FUTURE SCIENCE

Editor : Dr. Bertaria Sohnata Hutauruk, S.Pd., M.Hum.

HOW TO WRITE PARAGRAPH

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Book Chapter

HOW TO WRITE PARAGRAPH

UU No 28 tahun 2014 tentang Hak Cipta

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Hak Cipta sebagaimana dimaksud dalam Pasal 3 huruf a merupakan hak eksklusif yang terdiri atas hak moral dan hak ekonomi.

Pembatasan Pelindungan Pasal 26
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1. Setiap Orang yang dengan tanpa hak melakukan pelanggaran hak ekonomi sebagaimana dimaksud dalam Pasal 9 ayat (1) huruf i untuk Penggunaan Secara Komersial dipidana dengan pidana penjara paling lama 1 (satu) tahun dan/atau pidana denda paling banyak Rp100.000.000 (seratus juta rupiah).
2. Setiap Orang yang dengan tanpa hak dan/atau tanpa izin Pencipta atau pemegang Hak Cipta melakukan pelanggaran hak ekonomi Pencipta sebagaimana dimaksud dalam Pasal 9 ayat (1) huruf c, huruf d, huruf f, dan/atau huruf h untuk Penggunaan Secara Komersial dipidana dengan pidana penjara paling lama 3 (tiga) tahun dan/atau pidana denda paling banyak Rp500.000.000,00 (lima ratus juta rupiah).

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PREFACE

This book has been a long journey of time to accomplish chapter by chapter from the authors. First, I want to thank ALLAH as the Almighty for the blessing and guidance until the chapters of this book has been finished completely. Next, my personal thank goes to the publisher of this book Future Science for the patience to layout, to design, to revise and to publish the book.

This is a new edition of english academic writing. It explains introduction, theories and examples of the steps in writing the paragraph. There are 11 chapters that entitles: (1) The art of writing (2) Punctuation, spelling and capitalization (3) Sentences (4) Word use: Dictionary and vocabulary (5) Steps in writing the pargraph (6) Types of paragraph (7) Organizing and otlining the paragraph (8) Composing the paragraph (9) Revising the paragraph (10) Illustrations and examples (11) Grammar in academic writing.

This book is expected to be useful for the readers to enrich the knowledge of writing the paragraph. Last but not least, I would like to thank you, the readers for your interest, time and trust to work with this book.

Pematang Siantar, March 2025

Editor

Bertaria Sohnata Hutauruk

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CHAPTER 1
THE ART OF WRITING

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1.1. INTRODUCTION

When someone learns a language, it aims to reach the fundamental goal of expertise in the language through the enhancement of the four language skills: listening, speaking, reading, and writing. Those skills mentioned previously is mentioned in order according to the time they are taught in the learning process. As the writing comes at the last stages of skill to be taught means that writing will be able to be mastered well when the other three skills have been taught (Gautam, 2019). Writing skill plays an essential role in learning a language because it will affect the learners' language success . It is generally true that writing is categorized as the most difficult skill to achieve of all the skills in the language. At the same time, this most difficult skill turned into one of the principal pedestals of language learning that should be crucial absorption for language teachers, students, and even researchers (Arina, 2018). The welcome news is that this writing skill is an adaptable skill to be learned by everyone. Writing skill requires language learners to engage their linguistics knowledge in producing the idea, extending the supporting idea, summing up the concept, applying the words and punctuation, relating the sentences, and finding the references. In other words, language learners need to practice their knowledge of linguistics, grammar, word choice, and punctuation to be able to achieve

this skill (Suastra & Menggo, 2020). It means writing skill involves various subskills in both language and linguistics.

The capability of writing skills is important for every language learner including teachers, researchers, writers, etc, especially students. Those people need sophisticated skills since it will be the measurement of their expertise. As the most complicated language skill, writing demands more preciseness than any other skill. Even every novice writer still faces significant difficulties related to this skill. The difficulty of writing includes not only initiating and arranging the ideas but also expanding the ideas into complete text. In line with that, learners should gain a tangible understanding of the general concepts, methods and techniques, and approaches of writing skills.

1.2. WHAT IS WRITING

The writing in English is generally called composition. It is the activity to set the writers' thoughts and feelings into a system of symbols and signs, then pour them onto paper and make it readable. As a complex activity, writing requires simultaneously thinking of the ideas, choosing proper words, and putting them together in a text. Writing is also known as one of the tools used for communication since it is used to convey writers' ideas, feelings, and intentions to the readers through sentences. It means this activity permits the writers to share their thoughts and ideas on a piece of paper, arrange their understanding and beliefs to generate arguments, and convince the audience through the clear, complete text.

