves*
- d. **Relative pronouns:** Introduce dependent clauses and refer to nouns mentioned earlier
Examples: *who, whom, whose, which, that.*
- e. **Indefinite pronouns:** Refer to non-specific people or things
Examples: *someone, anyone, everyone, nobody, anything*

3. VERB

A verb is a word that expresses an action, occurrence, or state of being. Verbs are one of the main parts of speech and are essential for constructing sentences. There are several types of verbs:

- a. **Action verbs:** Show what someone or something is doing (e.g., *run, eat, write, sing*)
- b. **Linking verbs:** Connect the subject to a complement that describes or identifies it, often expressing a state of being (e.g., *seem, be, become, appear*)
- c. **Helping (Auxiliary) verbs:** Help the main verb to form tenses, moods, or voices (e.g., *have, do, will, can*)
- d. **Modal verbs:** Express necessity, possibility, permission, or ability (e.g., *can, could, may, might, should, must*)

4. ADJECTIVE

An adjective is a word that describes or modifies a noun or pronoun. It provides additional information about the quality, quantity, size, color, shape, condition, or other attributes of the noun or pronoun it refers to. Adjective can be categorized into several types:

- a. **Descriptive adjective:** Describe the quality, characteristic, or attribute of a noun (e.g., *beautiful, clever, tall, happy*)
- b. **Quantitative adjective:** Indicate the quantity or amount of a noun (e.g., *some, few, many, several, all*)
- c. **Numeral adjective:** Show the number or order of something (e.g., *one, two, three*)
- d. **Distributive adjective:** Refer to individual members of a group (e.g., *each, every, either, neither*)
- e. **Compound adjective:** formed by combining two or more words, often with a hyphen (e.g., *well-known, four-legged*)

5. ADVERB

An adverb is a word that modifies or describes a verb, an adjective, another adverb, or even a whole sentence. Adverbs typically provide information about **how, when, where, to what extent, or under what condition** an action occurs. Adverbs can be distinguished into several types:

- a. **Adverbs of manner:** Describes how an action is performed. This type of adverb answers the question “**how?**”. (e.g., *quickly, slowly, carefully, softly*)
- b. **Adverbs of time:** Indicates when an action happens. It answers the question “**when?**” (e.g., *now, yesterday, soon, this year*)
- c. **Adverbs of place:** Describes where an action occurs. It answers the question “**where?**” (e.g., *here, there, everywhere, outside, nearby*)
- d. **Adverbs of degree:** Explains the intensity or degree of an action, adjective, or another adverb. It answers the question “**to what extent?**” (e.g., *very, quiet, almost, too, enough*)
- e. **Adverb of frequency:** Describes how often an action occurs. This adverb answers the question “**how often?**” (e.g., *always, sometimes, never, rarely, occasionally*)
- f. **Adverbs of purpose or reason:** Explains why an action is performed. It answers the question “**why?**” (e.g., *therefore, thus, hence, so, because*)
- g. **Adverbs of affirmation or negation:** Indicates certainty or negation (e.g., *certainly, definitely, surely, no, not*)

6. PREPOSITION

A preposition is a word that shows the relationship between a noun or pronoun and other words in a sentence. It indicates direction, place, time, cause, manner, and instrumentality. Preposition often precede a noun or pronoun to form a prepositional phrase, which functions as an adjective or adverb

in a sentence. Prepositions are essential in conveying clear and accurate relationships between different elements in a sentence.

There are several types of prepositions:

- a. **Prepositions of time:** Indicate when something happens (e.g., *at, in, on, during, before, after*)
- b. **Prepositions of place:** Indicate the location of something (e.g., *at, in, on, under, over, between, among*)
- A. **Prepositions of direction or movement:** Indicate the direction of an action or movement (e.g., *to, into, onto, from, toward*)
- B. **Prepositions of instrumentality:** Indicate the tool or means by which something is done (e.g., *by, with*)

7. CONJUNCTION

A conjunction is a part of speech used to connect words, phrases, clauses, or sentences. It helps to establish relationships between the elements it joins, indicating how the connected parts are related in meaning. There are three main types of conjunctions. Each type of conjunction serves as specific purpose in linking different parts of a sentence or different sentences together.

- a. **Coordinating conjunctions:** These conjunctions connect words, phrases, or independent clauses of equal importance. These conjunctions are known with F-U-N-B-O-Y-S
 1. **For:** used to indicate reason or cause (e.g., *She went to bed early, for she was tired*)
 2. **And:** used to add one idea to another (e.g., *I like tea and coffee*)
 3. **Nor:** used to indicate a negative choice (e.g., *He neither called nor wrote*)
 4. **But:** used to contrast ideas (e.g., *I wanted to go, but I was too tired*)

5. **Or:** used to offer an alternative (e.g., *You can have coffee or tea*)
 6. **Yet:** used to indicate contrast or unexpected result (e.g., *He is young, yet he is wise*)
 7. **So:** used to show cause and effect (e.g., *It was raining, so we stayed inside*)
- b. Subordinating conjunctions:** These conjunctions connect an independent clause (a complete sentence) with a dependent clause (a fragment that cannot stand alone). They show a relationship such as cause, time, condition, contrast, and more. Common subordinating conjunctions include:
1. **Because** (cause) – e.g., *I was late because I missed the bus*
 2. **Although** (contrast) – e.g., *Although it was raining, we went hiking*
 3. **If** (condition) – e.g., *I will go if you come with me*
 4. **When** (time) – e.g., *I will call you when I arrive*
 5. **Unless** (condition) – e.g., *You won't pass unless you study*
 6. **Correlative conjunctions:** These conjunctions work in pairs to join words or groups of words, including:
 7. **Either...or** – e.g., *You can either call me or send me an email*
 8. **Neither... nor** – e.g., *Neither the teacher nor the students were happy with the decision*
 9. **Not only...but also** – e.g., *She is not only intelligent but also hardworking*
 10. **Both...and** – e.g., *Both my parents and my friends attended the event*
 11. **Whether...or** – e.g., *I do not know whether she will come or not*

8. INTERJECTION

An interjection is a part of speech that expresses a strong or sudden feeling or reaction. It is typically a single word or a short phrase that stands apart from the sentence structure and does not grammatically connect with other words in the sentence. Interjections can convey emotions such as surprise, joy, frustration, or pain, and they are often punctuated with an exclamation mark. Examples of interjections include:

1. Wow! (expressing surprise)
2. Oh no! (expressing disappointment)
3. Yay! (expressing happiness)
4. Ouch! (expressing pain)
5. Hey! (calling attention)

3.3. THE ANATOMY OF A SENTENCE

The anatomy of sentence refers to its structure and the different components that work together to convey meaning. Ellis (2023) points that sentence structure refers to the arrangement of all components in a sentence, including the subject, predicate, objects, punctuation, and so on. It involves the organization of independent and dependent clause, how words and phrases are positioned next to what they modify, and the application of correct grammar. Here are the key parts of a sentence:

1. SUBJECT

In grammar, the subject of a sentence is the part that tells us who or what the sentence is about. Kramer (2023) explains that the subject of a sentence refers to the person, place, concept, or thing that the sentence is focused on. Typically, the subject is who or what performs the action. However, regardless of whether the subject is performing or receiving the action, it is essential to note that the subject is always a noun, noun phrase, or pronoun. There three types of subjects.

- A. **Simple subject:** It consists of only one word (e.g., *A dog sleeps inside the cage*)
- B. **Complete subject:** The subject of sentence can sometimes include one or more modifiers. When this happens, it is referred to as a complete subject. (e.g., *The little boy with a red jacket was hit by a car*)
- C. **Compound subject:** A sentence with two or more subjects is called a compound subject (e.g., *The teachers and the parents meet in the school hall*)

2. PREDICATE

The predicate is the part of a sentence or clause that explains what the subject is doing or gives additional information about the subject. It usually contains the verb along with any words that modify or complete the action or state described by the verb. According to Ellis (2022), a predicate is a grammatical term that refers to the part of a sentence or clause that describes the action, excluding the subject. In other words, it explains what the subject does. In English, a complete sentence or clause must have two essential components: the subject (who or what performs the action) and the predicate (the action itself). Together with subjects, predicates are integral element of English sentence structure. There are several types of predicates, as follows:

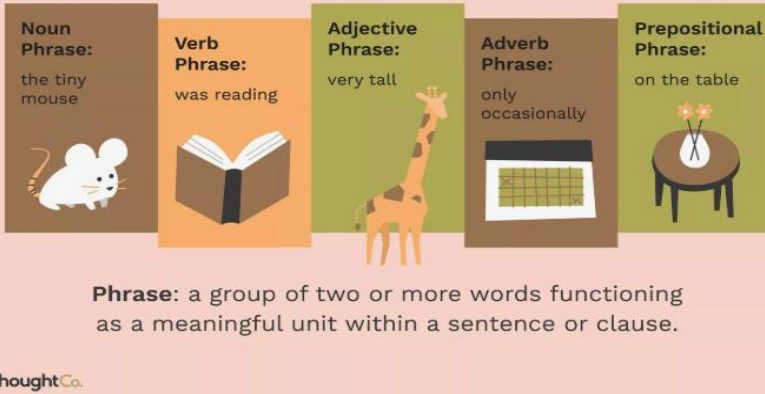
- A. **Simple predicate:** A simple predicate is the most basic part of the predicate, consisting only of the main verb and any auxiliary (helper) verbs. (e.g., *The policemen **catch** the thief*)
- B. **Complete predicate:** A complete predicate has the verb and all the words that accompany it (objects, modifiers) (e.g., *The dog **runs quickly** chasing the cat*)

- C. **Compound predicate:** A compound predicate consists of two or more verbs that share the same subject. (e.g., *She takes a paper, writes a letter and sends it to his fiancée*)
- D. **Predicate adjective:** A predicate adjective occurs when the words following a linking verb are adjectives or adjective phrases that describe or modify the subject (e.g., *I am happy the results*)
- E. **Predicate normative:** A predicate normative is when the words following a linking verb are nouns or noun phrases that rename or identify the subject (e.g., *He becomes the most successful entrepreneur in his hometown*)

3. PHRASE

A phrase, as defined by the *Oxford Learner's Dictionary*, is “a group of words without a finite verb, especially one that forms part of a sentence” The *Cambridge Dictionary* describes a phrase as “a group of words that is part of, rather than the whole of, a sentence.” According to the *Collins Dictionary*, a phrase is “a short group of words that people often use as a way of saying something”, where its meaning is often not clear from the individual words it contains. It is also defined as “a small group of words which forms a unit, either independently or within a sentence.” Similarly, the *Merriam-Webster Dictionary* defines a phrase as “a word or group of words forming a syntactic constituent with a single grammatical function”. In English grammar, there are five types of phrases, they are noun phrase, adjective phrase, adverb phrase, verb phrase, and prepositional phrase

Phrase Definition and Examples



Source: ThoughtCo. (2025) <https://www.thoughtco.com/phrase-grammar-1691625>

a. Noun Phrase

A noun phrase is a group of words centered around a noun or pronoun, often used to modify the noun. In simpler terms, a noun phrase can serve as the subject, object, or complement within a sentence. For examples:

1. **My little sister** likes to sing in the bathroom
2. **The red bus** always comes on time
3. The kids were told to seek **the hidden eggs**

b. Adjective Phrase

An adjective phrase, also known as an adjectival phrase, is a group of words centered around an adjective. It is used to complement or enhance the description of a noun or pronoun in a sentence. In essence, it functions in the same way as an adjective, providing additional details or clarification. For examples:

1. Anne has **long, soft and smooth** hair
2. People **living in big cities** often struggle to arrive on time

3. The team **that reached the final** was applauded in front of the entire school

c. Adverbial Phrase

An adverb phrase, or adverbial phrase, is a group of words that contains an adverb along with its modifiers. It performs the same functions as a single adverb, such as modifying a verb, an adjective, or another adverb. Adverb phrases can be positioned anywhere in a sentence, depending on the element they modify. For examples:

1. They will finish the building **by the end of this year**
2. **Later this afternoon**, I will attend the wedding party
3. There are a lot of delicious food trucks **at the corner of the park**

d. Verb Phrase

A verb phrase functions like a verb and is composed of a main verb along with one or more auxiliary verbs. For examples:

1. The students **are studying** hard to pass the exams
2. Jane **has been walking** for miles to find her dog
3. The cats **have been sleeping** under the table

e. A prepositional phrase

A prepositional phrase consists of a preposition and its object. It acts like an adjective or adverb, modifying nouns or verbs by showing relationships in a sentence. For examples:

1. It is too difficult to concentrate on the test with the noise from the neighborhood
2. The money is kept inside the safety box
3. On the way to school, we saw a car accident

4. CLAUSE

A clause is a group of words that includes both a subject and a verb, forming a meaningful relationship. This relationship is essential, as a clause provides information about what the subject is doing or experiencing, rather than being a random collection of words. Since a clause expresses an action or state of being, it can often – but not always – stand alone as a complete sentence. A sentence can consist of a single or multiple clauses. The key defining feature of a clause is the presence of a subject and a verb that are related. Clauses serve various functions in English, and because of their versatility, there are many ways to structure and combine them (Kramer, 2024).

TYPES OF CLAUSES

Independent clauses

An independent clause is a complete thought that can function as a standalone sentence. For examples:

1. I like cooking Japanese food
2. The dogs run around the park
3. The children drink milk

As shown above, independent clauses are straightforward and concise. They may form part of complex sentences, but by definition, they are simple sentences. Independent clauses can combine with dependent clause to form complex, compound, or compound-complex sentences.

Dependent clauses

Unlike independent clauses, dependent clauses (also called subordinate clauses) cannot stand alone as complete sentences. These clauses rely on independent clauses to express a complete thought. For examples:

1. When I arrive
2. Although she studied hard
3. The cat that was hiding

To form complete sentences, dependent clauses must be joined with independent clauses:

1. When I arrive, the party has begun
2. Although she studied hard, she failed the exam
3. I looked through the attic and found the cat that was hiding

3.4. TYPES OF SENTENCES

To create effective paragraphs, it is crucial to understand the different types of sentences and their specific roles in written communication. Sentences are categorized based on their structure and purpose, with each type serving a unique function. Together, they enhance the clarity, diversity, and overall effectiveness of your writing.

Sentence types based on structure

1. Simple sentence

A simple sentence consists of a single independent clause, containing a subject and a predicate and expresses a complete thought. For example: *He enjoys playing soccer*

2. Compound sentence

A compound sentence contains two or more independent clauses joined by coordinating conjunction (e.g., and, but, or, so), a semicolon, or a colon. For example: *I want to travel around the world, but I do not have money*

3. Complex sentence

A complex sentence includes one independent clause and at least one dependent (subordinate) clause, which cannot stand

alone. For example: *Although it was raining, we still went to the beach*

4. Compound-complex sentence

A compound-complex sentence combines elements of both compound and complex sentences, containing at least two independent clauses and one or more dependent clauses. For example: *While I like hiking, I also like swimming, and I find both activities challenging.*

Sentence types based on purpose

1. Declarative sentence

A declarative sentence states a fact, opinion, or idea. It is the most common type of sentence in writing. Declarative sentences are foundational in most paragraphs, as they present information in a clear and logical manner. For example: *Smoking habit is very unhealthy and can harm not only the smokers but also people around them.*

2. Interrogative sentence

An interrogative sentence asks a question. These sentences are useful for engaging readers or prompting them to think critically. For example: *What is your opinion about smoking?*

3. Imperative sentence

An imperative sentence gives a command, makes a request, or offers advice. It often directly addresses the reader. Imperative sentences are particularly useful in instructional writing. For example: *Pay attention to the emergency exit when you are inside the building*

4. Exclamatory sentence

An exclamatory sentence expresses strong emotions such as excitement, surprise, or urgency. For example: *What a beautiful scenery!*

3.5. CONCLUSION

Understanding the sentence as the fundamental building block of written communication is vital for mastering paragraph writing. This chapter has delved into the intricate details of sentences, from their definition and components to their role in creating coherent and impactful paragraphs. It emphasized the significance of part of speech, the anatomy of sentences, and their structural variations, such as phrases and clauses, as the foundation for constructing meaningful and effective writing. By exploring the nuances of sentence elements, such as subjects, predicates, and their modifiers, this chapter underscores their role in organizing thoughts and connecting ideas. The classification of parts of speech and phrases enhances clarity and enriches the meaning of a text, while clauses bring structure and dynamism to sentences, enabling writers to express complex ideas. Whether generating a basic sentence or constructing intricate paragraphs, mastering these concepts empowers writers to communicate their ideas effectively. With this foundational knowledge, students, professionals, and educators alike can refine their writing skills, creating clear, compelling, and grammatically sound compositions that align with their communicative goals.

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AUTHOR'S PROFILE



Dwi Indarti

The author resides in Kabupaten Tangerang, Banten, but her most current activities take place in Jakarta area. She was born, raised, and underwent all education levels in Jakarta. from elementary school (SDN Bungur 01, Jakarta), junior high school (SMPN 78, Jakarta), senior high school (SMK XI, Jakarta), Diploma degree (English Academy, BSI Jakarta), Bachelor degree (English Letters, STIBA Nusa Mandiri, Jakarta), Master degree (Applied English Linguistics, Unika Atmajaya, Jakarta), and Doctoral degree (Applied English Linguistics, Unika Atmajaya, Jakarta – undergoing). She received her lecturer certification (Serdos) in 2020. Her research fields covering linguistics, literature, translation, and corpus linguistics. She has published research articles in national accredited journals, such as *Studies in English Language and Education (SiELE)* journal (SINTA 1), *Journal of Languages and Language Teaching (JOLLT)* journal (SINTA 2), *Lingua Cultura* journal (SINTA 2), *Wanastra: Jurnal Bahasa dan Sastra* (SINTA 4), and more.

CHAPTER 4

WORD USE: DICTIONARY AND VOCABULARY

Nurfitriah
Politeknik Negeri Banjarmasin, Banjarmasin
E-mail: nurfitriah@poliban.ac.id

4.1. INTRODUCTION

A well-constructed paragraph relies on precise and effective word use. Words shape meaning, convey ideas, and establish clarity in writing. This chapter focuses on three essential aspects of word use: dictionaries, vocabulary development, and AI assistance in writing. Dictionaries serve as invaluable resources, providing definitions, pronunciation guides, usage examples, and grammatical insights that ensure accuracy in word choice. Meanwhile, a strong vocabulary allows writers to express their ideas with precision, coherence, and depth, making their paragraphs more engaging and effective.

Beyond traditional resources, technological advancements have transformed how writers develop their vocabulary and refine their writing. AI-powered tools, such as grammar checkers, AI-based thesauruses, and corpus-based language applications, provide instant feedback and enhance writing quality. These tools can identify grammatical errors, suggest stylistic improvements, and refine word selection, making them valuable aids for writers at all levels.

However, while AI-assisted writing tools offer significant advantages, their effectiveness depends on the writer's existing language proficiency. Studies suggest that students who establish a strong foundation in writing before incorporating AI tools demonstrate better academic performance and active engagement in learning tasks (Liu et al., 2021). Overreliance on

AI without a solid grasp of writing fundamentals may lead to contextual errors, loss of critical thinking skills, and diminished creativity. Therefore, this chapter emphasizes that writers should first build their foundational writing skills before integrating AI tools to optimize their writing process.

By exploring dictionaries, vocabulary strategies, and AI-assisted writing tools, this section aims to provide a comprehensive understanding of how writers can develop their language proficiency. It highlights the importance of balancing traditional learning methods and technology, ensuring that writers can harness AI assistance effectively without compromising their critical thinking and writing autonomy.

4.2. UNDERSTANDING DICTIONARIES IN WRITING

Successful writing depends on the accurate use of language, and dictionaries are crucial resources for attaining this accuracy. Dictionaries provide essential linguistic support by offering definitions, pronunciations, usage examples, and grammatical insights that aid writers in selecting the most appropriate words for their intended meaning (Nation, 2001; Schmitt, 2020). The ability to use dictionaries effectively contributes to both language development and writing clarity, particularly in academic and professional settings (Bailey, 2018).

Writers rely on dictionaries for a variety of purposes, including distinguishing between similar words, understanding word forms, and verifying collocations to ensure natural language use (McCarthy & O'Dell, 2017). Additionally, specialized dictionaries, such as those focusing on academic or technical terminology, help writers navigate discipline-specific vocabulary with accuracy (Hyland, 2006). Digital dictionaries and corpus-based tools have further revolutionized vocabulary learning by providing real-time examples of word usage in authentic contexts (Graves, 2016).

Despite their many advantages, dictionaries must be used critically. Overreliance on definitions without considering context can lead to misinterpretations, and direct translations from bilingual dictionaries may not always reflect accurate meaning (Nunan & Choi, 2023). Therefore, using dictionaries effectively necessitates an awareness of subtle language differences and a comprehension of how words operate in various contexts (Williams & Bizup, 2017). This section discusses the various types of dictionaries available, strategies for their effective use, and common pitfalls to avoid, providing writers with the necessary tools to enhance precision and coherence in their work.

4.3. TYPES OF DICTIONARIES

Dictionaries come in various forms, each tailored to specific needs. Understanding these distinctions can help writers choose the most suitable reference.

Print vs. Digital Dictionaries

1. ***Print Dictionaries***: Traditional paper-based dictionaries have been longstanding resources for writers. They provide a tactile experience and are often comprehensive in scope. However, they lack the immediacy and interactive features of digital versions.
2. ***Digital Dictionaries***: With the advent of technology, digital dictionaries have become prevalent. They offer instant access to a vast array of words, often including audio pronunciations, example sentences, and hyperlinks to related terms. Online platforms and mobile applications make these resources readily accessible, enhancing convenience for users.

