

# Academic Writing

*from paragraph to essay*



# Unit Four: Paragraph Types

Paragraphs can be classified into various **types**.

Classification is due to purpose (function).

Types: *Descriptive, process, narrative, opinion,*  
etc.

No matter what the type is, the three sentence types ( **topic**, **support**, **and concluding**) should be used.

# Descriptive Paragraph

A **Descriptive** Paragraph is one whose purpose is to explain how somebody or something looks or feels.

We use **ADJECTIVES** in such type of paragraphs.

# *WHAT IS AN ADJECTIVE?*

An adjective is a word that **modifies** a noun.

It does so by making its meaning **clearer** and its referent more **limited**.

Ex. Give me a pen.

Give me a **red** new pen.

# Types & Position of Adjectives

Two types:

**1- Attributive** Adjectives ( comes before the noun in the noun phrase)

**2- Predicative** Adjectives ( comes after the verb within the predicate)

Verb is either **Be** (is, am, are, etc.) or **Linking** Verb ( seem, look, appear, etc.)

# Examples

- The **new** student is my cousin.
- I bought a **blue** shirt.
- She is a **clever** student.
- -----
- She is **noisy**.
- These students look **smart**.
- I thought her (to be)**clever**.

## Descriptive paragraphs

### Using adjectives

Adjectives are words that tell us how things look, feel, taste, sound, or smell. Adjectives also describe how you feel about something. Here are a few common adjectives.

#### shape and size

large / small  
wide / narrow  
round  
rectangular

#### atmosphere

cosy  
comfortable  
warm / cool  
cold / hot

#### how you feel

amazed  
surprised  
happy  
nostalgic

#### appearance

colourful  
unforgettable  
beautiful  
unattractive

A description of a place may answer some of these questions:

- Where is the place?
- How big is it?
- How warm or cold is the place?
- How does the place make you feel? Why?
- What things can you see in this place?
- What colours do you see?

### List some words to describe these places.



4- Read this description from a travel brochure. Circle the adjectives.

Niagara Falls, popular destination for thousands of visitors each year, is a beautiful place. When you stand at the edge and look down at the 188 feet of white waterfalls, you feel amazed at the power of nature. The tree-lined river that leads into the falls is fast-moving, pouring over the edge of the falls and crashing to the bottom in a loud roar. If you want to experience the falls close up, go for a boat ride. You'll come near enough to look up at the roaring streams of water flowing over the edge and feel the cold mist that rises as the water hits the rocks below. Seeing Niagara is an unforgettable experience

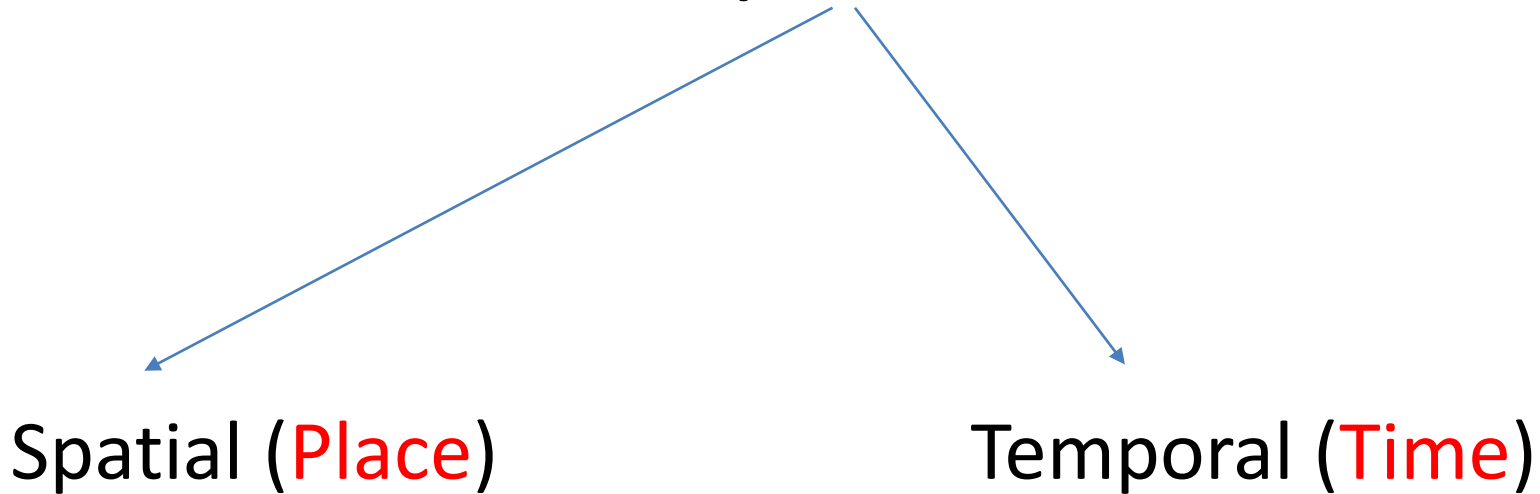


Niagara Falls, **popular** destination for thousands of visitors each year, is a **beautiful** place. When you stand at the edge and look down at the 188 feet of **white** waterfalls, you feel **amazed** at the power of nature. The **tree-lined** river that leads into the falls is **fast-moving**, pouring over the edge of the falls and crashing to the bottom in a **loud** roar. If you want to experience the falls close up, go for a boat ride. You'll come near enough to look up at the **roaring** streams of water flowing over the edge and feel the **cool** mist that rises as the water hits the rocks below. Seeing Niagara is an **unforgettable** experience

# Prepositions

A **preposition** is a word governing, and usually preceding, a noun or pronoun and expressing a relation to another word or element in the clause, as in ‘the man *on* the platform’, ‘she arrived *after* dinner’, ‘what did you do it *for*?’.