In simple way, writing is an explanation activity of your thoughts, ideas, or feelings in written language using proper word choice, grammar, spelling, coherence, cohesion, and so on. It refers to neuropsychological activity that combines physical and cognitive to arrange and change human thoughts into

1.7. CONCLUSION

Writing is the process of transferring thoughts, ideas, and feelings into a written language that can be read and understand by the readers through the implementation of language use. It is a thinking process that is used as a tool for communication. Even this skill is categorized as the most difficult skill to achieve but this skill can be learned through taking the series of practices. Writing skills refers to the skills used by the writer to write effectively. A good writers must be able to convey their thoughts, ideas, and feelings smoothly feeling to their readers to their readers in a smooth way. Writing skill is challenging since it deals with grammar, rules, vocabulary, and linguistic features of the language. Since writing skill is an essential skill, developing good writing skill is important for students, teachers, researcher, even professional.

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AUTHOR'S PROFILE

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CHAPTER 2
PUNCTUATION, SPELLING, AND CAPITALIZATION

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2.1. PUNCTUATION

Punctuation, spelling and capital letters are like traffic signs in writing. They give readers clues about how to understand and interpret a sentence or paragraph. If traffic signs are not installed properly, traffic will become chaotic. Likewise with writing, if punctuation, spelling and capital letters are not used correctly, the message you want to convey will be difficult to understand and even misinterpreted. This chapter is presented as a complete guide for anyone who wants to improve the quality of their writing. Whether you are a student, student, writer, or professional who often deals with writing, this chapter will provide a comprehensive understanding of the rules of good and correct writing.

Punctuation is a system of symbols used in writing to clarify meaning and structure. It helps readers understand the intended pauses, phrasing, and emphasis within a sentence.

Types of Punctuation:

1. Dot (.)
2. a Comma (,)
3. Semicolon (;)
4. Question mark (?)
5. Exclamation mark (!)
6. Quotation mark ("…")
7. Colon (:)
8. Hyphen (-)

9. Parentheses (( ))
10. And others

Punctuation marks are very important in English because they help convey clear meaning and avoid misunderstandings. Punctuation is like traffic signs in a sentence. They show us where to stop, continue, or change tone of voice. Without punctuation, sentences can be ambiguous and difficult to understand.

2.2. TYPES OF PUNCTUATION AND THEIR FUNCTIONS

Point (Period) (.)
Marks the end of a sentence that states a statement.
Example: I love to read books. (I like reading books.)

Comma (,)
Separating elements in a sentence.
Indicates a short pause.
Opens in a new window for comma usage in a sentence
Example: I like apples, bananas, and oranges. (I like apples, bananas and oranges.)

Question Mark (Question Mark) (?)
Marks the end of a sentence in the form of a question.
Example: Where are you going? (Where are you goin?)

Exclamation Mark (!)
Showing strong emotions such as surprise, anger, or joy.
Example: Wow, that's amazing! (Wow, that's amazing!)

about following the rules, but also about appreciating the beauty of language. By using appropriate punctuation, we can convey messages more clearly and effectively. Correct spelling makes writing look professional and convincing. Meanwhile, using appropriate capital letters provides structure and hierarchy to our writing. What have we learned? Each punctuation mark has a specific function. Wrong use of punctuation can change the meaning of a sentence. Consistent use of spelling makes our writing easier to read and understand. Capital letters provide structure to writing, helping readers identify important parts of the text. Each field has its own writing style. Understanding various writing styles will help us adapt our writing to the right context. In today's digital era, good writing skills are becoming increasingly important. Good writing can open up new opportunities, both in personal and professional life. By mastering the rules of writing, we can increase self-confidence with good writing reflects the ability to think logically and systematically. Writing is an art. By continuing to practice and improve ourselves, we can become better writers. Keep learning, keep creating, and never stop writing.

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Ichi Ahada

The author was born in Samarinda, East Borneo and took education starting from S1 at Mulawarman University and S2 at the same place and now the author is a lecturer at the Undergraduate English Education Study Program, Faculty of Teacher Training and Education, Mulawarman University. The author's field of interest is English Language Teaching. The author has also worked as a teacher in several institutions along with when being a student. Various scientific works such as reference books, national articles have also been produced. In addition to scientific writing, the author is also a regular columnist for the electronic magazine Nusa Daily. The author loves her life motto "*every cloud has a silver lining*".

CHAPTER 3
SENTENCES

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3.1. INTRODUCTION

Writing a clear and effective paragraph begins with understanding its most fundamental building – the sentence. According to Cambridge dictionary, a sentence is a collection of words, typically including a verb, that conveys an idea as a statement, question, command, or exclamation, and begins with a capital letter. Meanwhile, Merriam-Webster provides more detail definition. Based on Merriam-Webster, a sentence is a syntactic unit composed of a word, clause, phrase, or a combination of clauses and phrases that conveys an assertion, question, command, wish, exclamation, or action. In writing, it typically starts with a capital letter and ends with proper punctuation, while in speech, it is marked by distinct patterns of stress, pitch, and pauses. As defined by both Cambridge and Merriam-Webster, a sentence serves as a complete syntactic unit that conveys meaning through various forms such as statements, questions, or commands. Whether in writing or speech, the structure and punctuation of a sentence play a crucial role in expressing thoughts effectively.

