

This book is divided into two parts: the paragraph and the essay. From the first chapter till chapter no.8, we will study the paragraph, its rules types and everything related to how to write a paragraph. From chapter no 9 till the end of the book, there will be presentation and explanation regarding the writing of an essay.

The following are the titles of the topics in the first chapter.

<b>Organization</b>
Paragraph Format
<b>Capitalization</b>
Capitalization Rules
<b>Sentence Structure</b>
Simple Sentences
Subject-Verb Agreement
Fragments
<b>The Writing Process</b>
Overview
<b>Review</b>
<b>Writing Assignment</b>

What Is Academic Writing?

**Academic writing is the kind of writing used in high school and college classes.** Academic writing is different from *creative writing*, which is the kind of writing you do when you write stories. It is also different from *personal writing*, which is the kind of writing you do when you write letters or e-mails to your friends and family. *Creative writing and personal writing* are *informal*, so you may use slang, abbreviations, and incomplete sentences. However, academic writing is *formal*, so you should not use slang or contractions. Also, you should take care to write complete sentences and to organize them in a certain way. Academic writing in English is probably different from academic writing in your native language. How? Can you give me examples? The words and grammar and also the way of organizing ideas are probably different from what you are used to. In fact, the English way of writing may seem clumsy, repetitive, and even impolite

to you. Just remember that it is neither better nor worse than other ways; it is just different. This book will help you learn and practice the format, **sentence structure**, and organization appropriate for academic writing. We will begin by studying the paragraph.

*A paragraph is a group of related statements that a writer develops about a subject. The first sentence states the specific point, or idea, of the topic. The rest of the sentences in the paragraph support that point.*

(you should take care to write complete sentences and to organize them in a certain way.)

\*To start our course , we should talk and explain what is meant by sentence. The most important thing in a sentence in English is **the verb** (verb structure).

\*Verbs are recognized in the sentences through tenses (specially main verbs of the sentence). Thus we should master the tenses and their structures to be able to write correctly.

Subj +		Tense Rules			Obj...
	Simple Forms	Progressive Forms	Perfect Forms	Perfect Progressive Forms	
Present	Ist form + s / es	am / is / are + Ist form + ing	have / has + IIIrd form	have / has been + Ist form + ing	
Past	IIInd form	was / were + Ist form + ing	had + IIIrd form	had been + Ist form + ing	
Future	will / shall + Ist form	will be + Ist form + ing	will have + IIIrd form	will have been + Ist form + ing	