General vs. Specialized Dictionaries

1. **General Dictionaries:** These encompass a broad spectrum of the language, providing definitions for words used in everyday communication. Examples include the Merriam-Webster's Collegiate Dictionary and the Oxford English Dictionary.
2. **Specialized Dictionaries:** Tailored to specific fields or audiences, these dictionaries focus on terminology within particular domains. Examples include medical dictionaries, legal dictionaries, bilingual dictionaries, and learner's dictionaries designed for non-native speakers. For instance, the Longman Dictionary of Contemporary English is crafted to assist English learners by providing simple definitions and usage examples. Additionally, specialized dictionaries can be further categorized based on their function:
 - A. **Monolingual Dictionary:** Provides word definitions, example sentences, pronunciation guides, and explanations in a single language. These are useful for understanding nuances and precise meanings. Examples include the Cambridge English Dictionary and Collins English Dictionary.
 - B. **Collocation Dictionary:** Helps users understand natural word pairings, reducing awkward phrasing and improving fluency. For example, it clarifies that "make a decision" is preferred over "do a decision." Common resources include the Oxford Collocations Dictionary and the Macmillan Collocations Dictionary.
 - C. **Thesaurus:** Lists synonyms and antonyms, allowing writers to vary their vocabulary and refine word choice. However, users must ensure contextual accuracy. Examples include Roget's Thesaurus and the Merriam-Webster Thesaurus.

- D. *Corpus-Based Dictionary*: Based on real-life language use from large text databases (corpora), these dictionaries provide authentic examples and highlight frequency, register (formal/informal), and variations in word use. Notable examples include the Longman Dictionary of Contemporary English (LDOCE) and online tools like COCA (Corpus of Contemporary American English).

By selecting the right type of dictionary, writers can enhance their vocabulary, improve word choice, and develop more precise and natural language use.

HOW TO USE A DICTIONARY EFFECTIVELY

Merely possessing a dictionary is insufficient; how using it matters. Effective utilization is key to enhancing writing quality, and this section will give guidance on how to make the most of this invaluable tool.

Understanding Definitions and Pronunciations

1. **Definitions**: Carefully read all provided definitions, as many words have multiple meanings. Context determines the appropriate choice. For example, the word "bark" can refer to the sound a dog makes or the outer covering of a tree.
2. **Pronunciations**: Pay attention to phonetic transcriptions or audio features in digital dictionaries to ensure correct pronunciation, which is crucial for accurate communication, especially in public speaking or when learning new terms.

Using Example Sentences for Context

Example sentences illustrate how words function within sentences, providing insight into proper usage. They demonstrate context, collocations, and connotations. For

instance, the Cambridge Advanced Learner's Dictionary offers sentences that show how a word is used in different contexts, aiding in grasping subtle nuances.

Checking Word Forms and Collocations

1. **Word Forms:** Understand various word forms (e.g., noun, verb, adjective) and use them correctly. For example, "decide" (verb) becomes "decision" (noun).
2. **Collocations:** Recognize common word pairings to make writing sound natural. For example, one "makes a decision" rather than "does a decision." Resources like the Oxford Collocations Dictionary can be particularly helpful in this regard.

COMMON PITFALLS IN RELYING ON DICTIONARIES

While dictionaries are valuable, overreliance or improper use can lead to errors.

Overuse of Direct Translations

In bilingual contexts, directly translating words without considering context can result in awkward or incorrect usage. Words may have different connotations or customary usages in different languages. It is essential to consider the cultural and contextual appropriateness of translated terms.

Misinterpretation of Definitions

Misunderstanding a definition can lead to misapplication. Consider the context in which a word is used and consult example sentences to ensure accurate comprehension. For instance, the word 'sanction' can mean both a penalty and official approval, depending on the context. Understanding the context in which a word is used is crucial for accurate interpretation and effective use of dictionaries. In conclusion,

dictionaries are powerful tools that, when used effectively, can significantly enhance writing clarity and precision. By selecting the appropriate type of dictionary and employing strategic consultation practices, writers can avoid common pitfalls and elevate the quality of their work.

VOCABULARY DEVELOPMENT FOR EFFECTIVE WRITING

Developing a robust vocabulary is essential for effective writing; it is a journey of growth and discovery. It enhances clarity, precision, and the ability to convey complex ideas. This section explores different types of vocabulary, strategies for expansion, and common word choice pitfalls to avoid.

4.4. TYPES OF VOCABULARY

Understanding the distinctions between various types of vocabulary is not just informative, it is empowering. It can inform targeted learning approaches and give you the confidence to expand your linguistic repertoire.

ACTIVE VS. PASSIVE VOCABULARY

Active vocabulary consists of words we use regularly in speech and writing. In contrast, passive vocabulary includes words we recognize but do not use frequently. Transitioning words from passive to active usage involves deliberate practice and exposure. For instance, encountering a word like 'ubiquitous' in reading contributes to passive knowledge; using it in writing or conversation moves it to active vocabulary. This transition can be facilitated by using the word in different contexts and practising its use in sentences.

GENERAL ACADEMIC VS. SUBJECT-SPECIFIC VOCABULARY

General academic vocabulary encompasses words commonly used across various disciplines, such as "analyze," "interpret," or "significant." Subject-specific vocabulary pertains to terminology unique to a particular field, like "photosynthesis" in biology or "jurisprudence" in law. Mastery of both types is crucial: general academic terms aid in understanding and constructing arguments, while subject-specific terms demonstrate expertise and precision in a given area.

STRATEGIES FOR EXPANDING VOCABULARY

Enhancing vocabulary requires intentional strategies that promote both retention and practical application.

1. Reading and Notetaking

Extensive reading exposes writers to diverse language styles and new terminology. Engaging with a variety of genres and subjects broadens lexical horizons. Active notetaking, such as maintaining a vocabulary journal, reinforces learning by allowing individuals to record unfamiliar words, their definitions, and example sentences. Reviewing and revisiting these notes solidifies understanding and aids in long-term retention.

2. Contextual Learning vs. Memorization

Learning words in context, rather than through rote memorization, enhances comprehension and recall. Encountering a word within a sentence or paragraph provides clues about its meaning and usage. For example, seeing the word "cogent" in a sentence like "She presented a cogent argument" helps infer that it means clear and persuasive. This method aligns with the principle that vocabulary acquisition is more effective when integrated with meaningful context.

3. Using Synonyms and Antonyms Correctly

Employing synonyms and antonyms enriches writing by adding variety and precision. However, it is essential to understand subtle differences in meaning and connotation. For instance, while "happy" and "elated" are synonyms, "elated" conveys a more intense emotion. Similarly, "cheap" and "inexpensive" both mean low-cost, but "cheap" can imply poor quality. Utilizing resources like thesauruses can aid in selecting appropriate words, but always consider the context to ensure accuracy.

AVOIDING COMMON WORD CHOICE MISTAKES

Awareness of frequent pitfalls can improve word selection and overall writing quality.

Overuse of Repetitive Words

Repetition can make writing monotonous and reduce its impact. Varying word choice keeps the reader engaged and conveys nuances more effectively. For example, instead of repeatedly using "important," alternatives like "crucial," "vital," or "significant" can be employed, depending on the context. Regularly consulting a thesaurus and expanding one's vocabulary can assist in finding suitable substitutes.

Misusing Synonyms in Different Contexts

Using synonyms interchangeably without considering context can lead to inaccuracies. Words with similar meanings may have different connotations or usage rules. For instance, "childish" and "childlike" both relate to characteristics of a child, but "childish" often carries a negative connotation, implying immaturity, while "childlike" suggests innocence or wonder. Understanding these distinctions is vital for precise communication.

Coping with Pitfalls Using Dictionaries and Technology

To avoid word choice mistakes, leveraging dictionaries and digital tools can be highly beneficial. A monolingual dictionary provides detailed definitions, usage examples, and nuances of meaning, helping writers select the most appropriate word for their context. A collocation dictionary is useful for understanding natural word pairings, reducing awkward phrasing. Additionally, technology offers numerous solutions: AI-powered writing assistants, such as Grammarly and LanguageTool, can detect misused words and suggest more precise alternatives. Corpus-based tools, like the British National Corpus (BNC) or COCA, allow users to check real-world usage patterns and ensure natural word choices. By integrating these resources into their writing process, individuals can enhance accuracy, clarity, and overall fluency. Deliberate vocabulary development enhances writing effectiveness. By understanding different types of vocabulary, employing strategic learning methods, and being mindful of common pitfalls, writers can communicate more clearly and persuasively.

4.5. THE ROLE OF AI AND DIGITAL TOOLS IN WORD USE

Academic writing can be enhanced by focusing on clarity, precision, and coherence. Nunan & Choi (2023) provide tools and linguistic procedures to improve these aspects, emphasizing that becoming an accomplished writer is a lifelong process. The use of artificial intelligence (AI) in writing has shown potential for enhancing textual cohesion, grammatical precision, and clarity in scientific writing (Román-Acosta, 2024). However, the effectiveness of AI depends on context and proper integration with human input.

While AI offers benefits in improving academic writing, it also raises ethical and legal challenges that must be addressed

(Román-Acosta, 2024). The integration of Artificial Intelligence (AI) and digital tools has significantly transformed writing and language use. These technologies offer advanced resources to enhance grammar, style, and vocabulary. This section explores AI-powered writing assistants, corpus-based language tools for vocabulary refinement, and the limitations associated with relying on AI in word usage.

1. AI-POWERED WRITING ASSISTANTS

AI-powered writing assistants have become invaluable tools for writers seeking to improve the quality and clarity of their work. These applications utilize machine learning algorithms to provide real-time feedback on various aspects of writing. For instance, ProWritingAid amalgamates the functions of a grammar checker, style editor, and writing mentor, offering broad writing assistance (Ariyanto, 2023; Ezzahra, 2022; Fitria, 2023; Rahma & Zen, 2023; Wahyuda, 2023).

2. GRAMMAR AND STYLE CHECKERS

Tools like Grammarly, ProWritingAid, and LanguageTool analyze text to identify grammatical errors, stylistic issues, and readability concerns. These AI-powered platforms offer real-time feedback, highlighting areas for improvement and providing suggestions tailored to different writing styles, such as academic, business, or creative writing.

For example, Grammarly not only detects basic grammar mistakes (e.g., subject-verb agreement, incorrect tense usage) but also flags stylistic issues like wordiness or lack of clarity. ProWritingAid provides in-depth reports on writing style, offering insights into overused words, repetitiveness, passive voice usage, and sentence structure variety. Meanwhile, LanguageTool, an open-source grammar checker, supports

multiple languages, making it especially useful for non-native English speakers who want to refine their writing.

3. AI-BASED THESAURUSES FOR WORD SELECTION

Beyond basic grammar checks, AI-based thesauruses assist writers in selecting precise and contextually appropriate words. Unlike traditional thesauruses, which provide synonyms without context, AI-powered tools use natural language processing (NLP) to suggest words based on meaning, tone, and intended usage. Examples of AI-Based Thesauruses

- a. **Wordtune** – Unlike a simple synonym finder, Wordtune suggests alternative phrasing for entire sentences, helping writers adjust tone and clarity.
- b. **QuillBot** – This AI-based tool offers a synonym suggestion feature with different writing modes, such as "Fluency," "Formal," and "Creative."
- c. **Rewordify** – Designed for readability, this tool simplifies complex vocabulary for better understanding. It's particularly helpful for students and non-native speakers who need alternative words without losing meaning.
- d. **Thesaurus.com AI-Powered Suggestions** – This online thesaurus now integrates AI-based features, offering context-specific synonym recommendations that align with the writer's intended message.

4.6. CORPUS-BASED LANGUAGE TOOLS FOR VOCABULARY REFINEMENT

Corpus-based language tools analyze extensive collections of real-world text to provide insights into word usage patterns, frequency, and context. These tools are essential for writers aiming to refine their vocabulary and ensure the natural use of language.

Concordancers and Word Frequency Tools

Concordancers display how words and phrases are used in different contexts by presenting examples from corpora. This allows writers to understand collocations and typical usage patterns. Word frequency tools help identify how often specific words appear in a language corpus, guiding writers toward commonly accepted terms and aiding in avoiding overuse or redundancy (Friginal et al., 2020).

AI and Machine Learning in Predicting Word Choice

AI and machine learning models can predict word choices based on context, assisting writers in selecting words that fit seamlessly into their sentences. These technologies analyze large datasets to understand language patterns, offering suggestions that align with the writer's intended message and tone. Such predictive capabilities are particularly useful in enhancing fluency and coherence in writing (Friginal et al., 2020).

LIMITATIONS OF AI IN WORD USE

While AI and digital tools offer substantial benefits, it is crucial to recognize their limitations to use them effectively.

Contextual Errors and Nuances in Meaning

AI tools may misinterpret context, leading to inappropriate word suggestions or grammatical corrections. They might not fully grasp nuances, idiomatic expressions, or cultural references, resulting in recommendations that could alter the intended meaning. Therefore, human judgment remains essential to assess the suitability of AI-generated suggestions (Ma et al., 2023).

Overdependence on Automated Suggestions

Reliance on AI tools can lead to a decline in a writer's language proficiency and critical thinking skills. Overdependence may cause writers to accept suggestions without scrutiny, potentially introducing errors or diminishing the originality of their work. It is important for writers to use these tools as aids rather than replacements for their linguistic competence (Ma et al., 2023).

4.7. APPLYING DICTIONARY AND VOCABULARY SKILLS IN PARAGRAPH WRITING

Effective paragraph writing hinges on the deliberate selection of words and the cohesive integration of vocabulary. By applying dictionary and vocabulary skills, writers can enhance clarity, precision, and overall readability.

SELECTING THE RIGHT WORDS FOR CLARITY AND PRECISION

Utilizing dictionaries enables writers to choose words that accurately convey their intended meaning. Understanding subtle differences between synonyms ensures that the selected word fits the context appropriately. For example, distinguishing between "infer" and "imply" can prevent miscommunication. Regular consultation of reputable dictionaries aids in making informed word choices.

BUILDING COHESION THROUGH VOCABULARY CHOICE

Consistent and deliberate vocabulary use contributes to the cohesion of a paragraph. Employing transitional phrases and maintaining consistent terminology helps guide the reader through the text smoothly. Awareness of collocations and common word pairings, as provided by corpus-based tools,

enhances the natural flow of sentences. Friginal (2018) emphasizes that corpus-based approaches can significantly improve students' writing skills by providing authentic examples of language use.

USING DICTIONARY AND AI TOOLS TO IMPROVE PARAGRAPH STRUCTURE

AI-powered writing assistants and digital dictionaries can aid in refining paragraph structure. These tools can suggest sentence variations, highlight overly complex constructions, and recommend adjustments for better readability. However, it is imperative to critically evaluate these suggestions to ensure they align with the writer's intent and the paragraph's purpose (Ma et al., 2023).

While AI and digital tools offer valuable assistance in word usage and writing refinement, they should complement, not replace, a writer's skill and judgment. By combining these technologies with traditional dictionary use and a conscious effort to expand vocabulary, writers can enhance the clarity, precision, and effectiveness of their paragraphs.

4.8. CONCLUSION

The effective use of dictionaries, vocabulary-building strategies, and AI-powered writing tools enhances writing clarity, precision, and coherence. Dictionaries aid in understanding meanings, pronunciation, and usage (Bailey, 2018), while vocabulary development through reading and contextual learning strengthens expression (Schmitt, 2020). AI-powered tools, including grammar checkers and AI-based thesauruses, offer real-time feedback and improve word selection. However, overreliance on AI can lead to contextual errors and hinder critical thinking (Ma et al., 2023). Research suggests that writers with strong foundational skills benefit more

from AI tools, achieving better writing outcomes (Liu et al., 2021). Successful writing relies on a balanced approach—leveraging dictionaries and AI tools as aids while developing independent vocabulary skills. By critically evaluating AI-generated suggestions and applying vocabulary knowledge strategically, writers can improve their writing structure, clarity, and effectiveness. The key to mastering word use is combining traditional linguistic resources with technological advancements, fostering linguistic proficiency and digital literacy.

Acknowledgments

This book chapter was developed with the assistance of AI tools to enhance clarity, coherence, and precision. AI-powered grammar checkers, thesauruses, and research aids assisted in the writing process; however, the final work reflects my critical judgment, scholarly integrity, and independent analysis.

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AUTHOR'S PROFILE



Nurfitriah

The author was born in Banjarmasin, South Kalimantan. She completed her Bachelor's degree (S-1) in the Faculty of Teacher Training and Education at Lambung Mangkurat University, majoring in English Education in 2003, and her Master's degree (S-2) in Linguistics (MA) from Radboud University Nijmegen, The Netherlands in 2009. Since 2005, Nurfitriah has been working as an English lecturer in the Department of Civil Engineering and Earth Sciences at Banjarmasin State Polytechnic. She is actively involved in various national and international academic meetings, particularly those related to linguistics and language teaching, both as a participant and a presenter. She continues her doctoral degree at Coventry University, the United Kingdom.

CHAPTER 5

STEPS IN WRITING THE PARAGRAPH

Adhan Kholis
Universitas Nahdlatul Ulama Yogyakarta, Yogyakarta
E-mail: adhan@unu-jogja.ac.id

5.1. INTRODUCTION

Writing a paragraph is a fundamental skill in academic and professional communication that requires careful planning, logical structuring, and cohesive expression of ideas. The foundation of effective writing is a well-written paragraph, which connects ideas in a manner that is both clear and coherent. However, developing a quality paragraph is not a spontaneous process; it demands a systematic approach to ensure clarity, relevance, and engagement. This chapter, "Steps in Writing the Paragraph," provides a thorough overview of the steps needed, starting with idea generation, organizing them into a logical flow, and revising the paragraph to make it better till producing even publishing it on diverse media. These steps can help writers enhance their abilities to deliver messages with clarity and impact. Whether you are a beginner or trying to improve your writing skills, this chapter will provide you with a step-by-step guide to creating effective and appealing paragraphs. Moreover, it will discuss some phases in writing a paragraph including understanding the basics of paragraph, writing process, pre-writing stage, structuring a paragraph, drafting a paragraph, revising and editing, proofreading, publishing, and common mistakes in paragraph writing.

5.2. UNDERSTANDING THE BASICS OF A PARAGRAPH

A paragraph is a basic unit of writing that consists of a series of related sentences that discuss one main idea. According to Oshima and Hogue (2006), a paragraph is the fundamental organizational unit in writing, consisting of sentences that are related to each other, including both a topic sentence and supporting details. A paragraph consists of approximately 6 to 12 sentences focused on a single topic. Each sentence within a well-constructed paragraph relates to the same subject, with all of them clarifying the writer's main point about that topic (Zemach & Islam, 2006). A good paragraph is essential for helping readers in comprehending the content. A coherent paragraph effectively develops the main idea through relevant supporting sentences, making it easier for readers to identify both the central idea and its supporting details (Wirantaka, 2016).

An effective paragraph should have a clear structure, including three main elements: a topic sentence, supporting sentences, and a concluding sentence. The topic sentence introduces the main idea that will be discussed in the paragraph, while the supporting sentences provide details, evidence, or explanations to support the idea. The concluding sentence serves to summarize the contents of the paragraph concisely and helps maintain the flow of the writing. A good paragraph should also be cohesive, which is the integration between sentences, and coherent, which is the flow of ideas logically. Understanding the basics of this paragraph is essential because it is the foundation for more complex writing skills.

5.3. WRITING PROCESS

The writing process involves a series of strategies designed to guide you from the initial idea or purpose to the final version

of a paragraph or essay (Brandon & Brandon, 2011). It stresses processes of writing rather than focusing on products (Abed, 2024). Mehr (2017) described writing as a cognitive process that entails generating ideas, organizing them into coherent sentences and paragraphs, and ultimately revising the content and structure. In addition, the process includes words, thoughts, experience, feelings, emotions, mechanics, and methods (Mohd Khairi Razali et al., 2023). The general phases in the writing process include pre-writing, organizing ideas, drafting, revising, editing, and making a final draft (Wingersky, Boerner, & Holguin-Balogh, 1992). The writing process is relatively lengthy and demands significant time, effort, and mental focus. It involves generating sufficient ideas and insights, which are then expanded into well-structured paragraphs. In fact, writing is similar to reading. If you do not fully grasp what you have written, you revisit it and go over it again. Even after reviewing the entire passage, you might still go back and reexamine specific parts selectively (Brandon & Brandon, 2011).

5.3.1. PRE-WRITING STAGE

The pre-writing stage is crucial to paragraph composition. At this phase, the writer focuses on preparation and planning to ensure that the ideas generated are relevant and well-structured. The first step in pre-writing is to determine the purpose of writing, whether to provide information, entertain, or convince the reader. Surely, different writing has diverse aims and objectives depending on what writers want to write. Importantly, the writer needs to know the target audience or readers, as this will influence the language style, tone, and content of the paragraph. Brainstorming, mind mapping, and free writing are also utilized to generate development ideas at this stage. Mostly some strategies including freewriting, brainstorming, clustering, and gathering information are used by writers to determine the

best ideas (Brandon & Brandon, 2011). In addition, based on (Grenville, 2001) there are four easy ways to getting ideas before writing such as making a list, cluster diagram, researching, and freewriting. By doing careful planning, the pre-writing stage helps the writer create paragraphs that are more focused, cohesive, and in accordance with the purpose of writing. Ramadhanti et al., (2019) observed that students struggle to generate ideas for their essays due to difficulties in content development and effective organization of their writing. Using mind mapping in the pre-writing stage helps students organize their thoughts, generate ideas, and establish connections between key concepts before drafting their essays. It is a simple and effective tool that uses visual diagrams to facilitate divergent thinking (Dong et al., 2021). It is regarded as the most suitable strategy for enhancing spatial-visual intelligence, as it incorporates the use of images, colors, and symbols (Yuliyanto et al., 2020).