A sentence is much more than a string of words. It is a complete thought, structured with precision, and designed to convey meaning, intention, and emphasis. It serves as the foundation for all written communication, connecting ideas, shaping arguments, and guiding readers through the writer's perspective (Hurford, Heasley, & Smith, 2007). This chapter

explores the anatomy of sentences, discussing their essential components, and their various forms, from simple and compound to complex and compound-complex sentences. Furthermore, to construct effective paragraphs, it is essential to understand the types of sentences and their function in written communication. Whether you are a student writing essays, a professional drafting reports, a teacher helping learners express themselves, or a writer seeking to refine your piece of works, this chapter provides practical insights for mastering sentences as the fundamental of paragraph writing. By the end of this chapter, you will not only understand how to construct grammatically sound sentences, but also how to use them effectively to support the overarching purpose of paragraphs.

3.2. PART OF SPEECH

The Oxford Learner's Dictionary describes parts of speech as "categories into which are grouped based on their grammatical functions, such as nouns, verbs, adjectives, and more." Similarly, the Cambridge Dictionary defines them as "grammatical categories that classify words, including nouns, verbs, and adjectives". Meanwhile, Muryasov (2021) argues that the field structure is a fundamental characteristic of the system of parts of speech, where word classes are categorized. These classes align with three criteria established in linguistic science: (1) the existence of a shared semantic feature, (2) the uniformity of morphological categories, and (3) the similarity in syntactic functions within a sentence. In English, there are ten types of part of speech.

1. **NOUN**

Noun is a word that names a person, place, thing, idea, or quality. Noun can function as the subject of a sentence, the object of a verb, or the object of a preposition. Nouns can be further categorized into different types:

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The author residences in Kabupaten Tangerang, Banten, but her most current activities take place in Jakarta area. She was born, raised, and underwent all education levels in Jakarta. from elementary school (SDN Bungur 01, Jakarta), junior high school (SMPN 78, Jakarta), senior high school (SMK XI, Jakarta), Diploma degree (English Academy, BSI Jakarta), Bachelor degree (English Letters, STIBA Nusa Mandiri, Jakarta), Master degree (Applied English Linguistics, Unika Atmajaya, Jakarta), and Doctoral degree (Applied English Linguistics, Unika Atmajaya, Jakarta – undergoing). She received her lecturer certification (Serdos) in 2020. Her research fields covering linguistics, literature, translation, and corpus linguistics. She has published research articles in national accredited journals, such as Studies in English Language and Education (SiELE) journal (SINTA 1), Journal of Languages and Language Teaching (JOLLT) journal (SINTA 2), Lingua Cultura journal (SINTA 2), Wanastra: Jurnal Bahasa dan Sastra (SINTA 4), and more.

CHAPTER 4
WORD USE: DICTIONARY AND VOCABULARY

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4.1. INTRODUCTION

A well-constructed paragraph relies on precise and effective word use. Words shape meaning, convey ideas, and establish clarity in writing. This chapter focuses on three essential aspects of word use: dictionaries, vocabulary development, and AI assistance in writing. Dictionaries serve as invaluable resources, providing definitions, pronunciation guides, usage examples, and grammatical insights that ensure accuracy in word choice. Meanwhile, a strong vocabulary allows writers to express their ideas with precision, coherence, and depth, making their paragraphs more engaging and effective.

Beyond traditional resources, technological advancements have transformed how writers develop their vocabulary and refine their writing. AI-powered tools, such as grammar checkers, AI-based thesauruses, and corpus-based language applications, provide instant feedback and enhance writing quality. These tools can identify grammatical errors, suggest stylistic improvements, and refine word selection, making them valuable aids for writers at all levels.

However, while AI-assisted writing tools offer significant advantages, their effectiveness depends on the writer's existing language proficiency. Studies suggest that students who establish a strong foundation in writing before incorporating AI tools demonstrate better academic performance and active engagement in learning tasks (Liu et al., 2021). Overreliance on

AI without a solid grasp of writing fundamentals may lead to contextual errors, loss of critical thinking skills, and diminished creativity. Therefore, this chapter emphasizes that writers should first build their foundational writing skills before integrating AI tools to optimize their writing process.

By exploring dictionaries, vocabulary strategies, and AI-assisted writing tools, this section aims to provide a comprehensive understanding of how writers can develop their language proficiency. It highlights the importance of balancing traditional learning methods and technology, ensuring that writers can harness AI assistance effectively without compromising their critical thinking and writing autonomy.

