

Writing **Effective** Paragraphs: What you **need** to know

Course notes

The four registers of English: formal; informal; jargon; slang	3–4
Clauses and sentences: subject , verb/s and predicate ; active and passive voice; independent and dependent clauses	5–6
Why you're writing, what you're writing, and whom you're writing for	7–8
Simple sentences: statement ; question ; command ; exclamation	9–10
<i>Exercise 1:</i> Writing four simple sentences	11
Sample answers for Exercise 1	12
Compound sentences: the six methods for writing them	13
<i>Exercise 2:</i> Writing a compound sentence	14
Sample answers for Exercise 2	15
Complex sentences: the three methods for writing them	16
<i>Exercise 3:</i> Writing a complex sentence	17
Sample answers for Exercise 3	18
Phrases: two or more words about a single idea	19
<i>Exercise 4:</i> Identifying phrases in the six types of sentence	20
Sample answers for Exercise 4	21–2
The 'CSAW' method of writing	23
The 'PEEL' method of paragraph writing	24
The two styles of subsequent paragraphing : 'correspondence' and 'novel'	25
Unity in paragraph writing, via the topic sentence	26
Coherence in paragraph writing, via conjunctions and connectives	26
Development in paragraph writing, via logic, argument, examples and background information	26–7
The transition sentence : a bridge to the next paragraph	27
'The Poetry of Punctuation '	28
<i>Exercise 5:</i> Writing a three-sentence paragraph, using formal English	29
Sample answer for Exercise 5	30

<i>Exercise 6:</i> Editing a partner's three-sentence paragraph	31
Sample answer for Exercise 6	32
<i>Exercise 7:</i> Writing a four-sentence paragraph, using jargon	33–4
Sample answer for Exercise 7	35
<i>Exercise 8:</i> Editing a partner's four-sentence paragraph	36
Sample answer for Exercise 8	37
<i>Exercise 9:</i> Writing a five-sentence paragraph, using informal English	38–9
Sample answer for Exercise 9	40
<i>Exercise 10:</i> Editing a partner's five-sentence paragraph	41
Sample answer for Exercise 10	42
The three ways to set up a bulleted list	43–4
The 'hanging' list	43
The 'pennant' list	43–4
The 'complete sentences' list	44
<i>Exercise 11:</i> Creating a five-entry bulleted list, using slang	45
Sample answer for Exercise 11	46
Notes	47–50