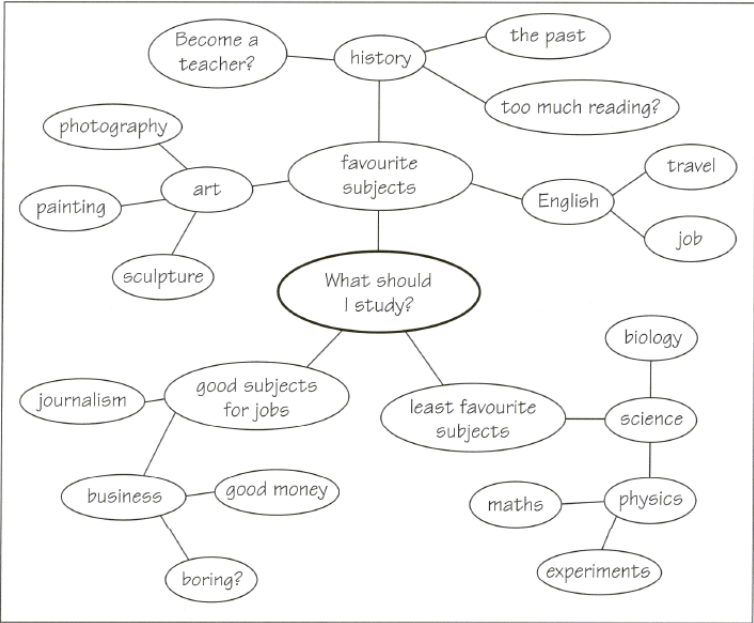


Figure 5.1. Mind Mapping

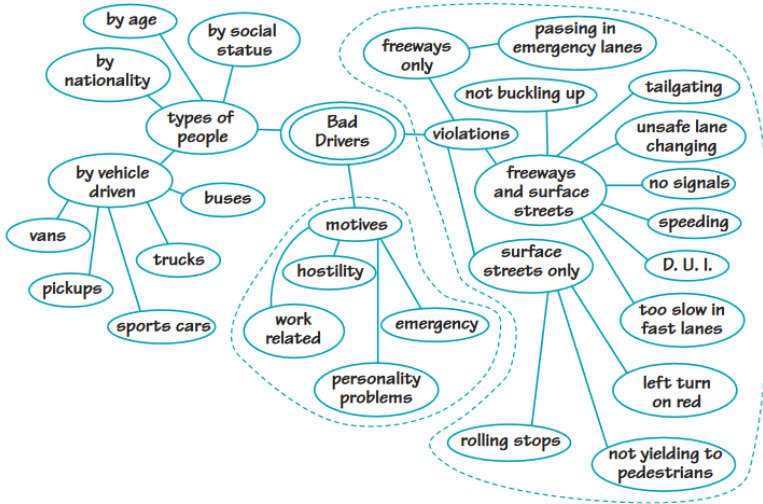


Figure 5.2. Clustering

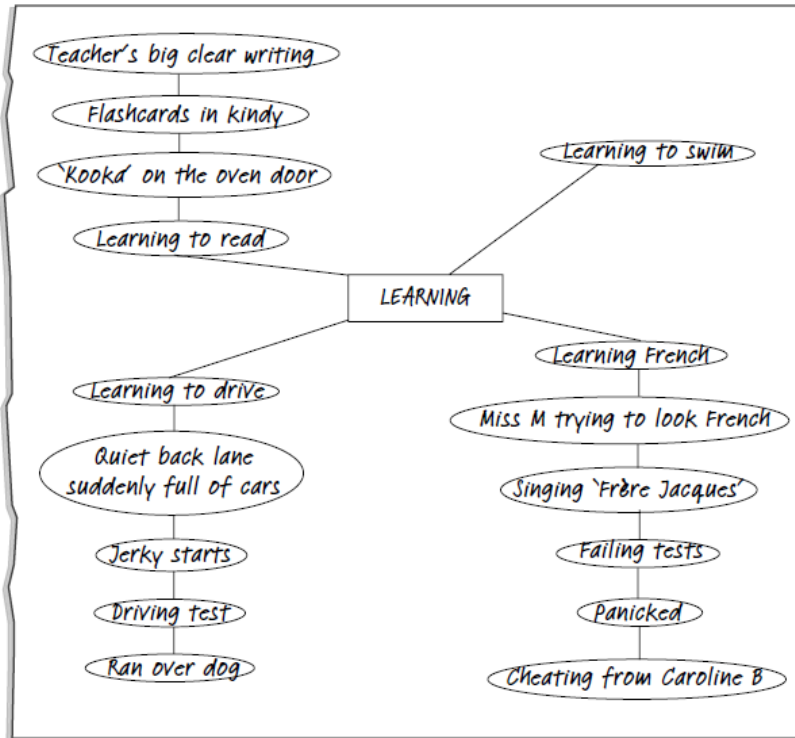


Figure 5.3. Cluster Diagram

5.3.2. STRUCTURING THE PARAGRAPH

A paragraph is a collection of interconnected sentences that focus on a single main idea (Rahman, 2022). Structuring a paragraph is a key step in creating clear and well-organized text. An effective paragraph consists of three main parts: the topic sentence, supporting sentences, and the concluding sentence (Oshima & Hogue, 2007). The process starts with the main idea, progresses through consistent supporting ideas, and ends by reinforcing the main idea of the topic in the topic sentence, using varied language structures. The topic sentence is usually found at the beginning of the paragraph and conveys the main idea that is the focus of the discussion. Supporting sentences are arranged to provide explanations, evidence, or additional details that emphasise the main idea. Finally, the concluding sentence is used to summarize the paragraph's content or provide a relevant conclusion. By following this structure, paragraphs can be arranged logically and help readers easily understand the conveyed ideas. A good structure not only enhances the cohesion between sentences but also ensures that the message being conveyed can be effectively received by the reader.

5.3.3. DRAFTING THE PARAGRAPH

The drafting stage is a crucial step in the writing process where the planned ideas are poured into the initial written form. Many beginner writers often find it difficult to put the first word at the beginning of each sentence in a paragraph. It is natural for many writers to want to get it right the first time, striving as best as they can to avoid making mistakes (Grenville, 2001). When composing the first draft, students should explore additional ideas to include in the paragraph (Cumming, 2006). This process starts with writing a topic sentence that clearly states the main idea to be conveyed in the paragraph. This topic sentence serves as a guide to maintain focus and ensure that all added

information remains relevant to the purpose of the writing. After that, the writer develops the paragraph by adding supporting sentences that provide additional details, examples, facts, or explanations to strengthen the main idea. Essentially, drafting a paragraph is not merely about pouring out all one's ideas and thoughts into writing; rather, it involves organizing these ideas into a coherent and systematic structure. Each paragraph must focus on a single main idea that the writer is required to develop. The explanation of the main idea must remain relevant to the topic being discussed, and the writer is expected to maintain focus on this particular topic.

5.3.4. REVISING AND EDITING

Revision and editing are two critical processes in the writing process aimed at improving the paragraphs quality to align with the purpose and audience. Revision involves evaluating the organization, content, and effectiveness of the language used (Brandon & Brandon, 2011). It focusses on analysing the paragraph's substance and structure, which includes enhancing logical flow, clarifying the main point, and guaranteeing sentence connections. During the revision process, the writer can add, delete, or restructure sentences to strengthen the argument and ensure the paragraph has good cohesion and coherence. After the revision is finished, the next phase is editing, which entails assessing the technical characteristics of the text such as grammar, spelling, punctuation, and formatting. It focuses on the final corrections of basic errors, including spelling, punctuation, and capitalization (Brandon & Brandon, 2011). The editing process helps eliminate small errors that can disrupt the reader's understanding of the writer's message. These two steps complement each other, ensuring that the paragraph is not only informative and logical but also neat and easy to understand. By conducting careful revision and editing, the

writer can produce a more effective, professional, and engaging piece of writing.

5.4. PROOFREADING

Proofreading is a necessary step in the writing process aimed at ensuring the final quality of a work. It is the final and most important phase in the writing process. It helps to avoid confusion and misinterpretation of your work. Most word-processing applications check for spelling mistakes, but they do not catch other common sorts of errors (Bailey, 2003). This stage involves a careful examination of the writing to identify and correct minor errors or mistakes that may have been neglected during revision or editing. While it may seem straightforward, proofreading is crucial for improving the quality, professionalism, and credibility of a piece of writing. Several key elements to consider during the proofreading stage include:

1. Spelling Errors

Proofreading helps writers ensure that there are no spelling mistakes and errors in the text. Spelling mistakes, even minor ones, can diminish the reader's trust in the quality of the writing.

2. Grammar and Sentence Structures

This stage also includes correct grammar, including appropriate word choice, consistent tenses, and logical sentence structure.

3. Punctuation Marks

Incorrect use of punctuation, such as commas, periods, or quotation marks, can change the meaning of a sentence. Therefore, proofreading ensures that punctuation is used correctly to improve the clarity of the message.

4. Format and Consistency

Proofreading style also includes checking the format of the writing, such as margins, spacing, or font, as well as

ensuring that the writing style is consistent with the specified guidelines, such as academic rules or company style.

5. Using Tools

Technology offers a variety of proofreading tools, such as online spell checkers or grammar checkers. However, writers still need to do manual proofreading to detect nuances of error that automated tools can't catch. Technology can assist writers to check the whole writing aspects automatically.

5.5. PUBLISHING

The publishing stage is the final step in the process of writing a paragraph, where the writer delivers the final result of writing to audiences. It includes the process of sharing work in both print and digital forms. This step gives the writer the opportunity to convey the ideas that have been poured out effectively, and make them available for readers to receive, understand, or criticize. In general, completed writings that have undergone the stages of review and proofreading are published in specific media depending on the writer's objectives and the content of the writing. This publication stage is crucial for disseminating knowledge and insights derived from the writer's analysis or research. For research-based work, the writing is typically published in a scientific journal. Conversely, if the writing reflects the author's opinions or views on a particular matter, it is often published in mass media, such as popular science media.

5.6. COMMON MISTAKES IN PARAGRAPH WRITING

Writing an effective paragraph requires a deep understanding of the structure and logic of the writing. Creating well-written paragraphs relies on understanding important

concepts like adding details, using supporting and concluding sentences, connecting ideas with linking words, paying attention to punctuation, crafting clear topic sentences, ensuring cohesion, and maintaining good grammar (Alghamdy, 2023). According to (Chatta & Haque, 2020), writing can seem demanding as it requires writers to thoroughly review and edit their work multiple times. However, some common mistakes are often made by writers, both beginners and experienced ones. Here are some common mistakes that often occur in writing paragraphs:

1. Topic Sentence

The topic sentence is the core of the paragraph that describes the main idea. Common mistakes occur when the writer does not include a topic sentence or explains the main idea. The main idea in each paragraph is crucial because it serves as the central focus that the writer can develop. Many beginner writers overlook this aspect, leading to a lack of unity and coherence in their writing.

2. Cohesive and Coherence

Cohesive means the unity between sentences in a paragraph, while coherence is the logical flow of ideas. Errors such as the incorrect use of conjunctions or disconnected ideas make paragraphs incoherent and difficult to understand.

3. Too Many Ideas in One Paragraph

Too many concepts in a paragraph might be confusing for readers. It is preferable for each paragraph to focus on a single key idea so that readers can readily follow the logical flow of the text. Dhanya & Alamelu, (2020) highlighted that a major challenge for L2 students in essay writing is their inability to elaborate on ideas and translate them into coherent texts. Similarly, Parnabas (2022) discovered that pre-university students face difficulties in crafting effective thesis statements and establishing a clear position in their essays. These challenges stem from limited vocabulary,

struggles in articulating thoughts, issues with translating ideas from their native language to the target language, poor planning of main ideas, and insufficient topical and grammatical knowledge.

5.7. CONCLUSION

To conclude, the process of writing a paragraph involves several essential steps that help writers organize their thoughts and communicate their ideas clearly. From brainstorming and getting more clear ideas, planning to drafting and revising, editing till proofreading, each stage contributes to creating a well-structured and error-free paragraph. By carefully following these steps, writers can improve their ability to express themselves effectively, ensuring their message is clear and engaging for readers. The main thing writers need to do is read more, so that indirectly they can get a lot of input, allowing them to master various writing styles and contexts. In writing effective paragraphs, common mistakes often hinder clarity and coherence. These include the absence of a clear topic sentence, lack of cohesion and logical flow, and overcrowding a paragraph with too many ideas. Beginner writers frequently struggle with structuring their thoughts, using proper linking words, and maintaining grammatical accuracy. Research highlights that L2 learners often face challenges in articulating ideas, organizing main points, and translating thoughts into coherent texts due to limited vocabulary and insufficient planning.

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AUTHOR PROFILE



Adhan Kholis

is currently an English language education lecturer at Faculty of Education, Universitas Nahdlatul Ulama Yogyakarta, Indonesia. In 2023, he has been the Vice Director of Research, Community Service, and Development (LP3M). Also, he is an English Tutor and Corrector at Universitas Terbuka. He was born in Ponorogo, on 26 October 1991. He finished studying at Institut Agama Islam Negeri (IAIN) Ponorogo, majoring in English Language Education. Then, he continued to study for his master's program at Universitas Negeri Yogyakarta (UNY), majoring in English Language Education. Now, he is also an Editor in Chief at Journal of Nusantara Education (JONED) Faculty of Education, Universitas Nahdlatul Ulama Yogyakarta, Language Editor at Journal of Islamic Civilization (JIC) PPMPI – UNUSA, Language Editor at Majalah Ilmiah Bahari Jogja STIMARYO, Board of Editor Al Khidmah Jurnal Pengabdian Masyarakat, Universitas Islam Jember, Editor of Journal of Linguistics, Culture, and Communication (JOLCC), Reviewer at LingTera Journal of Faculty of Language and Art (FBS) Universitas Negeri Yogyakarta, Reviewer of JEEYAL Journal at STKIP PGRI Pacitan, and author of articles and books. The writer's areas of expertise are grammar, academic writing, translation, ELT Methodology, English Instructional Technology (EIT), and research on ELT and Education. He has published articles in journals indexed Science and Technology Index (SINTA), Scopus, and Web of Science (WoS). Moreover, he has been the member of The Association of English as a Foreign Language in Indonesia (TEFLIN), Linguistics and Literature Association (LITA), and AsiaTEFL. Also, he has been the member of Indonesian Lecturer Association (ADI).

CHAPTER 6

TYPES OF PARAGRAPH

Rahma Pitria Ningsih
Politeknik Negeri Banjarmasin
E-mail: Rahmapitria@poliban.ac.id

6.1. INTRODUCTION

A paragraph is a basic unit for writing. Paragraphs are essential in writing as they offer a structure for organizing our thoughts. A paragraph elaborates on a singular central concept through a succession of interconnected sentences. The primary concept is typically presented in the initial sentence of the paragraph. The concept is subsequently elaborated upon in the subsequent sentences. A coherent arrangement in your paragraphs facilitates the reader's navigation through your written material. A practical method for comprehending a paragraph's structure is to conceptualize it as a block segmented into three parts: the introduction, the body, and the conclusion. A typical paragraph adheres to this structure: A general paragraph follows this structure:

1. Topic Sentence (TS) – The Beginning
2. Supporting Sentences (SS) – The Middle
3. Concluding Sentence (CS) – The End

The types of paragraph depend on a number of factors. Firstly, the kind of writing produced. For instance, paragraphs in an essay typically have a different purpose than paragraphs in a report. second is about where the paragraph fits within a longer piece of writing. An essay's introduction and conclusion serve different purposes than the body paragraph. Lastly, The logical order of the ideas and information in your writing. A writer may

be delivering a sequence of events, organizing information, clarifying a major concept, comparing and contrasting ideas, presenting an argument, or providing an example or explanation of a process. Making use of such a clear paragraph arrangement will aid the reader in comprehending the writing's goal. The most popular types of paragraph in essay writing are narrative paragraph, descriptive paragraph, persuasive paragraph and expository paragraph. However, according to the purpose of writing, types of paragraph can be classified as follows

6.2. DEFINITIVE PARAGRAPH

Definitive paragraph is a paragraph that provides a detailed explanation of something's definition, appearance, function, etc. This sort of paragraph generally answers questions like; “What do you mean?” For instance, “what do you mean by Biblical authority”? The subject and the focus of the definition are identified in the topic sentence. For example, the term “university” is utilized differently for an architect than for a student. This kind of paragraph makes the writer think about what is being discussed, for whom, and why. It needs to define terms, ideas, etc. who lack your knowledge or comprehension that the writer has.

The first sentence of a definition paragraph should begin with a brief definition. For instance, descriptions and explanations use supporting sentences. When a writer has to explain a subject and show that they understand how it pertains to a specific context or discipline, they utilize this kind of paragraph structure. The key features of definition paragraph are as follows:

Topic Structure : Topic Structure provide a simple definition of a concept

Supporting Sentences : Supporting Sentences provide more information through description, explanation, and examples; makes links between the concept and how it applies to a particular context or field

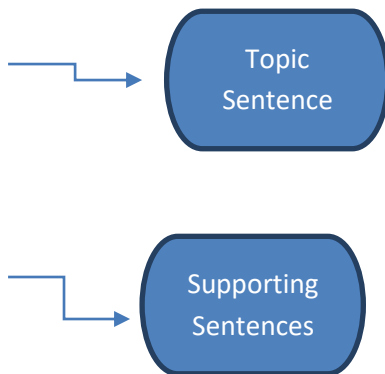
Conclusion : The conclusion is not necessary. It can be the transition to the next paragraph if related to the concept

USEFUL TRANSITIONAL WORDS AND PHRASES

For example, for instance, an illustration of this, another example, firstly, the first step, secondly, the second step, finally, the final step.

Paragraph Example

Artificial Intelligence (AI) is a branch of computer science that focuses on creating systems capable of performing tasks that typically require human intelligence. These tasks include problem-solving, decision-making, learning, speech recognition, and visual perception. AI can be categorized into two main types: narrow AI, which is designed for specific tasks like virtual assistants and chatbots, and general AI, which aims to mimic human cognitive abilities across various domains. AI technologies rely on algorithms, machine learning,



and data processing to improve their performance over time. Widely used in industries such as healthcare, finance, and automation, AI continues to revolutionize the way humans interact with technology.

6.3. DESCRIPTIVE PARAGRAPH

A descriptive paragraph is used to describe something or someone to the reader. This paragraph pattern is employed when a writer is expected to convey information about something. This paragraph provides particular information on the topic's most crucial qualities. It can be used to explain an object, event, person, process, or viewpoint, to convey and clarify thoughts and emotions, to strengthen storytelling conclusions, and to write other paragraphs.

A descriptive paragraph can also be used when the writer wants to provide details about something or an event. All descriptive sentences incorporate the five senses: taste, touch, feel, sight, and sound.

The topic phrase should identify and express the writer's primary impression, approbation, or concern about the event, person, idea, or organization that s/he discussing. Like the following sentence: "I am pleased with our pastors' friendliness and at the same time concerned that their exclusion of the congregation from decisions shows a lack of respect." This sort of paragraph encourages us to reflect more deeply about a person, location, event, or circumstance.

The ideal descriptive paragraph should paint an accurate representation that makes the reader feel as if they are present. Fiction authors should use a descriptive paragraph. The paragraph's main sentence contains the subject of the

description. In the supporting sentences, precise information should be included, particularly on the object's properties and uses. Transitional phrases can also be employed in the foreground, middle, or far distance. The key features of descriptive paragraph are as follows:

- Topic Structure** : Topic Structure introduce the item to be described
- Supporting Sentences** : Supporting Sentences provide specific and detailed information about the item's characteristics and functions
- Conclusion** : conclusion is not necessary in this paragraph. It can be the transition to the next paragraph if related to the item described

USEFUL TRANSITIONAL WORDS AND PHRASES

In the foreground, in the middle distance, in the background, in the far distance, next to, near, up, down, between, beneath, above, below, on top of, left/right, center, front back, middle, in the inside, in the outside, surrounding.

Paragraph Example

Dubai is a breathtaking city known for its modern skyline, luxurious lifestyle, and vibrant culture. Towering skyscrapers, including the iconic Burj Khalifa, dominate the city's landscape, shimmering under the bright desert sun. The city blends tradition and innovation, with

Topic Sentence

Supporting Sentences

bustling souks filled with gold and spices contrasting with futuristic shopping malls and artificial islands like the Palm Jumeirah. At night, Dubai transforms into a dazzling spectacle of lights, with fountains dancing in sync to music near the Burj Khalifa. The golden beaches along the Arabian Gulf offer a relaxing escape, while the vast desert surrounding the city provides thrilling adventures like dune bashing and camel riding. With its rich heritage, world-class attractions, and ultramodern architecture, Dubai is a city that mesmerizes visitors from around the world. (F. Scott Fitzgerald)

6.4. EXPLANATORY PARAGRAPH

An explanatory paragraph explains how something works or happens. This sort of paragraph aims to provide clarity and comprehension on a specific topic, concept, or notion. It serves as a brief unit of speech inside a larger piece of text, providing clarification, elaboration, or interpretation. This sort of paragraph is distinguished by its informational quality, which seeks to enlighten the reader about the subject matter at hand.

These paragraphs present information, facts, and details about a subject in a logical sequence. They respond to queries like "what," "how," and "why" about a subject. Explanatory paragraphs do not attempt to persuade the reader of anything;

instead, they just give facts in a plain manner. They are frequently used in textbooks, articles, and essays to assist readers learn new subjects or comprehend complex concepts. The structure of an explanatory paragraph is essential to properly conveying information. Typically, an explanatory paragraph comprises of three major elements:

- Topic Structure** : Topic Structure introduce what will be explained
- Supporting Sentences** : Supporting Sentences explain each of the steps involved in the process, in the order that the steps are to be performed. Includes information about how something happens and why
- Conclusion** : Conclusion provides a brief summary of the process

USEFUL TRANSITIONAL WORDS AND PHRASES

At first, initially, the first step, while, at the same time, the second/third/next step, after, next, finally, eventually, the final/last step.