4.2. UNDERSTANDING DICTIONARIES IN WRITING

Successful writing depends on the accurate use of language, and dictionaries are crucial resources for attaining this accuracy. Dictionaries provide essential linguistic support by offering definitions, pronunciations, usage examples, and grammatical insights that aid writers in selecting the most appropriate words for their intended meaning (Nation, 2001; Schmitt, 2020). The ability to use dictionaries effectively contributes to both language development and writing clarity, particularly in academic and professional settings (Bailey, 2018).

Writers rely on dictionaries for a variety of purposes, including distinguishing between similar words, understanding word forms, and verifying collocations to ensure natural language use (McCarthy & O'Dell, 2017). Additionally, specialized dictionaries, such as those focusing on academic or technical terminology, help writers navigate discipline-specific vocabulary with accuracy (Hyland, 2006). Digital dictionaries and corpus-based tools have further revolutionized vocabulary learning by providing real-time examples of word usage in authentic contexts (Graves, 2016).

from AI tools, achieving better writing outcomes (Liu et al., 2021). Successful writing relies on a balanced approach—leveraging dictionaries and AI tools as aids while developing independent vocabulary skills. By critically evaluating AI-generated suggestions and applying vocabulary knowledge strategically, writers can improve their writing structure, clarity, and effectiveness. The key to mastering word use is combining traditional linguistic resources with technological advancements, fostering linguistic proficiency and digital literacy.

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CHAPTER 5
STEPS IN WRITING THE PARAGRAPH

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5.1. INTRODUCTION

Writing a paragraph is a fundamental skill in academic and professional communication that requires careful planning, logical structuring, and cohesive expression of ideas. The foundation of effective writing is a well-written paragraph, which connects ideas in a manner that is both clear and coherent. However, developing a quality paragraph is not a spontaneous process; it demands a systematic approach to ensure clarity, relevance, and engagement. This chapter, "Steps in Writing the Paragraph," provides a thorough overview of the steps needed, starting with idea generation, organizing them into a logical flow, and revising the paragraph to make it better till producing even publishing it on diverse media. These steps can help writers enhance their abilities to deliver messages with clarity and impact. Whether you are a beginner or trying to improve your writing skills, this chapter will provide you with a step-by-step guide to creating effective and appealing paragraphs. Moreover, it will discuss some phases in writing a paragraph including understanding the basics of paragraph, writing process, pre-writing stage, structuring a paragraph, drafting a paragraph, revising and editing, proofreading, publishing, and common mistakes in paragraph writing.

5.2. UNDERSTANDING THE BASICS OF A PARAGRAPH

A paragraph is a basic unit of writing that consists of a series of related sentences that discuss one main idea. According to Oshima and Hogue (2006), a paragraph is the fundamental organizational unit in writing, consisting of sentences that are related to each other, including both a topic sentence and supporting details. A paragraph consists of approximately 6 to 12 sentences focused on a single topic. Each sentence within a well-constructed paragraph relates to the same subject, with all of them clarifying the writer's main point about that topic (Zemach & Islam, 2006). A good paragraph is essential for helping readers in comprehending the content. A coherent paragraph effectively develops the main idea through relevant supporting sentences, making it easier for readers to identify both the central idea and its supporting details (Wirantaka, 2016).

An effective paragraph should have a clear structure, including three main elements: a topic sentence, supporting sentences, and a concluding sentence. The topic sentence introduces the main idea that will be discussed in the paragraph, while the supporting sentences provide details, evidence, or explanations to support the idea. The concluding sentence serves to summarize the contents of the paragraph concisely and helps maintain the flow of the writing. A good paragraph should also be cohesive, which is the integration between sentences, and coherent, which is the flow of ideas logically. Understanding the basics of this paragraph is essential because it is the foundation for more complex writing skills.

5.3. WRITING PROCESS

The writing process involves a series of strategies designed to guide you from the initial idea or purpose to the final version

struggles in articulating thoughts, issues with translating ideas from their native language to the target language, poor planning of main ideas, and insufficient topical and grammatical knowledge.

5.7. CONCLUSION

To conclude, the process of writing a paragraph involves several essential steps that help writers organize their thoughts and communicate their ideas clearly. From brainstorming and getting more clear ideas, planning to drafting and revising, editing till proofreading, each stage contributes to creating a well-structured and error-free paragraph. By carefully following these steps, writers can improve their ability to express themselves effectively, ensuring their message is clear and engaging for readers. The main thing writers need to do is read more, so that indirectly they can get a lot of input, allowing them to master various writing styles and contexts. In writing effective paragraphs, common mistakes often hinder clarity and coherence. These include the absence of a clear topic sentence, lack of cohesion and logical flow, and overcrowding a paragraph with too many ideas. Beginner writers frequently struggle with structuring their thoughts, using proper linking words, and maintaining grammatical accuracy. Research highlights that L2 learners often face challenges in articulating ideas, organizing main points, and translating thoughts into coherent texts due to limited vocabulary and insufficient planning.

