

Table of Content

Preface	vii
Module 01	1.1
The Process of Writing	
Unit 1	1.4
Prewriting	
Unit 2	1.17
Outlining	
Unit 3	1.25
Writing and Revising Drafts	
Module 02	2.1
Paragraph Structure	
Unit 1	2.5
The Topic Sentence	
Unit 2	2.19
The Concluding Sentence	
Module 03	3.1
Unity and Paragraph Outline	
Unit 1	3.4
Unity	
Unit 2	3.21
Paragraph Outlining	

Module 04	4.1
Arranging Sentences Coherently	
Unit 1	4.4
Repetition of Key Words and Phrases	
Unit 2	4.9
Use of Consistent Pronouns	
Unit 3	4.12
Transitional Signals	
Unit 4	4.17
Sentence Logical Order	
Module 05	5.1
Ordering Ideas Logically	
Unit 1	5.4
Chronological Order	
Unit 2	5.9
Logical Division of Ideas	
Unit 3	5.13
Order of Importance	
Module 06	6.1
Supporting Topic Sentence	
Unit 1	6.4
Facts vs Opinions	
Unit 2	6.10
Concrete Supporting Details	

Module 07	7.1
Patterns of Essay Organization	
Unit 1	7.4
Chronological Order	
Unit 2	7.14
Logical Division	
Unit 3	7.21
Cause and Effect	
Unit 4	7.32
Comparison and Contrast	
Module 08	8.1
Essay Writing (1)	
Unit 1	8.5
The Introductory Paragraph	
Unit 2	8.10
The Concluding Paragraph	
Unit 3	8.17
Essay Outlining	
Module 09	9.1
Essay Writing (2)	
Unit 1	9.4
Transition Signals Between Paragraphs	
Unit 2	9.14
The Writing Process: Writing and Revising the Essay	
Unit 3	9.26
Writing the Final Copy	