Paragraph Example

Photosynthesis is the process by which green plants, algae, and some bacteria convert light energy into chemical energy to produce food. This process takes place in the chloroplasts of plant cells, where chlorophyll, the green pigment, absorbs sunlight. Photosynthesis occurs in two

Topic Sentence

Supporting Sentences

main stages: the light-dependent reactions and the light-independent reactions (Calvin cycle). **In the first stage**, sunlight is used to split water molecules, releasing oxygen as a byproduct and producing energy-rich molecules like ATP and NADPH. **In the second stage**, these energy molecules help convert carbon dioxide into glucose, which serves as food for the plant. **This process is essential for life on Earth, as it not only provides oxygen for humans and animals to breathe but also forms the foundation of the food chain by supplying energy to living organisms.**

6.5. ILLUSTRATIVE PARAGRAPH

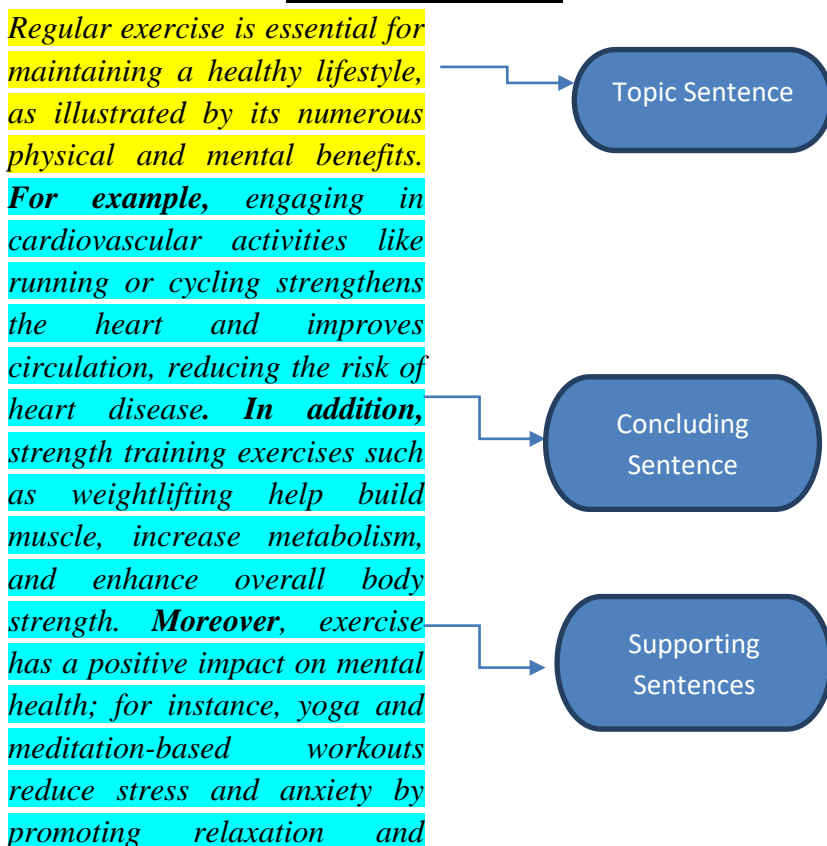
An illustrative paragraph is a type of expository writing that explains or clarifies a general idea by providing specific examples, details, or anecdotes. The purpose of this paragraph is to help the reader understand a concept more clearly by illustrating it with concrete evidence. By using well-chosen examples, an illustration paragraph makes abstract ideas more relatable and easier to comprehend. A well-structured illustration paragraph consists of three key components:

- Topic Structure** : Topic Structure states general idea.
- Supporting Sentences** : Supporting Sentences introduce examples to elaborate and expand the idea.
- Conclusion** : Conclusion makes a link between the examples and the general idea

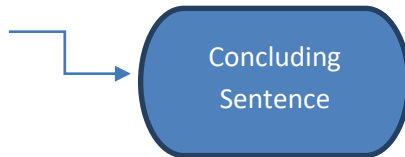
USEFUL TRANSITIONAL WORDS AND PHRASES

For instance, for example, an illustration of this, a case in point is, to illustrate, another instance of, another example of, another illustration of, and here are a few examples.

Paragraph Example



mindfulness. Another example is how regular physical activity releases endorphins, often called “feel-good” hormones, which help improve mood and combat depression. Ultimately, these examples demonstrate that incorporating exercise into daily routines leads to a healthier and happier life.



6.6. ARGUMENT PARAGRAPH

An argument paragraph is a type of writing that presents a clear claim or position on a particular issue and supports it with logical reasoning, evidence, and analysis. The main goal of an argument paragraph is to persuade the reader to accept or at least consider a specific viewpoint by presenting well-structured arguments and refuting opposing perspectives when necessary. This type of paragraph is commonly used in academic essays, debates, and persuasive writing.

An argument paragraph is a powerful tool for persuading readers, as it presents a well-supported claim and defends it with logical reasoning and strong evidence. By following a structured approach and acknowledging counterarguments, writers can make their arguments more compelling and credible.

Topic Sentence : Topic Sentence identifies what is being argued for or against.

Supporting Sentences : Supporting Sentences include facts, examples, appeals to authority, or counter-argument to back up your point of view. The reasons in the paragraph

are presented in order of importance:
from most important to least important.

Concluding Sentence : Concluding Sentence restates what is being argued for or against and why.

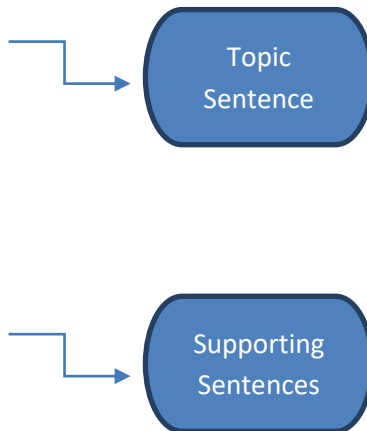
USEFUL TRANSITIONAL WORDS AND PHRASES

1. Introducing a Claim or Argument
 - a. First and foremost
 - b. To begin with
 - c. It is important to note that
 - d. One key point to consider is
 - e. The main argument is that
2. Adding Supporting Evidence
For example
 - a. For instance
 - b. In fact
 - c. According to (source/expert)
 - d. Research shows that
 - e. Additionally
 - f. Furthermore
 - g. Notably
3. Explaining or Emphasizing a Point
 - a. In other words
 - b. That is to say
 - c. More importantly
 - d. This means that
 - e. To clarify
 - f. As a result
4. Presenting an Opposing Viewpoint
 - a. On the other hand
 - b. However
 - c. Some may argue that
 - d. Critics claim that

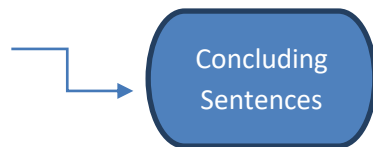
- e. Conversely
- f. While it is true that
- 5. Refuting an Opposing Viewpoint (Counterargument)
 - a. However, this argument fails to consider...
 - b. This claim is flawed because...
 - c. Contrary to this belief...
 - d. Although some may argue..., the reality is...
 - e. Despite this claim, evidence suggests that...
- 6. Drawing a Conclusion
 - a. Therefore
 - b. Thus
 - c. In conclusion
 - d. As a result
 - e. Consequently
 - f. This demonstrates that
 - g. Ultimately

Paragraph Example

The issue of U.S. support for Israel's military actions is a highly controversial topic, with critics arguing that such support contributes to human rights violations and civilian casualties. Many believe that the U.S. aid, including financial and military assistance, enables Israel to carry out large-scale attacks that disproportionately affect Palestinian civilians, raising concerns about potential violations of international law. For example, reports from



humanitarian organizations indicate that airstrikes and blockades have led to significant civilian suffering, including loss of lives, displacement, and destruction of infrastructure. **Furthermore,** opponents argue that continued U.S. support undermines diplomatic efforts for a peaceful resolution and instead fuels prolonged conflict. **On the other hand,** supporters of U.S. aid to Israel claim it is necessary for national security and regional stability. **However,** given the rising humanitarian crisis and allegations of war crimes, many believe that the U.S. should reconsider its stance and push for a ceasefire and just resolution rather than unconditionally backing military actions.



6.7. EXPOSITORY PARAGRAPH

An expository paragraph is a type of writing that aims to explain, describe, clarify, or inform the reader about a specific topic in a clear and logical manner. Unlike persuasive or narrative writing, an expository paragraph is objective and based on facts rather than opinions or personal experiences. Its primary purpose is to present well-organized information that helps the reader gain a deeper understanding of the subject.

A well-structured expository paragraph typically consists of three main components: a topic sentence, supporting details, and a concluding sentence.

Introductory sentence

Introductory sentence introduces the issue. This is the first sentence of the paragraph, which introduces the main idea or subject being discussed. It should be clear, precise, and directly related to the overall theme of the essay or article.

Body sentences

Body sentences start by aligning with the main argument presented in the thesis statement. These sentences provide evidence, explanations, facts, statistics, examples, or expert opinions that support the topic sentence. The supporting details help develop the paragraph's main idea and make the information more informative and credible.

Concluding sentences

This is the final sentence of the paragraph which summarizes the main point, reinforces the topic sentence, or provides a smooth transition to the next paragraph. It ensures that the paragraph remains cohesive and logically connected to the rest of the writing.

To maintain clarity and coherence, an expository paragraph often uses transitional words and phrases such as for example, in addition, as a result, on the other hand, and therefore to ensure smooth flow between ideas. A well-written expository paragraph presents information logically, allowing the reader to understand the topic without confusion. Expository paragraphs can further be classified into:

1. Informative
2. Comparison and contrast

3. Cause and effect
4. Classification

Regardless of the format of an expository paragraph, factual information should be provided and objectivity must be kept maintained. These paragraphs are addressed from the third-person point of view.

1. **Informative paragraph**

Informative paragraphs explain a process, describe a category, or provide a long-form definition of a complex phenomenon or thing. Below is an example of Informative Paragraph.

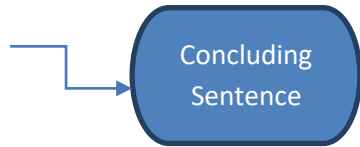
Paragraph Example

Writing is a fundamental skill that enables individuals to communicate ideas, express emotions, and share information effectively. It involves organizing thoughts into coherent sentences and paragraphs while following grammatical rules and structural guidelines. There are various types of writing, including narrative, descriptive, persuasive, and expository, each serving different purposes. Good writing requires clarity, coherence, and accuracy, making revision and proofreading essential steps in the process. Additionally,

Topic Sentence

Supporting Sentences

writing is a powerful tool for learning, as it helps individuals analyze, synthesize, and articulate their thoughts. Whether used for academic, professional, or personal purposes, writing remains an essential means of expression and knowledge dissemination.

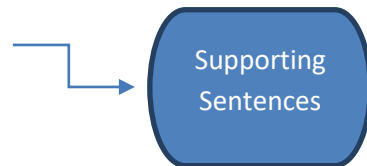


2. The cause-and-effect paragraph

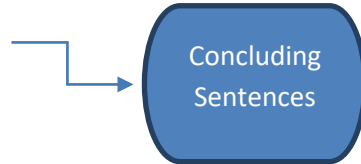
The cause-and-effect paragraph usually explains an action that occurs to produce a result. Below is an example of a Cause-and-effect paragraph.

Paragraph Example

The excessive use of gadgets has significant effects on both physical and mental well-being. One major cause of gadget overuse is the increasing reliance on technology for communication, work, and entertainment. As a result, people often experience negative effects such as eye strain, poor posture, and disrupted sleep patterns due to prolonged screen exposure. Additionally, excessive gadget use can lead to decreased face-to-face interactions, affecting



social skills and relationships. It may also contribute to reduced concentration and productivity, as constant notifications and digital distractions make it harder to focus. While gadgets offer convenience and efficiency, overusing them can have serious consequences on overall health and daily life.



3. **Compare or contrast paragraph**

A compare or contrast expository paragraph is a type of writing that explains the similarities and/or differences between two or more subjects in a clear, logical manner. This type of paragraph aims to inform the reader by highlighting key points of comparison or contrast without expressing personal opinions.

A comparison paragraph focuses on how two things are alike. It may discuss similarities in characteristics, functions, or benefits. For example, a paragraph comparing laptops and tablets might highlight that both are portable, offer internet access, and are used for work and entertainment.

A contrast paragraph, on the other hand, emphasizes differences between subjects. It explains how one thing differs from another in terms of features, uses, or effectiveness. For instance, a contrast paragraph about public transportation and private cars might discuss cost differences, convenience, and environmental impact.

Sometimes, a paragraph can combine both comparison and contrast, discussing similarities and differences in a balanced way. To organize this type of writing

effectively, transitional words and phrases such as similarly, likewise, and both help show comparisons, while however, on the other hand, and in contrast indicate differences. A strong compare or contrast paragraph provides clear, well-structured information, helping the reader understand relationships between subjects. Below is an example of a contrast paragraph.

Paragraph Example

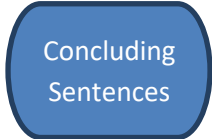
iPhones and Android smartphones share many similarities, but they also have key differences that set them apart. Both devices offer essential smartphone features such as calling, messaging, internet browsing, and app support. However, iPhones run on Apple's iOS, which provides a uniform user experience across all Apple devices, while Android phones run on Google's operating system, offering more customization options and a variety of manufacturers to choose from. iPhones tend to have a more streamlined and secure ecosystem, integrating seamlessly with other Apple products, whereas Android phones provide users with greater flexibility in hardware



Topic Sentence

Supporting Sentences

and software modifications. Additionally, iPhones generally receive longer software updates, while Android devices vary in update frequency depending on the manufacturer. Ultimately, the choice between an iPhone and an Android depends on user preferences for customization, ecosystem integration, and budget.



Concluding Sentences

4. **Classification Paragraph**

A classification paragraph is a type of expository writing that organizes ideas, objects, or concepts into specific categories based on shared characteristics. The main purpose of this paragraph is to help readers understand a broad topic by breaking it down into smaller, more manageable parts. By grouping related items together, classification paragraphs provide clarity and structure, making complex information easier to comprehend.

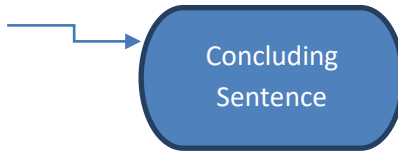
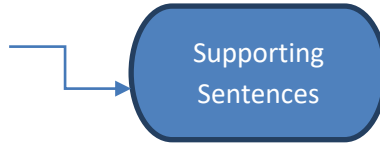
Paragraph Example

Sea animals can be classified into three main groups based on their characteristics: mammals, fish, and invertebrates. First, marine mammals, such as dolphins, whales, and seals, are warm-blooded creatures that breathe air and give birth to live young. They rely on lungs for respiration and often



Topic Sentence

surface to breathe. Second, fish, including sharks, tuna, and clownfish, are cold-blooded animals that live entirely in water, using gills to extract oxygen. Most fish have scales and fins, which help them swim efficiently. Finally, invertebrates, such as jellyfish, octopuses, and starfish, lack a backbone and have soft or hard exoskeletons for protection. Overall, these three classifications highlight the diversity of sea animals and their unique adaptations to marine life.



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AUTHOR'S PROFILE



Rahma Pitria Ningsih

The author is an English Lecturer at Mechanical Engineering Department at Banjarmasin State Polytechnic, South Kalimantan. She obtained her Bachelor Degree at Antasari State Institute of Islamic Studies in Banjarmasin (IAIN Antasari) and her study on Master Degree at English Education Study Program at Palangka Raya University (UPR), Central Kalimantan. She is currently conducting researches related to teaching English with technology. She is also interested in English for Specific Purposes. She has written several Teaching Modules about English for Mechanical Engineering, Mechanics and Heavy Equipment Engineering. She also has written several books related to teaching with technology, one of them is a Reference Book entitled "Technology Integration in English Language Teaching Learning" and several Book Chapters about ESP. She is also active in several communities, like ESP Teachers Community and TEFLIN.

CHAPTER 7

ORGANIZING AND OUTLINING THE PARAGRAPH

Rohmatul Fitriyah Dewi
Central China Normal University, China
Institut Teknologi dan Bisnis Ahmad Dahlan Lamongan, Lamongan
E-mail: rohmatulfitriyahdewi@mails.ccn.edu.cn

7.1. INTRODUCTION

In writing, the ability to coherently organize ideas is essential for effective communication used in paragraph composition. The more extensive and complex composition stated in paragraphs serves as a building block to construct meaningful ideas in sentences (Brooks, 2020). However, there is the matter of the writer's skill to organize and outline paragraphs critically and smoothly, that is, it would impact the clarity and strength of the writing. Therefore, writers must consider how to craft different writing purposes, such as academic essays, business letters, business reports, and imaginative writing into a well-structured paragraph sourcing from the writers' arguments (Culham, 2023).

The goal of a well-structured paragraph is to convey single and cohesive ideas, by means, of the readers following the structured sentences, logical flows presented, and suitable transitions used in the whole text (Barroga & Matanguihan, 2021). On the opposite, the readers could be confused in understanding both the content and intended meaning of the paragraph if the writers attempt to write insufficiently structured paragraphs which would weaken the quality of the writing. Thus, it requires more proficiency in paragraph organization, which is, effective and simple.

Drafting an outline is one important step in paragraph organization. This part of preparation includes brainstorming, grouping similar ideas, and determining the order in which they should be presented (Mauludin & Ardianti, 2023). By outlining, the writers can see how their paragraphs will be organized before composing the writing. This specific method not only saves time but also lessens the possibility of being distracted or adding unrelated information. Outlining also enables authors to rank their arguments, making sure that the most important details are highlighted (Greetham, 2022).

Even though paragraph organization seems straightforward, there are some difficulties involved. It might be difficult for writers to stay coherent, stay on topic, or choose the best logical order for their thoughts. These difficulties highlight the value of practice and a methodical writing process. To overcome these obstacles and create well-structured material that appeals to their readers, authors should create a clear framework and follow the rules of paragraph arrangement (Rogers, 2024). This chapter presents the key elements of a well-organized paragraph, the steps to organize and outline a paragraph, the required techniques in outlining, and the practical examples in real applications.

7.2. KEY ELEMENTS OF A WELL-ORGANIZED PARAGRAPH

The three main components of an organized paragraph are the topic sentence, which serves as a guide for the writer and the reader; the supporting details, which can be facts, examples, or explanations; and the concluding sentence, which brings the information together, reinforces the main point and facilitates a seamless transition to the next paragraph. When these components are carefully arranged, the paragraph becomes a

coherent unit that contributes to the larger writing works. Let's see each detail of the components.

1. Topic Sentence: Introducing the Main Idea

The sentence that states the paragraph's primary concept is known as the "topic sentence" and is the most significant sentence in the paragraph. According to (Bailey, 2023), a topic sentence, which consists of two parts—1) the topic being discussed throughout the paragraph and 2) a controlling idea that restricts the focus on the topic to one point or idea—works at the paragraph level to express the focus and general point of an individual paragraph. Moreover, it is much like a thesis statement, which establishes the central focus or point of an entire piece of writing. See the examples below.

The Example of Topic Sentence and Controlling Idea

English, as the result of colonization and imperialism, has dominated the world through Westernization.

The analysis:

The topic sentence is 'English' and the controlling idea about English is 'as the result of colonization and imperialism, has dominated the world through Westernization. The sentence is modified by appositive phrases – as the result of colonization and imperialism – emphasizing more information about 'English'. According to (Purdue Global, 2023), an appositive usually uses a noun phrase to identify or explain others both noun and pronoun. Then, the remaining sentence is a controlling idea about English 'has dominated the world through Westernization'. Here is an example of the complete paragraph.

The complete paragraph:

English, as the result of colonization and imperialism, has dominated the world through Westernization. Consequently, it

becomes the language in which the fate of most of the world’s millions is decided, as the international language (Phillipson, 1992). The notion of cultural imperialism led to the spread of English as the dominant language of the colonial, with the purpose of mastering the world through English. As a result, western countries can be promoted by inserting the culture or language. As stated by (Phillipson, 1992), ‘cultural imperialism can be applied in science, the media and education that become the areas where English linguistic imperialism is conducting so far’.

2. Supporting Details: Evidence, Examples, and Elaborations

Supporting details are the fundamentals of effective writing in developing and reiterating the main ideas in the paragraph (Bailey, 2023). These present the justification that provides the depth main idea and clarity to the central topic or theme, guaranteeing that the reader completely comprehends the author’s intention. By using facts, examples, figures, or stories, supporting details help turn abstract ideas into concrete insights in academic writings, professional reports, and creative works. Without them, paragraphs will be ambiguous or unpersuasive, which would prevent the audience from being interested or informed. See the table 1 below.

Table 7.1. Types of Supporting Details in the Paragraph

No.	Types of Supporting Details	Example of Sentences
1	Facts: data or proof of the research that can be confirmed	As an international language, English has become one of the requirements for publishing international research.

2	Opinions: quote, or statement from an influential expert on a specific field of study	According to (Crystal, 2003), English-language movies still dominate the medium because it is unusual to find a blockbuster movie produced in a language other than English.
3	Definitions: Detailed meaning of a phrase, concept, or term.	Education is the central in which English is taught and promoted.
4	Examples: Detailed illustrations related to specific phrases, concepts, or terms.	There are many various website publications provided such as Springer, Sage Pub, Science Direct, etc. These publications leading to the academic professions are free to download and useful as references to academicians' studies.
5	Anecdotes: retelling events in the narrative forms	When I visited my grandma's house, I remembered my childhood memories.
6	Descriptions: Visual depiction of particular things, such as person, event, place, etc.	America was the first country entered by the English. In the expedition, it has been arrived the first and second settlements. Firstly, it was called Jamestown which arrived in Chesapeake Bay in 1602. Then, followed by the coming of Puritans, they had a mixed group from young to old with different regions,

		social, and occupational backgrounds influenced by a new religion. The second settlement takes place in Virginia the south and north have different language backgrounds in case of accent.
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Source: Ingram & King, 2004

After recognizing each type of supporting detail, a full sample of paragraphs and analysis are provided. It guides the writers on how to make meaningful content and elaborate the concise point of view that could give further information to the readers while reading texts.