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CHAPTER 6
TYPES OF PARAGRAPH

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6.1. INTRODUCTION

A paragraph is a basic unit for writing. Paragraphs are essential in writing as they offer a structure for organizing our thoughts. A paragraph elaborates on a singular central concept through a succession of interconnected sentences. The primary concept is typically presented in the initial sentence of the paragraph. The concept is subsequently elaborated upon in the subsequent sentences. A coherent arrangement in your paragraphs facilitates the reader's navigation through your written material. A practical method for comprehending a paragraph's structure is to conceptualize it as a block segmented into three parts: the introduction, the body, and the conclusion. A typical paragraph adheres to this structure: A general paragraph follows this structure:

1. Topic Sentence (TS) – The Beginning
2. Supporting Sentences (SS) – The Middle
3. Concluding Sentence (CS) – The End

The types of paragraph depend on a number of factors. Firstly, the kind of writing produced. For instance, paragraphs in an essay typically have a different purpose than paragraphs in a report. second is about where the paragraph fits within a longer piece of writing. An essay's introduction and conclusion serve different purposes than the body paragraph. Lastly, The logical order of the ideas and information in your writing. A writer may

be delivering a sequence of events, organizing information, clarifying a major concept, comparing and contrasting ideas, presenting an argument, or providing an example or explanation of a process. Making use of such a clear paragraph arrangement will aid the reader in comprehending the writing's goal. The most popular types of paragraph in essay writing are narrative paragraph, descriptive paragraph, persuasive paragraph and expository paragraph. However, according to the purpose of writing, types of paragraph can be classified as follows
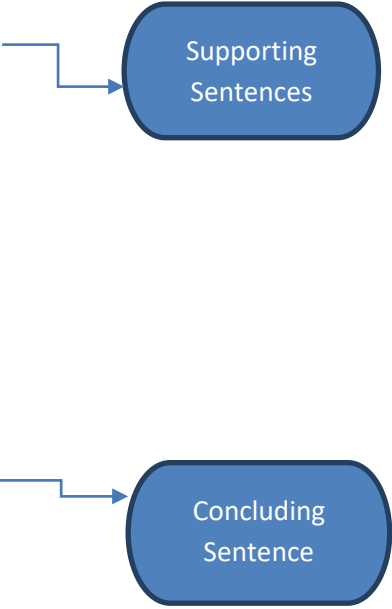
6.2. DEFINITIVE PARAGRAPH

Definitive paragraph is a paragraph that provides a detailed explanation of something's definition, appearance, function, etc. This sort of paragraph generally answers questions like; "What do you mean?" For instance, "what do you mean by Biblical authority"? The subject and the focus of the definition are identified in the topic sentence. For example, the term "university" is utilized differently for an architect than for a student. This kind of paragraph makes the writer think about what is being discussed, for whom, and why. It needs to define terms, ideas, etc. who lack your knowledge or comprehension that the writer has.

The first sentence of a definition paragraph should begin with a brief definition. For instance, descriptions and explanations use supporting sentences. When a writer has to explain a subject and show that they understand how it pertains to a specific context or discipline, they utilize this kind of paragraph structure. The key features of definition paragraph are as follows:

Topic Structure   : Topic Structure provide a simple definition of a concept

surface to breathe. Second, fish, including sharks, tuna, and clownfish, are cold-blooded animals that live entirely in water, using gills to extract oxygen. Most fish have scales and fins, which help them swim efficiently. Finally, invertebrates, such as jellyfish, octopuses, and starfish, lack a backbone and have soft or hard exoskeletons for protection.

Supporting Sentences

Overall, these three classifications highlight the diversity of sea animals and their unique adaptations to marine life.

Concluding Sentence

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CHAPTER 7
ORGANIZING AND OUTLINING THE PARAGRAPH

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7.1. INTRODUCTION

In writing, the ability to coherently organize ideas is essential for effective communication used in paragraph composition. The more extensive and complex composition stated in paragraphs serves as a building block to construct meaningful ideas in sentences (Brooks, 2020). However, there is the matter of the writer's skill to organize and outline paragraphs critically and smoothly, that is, it would impact the clarity and strength of the writing. Therefore, writers must consider how to craft different writing purposes, such as academic essays, business letters, business reports, and imaginative writing into a well-structured paragraph sourcing from the writers' arguments (Culham, 2023).

The goal of a well-structured paragraph is to convey single and cohesive ideas, by means, of the readers following the structured sentences, logical flows presented, and suitable transitions used in the whole text (Barroga & Matanguihan, 2021). On the opposite, the readers could be confused in understanding both the content and intended meaning of the paragraph if the writers attempt to write insufficiently structured paragraphs which would weaken the quality of the writing. Thus, it requires more proficiency in paragraph organization, which is, effective and simple.

