

Smart, Creative and Entrepreneurial



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PARAGRAPH WRITING

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2nd Meeting

Basic Concept of Writing Composition



LEARNING OBJECTIVES

- After completing this course, students are expected to be able to identify, classify, and elaborate basic concept of writing composition

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Basic writing that students should master:

- Personal impersonal sentence
- Active and passive voice
- Punctuation
- Capitalization
- Coherent cohesion

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Personal-impersonal sentence

Personal sentence

- When we put an **object** of an active sentence into passive, it becomes **subject** of the passive sentence.
 - Active sentence → The professor gave **the students** the books.
 - Passive sentence → **The students** were given the books.
- We sometimes use a pronoun for *the students* or *the books* in its subject form (here: *they*).
 - Active sentence → The professor gave **them** the books.
 - Passive sentence → **They** were given the books.
- We very often leave out the *by-agent* in the passive sentence (here: *by the professor*).

Impersonal sentence

- The phrase **It is said** ... is an impersonal passive construction.
- This construction is used informally.
- **It is said** ... is used when one doesn't want to, or is unable to, cite legitimate sources for what you are saying.
- It is, essentially, a way of claiming any position without justifying it.
 - Passive sentence 1 → **It is said** that children are afraid of ghosts.
 - Passive sentence 2 → Children are said to be afraid of ghosts.
- The correct active sentence would be:
 - Active sentence → People say that children are afraid of ghosts.

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Active and passive voice

- **Active voice describes** a sentence where the subject performs the action stated by the verb.
- It follows a clear subject + verb + object construct that's easy to read.
 - Sue changed the flat tire.
 - We are going to watch a movie tonight.
 - I ran the obstacle course in record time.
 - The crew paved the entire stretch of highway.

- **Passive voice**, the subject is acted upon by the verb.
- The subject is no longer performing the action of the verb. Rather, it's being acted upon by the verb.
 - The flat tire was changed by Sue.
 - A movie is going to be watched by us tonight.
 - The obstacle course was run by me in record time.
 - The entire stretch of highway was paved by the crew.

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Punctuation

Full Stop (.)

Full stops are generally used to mark the end of a sentence:

- ✓ There has been a dramatic increase in the population of urban regions.

Comma (,)

Commas are used in longer sentences to separate information into readable units.

A single comma ensures correct reading of a sentence which starts with a long introductory element:

- ✓ Following efforts by pioneering scientists in the field of ecology, it has now been generally accepted that the world is gradually becoming warmer.

A single comma is used after many starting linkers like “however”, “moreover”, “basically”:

- ✓ However, water levels in Africa and Australia declined to reach an all-time low.

Capitalization

- **Capitalization** is the writing of a word with its first letter in uppercase and the remaining letters in lowercase.
 - ✓ Capitalize the first word of a document and the first word after a period.
 - ✓ Capitalize proper nouns—and adjectives derived from proper nouns.
 - ✓ Capitalize titles when they are used before names, unless the title is followed by a comma. Do not capitalize the title if it is used after a name or instead of a name.
 - ✓ Capitalize specific geographical regions.
 - ✓ Always capitalize the first word in a complete quotation, even midsentence.

Coherent cohesion

Connectors: Usage and Meaning

To Add another Idea

Coordinators	Subordinators	Transitions
and		Furthermore Moreover Besides also in addition

To Restate, Explain or Emphasize an Idea

Coordinators	Subordinators	Transitions
		that is in other words in fact actually namely

To Give an Example

Coordinators	Subordinators	Transitions
		for example for instance to illustrate

To Show a Choice

Coordinators	Subordinators	Transitions
or nor		

To Show a Difference

Coordinators	Subordinators	Transitions
but	While whereas though	in contrast on the contrary on the other hand instead however still otherwise

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To Show the Opposite of What You Might Expect

Coordinators	Subordinators	Transitions
yet	although though even though	nevertheless admittedly even so nonetheless

To Show a Similarity

Coordinators	Subordinators	Transitions
	just as as	similarly likewise in the same way

To Show a Cause or Reason

Coordinators	Subordinators	Transitions
for	because since as now that as long as	

To Show a Result or Effect

Coordinators	Subordinators	Transitions
so	so + adjective + that such + ...noun + that	as a result consequently as a consequence therefore thus hence accordingly

To Show a Time Relationship

Coordinators	Subordinators	Transitions
	before after when whenever while as soon as until as since the moment that once	previously subsequently finally afterward meanwhile first, second, etc. after that next since then then, at first,

To Show a Condition

Coordinators	Subordinators	Transitions
or	if even if unless when whenever	

References:

- https://www.englisch-hilfen.de/en/grammar/personal_passive.htm
- <https://examples.yourdictionary.com/examples-of-active-and-passive-voice.html>
- <https://www.grammarbook.com/punctuation/capital.asp>

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○ **THANK YOU!**

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