The Example of Paragraph

English has its journey that doesn't seem to stay constant for two reasons. First is the history beyond it, as the rapidly spreading of English usage from the British. When people travel abroad for a specific reason, it cannot be denied that English is required. A language has to be interpreted, learned, and imposed over time through a travelling as major influence (Crystal, 2003).

Secondly, the growth of international tourism or travel. (Crystal, 2003) stated that international travel includes business trips, holidays, religious pilgrimages, etc. These activities led visitors to share language, but either visitors or local people, do not all of them who speak English. In 2004, there were 763 million international travelers, but three-quarters of visitors were non-English speaking to non-English-speaking destinations (Graddol, 2006). It requires face-to-face international communication, and English is one of the global languages that is mostly used.

Concerning several domains, English is commonly used in transportation and accommodation. When people are planning to travel, those two things should be considered. In the context of transportation, it begins by making ticket reservations via online or direct purchasing. Then, we also can find many directions and instructions such as in the airport and its plane. In the accommodation, which encompasses a place to stay, food and drink to be served and other facilities to be enjoyed, they use English as a sign to give information to the visitors. In this case, English as an auxiliary language functioned in mediating the domains of transportation and accommodation (Crystal, 2003).

Analysis of Supporting Details

The topic sentence in the paragraph above is related to ‘English’, and the main idea is ‘the importance of English in international travel’. The starting point sentence begins with “English has its journey that doesn’t seem to stay constant for two reasons”, which means declaring the writer’s opinion based on the fact. Following the next sentences, the additional information yields two main reasons why English has the inconsistent role of language used globally based on historical factors and the involvement of tourism impacts. To emphasize the supporting details, the writers could state ‘first’, ‘secondly’, etc., further, embedding the quotes from experts, and putting more facts and instances. Additionally, writers also put personal opinions that are still connected to the relevant ideas within the paragraph. On the other hand, switching to a new idea could be smoothly explored by modifying the noun phrase, i.e. ‘concerning several domains’. This phrase describes the transitional idea from the reasons to domains (transportation and accommodation) on why English is mostly used, as the language mediation among other countries. Reasonable and logical

thinking in the paragraph should be supported by reliable references or sources.

3. Concluding Sentence: Summarizing and Transitioning to the Next Idea

A concluding sentence aims to restate the main point of paragraphs and maintain the logical flow of the sentences. Coherence and consistency in writing are ensured by using strong closing sentences to assist readers in making connections between concepts. Strong closing sentences improve readability and engagement in tales, reports, and academic articles. The importance of closing sentences, their function in transition and summarizing, and successful writing techniques are all covered in this section. Consider some examples of well-structured concluding sentences below. *Example*

Student engagement and learning have increased dramatically as a result of the integration of digital resources into the classroom. A dynamic learning environment is produced by these technologies such as interactive features and real-time feedback. To make full use of the advancements in technology, educators must adjust to these developments.

Analysis of Example

The concluding sentence in the given paragraph is – “*To make full use of the advancements in technology, educators must adjust to these developments.*” – provides a seamless transition to the following topic while succinctly summarizing the key theme. Here is a thorough explanation of how it accomplishes both goals:

a. Summarizing the idea

The previous sentences discuss how digital resources are implemented in the classroom activities and it also enhances both student engagement and learning outcomes through the

features offered by the teachers, such as interactive content and real-time feedback. Furthermore, the concluding sentence “*educators must adjust to these developments*” – in the case of ‘the advancements of technology’ highlights what is going on regarding the more involvement of sophisticated technology towards educational purposes in the future and how educators play a significant role in merging technology impact in the real-world practices.

b. Transitioning to the new idea

Shifting into new ideas is characterized by introducing those ideas in particular terms and phrases, i.e. ‘new technology in education’, ‘challenges in adopting the recent technology’, ‘strategies in adopting the advanced technology’. The phrase ‘must adjust’ indicates that the following paragraph may examine how teachers might incorporate new technology into their lesson plans, so implying a call to action.

7.3. STEPS TO ORGANIZE AND OUTLINE A PARAGRAPH

Effective paragraph organization guarantees the ideas' cohesion, clarity, and logical progression. The four crucial processes for organizing and outlining a well-developed paragraph are listed below.

1. Identifying the Main Idea

The first step in paragraph organization is to identify the main idea or subject. Clarity, specificity, and relevance to the writing's overarching theme are essential for this central idea. This major idea is presented in a strong topic sentence, which also establishes the paragraph's overall structure. One possible main idea for a paragraph discussing the advantages of digital learning would be: "Digital tools

enhance student engagement and improve learning outcomes."

2. Grouping Related Information

The next stage after establishing the core concept is to collect evidence to support it. These specifics might be facts, figures, examples, professional judgments, or firsthand accounts. By putting related concepts together, you may keep the paragraph on topic and prevent needless repetition. Examples of supporting details for writing about digital learning include enhanced accessibility, real-time feedback, and interactive learning tools.

3. Creating a Logical Flow

Reading comprehension and readability are improved when supporting details are arranged logically. Authors can employ a variety of organizing styles, including importance-based sequencing, cause-and-effect links, and chronological sequence. Transitional phrases like "furthermore," "in addition," "as a result," and "therefore" aid in maintaining consistency and facilitating seamless concept connections. A paragraph with a clear structure leads the reader from one idea to the next.

4. Revising and Refining

The last stage is to check the paragraph for conciseness, coherence, and clarity. In addition to eliminating unnecessary details and making sure every phrase advances the main concept; writers should proofread their work for grammar mistakes. You can find places for improvement by reading the paragraph out loud or asking for comments. The final sentence needs to succinctly convey the main concept of the paragraph while seamlessly introducing the following one.

7.4. TECHNIQUES FOR EFFECTIVE OUTLINING

For logical thought organization and writing clarity, an effective outline is crucial. Various strategies, based on the type of material and the writer's preferences, aid in the organization of thoughts. Three popular methods for outlining are listed below:

1. Linear Outline: Listing ideas in sequential order

Ideas are listed in a clear sequence using bullet points, numbers, or Roman numerals in a linear outline, a structured, hierarchical format that is especially helpful for essays, reports, or structured arguments because it guarantees a logical progression from one point to the next. A typical linear outline consists of the following:

- a. Main idea or thesis statement
- b. Supporting point 1
Examples or evidences
- c. Supporting point 2
Examples or evidences
- d. Supporting point 3
Examples or evidences
- e. Conclusion

a. Mind Mapping: Visualizing connections and relationships

A non-linear outlining method called mind mapping uses visuals to illustrate concepts and their connections. The main idea of a page is where writers start, and they then expand on it with related ideas, subtopics, and supporting facts. For creative writing, brainstorming, and examining intricate connections between concepts, this method is especially helpful. When writing on the advantages of digital learning, for instance, a mind map may have branches such as difficulties, student involvement, accessibility, and individualized learning, with

more sub-branches expanding on each. A standard plan might not inspire the same creative connections or flexibility that mind mapping can.

b. Point-by-point Method: Breaking down the argument into clear segments

When contrasting concepts or dividing an argument into different parts, the point-by-point approach can be helpful. Using themes or viewpoints, this approach groups points rather than adhering to a rigid sequential structure. Due to its treatment of each argument, it is perfect for debates, analytical essays, and assessments of advantages and disadvantages. The outline for a comparison between digital and conventional schooling, for example, would resemble this:

1. Traditional (in-person) versus digital (interactive content) engagement
2. Traditional (location-dependent) versus digital (remote access) accessibility
3. Flexibility: Digital learning (self-paced) versus traditional (set timetable)

This method helps keep things clear when making comparisons and guarantees that every point is well stated and supported.

7.5. CONCLUSION

Clear structure and logical flow are necessary for effective writing, and a paragraph's coherence and readability depend on its correct outlining. A writer may make sure that a paragraph is clear, concise, and pertinent by structuring thoughts before writing. Whether using a point-by-point method, mind mapping, or a linear outline, outlining offers a road map that directs the development of ideas, avoiding jumbled concepts and unnecessary details. A well-organized paragraph starts with a

distinct primary concept that is backed up by logically arranged and categorized information that bolster the topic or argument. While a powerful closing sentence emphasizes the paragraph's main point and gets the reader ready for the following concept, the use of transition words and a fluid flow of ideas guarantees readability. Even the most intelligent information might become unclear if it is not properly organized, making it challenging for the audience to understand what is being said. Additionally, it saves time during the revision process by allowing writers to find logical gaps, eliminate extraneous details, and polish their arguments before writing the paragraph itself. This step is especially helpful in academic, professional, and creative writing, where precision and clarity are essential. Furthermore, structured outlining techniques enable writers to modify their approach according to the writing context, guaranteeing adaptability in various writing styles and purposes. In conclusion, the first stages in creating writing that is compelling and clear are structuring and outlining a paragraph. Writers may produce well-structured paragraphs that captivate and educate their audience by determining the core concept, organizing relevant data, making sure the text flows logically, and efficiently editing the content. Gaining proficiency in these methods improves writing productivity, fortifies communication abilities, and eventually produces more engaging and convincing material.

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AUTHOR'S PROFILE



Rohmatul Fitriyah Dewi, S.Hum., M.Pd.

The author got her Bachelor of Humanity from Universitas Airlangga and Master of Education from Universitas Negeri Surabaya. She is an English lecture at Institut Teknologi dan Bisnis Ahmad Dahlan Lamongan. Currently, she is a Ph.D. student in Teacher Education at Central China Normal University, China. Her research interests are applied linguistics, ELT, literacies, gender studies, and teacher practices in classroom discourse.

CHAPTER 8

COMPOSING THE PARAGRAPH

Emma Martina Pakpahan
Universitas Prima Indonesia, Medan
E-mail: emmamartinabr.pakpahan@unprimdn.ac.id

8.1. WHAT IS A PARAGRAPH

A paragraph is the fundamental unit of an argument. It is essential for establishing and indicating the structure of academic writing. It separates each point and demonstrates how it relates to one another. Paragraph comes from a combination of the Greek terms "para" and "graph," which indicate "besides" or "near," and "writing". A paragraph contains a collection of well-structured and logical sentences connected to the same subject. It can describe examples, illustrations, or information. The sentences in a paragraph are not only a collection of connected sentences; rather, they are constructed to convey numerous types of information to clarify a single major idea.

A paragraph is used to help the writer's argument be more logical and easier for the reader to understand. It enables the writer to convey their ideas coherently and rationally by structuring and organizing them. It should be able to describe a single controlling idea of the writer expressed in a sentence that is called the topic sentence. In academic writing, every paragraph should have at least five sentences. It usually starts with a topic sentence, followed by supporting sentences, and ends with a concluding sentence.

Composing a well-developed paragraph is not easy. Most paragraphs are too short to discuss a topic. Some paragraphs are excessively long due to wordiness or repetition. Other paragraphs are too simplistic to convey anything (NS, P. K,

2016). Composing a paragraph is a skill that forms the building block of effective communication. Understanding the structure of a well-organized paragraph is essential when writing an essay, report, or email. This chapter will describe the structure of a paragraph and offer detailed instructions on how to compose one that is understandable, cohesive, and captivating.

8.2. UNDERSTANDING THE STRUCTURE OF A PARAGRAPH

A paragraph is more than just a block of text. It consists of three main parts: the topic sentence, supporting sentences, and the concluding sentence (Zemach & Rumisek, 2005). Each part is important in ensuring that the paragraph communicates its message effectively.

a. Topic sentence

A topic sentence serves as the introduction to the paragraph. It identifies the main idea of a paragraph and the writer's main point regarding the issue. Every paragraph has only one topic sentence, which is the most important element. It is unacceptable to discuss multiple topics in a single paragraph (Wali & Madani, 2020). The topic sentence functions as a focus sentence that expresses the paragraph's major theme and describes what the paragraph tells about. The topic sentence should provide a clear and concise roadmap for the readers. It summarizes the information in the paragraph, thereby aiding in the organization of the paragraph. Although it is not required in academic writing, the topic sentence is typically the first.

An example of an effective topic sentence:

Bali is one of the most beautiful islands in Indonesia, offering a perfect blend of natural wonders and cultural richness.

Bali is the topic of the paragraph. To support this topic, you can describe the places in Bali that can be visited, the people, the culture, and the cost of living in Bali. Although many things can be described about Bali, you need to control the idea. The controlling idea in that sentence is *...is one of the most beautiful islands in Indonesia, offering a perfect blend of natural wonders and cultural richness*. Using the controlling idea, you focus on explaining why Bali is one of the most beautiful islands in Indonesia. In other words, a topic sentence should have both a topic and a controlling idea. This sentence provides the main idea described in the paragraph. The other examples are shown in the table below:

Table 8.1. Example of topic sentence

No	Topic Sentence	Main Idea/Topic	Controlling Idea
1	My friend has a big house	My friend	Has a big house
2	My friend invites me to that party	My friend	invites me to that party
3	My friend is sincere with me	My friend	is sincere with me

Exercise 1

Identify the main ideas (topics) and the controlling ideas!

1. Reading develops your critical thinking skills.
2. Doing the research with my friend is my dream.
3. All the students follow the teacher's instructions.
4. Nowadays, mobile phones are the most valuable tools for teenagers.
5. Writing an effective paragraph needs some steps
6. Singapore is a dream country that I want to live in.

7. Learning a foreign language creates great job opportunities.
8. The library is a good place to read.
9. Every parent should learn how to raise the child.
10. The Sun is the star at the center of the Solar System

b. Supporting sentences

The supporting sentence provides information, evidence, examples, reasons, clarification, explanation, description, or details to support the main idea presented in the topic sentence. The supporting sentence may consist of more than one sentence to develop the idea introduced in the topic sentence. It helps the reader understand the key points that the writer emphasizes. It demonstrates the point in order and details from one sentence to the next, each one building upon the one before it, keeping the paragraph coherent and focused. Supporting sentences typically appear in a paragraph's middle after the topic sentence and before a conclusion.

Example:

Its landscapes are incredibly diverse, from the lush rice terraces of Ubud to the stunning beaches and vibrant coral reefs found along its coastlines. Visitors are also captivated by the island's ancient temples, traditional dances, and unique arts that showcase the deep cultural heritage of the Balinese people. Whether you're exploring the serene beaches, hiking up volcanic mountains, or enjoying local cuisine, Bali provides an unforgettable experience.

In this case, the supporting sentences provide details about Bali.

c. Concluding sentence

The concluding sentence summarizes all the information stated in supporting sentences and restates the topic sentence. It signals to the reader that the paragraph has come to an end. Although the concluding sentence is written in the last

paragraph, it is crucial to wrap up the key points, offer a final thought, and ensure a seamless transition to the following paragraph. While not always necessary, a strong concluding sentence reinforces the paragraph's central message.

Example:

In conclusion, Bali is a popular destination for tourists looking for both leisure and adventure because of its unique blend of natural beauty and cultural life.

This sentence summarizes the reason for visiting Bali and ties the paragraph together.

Exercise 2

Find the topic sentence, supporting sentences, and concluding sentence!

1. Exercise is essential for maintaining good health. Regular physical activity helps to improve cardiovascular health, strengthen muscles, and boost overall energy levels. It also plays a key role in managing stress and promoting mental well-being. By incorporating exercise into daily routines, individuals can improve their quality of life and reduce the risk of chronic illnesses. Ultimately, exercise is a crucial habit that contributes to both physical and mental health.
2. Traveling exposes you to new cultures and perspectives. When you visit different countries, you not only experience diverse traditions and lifestyles but also develop a deeper understanding of the world. Traveling can open your mind to new ideas, challenge your assumptions, and inspire personal growth. In conclusion, travel broadens your horizons and fosters a sense of global connection.
3. Technology has transformed the way we communicate. With the rise of smartphones and social media, staying in touch with family and friends has become easier than ever.

These advancements have allowed people to connect instantly, regardless of geographical location. Overall, technology has revolutionized communication and made the world more interconnected.

4. Education is the foundation for a successful future. A strong education equips individuals with the skills and knowledge necessary to succeed in their careers and personal lives. It also promotes critical thinking and problem-solving abilities, which are essential for adapting to an ever-changing world. In conclusion, education plays a vital role in shaping individuals and communities for long-term success.
5. The environment plays a critical role in our well-being. Clean air, fresh water, and healthy ecosystems are essential for sustaining life on Earth. When we take care of the environment, we ensure that future generations will have the resources they need to thrive. In the end, protecting the environment is crucial for maintaining a healthy and sustainable planet.

8.3. COMPOSING A PARAGRAPH

8.3.1. Choosing a Clear Topic

Selecting the primary topic of your paragraph is crucial before you start writing. First, choose a clear and focused topic to express the main idea or message. This ensures that your paragraph remains relevant and targeted. For example, if you are writing about the benefits of exercise, your topic sentence may be: "Regular physical activity has numerous benefits for both the body and mind."

A good topic serves as the foundation of your paragraph and guides the direction of your writing. The paragraph can become fragmented and difficult to understand without a

defined topic. Here is how to choose a focused topic for your paragraph:

a. Narrow Down Your Focus

Attempting to address a topic that is too general is a common error. For instance, if your paragraph is about "animals," it is too vague. A paragraph that attempts to address every aspect of animals will be shallow and unclear. Rather, focus on a specific issue, such as "the role of bees in pollination" or "how dogs improve human well-being." This helps you concentrate your thoughts and produce more thorough, insightful writing.

b. Ask Yourself a Guiding Question

Asking yourself a particular inquiry about your topic is an excellent method to figure out the direction of your paragraph. For example, "How does pollution affect ocean life?" or "What are the benefits of protecting endangered species?" are good questions to pose while writing about the environment. Your response to this question will serve as the foundation for your paragraph and assist you in developing a targeted topic phrase.

c. Consider Your Audience and Purpose

Consider the audience you are writing for as well as the paragraph's goal. Are you composing a descriptive, argumentative, or informational paragraph? Selecting a topic that appeals to the reader will be made easier if you are aware of your audience and the purpose of your writing. For instance, if you're writing for a younger readership, you may decide on a more straightforward and interesting subject, such as "Why recycling is important." For a more scholarly audience, you may choose a more complex subject like "The impact of deforestation on global climate change."

d. Stay Within the Scope

A well-chosen topic will allow you to provide sufficient details without overwhelming the reader or leaving out important information; if the topic is too broad, it may confuse, while a topic that is too narrow may leave you with nothing to say. For instance, "The Invention of the World Wide Web" is specific enough to focus on the important details, while "The History of the Internet" may be too broad for a single paragraph.

e. Ensure Relevance

Select a subject that is pertinent to the writing assignment as a whole. A paragraph will flow naturally and contribute meaningfully to the work as a whole. If it is about time management, ensure the topic relates to the essay's theme. For instance, a paragraph about "effective time management strategies" would be appropriate, but one about "how to build a treehouse" might not. In summary, choosing a clear topic involves narrowing down a broad subject to something specific, asking guiding questions, considering the purpose and audience of your writing, staying within the scope of a single paragraph, and ensuring the topic fits well with your overall work. Selecting the appropriate topic sets the stage for a well-structured, targeted paragraph that successfully conveys your views.

8.3.2. Developing Supporting Sentences

Adding supporting sentences is the next stage after establishing the topic sentence. These sentences present the framework of your paragraph with additional information, details, examples, or evidence that help to clarify and expand on your main point. Your paragraph would be shallow and fall short of conveying your point in its entirety if it lacked

compelling supporting sentences. Take into account the following when creating supporting sentences:

a. Elaborate on the Topic Sentence

The supporting sentences should help elaborate on the idea introduced in the topic sentence. They should provide clear explanations that add more depth to the initial claim. For instance, if your topic sentence is, “Regular exercise is essential for a healthy lifestyle,” your supporting sentences could describe the various ways that exercise is beneficial to the body and mind. For example:

1. “Exercise improves cardiovascular health by strengthening the heart and reducing blood pressure.”
2. “It also boosts mood and mental clarity by releasing endorphins, chemicals in the brain that act as natural mood lifters.”

Each supporting sentence builds on the previous one to develop the main idea in a logical, cohesive way.

b. Use Specific Examples and Details

Using precise examples and specifics is one of the finest strategies to strengthen your supporting phrases. Generalizations might be imprecise and offer insufficient details to support your claims. Details and examples give your argument additional substance and persuasiveness. For example, instead of saying, “Exercise is good for you,” you could say, “Studies have shown that regular physical activity, such as running or swimming, can reduce the risk of heart disease by up to 30%.” In addition to making your writing more interesting, specific examples aid the reader in seeing or comprehending your point.

c. Provide Evidence or Facts

When supported by evidence, supporting sentences become even more powerful. Factual information, research findings, statistics, and expert opinions may all fall under this category. Citing reliable references or studies gives your writing more authority and persuasively bolsters the main theme. For instance:

1. “According to the American Heart Association, just 30 minutes of moderate exercise five times a week can significantly reduce the risk of stroke and heart disease.”
2. “In a recent study, 80% of participants reported feeling less stressed after 20 minutes of aerobic exercise.”

Evidence-based supporting sentences show that your argument is not just an opinion, but a well-founded statement supported by credible information.

d. Use Descriptive Language When Necessary

In some cases, particularly in descriptive writing, your supporting sentences may need to paint a vivid picture or evoke sensory details. This is especially vital when writing about feelings, experiences, or environments. Descriptive language aids in the connection between the reader and the topic.

For example, instead of saying, “Exercise can help with stress,” you might write, “After a long day at work, a brisk walk through the park, surrounded by the soft rustling of leaves and the fresh scent of pine trees, can help clear the mind and release tension.” Exercise as a stress reliever feels more authentic and relatable to the reader because of this sensory information.

e. Organize the Supporting Sentences Logically

To ensure that your supporting sentences flow naturally and build upon one another, it's critical to arrange them logically. There are several ways to do this:

1. **Chronologically:** When describing a procedure or occurrence, place your supporting sentences in the chronological sequence that events occur.
2. **From most to least important (or vice versa):** If you have multiple points to make, choose whether to begin with the most significant or the least important one. Transitions like "first," "next," or "finally" might be used to help the reader follow along.
3. **Cause and effect:** Make sure your supporting sentences illustrate how one occurrence leads to another if your paragraph is describing a cause-and-effect relationship.