Drafting an outline is one important step in paragraph organization. This part of preparation includes brainstorming, grouping similar ideas, and determining the order in which they should be presented (Mauludin & Ardianti, 2023). By outlining, the writers can see how their paragraphs will be organized before composing the writing. This specific method not only saves time but also lessens the possibility of being distracted or adding unrelated information. Outlining also enables authors to rank their arguments, making sure that the most important details are highlighted (Greetham, 2022).

Even though paragraph organization seems straightforward, there are some difficulties involved. It might be difficult for writers to stay coherent, stay on topic, or choose the best logical order for their thoughts. These difficulties highlight the value of practice and a methodical writing process. To overcome these obstacles and create well-structured material that appeals to their readers, authors should create a clear framework and follow the rules of paragraph arrangement (Rogers, 2024). This chapter presents the key elements of a well-organized paragraph, the steps to organize and outline a paragraph, the required techniques in outlining, and the practical examples in real applications.

7.2. KEY ELEMENTS OF A WELL-ORGANIZED PARAGRAPH

The three main components of an organized paragraph are the topic sentence, which serves as a guide for the writer and the reader; the supporting details, which can be facts, examples, or explanations; and the concluding sentence, which brings the information together, reinforces the main point and facilitates a seamless transition to the next paragraph. When these components are carefully arranged, the paragraph becomes a

distinct primary concept that is backed up by logically arranged and categorized information that bolster the topic or argument. While a powerful closing sentence emphasizes the paragraph's main point and gets the reader ready for the following concept, the use of transition words and a fluid flow of ideas guarantees readability. Even the most intelligent information might become unclear if it is not properly organized, making it challenging for the audience to understand what is being said. Additionally, it saves time during the revision process by allowing writers to find logical gaps, eliminate extraneous details, and polish their arguments before writing the paragraph itself. This step is especially helpful in academic, professional, and creative writing, where precision and clarity are essential. Furthermore, structured outlining techniques enable writers to modify their approach according to the writing context, guaranteeing adaptability in various writing styles and purposes. In conclusion, the first stages in creating writing that is compelling and clear are structuring and outlining a paragraph. Writers may produce well-structured paragraphs that captivate and educate their audience by determining the core concept, organizing relevant data, making sure the text flows logically, and efficiently editing the content. Gaining proficiency in these methods improves writing productivity, fortifies communication abilities, and eventually produces more engaging and convincing material.

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CHAPTER 8
COMPOSING THE PARAGRAPH

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8.1. WHAT IS A PARAGRAPH

A paragraph is the fundamental unit of an argument. It is essential for establishing and indicating the structure of academic writing. It separates each point and demonstrates how it relates to one another. Paragraph comes from a combination of the Greek terms "para" and "graph," which indicate "besides" or "near," and "writing". A paragraph contains a collection of well-structured and logical sentences connected to the same subject. It can describe examples, illustrations, or information. The sentences in a paragraph are not only a collection of connected sentences; rather, they are constructed to convey numerous types of information to clarify a single major idea.

A paragraph is used to help the writer's argument be more logical and easier for the reader to understand. It enables the writer to convey their ideas coherently and rationally by structuring and organizing them. It should be able to describe a single controlling idea of the writer expressed in a sentence that is called the topic sentence. In academic writing, every paragraph should have at least five sentences. It usually starts with a topic sentence, followed by supporting sentences, and ends with a concluding sentence.

Composing a well-developed paragraph is not easy. Most paragraphs are too short to discuss a topic. Some paragraphs are excessively long due to wordiness or repetition. Other paragraphs are too simplistic to convey anything (NS, P. K,

2016). Composing a paragraph is a skill that forms the building block of effective communication. Understanding the structure of a well-organized paragraph is essential when writing an essay, report, or email. This chapter will describe the structure of a paragraph and offer detailed instructions on how to compose one that is understandable, cohesive, and captivating.

8.2. UNDERSTANDING THE STRUCTURE OF A PARAGRAPH

A paragraph is more than just a block of text. It consists of three main parts: the topic sentence, supporting sentences, and the concluding sentence (Zemach & Rumisek, 2005). Each part is important in ensuring that the paragraph communicates its message effectively.

a. Topic sentence

A topic sentence serves as the introduction to the paragraph. It identifies the main idea of a paragraph and the writer's main point regarding the issue. Every paragraph has only one topic sentence, which is the most important element.   It is unacceptable to discuss multiple topics in a single paragraph (Wali & Madani, 2020). The topic sentence functions as a focus sentence that expresses the paragraph's major theme and describes what the paragraph tells about.   The topic sentence should provide a clear and concise roadmap for the readers. It summarizes the information in the paragraph, thereby aiding in the organization of the paragraph. Although it is not required in academic writing, the topic sentence is typically the first.

