

## Preface

**Writing 4 (BING3308)** is the last subject (after Writing 3/BING3306) relating to advanced level of writing skills offered in the Diploma Programme in Translation (*Diploma III Penerjemahan*) at the English Language and Literature Department of the Faculty of Social and Political Sciences of the Indonesian Open Learning University (*Jurusan Bahasa dan Sastra, Fakultas Ilmu Sosial dan Ilmu Politik, Universitas Terbuka*).

The materials designed in this book aim to improve your writing skills at the advanced level. After learning the materials, you are expected to be able to produce a piece of writing with a relatively high standard of English.

This book is divided into nine modules or units. Each module has its own practice and formative test with the keys as models or possible answers. The first module teaches you the basic concept of writing process. In other words, you will learn how to go through a number of stages in writing such as prewriting, outlining, writing and revising a draft, and writing the final copy. You will further find practice of this process in Module 9.

The second module (i.e. Module 2), however, will introduce you to the concept of paragraph structure. You are going to learn and practice writing the topic sentence comprising main topic and concrete supporting details, and the concluding sentence.

Module 3 discusses the notion of unity and paragraph outline. Here, you will learn and practice how to apply these methods before you begin to write a good paragraph.

In the next module, that is Module 4, you will practice how to arrange sentences coherently. Sub-topics such as repetition of key words/phrases, use of consistent pronouns, and transitional signals are the main concerned of this module. In brief, this module is about coherence.

Unlike Module 4, Module 5 has to do with the idea of ordering ideas logically. Producing cohesive texts (rather than coherence) on the level of paragraph applying the methods such as chronological order, logical division of ideas and order of importance is part of the writing skill taught in this module.

Module 6 actually has a link to the last two modules (i.e. Module 4 and 5) and is intended to develop your writing skills providing concrete support for the topic sentence, including a distinction between facts and opinions.

Module 7, including the next two modules – Module 8 and 9, operate on the text level of writing exercises – essay writing. This module, in particular, provides you with some writing practice as to how to organize your essay. Relevant sub-topics such as chronological order, logical division, cause and effect, and comparison and Contrast will be explored in details in this module.

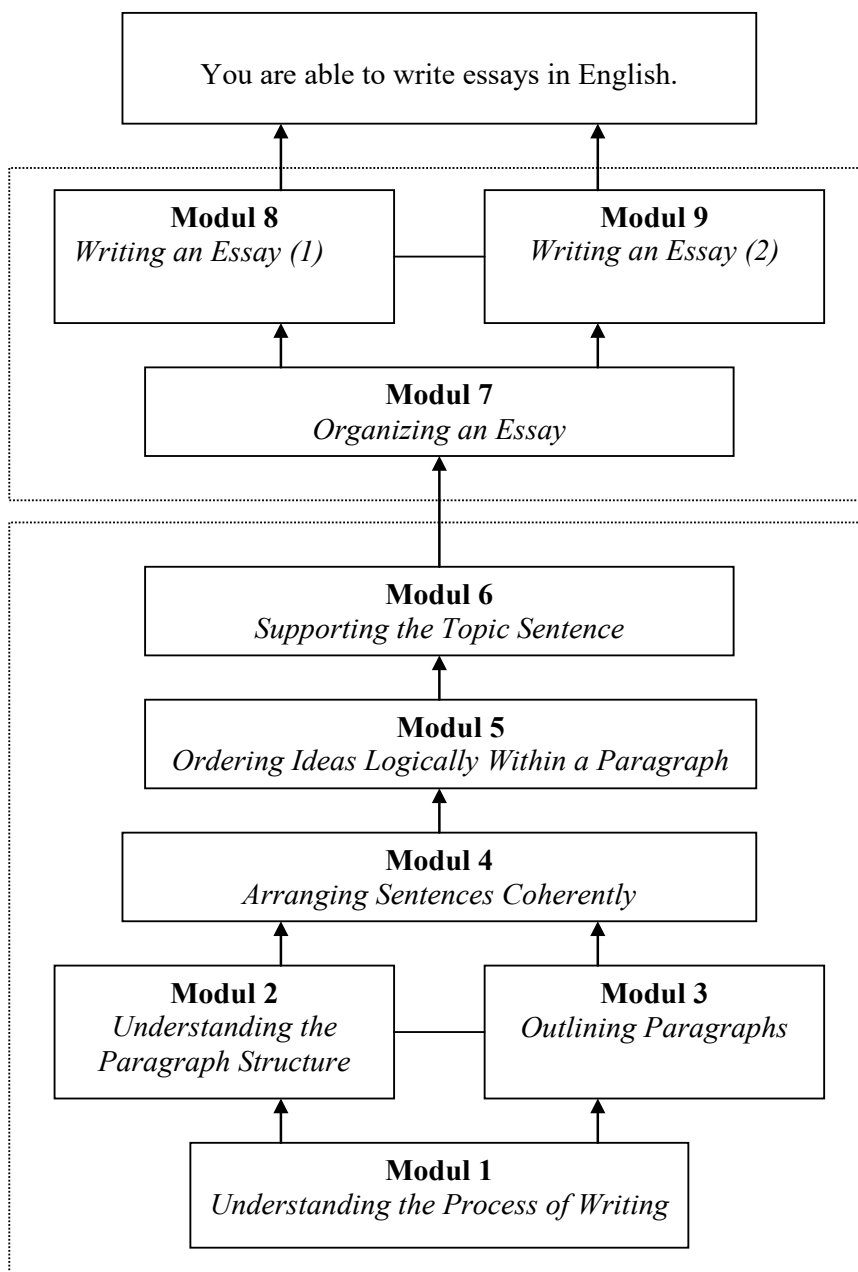
Your skills associated with writing an essay, especially the introductory paragraph and the concluding paragraph will be developed in Module 8; while in the last module (i.e. Module 9), you will be exposed to the real process of writing.

Thus, after learning the nine modules and doing a lot of writing practice given in this book, you should be able to produce a final copy of writing with the advanced level of standard expectation, off course. This can be seen from good paragraph organization, high awareness of grammatical usage, good range of sentence structures, (particularly complex sentences), and a wide range of vocabulary selection that is suitable for advanced level.

*Good luck!*

## Instructional Analysis

### Writing 4/BING3308/3 sks



The above chart aims to give you an overall picture of this book. The arrow shows you the sequence of the nine modules. This means that you have to start from module 1, for instance, before continuing to the next two modules (i.e. module 2 and 3), and so on and so forth.