To make your argument easy for the reader to follow, it is important to make sure that your supporting sentences are arranged properly.

f. Use Transitions Between Sentences

Use transitional words or phrases to make your supporting sentences flow more naturally. Transitions let the reader follow your thoughts and demonstrate their connections. Some common transitional words include:

1. To Add (Combinations)

Next, first (second, etc.), firstly (secondly, etc), too, again, and, then, besides, equally important, finally, further, furthermore, nor, lastly, as a result, moreover, in addition, or, not, even more.

2. To Compare (contrast)

whereas, but, yet, on the other hand, however, nevertheless, on the contrary, by comparison, where, compared to, up against, balanced against, vis a vis, but, although, conversely, meanwhile, after all, in

contrast, although this may be true, after all, and yet, at the same time, despite, in contrast, nonetheless, notwithstanding.

3. To Prove (Causation)

because, for, since, for the same reason, obviously, evidently, furthermore, moreover, besides, indeed, in fact, in addition, in any case, that is, accordingly, as a result, and so, consequently, for that reason, hence, on account of, therefore, thus.

4. To Show Exception

yet, still, however, nevertheless, in spite of, despite, of course, once in a while, sometimes

5. To Show Time (Chronology):

Immediately, thereafter, after, afterwards, soon, after a few hours, finally, then, later, previously, formerly, first (second, etc.), next, and then, this time, until now, when, whenever, while, once, simultaneously, so far, sometimes, soon, subsequently

6. To Repeat

in brief, as I have said, as I have noted, as has been noted

7. To Emphasize

definitely, extremely, obviously, in fact, indeed, in any case, absolutely, positively, naturally, surprisingly, always, forever, perennially, eternally, never, emphatically, unquestionably, without a doubt, certainly, undeniably, without reservation

8. To Show Sequence

first, second, third, and so forth, next, then, following this, at this time, now, at this point, after, afterward, subsequently, finally, consequently, previously, before this, simultaneously, concurrently, thus, therefore, hence, next, and then, soon

9. To Give an Example

For example, for instance, in this case, in another case, on this occasion, in this situation, take the case of, to demonstrate, to illustrate, as an illustration, e.g., (from a Latin abbreviation for “for example”), specifically, that is.

10. To Summarize (conclusion)

in brief, on the whole, summing up, to conclude, in conclusion, as I have shown, as I have said, hence, therefore, accordingly, thus, as a result, consequently, finally, lastly, in the end.

For instance, if you're explaining how exercise affects mental health, you might write:

"Exercise not only improves physical health but also has a profound impact on mental well-being. For example, research shows that regular physical activity reduces symptoms of anxiety and depression. Furthermore, the endorphins released during exercise help promote positive emotions and a sense of calm."

The transitions between supporting sentences help guide the reader through your argument without disrupting the flow of ideas.

11. Stay Focused on the Topic

Stay Focused on the Topic

Staying focused on the topic that was introduced in the topic sentence is crucial, even though supporting phrases should provide more depth and specificity. Steer clear of irrelevant topics as this can confuse the reader and make your paragraph less coherent. Every supporting phrase should provide pertinent details that bolster your argument and be closely related to the main theme.

Example of Developing Supporting Sentences:

Topic Sentence: Regular exercise has a number of important health benefits.

Supporting Sentences:

1. Exercise helps maintain a healthy weight, which reduces the risk of obesity-related diseases such as diabetes and hypertension.
2. In addition to weight management, physical activity strengthens the heart and improves circulation, leading to better overall cardiovascular health.
3. Research has shown that exercise can also boost mental health, with activities like jogging and yoga being linked to lower levels of stress and anxiety.
4. Furthermore, exercise increases energy levels by improving the efficiency of the body's oxygen use, making day-to-day tasks feel less tiring.

Concluding Sentence: As a result, incorporating exercise into your routine is essential for maintaining both physical and mental well-being.

Exercise 3

Develop this topic with controlling ideas, supporting and concluding sentence

1. The ideal job
2. Food in my country
3. Investing time
4. Speaking a foreign language
5. Facing a new era

8.4. CONCLUSION

To sum up, the ability to write a well-organized paragraph is a fundamental component of good writing. Writers can

produce paragraphs that effectively and convincingly convey ideas by focusing on a clear topic sentence, offering relevant supporting facts, and ensuring the paragraph flows well. The main idea in a strong paragraph is introduced by the topic sentence, which is followed by sentences that develop and support the idea with specific details, examples, or explanations. Furthermore, transitions are essential for directing the reader through the paragraph and establishing a seamless flow of information. In addition to giving an essay or article structure, well-written paragraphs lead the reader logically through the writer's ideas. Every paragraph should be cohesive, with each sentence contributing to the main idea, and well-developed to offer sufficient evidence to support the argument or message. By using these strategies, writers can improve their communication and produce work that is more powerful, engaging, and comprehensible. Gaining proficiency in crafting strong paragraphs can help writers improve their writing in general and contribute to clearer and more persuasive works.

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AUTHOR'S PROFILE



Emma Martina Pakpahan

The author is a lecturer, researcher, and also writer. She was born in Sumatra in 1988. She has a bachelor's in English education from the State University of Medan (UNIMED) in North Sumatra and a master's in Teaching English as a Foreign Language from Tunghai University in Taiwan. After completing his studies, she embarked upon a career as a lecturer at Universitas Prima Indonesia (UNPRI). Before her current job at UNPRI, she was a teacher in senior high school. Her experience in teaching makes her concerned about education. She becomes a facilitator for Sekolah Penggerak and shares about kurikulum merdeka. She has published several papers in preferred Journals and chapters in books. Some of her academic journals have been presented at several conferences. She focuses on education, English as a Foreign Language learners, and Foreign Language Anxiety.

CHAPTER 9

REVISING PARAGRAPH

Niwayan Sukraini
Institut Agama Hindu Negeri Tampung Penyang Palangka Raya
E-mail: niwayansukraini@iahntp.ac.id

9.1. INTRODUCTION

Writing is a process that involves several stages, and one of which is revision. In both academic and professional settings, revision plays an important role in ensuring that writing pieces have clarity, cohesion, and effectivity. Murray (2020) emphasizes that revision process does not simply for correcting grammar or spelling errors, but it also involves adjustment of paragraph structure, strengthening the flow of logic, and improving the attractiveness and readability of writing. Therefore, to become a good writer, one should be able to express ideas clearly and organize and structure the paragraphs in a way that the readers can easily understand the messages conveyed.

Paragraph revision includes several key aspects, such as the evaluation of the main idea, the relationship among sentences, the use of effective transitions, and the selection of appropriate diction according to the audience and the communication purpose (Williams & Bizup, 2021). In academic context, a good paragraph consists of clear structure which starts with a strong thesis statement, supported with relevant supporting sentences, and ended with a conclusion that reiterates the topic sentence. Swales & Feak (2012) affirms that good revision not only improves the quality of writing but also strengthens the writer's credibility in delivering their arguments and ideas.

This chapter will review several strategies and techniques of systematic paragraph revision which include the aspects of content and idea, structure and organization, as well as writing style and grammar. Furthermore, examples of paragraph revision are enclosed to illustrate how revision can improve readability and effectiveness of messages delivery. By understanding and applying appropriate revision principles, writers can produce more coherent, persuasive, and communicative pieces of writing.

9.2. UNREVISED PARAGRAPH

Before diving right into the strategies applicable to revising paragraphs, it is important to get a better understanding of what unrevised paragraphs look like and how they may impact the whole piece of writing. The first draft is an initial version of a written work that allows the writer to express ideas freely without much consideration of clarity, structure, or cohesion (Murray, 2020). In this stage, the paragraph often has some weakness that need further revision to make it more structured and communicative to the reader. Commonly found problems with first drafts are lack clear structure, overly used words, weak transitions, poorly developed ideas, grammatical errors, and writing style weakness. Without thorough revision, the writing will be difficult to understand, less persuasive, and unable to meet academic or professional standard.

One of the main setbacks of the first draft of paragraph is that they lack clear structure. Poorly organized paragraph often present ideas in scattered manner without a clear logical flow which make it difficult for readers to grasp the intended message (Swales & Feak, 2012). In some cases, the first draft of a paragraph may not have a strong topic sentence which serves as introduction to the main idea in the paragraph. Consequently, readers have to work harder to find the correlation of one

sentence to another. This can lead to hampering the comprehension flow. Bailey (2018) suggests that revision is required to restructure the paragraph to achieve a more logical and easily followed piece.

Additionally, first drafts tend to be repetitive and contain overly used words. Williams & Bizup (2021) illustrate that this manifests as overly extended sentences, unnecessarily used synonyms, or repetition of ideas without any additional information. Sentences that are too long often include multiple ideas without clear breaks or transitions. Unnecessarily used synonyms may create confusion especially when simpler and more precise wording would be more effective. Repetitions can make paragraph feel redundant and less engaging for the reader. This problem often occurs when writers try to sound sophisticated but end up sacrificing clarity and conciseness. Revision process can help simplifying the sentences through selecting more effective dictions and omitting repetition to make a clear but compact paragraph.

Another problem that keeps appearing in a first draft is weak transition between sentences. Weak transition can make writing feel fragmented and this hinders reader's ability to smoothly follow the writer's train of thoughts (Graff & Birkenstein, 2018). This can happen mostly because writers focus on quickly getting ideas down rather than ensuring logical progression. Hinkel (2004) mentions that good transition can be achieved by using appropriate conjunctions as well as repeating key terms and using consistent sentence structure. Therefore, revision is required to ensure logical connection between each part of the writing.

In addition, the first draft of paragraph often has vagueness and lack of elaboration. Some paragraph may be too general, do not have enough supporting sentences, or merely mention the main idea without enough elaboration (Hyland, 2016). A

paragraph that is too general often lacks specific details which lead to leaving arguments weak and unconvincing. In academic writing, every claim must be proven by data, theories, or concrete examples.

Finally, first drafts often contain grammatical and stylistic errors, such as inconsistent use of tense, ineffective sentence structure, and typos (Murray & Moore, 2006). Inconsistent use of tense can confuse readers because of incorrect change between past, present, and future time in writing. Ineffective sentence structure, such as sentences that are too long without clear punctuations or illogical word order can obscure the intended meaning. Typos can disrupt the flow of reading and lower the credibility of writing particularly in academic or professional context.

9.3. THE IMPORTANCE OF PARAGRAPH REVISION

Now that the shortcomings of an unrevised first draft are well recognized, it is imperative to revise it to meet the standards of good writing which include clarity, organization, conciseness, coherence, cohesion, as well as tone and style. Revision helps improve clarity by simplifying compound and complex sentences, replacing unspecific words, and avoiding unnecessary jargon to make understanding the message easier (Gopen & Swan, 1990; Sword, 2012). Sentences with noun phrase, adjective phrase, adverb phrase, verb phrase, or prepositional phrase are synthesised to achieve their simpler form. Words that are too general or ambiguous must be replaced with more specific ones. Furthermore, jargons of specific disciplines can only be used for the right audience. Otherwise, they must be avoided. In academic writing, clarity is crucial because its purpose is to deliver information and argumentation logically (Pinker, 2014).

Revision can strengthen a paragraph by reorganizing the paragraph structure. Schimel (2012) explains that this is done to ensure that every paragraph has a strong main idea and is supported by relevant arguments. A strong main idea is specific and focused, yet can still be justified with logical evidence. The main idea is clearly stated in the beginning or the end of a paragraph, connected directly to the main theme of the writing, and logically linked to the preceding and following paragraphs. Reorganizing the paragraph structure is crucial to do as Becker, (2007) emphasizes that a good structure not only helps readers understand the writing, but also increases the writer's credibility.

Revision stage is where writer eliminates redundant words, avoids repetition of ideas, and rearranges sentences (Strunk & White, 2000). Through revision, writers can cut unnecessary words to make their writing more efficient and easier to understand. In addition, repetition of ideas that do not add value can be eliminated, so that the message conveyed becomes clearer and less wordy. Not only that, sentence restructuring also plays a role in creating a more logical structure and a more fluid flow, so that readers can grasp the core of the problem directly. Williams (2007) suggests that techniques such as rereading the draft critically and asking for feedbacks can help identify parts that can be synthesized without sacrificing clarity.

Revision can ensure coherence and cohesion in the paragraph. Halliday & Hasan (1976) emphasize that this can be achieved by adding appropriate transitions and making sure that every paragraph has a strong connection with the preceding and the following paragraphs. The use of transition not only help clarify writer's train of thoughts but also prevents incoherence that may confuse the reader. Thus, the paragraph is easier to understand, more convincing, and more effective in conveying the message to the audience.

9.4. HOW TO REVISE A PARAGRAPH

In this section, two examples are provided to illustrate how to revise a paragraph according to several scholars. First, identifying problems is done by pinpointing issues such as an unclear topic sentence, lack of cohesion, or insufficient supporting details (Sommers, 1980). Second, implementing improvements involves refining the topic sentence for clarity, enhancing transitions to improve flow, and enriching the paragraph with concrete details (Jiang et al., 2022). Third, presenting the revised version ensures that the updated paragraph is clear, well-structured, and effectively addresses the identified issues (University Writing Center, n.d.). Finally, explaining revision choices helps writers articulate the changes made and the rationale behind them. This reinforces the learning process and facilitates the application of similar strategies in future writing (The Writing Center, n.d.).

Example A

College life is very interesting. Students can participate in various activities, such as organizations. A lot of students are busy with lectures and daily assignments. Moreover, the college has many facilities that can be utilized, for example the library and the laboratory. There are also students who work part time. The social life on campus is also important because students can make new friends.

Step 1: Problem Identification

The paragraph describes the college life, but it has several weaknesses. It does not have a clear topic sentence which makes it difficult for readers to grasp the focus of the paragraph. The ideas are not well structured. They jump abruptly from one aspect to another without clear connection. The paragraph lacks cohesion. Hence the choppy sentences. Lastly, the information is

too general and lacks concrete examples of clear illustration of college life.

Step 2: Improvement

To improve the paragraph, several things should be done. First, a clear topic sentence should be added to make readers know what topic is discussed. Second, better transitions should be used to connect ideas logically. Next, ideas should be elaborated using specific examples to make the paragraph more informative. Last, repetition should be avoided to prevent redundancy.

Step 3: The Revised Version

College life offers valuable academic and social experience to the students. Besides attending lectures and completing assignments, students can partake in extracurricular activities which suit their interests like debate club, photography club, volunteer groups, etc. The college also provides facilities such as library and science laboratory to support learning. Some students opt to working part-time jobs to receive income and gain more experience. Furthermore, the social interaction within the college helps the students build network and communication skills that give a lot of advantages in the future. With those varied activities, college life serves as a crucial phase in student's academic and personal development.

Step 4: Explanation of Revisions

1. Adding a clearer topic sentence: “*College life offers valuable academic and social experience to the students.*” This directly leads the readers to the main focus of the paragraph which is the idea that college life gives a lot of benefits to the students.

2. Improving the cohesion between sentences: Conjunctions such as *“besides attending lectures and completing assignments, students can ...”*, *“The college also ...”*, and *“Furthermore”* connects ideas smoothly.
3. Adding concrete details: the previous paragraph only states *“various activities”* and *“organizations”* while in the revised paragraph, details like *“organizations which suit their interests like debate club, photography club, volunteer groups, etc”* are added to give better illustration.
4. Improving logical flow: the ideas presented in the previous paragraph jumps abruptly. Now in the revised paragraph, the sequence is more logical and coherent, from academic, followed by organizations, facility, and part time job, to social life.
5. Replacing awkward phrases:
 - “organizations”* → *“extracurricular activities”*
 - “college has many facilities that can be utilized”* → *“The college also provides facilities”*
 - “the laboratory”* → *“the science laboratory”*
 - “students can make new friends”* → *“students build network and communication skills”*
6. Making the conclusion clearer: the last sentence *“With those varied activities, college life serves as a crucial phase in student’s academic and personal development.”* Reiterates the topic sentence while also summarize the whole paragraph.

Example B

A lot of students are worried about their future after graduation from university. The competition in the workforce is getting tougher. They are afraid of not getting a job that aligns with their university major. Besides, many companies are looking for candidates with work experience while fresh

graduates often do not have enough or any experience at all. Some students try to gain work experience during their studies to enhance their skills. Not all students are ready to face workforce after graduation.

Step 1: Problem Identification

The paragraph illustrates the worry students have about their career after graduation but it has several weaknesses. The topic sentence lacks focus which does not directly portray the main issue. Second, the paragraph feels jumpy because the ideas are not well structured. Next, the paragraph has little to no transitions. For this reason, the connection between sentences feels off. Lastly, the paragraph lacks concrete examples. Therefore, the worry that students are experiencing are not portrayed well enough. Additionally, some phrases do not sound natural to native speakers of English language.

Step 2: Improvement

The second step is to fix the paragraph by strengthening the topic sentence to ensure readers quickly understand the main issue. It is also necessary to improve the cohesion by using appropriate transitions such as conjunctions and sentence connectors. Next, concrete details should be added so that the readers can feel that they resonate with the students feeling concern about their future. Furthermore, ideas need to be restructured to make them flow smoothly, and some phrases need to be revised for better fluency and naturalness.

Step 3: The Revised Version

A lot students are worried about the prospect of their career after graduating from university because the job market competition is becoming more intense. One of their main concerns is the challenge to land a job that relates to their

major, particularly because many employers prioritize candidates with work experience. Unfortunately, fresh graduates often lack sufficient experience. For this reason, they feel less confident to apply for jobs. To tackle this, some students choose to take on internships, additional course, or certification programs to enhance their skills. However, not all students have the same access or opportunities to those programs which adds more pressure to the students' mental load. Therefore, it does not surprise a lot that anxiety regarding the future after finishing university is a real thing.

Step 4: Explanation of Revisions

1. Focusing the topic sentence to the main issue: “*A lot students are worried about the prospect of their career after they graduate from university because the competition in the workforce is getting tougher.*” Instead of generally stating that students are worried, this topic sentence directly convey the reason of the worry.
2. Improving cohesion: Transitions like “*One of their main concerns is ...*”, “*Unfortunately, ...*”, “*For this reason, ...*” link sentences more smoothly. This way, there is a clear connection between ideas.
3. Adding concrete details: the first draft only mentions “work experience” in general. Phrases such as “*internships, additional course, or certification programs*” help give deeper understanding of what students could do to enhance their skills before entering workforce.
4. Improving logical flow: previously the ideas are not presented in order. The revised paragraph now has a clear sequence of ideas, from the concern of students, followed by the main cause (lack of experience) and the solutions, to the challenges that might happen.

5. Replacing awkward phrases:
“*after graduation*” → “*after graduating*”
“*the competition in the workforce*” → “*the job market competition*”
“*a job that aligns with their university major*” → “*a job that relates to their major*”
“*do not have enough or any experience at all*” → “*lack sufficient experience*”
6. Adding a more powerful conclusion: “*Therefore, it does not surprise a lot that anxiety regarding the future after finishing university is a real thing.*” This conclusion leaves strong impression to the readers that students’ concern about the future job is a real thing.

9.5. EXERCISE

1. Below is a first draft of a paragraph. Identify at least three issues related to clarity, organization, coherence, or sentence effectiveness. Write your observations below the paragraph.

Technology has significantly changed the way education is delivered. Many students now rely on online learning platforms to access lessons, complete assignments, and communicate with their teachers. The internet provides a vast amount of resources that help students learn more efficiently. Teachers also integrate digital tools, such as interactive presentations and educational apps, to enhance their instruction. However, not all students find it easy to adapt to this shift. Some struggle with unstable internet connections, lack of access to devices, or difficulty understanding new digital tools. As a result, learning experiences vary widely depending on students’ technological access and skills.

Write your observations here:

2. Rewrite the paragraph above by improving its structure, coherence, and clarity. Consider using transitions, varying sentence structures, and ensuring each sentence contributes to the main idea. Write your paragraph here:

3. After revising, reflect on your changes such as what improvements you made and how you ensured coherence and clarity. If working with a peer, exchange your revised paragraphs and provide feedback on each other's work. Write your reflection here:

9.6. CONCLUSION

Writing is a complex process which involves several stages, and one of them is revision. Revision is mandatory as the first draft often contains a lot of weaknesses. It has unclear structure, weak transitions, repetition of ideas, and unclear elaboration of ideas. Revision can help improve the quality of writing by synthesizing complex sentences, omitting redundant wording, as well as ensuring readability and the effectiveness of message delivery. With the examples provided in this chapter, writers can learn how to implement the principles of paragraph revision.

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AUTHOR'S PROFILE



Niwayan Sukraini

The author is a faculty member at Institut Agama Hindu Negeri Tampung Penyang Palangka Raya. Her expertise lies in English Language Instruction, encompassing theories of language acquisition, pedagogical approaches, and instructional strategies that enhance effective language learning. She has honed her skills in designing interactive and engaging classroom environments that foster language proficiency and promote student engagement. Her research primarily focuses on developing learner-centered curricula that highlight student participation, cultural relevance, and authentic language use. Additionally, she has a particular interest in TESOL and English for Specific Purposes.