# Prepositions



Spatial prepositions are used in descriptive paragraphs

## ***Describing the place around you***

### **➤ Using prepositions**

Prepositions tell us how a space is organised. These are some common and useful prepositions:

in front of / behind

on top of / on the bottom of

next to

above / below, underneath

to the right of / to the left of

in the **m**iddle of

around

between

Read this paragraph that describes someone's favourite place. Underline the prepositions.

My favourite place to relax is a small café down the street from where I live. This café is on a small side street and as soon as you see it, you feel like going in. There are three windows on either side of the door, and each window has a small window box with brightly coloured flowers. There is a small wooden door that opens into the café, and as soon as you go in, you can see a dozen small tables all around the room. Even though it isn't a big place, its size makes it very cosy and comfortable. I always like to sit at a small table in the corner near the front windows. From here, I can look at the artwork on the walls and at the pretty green plants hanging from the ceiling. With a strong cup of coffee and a good book, I feel very happy and relaxed in my favourite café.

My favourite place to relax is a small café **down** the street **from** where I live. This café is **on** a small side street and as soon as you see it, you feel like going in. There are three windows **on either side of** the door, and each window has a small window box **with** brightly coloured flowers. There is a small wooden door that opens **into** the café, and as soon as you go in, you can see a dozen small tables all **around** the room. Even though it isn't a big place, its size makes it very cosy and comfortable. I always like to sit **at** a small table **in** the corner **near** the front windows. **From** here, I can look **at** the artwork **on** the walls and **at** the pretty green plants hanging **from** the ceiling. **With** a strong cup of coffee and a good book, I feel very happy and relaxed **in** my favourite café.

Write six sentences to describe the place where you are right now. Try to answer some of the questions under 'Using adjectives' on page 25. Use adjectives and prepositions.



# Page 25 Questions

- Where is the place?
- How big is it?
- How warm or cold is the place?
- How does the place make you feel? Why?
- What things can you see in this place?
- What colours do you see?

# Describing a Character: describing people

Here are some common adjectives for describing people:

- *Personality*

happy, satisfied

relaxed

exciting

nervous

angry

serious

sad, depressed

outgoing

- *Physical characteristics*

big, large, tall

small, tiny, short

thin

heavy

strong

weak

brown-, black-, blond-,

red-haired

light-, dark-skinned

- A description of a person may answer some of the following questions:
  - *Who is the person?*
  - *What does the person do?*
  - *What does he or she look like?*
  - *How does the person act-what is his or her personality like?*
  - *How does he or she make others feel?*

- **6- Read this description written by a young woman about her grandmother. Circle the adjectives that describe the grandmother**

When I was young, I admired my grandmother for her strength and kindness. She was not very big. In fact, she was tiny and very thin. She was strong, though. She lived by herself and still did a lot of the chores around her house. When I was a child, I saw her almost every day, and she and I would talk about everything. She was a very happy person and was always smiling and joking, and she often made me laugh. My grandmother was also very patient, and she would listen to all of my problems. She gave me very good advice whenever I needed it. I didn't need to be afraid to tell her anything, because she never got annoyed with me. She just listened and tried to help. I also liked to spend time with her because she had interesting stories to tell me about her own childhood and life experiences. When I was young, my grandmother was my best friend.

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7 Describe one of these people. Write eight sentences. Try to answer three or more of the questions at the bottom of page 27. Use your imagination!



This is Mr. Smith. He is a ..... He is a .....  
man. His hair has no hair; he is ..... He always acts  
..... . His wearing style is .....

---

This is Linda. She is a ..... She (looks ).....  
She always wear ..... She often carry a .....  
purse with her.



# 8

**Assignment 3a :** *Write a paragraph  
In this paragraph describe a person  
you know well.*

# *Process paragraphs*

A process paragraph is a *description* of how to do something. It explains the *steps* you need to follow to complete an **activity**.

### Ingredients

two cups of brown rice  
one tablespoon of cooking  
oil  
three tablespoons of chilli  
sauce  
three cloves of garlic  
one green pepper  
one red pepper  
one onion  
two tomatoes  
two spring onions  
salt  
pepper

### Mike's Brown Rice and Vegetables

Brown rice and vegetables is a simple and delicious meal to make. First, cook the rice, following the directions on the packet. Then, cut the vegetables into one-inch pieces. Next, heat the oil, chilli sauce, and garlic in a frying pan. After that, add the vegetables and fry them until they are soft, but still a little bit crunchy. Now it's time to stir in the cooked rice. After stirring the rice and vegetables together, add salt and pepper to your own taste. Finally, put the rice and vegetables into a large bowl and serve it with freshly chopped tomatoes and spring onions on top. Now you are ready to enjoy your delicious brown rice and vegetables!