An example of an effective topic sentence:

Bali is one of the most beautiful islands in Indonesia, offering a perfect blend of natural wonders and cultural richness.

produce paragraphs that effectively and convincingly convey ideas by focusing on a clear topic sentence, offering relevant supporting facts, and ensuring the paragraph flows well. The main idea in a strong paragraph is introduced by the topic sentence, which is followed by sentences that develop and support the idea with specific details, examples, or explanations. Furthermore, transitions are essential for directing the reader through the paragraph and establishing a seamless flow of information. In addition to giving an essay or article structure, well-written paragraphs lead the reader logically through the writer's ideas. Every paragraph should be cohesive, with each sentence contributing to the main idea, and well-developed to offer sufficient evidence to support the argument or message. By using these strategies, writers can improve their communication and produce work that is more powerful, engaging, and comprehensible. Gaining proficiency in crafting strong paragraphs can help writers improve their writing in general and contribute to clearer and more persuasive works.

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CHAPTER 9
REVISING PARAGRAPH

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9.1. INTRODUCTION

Writing is a process that involves several stages, and one of which is revision. In both academic and professional settings, revision plays an important role in ensuring that writing pieces have clarity, cohesion, and effectivity. Murray (2020) emphasizes that revision process does not simply for correcting grammar or spelling errors, but it also involves adjustment of paragraph structure, strengthening the flow of logic, and improving the attractiveness and readability of writing. Therefore, to become a good writer, one should be able to express ideas clearly and organize and structure the paragraphs in a way that the readers can easily understand the messages conveyed.

Paragraph revision includes several key aspects, such as the evaluation of the main idea, the relationship among sentences, the use of effective transitions, and the selection of appropriate diction according to the audience and the communication purpose (Williams & Bizup, 2021). In academic context, a good paragraph consists of clear structure which starts with a strong thesis statement, supported with relevant supporting sentences, and ended with a conclusion that reiterates the topic sentence. Swales & Feak (2012) affirms that good revision not only improves the quality of writing but also strengthens the writer's credibility in delivering their arguments and ideas.

This chapter will review several strategies and techniques of systematic paragraph revision which include the aspects of content and idea, structure and organization, as well as writing style and grammar. Furthermore, examples of paragraph revision are enclosed to illustrate how revision can improve readability and effectiveness of messages delivery. By understanding and applying appropriate revision principles, writers can produce more coherent, persuasive, and communicative pieces of writing.

9.2. UNREVISED PARAGRAPH

Before diving right into the strategies applicable to revising paragraphs, it is important to get a better understanding of what unrevised paragraphs look like and how they may impact the whole piece of writing. The first draft is an initial version of a written work that allows the writer to express ideas freely without much consideration of clarity, structure, or cohesion (Murray, 2020). In this stage, the paragraph often has some weakness that need further revision to make it more structured and communicative to the reader. Commonly found problems with first drafts are lack clear structure, overly used words, weak transitions, poorly developed ideas, grammatical errors, and writing style weakness. Without thorough revision, the writing will be difficult to understand, less persuasive, and unable to meet academic or professional standard.

One of the main setbacks of the first draft of paragraph is that they lack clear structure. Poorly organized paragraph often present ideas in scattered manner without a clear logical flow which make it difficult for readers to grasp the intended message (Swales & Feak, 2012). In some cases, the first draft of a paragraph may not have a strong topic sentence which serves as introduction to the main idea in the paragraph. Consequently, readers have to work harder to find the corelation of one

9.6. CONCLUSION

Writing is a complex process which involves several stages, and one of them is revision. revision is mandatory as the first draft often contains a lot of weaknesses. It has unclear structure, weak transitions, repetition of ideas, and unclear elaboration of ideas. Revision can help improve the quality of writing by synthesizing complex sentences, omitting redundant wording, as well ensuring readability and the effectiveness of message delivery. With the examples provided in this chapter, writers can learn how to implement the principles of paragraph revision.

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CHAPTER 10
ILLUSTRATIONS – EXAMPLES

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10.1.   INTRODUCTION

To know how to organize information or ideas in the form of writing, it is a must that the writers should understand the paragraph patterns to develop their ideas. The purpose is to make the readers understand the reading easily. It is about the basic patterns for organizing ideas or information used by the writer to develop his or ideas to improve his or ideas in writing. It is the called as Paragraph Patterns. There are a number of paragraph patterns that should be understood by the writers, (Wasman and Lee. 2000). They are :

1. Classification. Information is classified or categorized into data groups on the basis of similarities or differences.
2. Sequence and Process. The sequence patterns is usually using spatial order that emphasize the size.
3. Simple Listing. The writers develop their ideas by listing their supporting ideas and statements.
4. Comparison and Contrast. The writer develop their ideas by showing the similarities, differences or both of them.
5. Caused and Effect Relationships. The writers explain why or how things happen and what the result is or might be.
6. Definition. The purpose of the authors is to explain the meaning of important term or concept that can take a paragraph to do so entirely
7. Example, Illustration-Example. The writers give examples to illustrate their ideas.