CHAPTER 10

ILLUSTRATIONS – EXAMPLES

Afdaleni
Universitas Mohammad Natsir Bukittinggi
E-mail: afdaleni_09@yahoo.com

10.1. INTRODUCTION

To know how to organize information or ideas in the form of writing, it is a must that the writers should understand the paragraph patterns to develop their ideas. The purpose is to make the readers understand the reading easily. It is about the basic patterns for organizing ideas or information used by the writer to develop his or ideas to improve his or ideas in writing. It is called as Paragraph Patterns. There are a number of paragraph patterns that should be understood by the writers, (Wasman and Lee. 2000). They are :

1. Classification. Information is classified or categorized into data groups on the basis of similarities or differences.
2. Sequence and Process. The sequence patterns is usually using spatial order that emphasize the size.
3. Simple Listing. The writers develop their ideas by listing their supporting ideas and statements.
4. Comparison and Contrast. The writer develop their ideas by showing the similarities, differences or both of them.
5. Caused and Effect Relationships. The writers explain why or how things happen and what the result is or might be.
6. Definition. The purpose of the authors is to explain the meaning of important term or concept that can take a paragraph to do so entirely
7. Example, Illustration-Example. The writers give examples to illustrate their ideas.

Then the followings are explanation of Illustration Example Patterns as one of the ways to develop ideas or information.

10.2. THE DEFINITION OF ILLUSTRATION - EXAMPLE

There are a number of definition on the terms of Illustration

- Example. The idea is the writing that is something that serves to illustrate something: such as.
 - a. a picture or diagram that helps to make something clear and attractive
 - b. an example or instance that helps make something clear.

General purpose is that the reader will get understanding of the written material easily.

Illustration Paragraph

Illustration paragraph is one in which the topic sentence is supported with examples. The illustration (examples) paragraph is useful when we want to explain or clarify something, such as an object, a person, a concept, or a situation. When we illustrate, we show how something is as we point out. When we illustrate with *examples*, we give *instances* that show or prove to the readers so they can see for themselves how something is as we claim it to be.

The meaning of illustration paragraph is the paragraph that is to explain a general statement by means of more specific examples. Detailed and well-chosen examples add interest, liveliness, and power to your writing. Illustration makes what we say more vivid and more exact. A single example may also be a narration on a story that illustrates the topic sentence. Writers often use illustration to develop a paragraph. An ideal illustration paragraph usually contains three points:

1. A topic. It is about one thing the writer wants to talk about. The topic is developed by explaining what happens with the topic or what does the writer tell about the topic.
2. The body. It is about the things explain with supporting details by illustrating the topic sentence and by giving many examples to make the paragraph understood by the readers.
3. The examples. They should be put in order of importance and separated by a transitional expression in the paragraphs
4. Transitional expressions. There are many transitional expressions that may be used in the development of paragraph. They are : for instance, for example, an illustration of this, a case in point is, to illustrate, another instance of, another example of, another illustration of , here are a few examples.
5. A conclusion.

10.3. THE CHARACTERISTICS OF GOOD ILLUSTRATION EXAMPLE PARAGRAPH

- a. It has unity: everything in the paragraph you have read is about the same topic—the potential for a rewarding career as a personal support worker. There is nothing in the paragraph that does not belong there.
- b. It has a strong topic sentence, which tells the reader exactly what the paragraph will be about.
- c. There are enough details, examples, and statistics to make the paragraph meaningful. The information in the paragraph you have read clearly illustrates why care for the elderly is a good career.
- d. The information is presented in a logical order.
- e. It has a concluding sentence, in this case, a call to action.

STEPS FOR WRITING THE ILLUSTRATION PARAGRAPH.

1. As you saw in Unit 1, your writing should begin with some brainstorming. Think about your topic—what do you want to say about it? Use a mind map to start to collect some ideas.
2. Make a plan for your paragraph. Which of your ideas do you want to keep? Which ones don't belong in your paragraph? How are you going to arrange your ideas? Make a quick outline.
3. Write your first draft. Don't worry about getting everything perfect at this stage; just get your ideas on paper.
4. Revise your draft. Follow the ARMS checklist you learned in Unit 1 (Add, Remove, Move, and Substitute). Ask yourself the questions you answered with the two paragraphs above.
5. Edit your paragraph and write your final draft. Now that your ideas are in place, you can focus on grammar, spelling, word choice, and punctuation.

10.4. SAMPLE EXERCISE

An illustration paragraph is one in which the topic sentence is supported with examples. Example:

1. Working as a personal support worker, or PSW, with the elderly can be a varied, stable, and very satisfying career choice. **First**, the job provides plenty of variety; you are not sitting in an office doing the same thing every day. PSWs work in private homes, in nursing homes, and in community care center. They meet different people, all of whom have different needs. One client may need help with bathing, dressing, and taking medications; another may need help with transportation and grocery shopping; and yet another may simply need company and some light housekeeping.

Second, there are likely to be plenty of jobs in the future. Canada's population is aging; there are now more seniors in Canada than children, and the percentage of people over 65 is projected to rise to 23% in the next 15 years. Care for the elderly is one of the fastest growing industries in the country. **Finally**, and perhaps most importantly, working as a PSW is a very rewarding job. There is nothing that compares to the smile on an elderly person's face when he is sitting comfortably in his favorite chair after being cared for by a friendly visitor, or when she knows her home is clean and tidy. The gratitude shown by the clients far outweighs the modest salary made by PSWs. Anyone who is unsure about what career to choose should think carefully about becoming a personal support worker—the rewards are endless.

By the paragraph above, it can be seen that the topic of paragraph is developed by giving examples.

1. Topic is about Worker.
2. Topic Sentence is Working as a personal support worker, or PSW, with the elderly can be a varied, stable, and very satisfying career choice
3. To explain the topic and topic sentence, the writer gives three examples by the signals used in the paragraph.
 - a. **First**, the job provides plenty of variety; you are not sitting in an office doing the same thing every day
 - b. **Second**, there are likely to be plenty of jobs in the future.
 - c. **Finally**, and perhaps most importantly, working as a PSW is a very rewarding job.

Another idea of illustration example paragraph is as follows.

The illustration (examples) paragraph is useful when we want to explain or clarify something, such as an object, a person, a concept, or a situation. When we illustrate, we show how something is as we point out. When we illustrate with *examples*, we give *instances* that show or prove to the readers so they can see for themselves how something is as we claim it to be. We will notice, then, that illustration paragraphs often answer questions that ask what, how, in what way—questions that need or ask for explanation, examples, cases, and details to illustrate how something is true.

Here are some exercise for students on developing paragraph patterns on Illustration- Example :

- a. Examples of annoying habits people have on the Sky-train
- b. Positive habits that you admire in other people
- c. Endangered animals in Asia
- d. Ways in which technology has strengthened/weakened family life
- e. Ways in which you succeeded through your most challenging high school course
- f. Suggestions for getting a good grade in English I
- g. Worthwhile freshman activities at Chula
- h. Best places to shop for x
- i. Favorite childhood toys

The followings are examples of illustration paragraphs. Both paragraphs have some good points and some areas that can be improved. For each one, answer the questions below.

Paragraph 1

Working in the tourist industry is a great career choice. First, people who work in hotels in popular resort towns like Whistler and Nelson have the chance to meet many interesting people. Second, if you work in a hotel like the Fairmont in

Whistler, you will be able to look at amazing scenery while you work. The work might be boring, like cleaning rooms or carrying people's luggage, but you will be doing it in a beautiful place with stunning mountain views. My cousin worked in the Fairmont in Whistler, and he met some members of the Japanese royal family. Of course, there are other good career choices, such as nursing or secretarial work. Many people prefer these jobs because they are not seasonal and they pay better salaries, but these jobs are not as interesting as working in tourism. That's why I think tourism is a good career choice.

1. Does it have unity? Is everything in the paragraph about the same topic?

2. Is there a strong topic sentence that tells the reader exactly what the paragraph will be about?

3. Are there enough details, examples, and statistics to make the paragraph meaningful?

4. Is the information presented in a logical order?

5. Is there a strong concluding sentence?

6. How could this paragraph be improved?

Paragraph 2

Working in a kitchen can be dangerous, but there are steps you can take to make sure you stay safe. First of all, you need to be very careful around hot surfaces. My friend once had a job in the food court at the mall, and one day she wasn't paying attention, and she put her hand on some hot fat. She burned herself quite badly and had to go to the hospital. She couldn't

work for over a month, and she lost a lot of money. Then, you need to make sure the floor is always clean. Lots of accidents happen because kitchen workers are always rushing around and they trip over things on the floor. Last but not least, you need to be careful around knives—the knives they use in a restaurant kitchen are really sharp!

1. Does it have unity? Is everything in the paragraph about the same topic?

2. Is there a strong topic sentence that tells the reader exactly what the paragraph will be about?

3. Are there enough details, examples, and statistics to make the paragraph meaningful?

4. Is the information presented in a logical order?

5. Is there a strong concluding sentence?

6. How could this paragraph be improved?

There are some examples of paragraph development by Illustration - Example Patterns :

My Escape

Most people have special places where they go to relax and find inspiration. For example, my most relaxing and inspirational place to be is at Riceville Bridge. It is a peaceful pull-off area past Belt, Montana just before entering the Sluice box, state park. My family and I have spent many times there. When I was younger my sister and I learned how to swim in Belt Creek at Riceville Bridge. My grandma is buried outside of

Belt at the Belt cemetery, so when I want to get away I usually go out to Riceful Bridge and sit by the calming, peaceful Belt Creek. The sound of the rapid flowing creek, birds in the background, and the smell of fresh air makes me look back and remember all of the fun and exciting memories I have had with my family out there. It is also very peaceful to me because I feel like my grandma is watching over me, protecting me, and letting me know that life is sometimes very difficult but to never give up. Some times life for me is very difficult and frustrating. That's when I turn to Riceful Bridge, because I know that I can sit out there and talk to myself and vent things out and feel like I have some type of connection with the atmosphere. It is by far my most relaxing and inspirational place to be because I feel very comfortable and wanted there. Amy Neill 2005~

True Friend

Many people believe they have true friends; there is no doubt in my mind that I have the best one out there. His name is Craig Jones, not is he only my boyfriend he is the best friend I could ever have. If Craig wasn't in my life right now I probably wouldn't be in school or making other important changes in my life. He has shown me so many wonderful qualities in myself that I was just throwing away. My most favorite quality I admire in Craig is that he would never insult me or make me feel less of myself for any reason. During the span of our relationship he has put up with some lies that I have come clean with and that is another huge reason why he is so wonderful. He can see that I love him too and that it was courageous for me to come out with my past. He looks past the past and loves me for the person that I am today. A true Friend is one that is always encouraging and stands behind you in every decision that you make. I look to Craig for advice in tough decisions, and even if we disagree he

still stands behind me in what ever decision I make. Those are some genuine qualities of a true friend.

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AUTHOR'S PROFILE



Dr Afdaleni M, Pd, M.Pd.

The author was born in Lubukbasung, Agam Regency in Ninth of April 1964. She graduated for her Doctoral Degree from Padang State University in 2013. She has been a lecturer at English Linguistics and English Education started from 1989 as Civil Servant until now. . Now she teaches at Mohammad Natsir University Bukittinggi. She has been doing research on English Education so often.

CHAPTER 11

GRAMMAR IN ACADEMIC WRITING

Loso Judijanto
IPOSS Jakarta
E-mail: losojudijantobumn@gmail.com

11.1. INTRODUCTION

Grammar serves as the structural foundation of language, providing the rules and principles that govern how words combine to form meaningful sentences. In academic writing, grammar is not merely a set of arbitrary rules but a critical tool for ensuring clarity and coherence. It allows writers to convey their ideas in a structured, logical manner that readers can easily understand. Proper grammar in academic contexts facilitates the effective communication of complex ideas, reducing the risk of misinterpretation and enhancing the overall quality of scholarly work (Hyland & Jiang, 2021).

The importance of grammar in academic writing cannot be overstated. It ensures precision in language use, which is essential when dealing with nuanced or technical subjects. For instance, incorrect grammar can lead to ambiguity or alter the intended meaning of a sentence, potentially undermining the credibility of the writer. Grammatical accuracy is closely tied to professionalism in academic writing, as it reflects the writer's attention to detail and commitment to high standards (Biber et al., 2021).

Grammar also plays a crucial role in maintaining consistency throughout an academic paper. This consistency is vital for building logical arguments and ensuring that ideas flow seamlessly from one section to another. Without proper

grammar, even well-researched content may fail to make an impact due to poor readability or confusion caused by errors.

11.2. ROLE OF GRAMMAR IN ENSURING CLARITY, PRECISION, AND PROFESSIONALISM

One of the primary functions of grammar in academic writing is to ensure clarity. Academic texts often involve complex arguments or data-driven discussions that require precise articulation. Grammatical structures such as proper punctuation, subject-verb agreement, and sentence variety help writers present their ideas unambiguously. For example, using commas correctly can prevent misinterpretation by clearly separating clauses or items in a list (Lynne Truss, 2004). Precision is another hallmark of effective academic writing. Grammar enables writers to express their thoughts accurately, avoiding vague or overly general statements. For instance, modifiers must be placed correctly to ensure they describe the intended subject. A misplaced modifier can drastically change the meaning of a sentence, leading to confusion or unintended interpretations (Celce-Murcia & Larsen-Freeman, 1999). Professionalism in academic writing is closely linked to grammatical correctness. Errors such as run-on sentences or improper use of articles can detract from the perceived quality of a paper. Grammatical mistakes may lead readers—especially peer reviewers or journal editors—to question the writer’s expertise or commitment to scholarly rigor (Swales & Feak, 2012).

PURPOSE OF ACADEMIC WRITING

The primary purpose of academic writing is to convey complex ideas clearly and persuasively. Unlike casual or creative writing, academic texts aim to inform, analyze, or argue based on evidence and logical reasoning. Grammar plays an

indispensable role in achieving this purpose by providing a framework for organizing thoughts systematically.

Clarity in academic writing ensures that readers can follow the writer's arguments without unnecessary effort. This is particularly important when addressing specialized audiences who expect precision and depth in scholarly communication. For example, researchers presenting experimental findings must use grammatically correct language to describe their methods and results accurately (Hyland & Jiang, 2021).

Persuasion is another key aspect of academic writing. Whether crafting an argumentative essay or a research proposal, writers must use language effectively to convince readers of their viewpoints. Grammar contributes to this by enabling writers to construct coherent arguments supported by evidence. Logical connectors such as "therefore," "however," and "in contrast" are essential for linking ideas and guiding readers through the text (Halliday & Matthiessen, 2014).

ESTABLISHING CREDIBILITY THROUGH GRAMMATICAL ACCURACY

Grammatical accuracy is fundamental for establishing credibility in academic writing. Readers often judge the quality of a paper based on its adherence to grammatical norms. Errors not only distract from the content but also raise doubts about the writer's competence or attention to detail. In scholarly contexts, credibility extends beyond individual reputation—it also affects how research findings are received by the broader academic community. For instance, poorly written papers may struggle to gain acceptance in reputable journals due to concerns about their reliability or professionalism (Flowerdew & Wang, 2016). Conversely, grammatically sound writing demonstrates respect for academic conventions and enhances the likelihood of publication.

Moreover, accurate grammar fosters trust between writers and readers by ensuring that information is presented transparently and consistently. This trust is particularly important when discussing controversial topics or proposing novel theories that require careful articulation (Biber et al., 2021). Grammar forms the backbone of academic writing by ensuring clarity, precision, and professionalism while helping writers achieve their primary purpose: communicating complex ideas effectively. By adhering to grammatical conventions, scholars can establish credibility and contribute meaningfully to their fields of study. As research continues to emphasize the importance of linguistic accuracy in academia (Hyland & Jiang, 2021), mastering grammar remains an essential skill for anyone engaged in scholarly pursuits.

11.3. COMMON GRAMMATICAL CHALLENGES IN ACADEMIC WRITING

Addressing common grammatical challenges—such as subject-verb agreement, tense consistency, pronoun usage, and modifiers—is essential for producing polished academic writing. These elements not only enhance clarity but also establish credibility with readers. By mastering these rules through practice and careful editing, writers can effectively communicate complex ideas while avoiding errors that detract from their arguments' strength (Ambrose, 2024; Edwards, 2022; Gold, 2021; Powers, 2024; Trenton, 2024; Venn, 2024; White, 2024).

1. Subject-Verb Agreement

Subject-verb agreement is a foundational rule in grammar that ensures the subject and verb in a sentence align in number (singular or plural). In academic writing, this rule is critical for clarity and professionalism. For example, singular subjects require singular verbs, while plural subjects require plural verbs. Errors often arise when intervening phrases create confusion

about the true subject. For instance, in the sentence, "*The results of the experiment, along with the analysis, were conclusive,*" the subject is "*results,*" which correctly pairs with the plural verb "*were*" despite the intervening phrase (Powers, 2024; White, 2024).

Another common issue involves compound subjects. When two subjects are joined by "*and,*" they typically take a plural verb (e.g., "*The researcher and the assistant were present*"). However, when subjects are joined by "*or*" or "*nor,*" the verb agrees with the subject closest to it (e.g., "*Neither the professor nor the students were available*") (Powers, 2024; White, 2024). Additionally, indefinite pronouns like "*each*" and "*everyone*" are singular and require singular verbs, as in "*Each student has submitted their assignment*" (White, 2024).

Collective nouns such as "*team*" or "*committee*" can also cause confusion. These nouns are treated as singular when referring to the group as a whole but plural when emphasizing individual members (e.g., "*The team is winning*" vs. "*The team are arguing among themselves*") (Powers, 2024). Mastering these nuances enhances grammatical accuracy and reader comprehension.

2. Tense Consistency

Maintaining consistent verb tense is essential for clarity and coherence in academic writing. Switching tenses unnecessarily can confuse readers and disrupt the logical flow of ideas. For example, a research paper typically employs past tense for describing completed experiments ("*The study was conducted*") and present tense for discussing established facts or general truths ("*The data suggest a correlation*") (Venn, 2024). Tense consistency also anchors analysis within an appropriate timeframe. For instance, when discussing historical events or prior research, past tense is used ("*Smith found that...*"). In

contrast, present tense is used to interpret findings or discuss their implications ("*This result indicates that...*"). Future tense may occasionally appear when outlining future research directions ("*Further studies will explore this phenomenon*")(Gold, 2021; Venn, 2024).

Inconsistent tenses can undermine credibility. For example, a sentence like "*The experiment was conducted last year and shows significant results*" mixes past and present tenses improperly. Revising it to "*The experiment was conducted last year and showed significant results*" maintains consistency(Venn, 2024). By adhering to these guidelines, writers ensure their arguments are logical and professional.

3. Pronoun Usage

Pronouns play a crucial role in academic writing by reducing repetition and improving readability. However, they must agree with their antecedents in number (singular/plural) and gender to avoid ambiguity. For instance, in the sentence "*Each student must submit their project,*" the pronoun "*their*" does not agree with the singular antecedent "*student.*" A grammatically correct revision would be: "*Each student must submit his or her project*"(Edwards, 2022; Gold, 2021).

Gender-neutral pronouns like "*they*" have become widely accepted in academic writing to promote inclusivity. For example, instead of writing "*Each researcher must explain his findings,*" it is now common to write: "*Each researcher must explain their findings*"(Edwards, 2022). However, care must be taken to ensure clarity when using such pronouns.

Vague pronoun references also pose challenges. In sentences like "*When reviewing the results, they were surprising,*" it is unclear what "*they*" refers to—results or reviewers? A clearer revision would specify: "*When reviewing the results, the researchers found them surprising*"(Gold, 2021).

Proper pronoun usage ensures precision and avoids misinterpretation.

4. Modifiers

Modifiers—words or phrases that describe other elements in a sentence—enhance specificity and detail but can lead to confusion if misplaced or dangling. A misplaced modifier occurs when it is not placed near the word it modifies, leading to ambiguity. For example: "*Buzzing around the room, Seo Jun smacked down the fly.*" Here, it seems Seo Jun was buzzing rather than the fly. The corrected version would be: "*Seo Jun smacked down the fly buzzing around the room*"(Ambrose, 2024; Trenton, 2024).

Dangling modifiers lack a clear subject to modify within the sentence. Consider: "*After reading the study, flaws were evident.*" This implies that flaws read the study. A revised version clarifies: "*After reading the study, I noticed flaws were evident*"(Ambrose, 2024; Trenton, 2024). Such errors often arise from passive constructions and can be avoided by ensuring modifiers directly connect to their intended subjects.

Squinting modifiers present another challenge by being ambiguously placed between two possible elements they could modify. For instance: "*Students who revise frequently succeed.*" It is unclear whether frequent revision leads to success or whether frequent revisers succeed more often. Rewriting as: "*Students who frequently revise succeed*" resolves this ambiguity(Trenton, 2024). Correct placement of modifiers ensures sentences are clear and precise.

11.4. ADVANCED GRAMMAR TOPICS FOR ACADEMIC WRITING

Advanced grammar topics such as parallelism, active vs. passive voice, conditional sentences, and article usage are

foundational for effective academic writing. Mastery of these elements allows writers to construct clear, precise arguments while maintaining formality and professionalism. By understanding these advanced grammar rules and applying them consistently within their work, academics can enhance both readability and credibility in their writing.

1. Parallelism

Parallelism refers to the use of consistent grammatical structures within a sentence or across sentences to ensure clarity, balance, and readability. It is particularly important in academic writing because it helps convey complex ideas in a structured and logical manner. For example, when listing items or making comparisons, maintaining parallel structure ensures that the reader can easily follow the relationships between ideas. An example of correct parallelism is: “*The study aimed to analyze the data, evaluate the results, and propose solutions.*” Here, the verbs *analyze*, *evaluate*, and *propose* are all in the same form, creating a balanced structure. In contrast, an incorrect example would be: “*The study aimed to analyze the data, evaluating the results, and solutions were proposed.*” This lack of consistency disrupts the flow and makes the sentence harder to understand.

Parallelism is especially critical in academic writing when presenting arguments or comparing ideas. For instance, in comparative sentences like “*This method is more efficient than using traditional tools,*” both parts of the comparison must align grammatically. Research has shown that parallel structures improve comprehension by reducing cognitive load on readers(Chen et al., 2020).

2. Active versus Passive Voice

The choice between active and passive voice is a significant consideration in academic writing. Active voice emphasizes the

subject performing an action, making sentences clearer and more direct. For example: “*The researcher conducted the experiment.*” This structure highlights who performed the action (the researcher).