A-Underline the topic sentence & concluding sentences:

*Brown rice and vegetables is a simple and delicious meal to make.*

*First*, cook the rice, following the directions on the packet. *Then*, cut the vegetables into one-inch pieces. *Next*, heat the oil, chili sauce, and garlic in a frying pan. *After that*, add the vegetables and fry them until they are soft, but still a little crunchy. *Now* it is time to stir in the cooked rice. *After* stirring the rice and vegetables together, add salt and pepper to your own taste. *Finally* put the rice and vegetables into a large bowl and serve it with freshly chopped tomatoes and onions on top. *Now you are ready to enjoy your delicious brown rice and vegetables!*

## B-

1. Cook the rice.
2. Cut the vegetables into one-inch pieces.
3. Heat the oil, chili sauce, and garlic.
4. Add the vegetables and fry them.
5. Stir in the cooked rice.
6. Add salt and pepper.
7. Put the rice and vegetables into a bowl and serve with tomatoes and spring onions on top.

C- How are the steps in the paragraph connected together? What words do you see that help show the sequence to follow? Underline them.

**Transition words and phrases connect the sentences together.**

**First; Then ; Next; After that; Now; After;**

**Finally; Now**

Read this recipe and do  
the exercises below

## Transitions

### ➤ What are transitions?

Transitions are words that connect the steps in a paragraph. Transition words and phrases show the relationships between the ideas in a paragraph. They are not used between every sentence, but are used often enough to make the order clear. Here are some common transition words and phrases that show time order or the order of steps:

first, second, third, etc.      finally      .....

next      the last step      .....

then      before      .....

after, after that      while      .....



**10 Add other transition words you know to the list above.**

now; when; while; at first; to

begin / start with; first of all;

afterwards; later; lastly

**11 Choose appropriate transition words to connect the steps in this paragraph about preparing for a trip.**

Planning a holiday abroad? Here are some suggestions to make your trip successful.

a. ...., find out if you need a visa for the country that you want to visit.

Make sure you have enough time to apply for it b. .... . you buy your ticket.

c. .... you've found out about visas, you should research airfares and timetables.

d. ...., look for the best flight for you . Remember, the cheapest flight may stop over in several cities and reduce the amount of time you have to spend at your destination. You might want to fly direct.

e. .... you're researching flights, you can also ask your travel agent about getting a good deal on a hotel. It's a good idea to book your flight and hotel early if you're sure of your destination. If you haven't already done it, the

f. .... step is to learn about places to visit, the weather, the food, and other details about the country. The Internet can be a very useful source of information.

g. ...., on the day of your flight, make sure you go to the airport at least two hours before your flight. Now you are ready to start enjoying your holiday !

- **11**

Answers will vary. Possible answers:

a. First / First of all

b. before

c. After

d. Next

e. While / When

f. next

g. Finally

- *Ordering sentences*

**12** Order the steps to form a process paragraph. Write 1 next to the first step, 2 for the second step, and so on.

## Introduction to linguistics: language-learning research project

Conduct an experiment to find out whether learners of English use English more correctly in a written test or in informal conversation.

- a. .... Next, make a written test that checks the grammar point you are researching. This could be a fill-in-the-blanks test, a correct-the-errors test, or another style. It should have at least ten questions, but it should not be too long.
- b. .... After giving the written test, interview each learner individually for about ten minutes. Try to make the interviews informal and friendly. Be sure to ask questions that will encourage learners to use the grammar point you are researching. Record the interviews. (Ask for learners' permission first!)
- c. .... After you have counted the errors, calculate the score as a percentage. Do this for the written test and the spoken interview.
- d. .... Next, read the tests and listen to the recordings. Make a note of how many times your chosen grammar point was used, and how many times it was used incorrectly. Do this for both the written test and the recorded conversation.
- e. .... Third, find about ten intermediate-level English learners who will agree to take your test. Arrange a time to give the test to each learner.
- f. .... Finally, prepare two graphs to compare your results. Did learners make more mistakes on the written test or while they were speaking?
- g. .... First, choose a common English grammar point you would like to use in your research. Ask your teacher for a suggestion if you need help choosing one.

• 12

a. 2

b. 4

c. 6

d. 5

e. 3

f. 7

g. 1

## Assignment 3 b(13)

Write a process paragraph about a topic that you know well. First, brainstorm all the steps that need to be followed. Then write the paragraph. Remember to use transitions.

# 14

Paragraphs will vary. One possible answer:

I live next to a beautiful park. The park is quite large and has a lot of nice, green trees and grass. There is a small lake in the park where you can see people enjoying many different activities, such as swimming, fishing, boating, and other outdoor sports. In addition, there are many comfortable places to sit and relax. If you feel like walking or jogging, there are a lot of well-planned paths that you can take, and everywhere you go you can see beautiful flowers in all sorts of colours. I really enjoy spending time in this park.