Then the followings are explanation of Illustration Example Patterns as one of the ways to develop ideas or information.

10.2. THE DEFINITION OF ILLUSTRATION - EXAMPLE

There are a number of definition on the terms of Illustration

- Example. The idea is the writing that is something that serves to illustrate something: such as.

a. a picture or diagram that helps to make something clear and attractive

b. an example or instance that helps make something clear.

General purpose is that the reader will get understanding of the written material easily.

Illustration Paragraph

Illustration paragraph is one in which the topic sentence is supported with examples. The illustration (examples) paragraph is useful when we want to explain or clarify something, such as an object, a person, a concept, or a situation. When we illustrate, we show how something is as we point out. When we illustrate with *examples*, we give *instances* that show or prove to the readers so they can see for themselves how something is as we claim it to be.

The meaning of illustration paragraph is the paragraph that is to explain a general statement by means of more specific examples. Detailed and well-chosen examples add interest, liveliness, and power to your writing. Illustration makes what we say more vivid and more exact. A single example may also be a narration on a story that illustrates the topic sentence. Writers often use illustration to develop a paragraph. An ideal illustration paragraph usually contains three points:

still stands behind me in what ever decision I make. Those are some genuine qualities of a true friend.

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CHAPTER 11
GRAMMAR IN ACADEMIC WRITING

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11.1.   INTRODUCTION

Grammar serves as the structural foundation of language, providing the rules and principles that govern how words combine to form meaningful sentences. In academic writing, grammar is not merely a set of arbitrary rules but a critical tool for ensuring clarity and coherence. It allows writers to convey their ideas in a structured, logical manner that readers can easily understand. Proper grammar in academic contexts facilitates the effective communication of complex ideas, reducing the risk of misinterpretation and enhancing the overall quality of scholarly work(Hyland & Jiang, 2021).

The importance of grammar in academic writing cannot be overstated. It ensures precision in language use, which is essential when dealing with nuanced or technical subjects. For instance, incorrect grammar can lead to ambiguity or alter the intended meaning of a sentence, potentially undermining the credibility of the writer. Grammatical accuracy is closely tied to professionalism in academic writing, as it reflects the writer's attention to detail and commitment to high standards(Biber et al., 2021).

Grammar also plays a crucial role in maintaining consistency throughout an academic paper. This consistency is vital for building logical arguments and ensuring that ideas flow seamlessly from one section to another. Without proper

grammar, even well-researched content may fail to make an impact due to poor readability or confusion caused by errors.

11.2.   ROLE OF GRAMMAR IN ENSURING CLARITY, PRECISION, AND PROFESSIONALISM

One of the primary functions of grammar in academic writing is to ensure clarity. Academic texts often involve complex arguments or data-driven discussions that require precise articulation. Grammatical structures such as proper punctuation, subject-verb agreement, and sentence variety help writers present their ideas unambiguously. For example, using commas correctly can prevent misinterpretation by clearly separating clauses or items in a list(Lynne Truss, 2004). Precision is another hallmark of effective academic writing. Grammar enables writers to express their thoughts accurately, avoiding vague or overly general statements. For instance, modifiers must be placed correctly to ensure they describe the intended subject. A misplaced modifier can drastically change the meaning of a sentence, leading to confusion or unintended interpretations (Celce-Murcia & Larsen-Freeman, 1999). Professionalism in academic writing is closely linked to grammatical correctness. Errors such as run-on sentences or improper use of articles can detract from the perceived quality of a paper. Grammatical mistakes may lead readers—especially peer reviewers or journal editors—to question the writer's expertise or commitment to scholarly rigor(Swales & Feak, 2012).

PURPOSE OF ACADEMIC WRITING

The primary purpose of academic writing is to convey complex ideas clearly and persuasively. Unlike casual or creative writing, academic texts aim to inform, analyze, or argue based on evidence and logical reasoning. Grammar plays an

disciplines, such as APA, MLA, or Chicago Manual of Style. These guides provide detailed rules on grammar usage tailored to specific fields of study. Consistently applying these conventions ensures that academic work meets professional standards while reducing the likelihood of errors. Grammar is an essential tool for effective academic communication that enhances clarity, coherence, professionalism, and credibility. Writers must recognize its value not only as a set of rules but also as a means of expressing ideas with precision and authority. By committing to continuous learning through practice, feedback, and resource utilization, academic writers can develop the grammatical competence needed to excel in their fields.

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HOW TO WRITE PARAGRAPH