Passive voice, on the other hand, shifts focus to the action or object receiving the action: “*The experiment was conducted by the researcher.*” Passive constructions are often used in academic writing to maintain objectivity or when the actor is less important than the action itself (e.g., “*The data was analyzed*”). This is particularly common in scientific disciplines where processes and results take precedence over individual contributions.

While passive voice can enhance formality and neutrality, overusing it may lead to wordiness or ambiguity. For instance, “*Mistakes were made*” avoids specifying who made them, which can obscure accountability. Scholars recommend balancing active and passive voice depending on context; active voice is ideal for presenting arguments or conclusions, while passive voice suits methodology sections (Williams & Bizup, 2021).

3. Conditional Sentences

Conditional sentences are essential in academic writing for discussing hypothetical scenarios, predictions, or cause-and-effect relationships. These sentences typically consist of two clauses: a condition (if-clause) and a result (main clause). There are four main types of conditionals:

1. **Zero Conditional:** Used for general truths or facts (“*If water reaches 100°C, it boils*”).
2. **First Conditional:** Describes likely outcomes based on present conditions (“*If students study regularly, they will perform better*”).

3. **Second Conditional:** Refers to hypothetical situations in the present or future (“*If I were a policymaker, I would implement stricter regulations*”).
4. **Third Conditional:** Discusses unreal past scenarios and their imagined outcomes (“*If she had attended the conference, she would have gained valuable insights*”).

Mixed conditionals combine elements from different types (e.g., “*If I had studied harder [past], I would be more confident now [present]*”). These are particularly useful in hypothesis-driven academic writing for exploring alternative outcomes or counterfactual reasoning (Celce-Murcia & Larsen-Freeman, 1999). Mastery of conditional sentences allows writers to articulate nuanced arguments and explore possibilities with precision. For example, researchers often use conditionals to discuss limitations or propose future research directions: “*If additional funding were available, further experiments could be conducted.*”

4. Articles (a/an/the)

Articles (*a, an, the*) are small but crucial elements of English grammar that often pose challenges for non-native speakers in academic writing. They serve to specify whether a noun is definite or indefinite.

- a. **Indefinite Articles (a/an):** Used when referring to non-specific nouns. For example: “*A researcher conducted an experiment.*”
- b. **Definite Article (the):** Used for specific nouns that have already been mentioned or are known to the reader. For example: “*The experiment yielded significant results.*”

Non-native speakers frequently struggle with article usage due to differences in how articles function across languages.

Common errors include omitting articles (“*Study was conducted*” instead of “*A study was conducted*”) or using them incorrectly (“*A data*” instead of “*The data*”). Research suggests that explicit instruction on article usage improves accuracy in academic contexts (Butler, 2002). In academic writing, articles play a critical role in establishing precision and clarity. For instance, using *the* signals specificity when referring to previously mentioned concepts (“*The findings support earlier research*”), while *a/an* introduces new information (“*A new approach was proposed*”). Writers must also consider whether nouns are countable or uncountable when selecting articles.

11.5. GRAMMAR FOR SPECIFIC ACADEMIC PURPOSES

Mastering grammar for specific academic purposes—whether structuring research papers using IMRAD format, integrating citations effectively through paraphrasing, constructing logical arguments in argumentative writing, or balancing descriptive with analytical styles—is essential for producing high-quality academic work. By applying these principles consistently across different contexts, writers can enhance clarity, coherence, and credibility in their academic communication (Johansson, 2024; Kelly, 2024; Kristensen, 2024).

WRITING RESEARCH PAPERS

Academic writing often follows the IMRAD structure—Introduction, Methods, Results, and Discussion—each section requiring specific grammatical considerations. In the *abstract*, concise and precise grammar is essential to summarize the key findings of the paper. Sentences should be short and active, such as “*This study examines the effects of X on Y,*” which is clearer

than "*The effects of X on Y were examined in this study*" (Johansson, 2024; Kristensen, 2024).

The *introduction* typically uses present tense to discuss current knowledge and research gaps (e.g., "*Previous studies indicate...*") and past tense when referencing specific studies (e.g., "*Smith et al. (2020) found...*") (Johansson, 2024; Kristensen, 2024). This section demands clarity in presenting research questions and hypotheses while avoiding overly complex sentence structures that might confuse readers.

In the *methods* section, past tense is predominantly used to describe procedures (e.g., "*Data were collected using surveys*"). Passive voice is common here to maintain objectivity, but overuse can make sentences cumbersome. For instance, "*Participants completed a survey*" is preferable to "*A survey was completed by participants*" (Johansson, 2024; Kristensen, 2024). Consistency in verb tense and precision in language are critical to ensure reproducibility.

The *results* section also employs past tense to report findings (e.g., "*The analysis revealed a significant correlation*"). Writers should avoid speculative language, as this section focuses solely on presenting data without interpretation (Johansson, 2024; Kristensen, 2024).

Finally, the *discussion* combines descriptive and analytical writing. Present tense is often used to interpret results in relation to existing literature (e.g., "*These findings suggest that...*"), while past tense refers back to specific results from the study. Proper grammar ensures clarity in distinguishing between what was done, what was found, and what it means (Johansson, 2024; Kristensen, 2024).

11.6. CITATIONS AND PARAPHRASING

Citing sources accurately is a cornerstone of academic writing. Paraphrasing involves rephrasing ideas from a source

while maintaining their original meaning. Grammatically, paraphrases should integrate seamlessly into the text using proper sentence structure and verb tense. For example: "*Johnson (2019) argues that effective leadership depends on emotional intelligence*" (Anh et al., 2022; Kristensen, 2024; Palmer, 2022; Rasmussen, 2024).

Writers must ensure grammatical consistency between their own sentences and the paraphrased content. For instance, if paraphrasing a study conducted in the past, past tense should be used: "*Smith et al. (2020) demonstrated that...*" (Palmer, 2022). Additionally, conjunctions like *furthermore* or *according to* can help integrate paraphrases smoothly into arguments. Improper citation or failure to paraphrase correctly can lead to plagiarism. Depending on citation style (e.g., APA), writers must include appropriate parenthetical citations or footnotes (e.g., "(*Smith & Brown, 2020*)") (Palmer, 2022; Rasmussen, 2024). Proper grammar ensures that citations are clear and do not disrupt the flow of writing.

1. Argumentative Writing

Argumentative writing relies heavily on grammar to construct logical and persuasive arguments. Linking words such as *therefore*, *however*, *in contrast*, and *moreover* are essential for cohesion and clarity (Durham, 2024). For example: "*The data support this hypothesis; however, further research is needed.*"

Conditional sentences are particularly useful for presenting hypothetical scenarios or implications (e.g., "*If X increases, then Y will decrease*"). Modal verbs like *should*, *must*, or *might* express recommendations or possibilities effectively (e.g., "*This approach might improve outcomes*") (Durham, 2024).

Parallelism in sentence structure is critical when presenting lists or comparisons. For example: "*The study aimed to identify trends, analyze data, and propose solutions*" maintains grammatical balance. In contrast: "*The study aimed to identify trends, analyzing data, and proposed solutions*" disrupts parallelism and weakens readability (Durham, 2024). By adhering to these grammatical principles, writers can present arguments that are coherent, logical, and persuasive.

2. Descriptive vs. Analytical Writing

Academic writing often requires a balance between descriptive and analytical grammar styles. Descriptive writing focuses on stating facts or summarizing information using straightforward grammatical structures. For instance: "*The survey included 200 participants from diverse backgrounds*" provides factual information without interpretation (Picketty, 2024).

Analytical writing goes beyond description by exploring implications or drawing conclusions. This requires more complex grammatical constructions such as cause-and-effect relationships (e.g., "*Because X increased, Y decreased*") or evaluative language (e.g., "*This result highlights the importance of...*") (Picketty, 2024). Comparative structures are also common in analytical writing to weigh evidence (e.g., "*While Method A was effective in reducing errors, Method B proved more efficient overall*"). Effective academic writing combines both styles within a single text:

- a. Descriptive: "*The experiment measured reaction times under three conditions.*"

- b. Analytical: "*These findings suggest that environmental factors significantly influence cognitive performance*"(Picketty, 2024).

Grammatical accuracy ensures that descriptive statements provide a solid foundation for analytical insights while maintaining clarity throughout(Anh et al., 2022).

11.7. STYLE GUIDES AND GRAMMAR STANDARDS

Understanding academic style guides like APA, MLA, and Chicago; adopting a formal tone; and ensuring consistency are foundational practices for effective academic writing. These elements not only enhance clarity but also establish credibility within scholarly discourse. By mastering these principles, writers can produce work that adheres to high academic standards while effectively communicating their ideas(Vicker, 2024).

ACADEMIC STYLE GUIDES

Academic writing requires adherence to specific style guides that standardize grammar, punctuation, and formatting conventions. These guides ensure consistency, clarity, and professionalism in scholarly communication. Among the most widely used are the American Psychological Association (APA) style, the Modern Language Association (MLA) style, and the Chicago Manual of Style (CMS). Each guide caters to different academic disciplines and has unique requirements for citations, references, and document structure.

The APA style, primarily used in the social sciences, emphasizes clarity and conciseness. It provides detailed rules for in-text citations, reference lists, and formatting elements such as headings and tables. For instance, APA mandates the use of parenthetical citations with the author's last name and publication year (e.g., Smith, 2020) and requires a structured

reference list at the end of the document(Prowler, 2019; Vicker, 2024).

The MLA style is common in humanities disciplines like literature and cultural studies. It focuses on simplicity and readability, using parenthetical citations that include the author's name and page number (e.g., Smith 45). Unlike APA, MLA does not require a title page but instead uses a header with the author's name and course details. Section headings are optional but can improve readability for longer work(Prowler, 2019; Vicker, 2024).

The Chicago Manual of Style is versatile and used across various fields, particularly in history and publishing. It offers two citation systems: the author-date system for sciences and social sciences, and the notes-and-bibliography system for humanities. The latter places footnotes or endnotes at the bottom of pages or at the end of documents to cite sources(Prowler, 2019; Vicker, 2024). Each style guide also addresses grammar conventions. For example, APA prefers active voice over passive voice to enhance clarity, while Chicago allows flexibility depending on context. Familiarity with these guides is essential for academic writers to meet disciplinary expectations.

FORMAL TONE IN ACADEMIC WRITING

Academic writing demands a formal tone characterized by objectivity, precision, and scholarly seriousness. This tone enhances credibility by avoiding casual expressions, contractions, or emotional language(MacGregor, 2024; Thompson, 2024). For instance, instead of writing "*can't*" or "*won't*," formal writing uses "*cannot*" or "*will not*." Similarly, phrases like "*I think*" or "*I believe*" are replaced with evidence-based statements such as "*The data suggests*"[4](MacGregor, 2024).

Formal tone also requires avoiding slang or colloquial phrases. Words like "awesome" or "a bunch" should be replaced with more precise terms like "significant" or "several." Additionally, clichés (e.g., "the ball is in your court") should be avoided in favor of original expressions that convey specific meaning (MacGregor, 2024; Thompson, 2024).

Another hallmark of formal tone is sentence complexity. Academic writing often employs compound or complex sentences to convey nuanced ideas. However, this does not mean using overly complicated language; clarity remains paramount. For example, instead of saying "It's kind of hard," formal writing would state "It is somewhat challenging" (MacGregor, 2024; Thompson, 2024). Writers must also maintain objectivity by avoiding personal opinions unless explicitly required by the assignment. Emotional punctuation such as exclamation marks should be omitted unless quoting directly from a source (Thompson, 2024). By adhering to these principles, academic writers can produce work that reflects professionalism and rigor.

CONSISTENCY ACROSS THE PAPER

Consistency is a critical element of academic writing that ensures coherence and professionalism throughout a document. It involves maintaining uniformity in grammar conventions, formatting styles, and terminology (Gold, 2022). Inconsistent usage can confuse readers and undermine the credibility of an argument.

One area where consistency is vital is grammatical structure. Writers should adhere to a single tense throughout a section unless a shift is necessary for clarity (e.g., discussing past research versus current implications). Similarly, subject-verb agreement must remain accurate across sentences to avoid confusion (Gold, 2022).

Formatting consistency is equally important. This includes uniform use of headings, font styles, line spacing, and citation formats as prescribed by the chosen style guide. For example, APA requires double-spacing throughout the document with specific heading levels formatted differently (e.g., bolded Level 1 headings)(Gold, 2022; Vicker, 2024). MLA mandates consistent use of italics for titles of works cited(Vicker, 2024). Consistency also applies to terminology. Writers should use standardized terms for technical concepts or abbreviations throughout their work. For instance, if an abbreviation like "AI" (artificial intelligence) is introduced early in a paper, it should be used consistently rather than alternating between "AI" and "artificial intelligence"(Gold, 2022).

In cases where multiple conventions are acceptable (e.g., British vs. American English spelling), authors must choose one standard and apply it uniformly across their manuscript. For example, using either "*color*" or "*colour*," but not both(Gold, 2022). This attention to detail demonstrates professionalism and respect for academic standards.

Finally, consistency extends to citations and references. Authors must ensure that all in-text citations match entries in the reference list or bibliography without discrepancies in names or publication years(Vicker, 2024). By maintaining consistency across all aspects of their writing, authors create polished works that meet scholarly expectations.

11.8. COMMON GRAMMAR MISTAKES TO AVOID IN ACADEMIC WRITING

Avoiding common grammar mistakes like run-on sentences, incorrect preposition usage, and improper punctuation is essential for producing clear and professional academic writing. By understanding these pitfalls and employing strategies like proofreading and consulting style guides, students and

researchers can significantly improve their writing quality while maintaining credibility in scholarly communication(Anh et al., 2022; Kelly, 2024).

1. Run-On Sentences and Sentence Fragments

Run-on sentences and sentence fragments are among the most common grammatical issues in academic writing. A *run-on sentence* occurs when two or more independent clauses are improperly joined without appropriate punctuation or conjunctions. For instance, "*The experiment was successful the results were analyzed immediately*" is a run-on sentence because it lacks punctuation or a conjunction to separate the ideas. Such errors can confuse readers and obscure meaning. To fix this, writers should use proper punctuation, such as a period or semicolon, or introduce coordinating conjunctions *like* and *or* *but* (Anh et al., 2022). Conversely, *sentence fragments* are incomplete sentences that lack a subject, verb, or complete thought. For example: "*Because the data was inconclusive.*" This fragment leaves the reader wondering what happened as a result of the inconclusive data. Revising it to "*Because the data was inconclusive, further analysis was required*" provides clarity and completes the thought(Kelly, 2024). Academic writing requires complete sentences to convey ideas effectively.

2. Incorrect Use of Prepositions

Prepositions are small but significant words that indicate relationships between other words in a sentence. Misusing prepositions is a frequent issue in academic writing, particularly for non-native English speakers. For example, phrases like "*different than*" instead of "*different from*" or "*concerned on*" instead of "*concerned with*" are common errors that can undermine professionalism(Anh et al., 2022). To avoid these

mistakes, writers should familiarize themselves with common prepositional phrases used in academic contexts. For instance:

- a. Correct: "*The study focuses on environmental sustainability.*"
- b. Incorrect: "*The study focuses in environmental sustainability.*"

Additionally, preposition errors often stem from word-for-word translation by non-native speakers. Students frequently made preposition-related errors due to limited vocabulary and reliance on bilingual dictionaries (Anh et al., 2022).

3. Incorrect Use of Conjunctions

Conjunctions—words like *and*, *but*, *or*, and *so*—connect ideas logically. However, their misuse can disrupt the flow of academic arguments. A common error is overusing conjunctions or using them redundantly. For example: "*The researchers conducted interviews, and they also conducted surveys as well.*" The phrase "*also...as well*" is redundant and weakens conciseness (Kelly, 2024). Another frequent issue is starting sentences with coordinating conjunctions like *and* or *but*. While acceptable in informal writing, this practice is discouraged in formal academic contexts unless done sparingly for stylistic purposes (Gupta, 2024). Instead of writing: "*But the results were inconclusive,*" a more formal alternative would be: "*However, the results were inconclusive.*"

4. Overuse or Underuse of Punctuation Marks

Punctuation marks are critical tools for structuring sentences and conveying meaning accurately. However, both overusing and underusing punctuation can lead to confusion or misinterpretation.

5. Overuse of Commas

A common error is placing commas unnecessarily, often disrupting sentence flow. For example: "*The study examined various factors, including age,, gender,, income level,, and education level.*" Such overuse creates confusion and detracts from readability. Writers should follow standard rules for comma usage: (1) use commas to separate items in a list, (2) place commas after introductory phrases (e.g., "In conclusion,"), (3) avoid placing commas between a subject and its verb (e.g., Incorrect: "*The researcher, analyzed the data.*")(Anh et al., 2022).

6. Underuse of Commas

Failing to use commas where necessary can make sentences difficult to read. For example: "*While reviewing the literature was challenging new insights emerged.*" Without a comma after "*challenging,*" readers may struggle to parse the sentence correctly. Adding a comma clarifies meaning: "*While reviewing the literature was challenging, new insights emerged*"(Kelly, 2024).

7. Misuse of Semicolons

Semicolons are often misunderstood and misapplied in academic writing. They should be used to link closely related independent clauses without using a conjunction (e.g., "*The hypothesis was tested; however, further research is needed*"). Misusing semicolons—such as placing them where commas or periods are needed—can confuse readers (Gupta, 2024).

8. Overuse of Quotation Marks

Quotation marks should only be used for direct quotes or specific terms being highlighted for explanation. Overusing

them for emphasis (e.g., The results were “*significant*”) can appear unprofessional and detract from credibility(Kelly, 2024).

STRATEGIES TO AVOID COMMON GRAMMAR MISTAKES

To minimize these grammatical errors:

1. Proofreading Thoroughly

Careful proofreading helps identify grammar errors that may have been overlooked during drafting. Reading aloud can also help spot awkward phrasing or structural issues.

2. Using Grammar Tools Wisely

Tools like Grammarly or Microsoft Editor offer automated suggestions for correcting grammar mistakes but should not replace manual editing. Writers must critically evaluate suggestions to ensure they align with academic standards (Gupta, 2024).

3. Consulting Style Guides

Referring to authoritative style guides such as APA or MLA ensures adherence to grammatical conventions specific to academic disciplines.

4. Seeking Feedback

Peer reviews provide valuable insights into potential grammar issues that may not be apparent to the writer.

11.9. CONCLUSION

Grammar serves as the backbone of academic writing, ensuring that ideas are communicated with clarity, precision, and professionalism. In academic contexts, where the primary goal is to convey complex arguments and findings, grammatical accuracy becomes indispensable. Poor grammar can obscure meaning, reduce credibility, and distract readers from the core message. Conversely, well-crafted sentences enhance readability and demonstrate the writer's command of both the subject matter

and the language itself. Effective academic writing is not just about presenting ideas but also about presenting them in a way that aligns with disciplinary conventions and expectations. Grammatical competence is a key component of academic literacy, enabling writers to engage effectively with their audience and establish their scholarly voice. One of the most significant benefits of grammatical proficiency is its role in reducing ambiguity. Academic writing often involves complex concepts that require precise language to avoid misinterpretation. Grammar also plays a vital role in maintaining coherence and cohesion within academic texts. The use of parallel structures, appropriate transitions, and consistent verb tenses helps create a seamless flow of ideas. Proper grammar contributes to the formal tone required in academic writing. Informal expressions, contractions, or colloquialisms are generally discouraged in scholarly contexts as they can detract from the seriousness of the work. Adhering to grammatical conventions ensures that the tone remains professional and appropriate for academic discourse. Despite its importance, mastering grammar is often a challenging task for many writers, particularly non-native English speakers. Language learners may struggle with nuances such as article usage or preposition placement, which are essential for achieving fluency in academic writing. This underscores the need for targeted training programs that address common grammatical challenges faced by students. Continuous learning is essential for developing grammatical competence. Academic writers should view grammar as a skill that requires regular practice and refinement rather than a fixed set of rules to memorize. Reading high-quality academic texts provides valuable exposure to correct grammar usage in context, while writing exercises allow individuals to apply what they have learned. Writers should also familiarize themselves with style guides relevant to their

disciplines, such as APA, MLA, or Chicago Manual of Style. These guides provide detailed rules on grammar usage tailored to specific fields of study. Consistently applying these conventions ensures that academic work meets professional standards while reducing the likelihood of errors. Grammar is an essential tool for effective academic communication that enhances clarity, coherence, professionalism, and credibility. Writers must recognize its value not only as a set of rules but also as a means of expressing ideas with precision and authority. By committing to continuous learning through practice, feedback, and resource utilization, academic writers can develop the grammatical competence needed to excel in their fields.

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AUTHOR'S PROFILE



Loso Judijanto

is a public policy researcher who works at the research institution IPOSS Jakarta. He was born in Magetan on January 19, 1971. He completed his Master of Statistics at the University of New South Wales, Sydney, Australia in 1998 with the support of ADCOS (Australian Development Cooperation Scholarship) from the Government of Australia. He had completed his Master of Management Program at the University of Indonesia in 1995 with the support of *Bank Internasional Indonesia* Scholarship. His undergraduate was completed at the Bogor Agricultural University (IPB University) in Bogor majoring in Statistics of the Faculty of Mathematics and Science in 1993 with the support of *KPS-Pertamina* Scholarship. The author had accomplished his elementary education up to high schools in Maospati, Magetan. Along with his career, he has been assigned as member of Board of Commissioners or Supervisors and/or Audit Committee on various companies or institution operating in various sectors such as sea-port management, cellular telecommunications, banking, infrastructure financing, securities and brokerage, plantation, coal mining, property and recreations, and plantation fund management. The author has very strong interests to conduct research in the area of public policy, economics, finance, human capital, and corporate governance.

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No. 348/JTI/2022

ISBN 978-634-7216-11-3 (PDF)



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