

TABLE OF CONTENTS

| | | |
|------------------|-------------------------------|-----|
| CHAPTER 1 | Are You Ready to Write | 1 |
| CHAPTER 2 | Prewriting | 7 |
| | Brainstorming | 8 |
| | Clustering | 11 |
| | Free Writing | 14 |
| | Planning | 16 |
| CHAPTER 3 | Paragraph | 23 |
| | What is a Paragraph? | 24 |
| | Title | 26 |
| | Topic Sentence | 32 |
| | Supporting Sentences | 46 |
| | Conclusion | 57 |
| | Unity | 61 |
| | Coherence | 69 |
| | Transitional Signals | 72 |
| | Paragraph Checklist | 82 |
| CHAPTER 4 | Paragraph Types | 85 |
| | Process Paragraph | 86 |
| | Advantage Paragraph | 95 |
| | Disadvantage Paragraph | 101 |
| | Cause Paragraph | 108 |
| | Effect Paragraph | 117 |
| | Comparison Paragraph | 127 |
| | Contrast Paragraph | 135 |
| CHAPTER 5 | Essay | 145 |
| | Introduction | 149 |
| | Thesis Statement | 152 |
| | Body Paragraphs | 159 |
| | Unity | 160 |
| | Coherence | 162 |
| | Conclusion | 163 |
| | Analysing an Essay | 168 |
| | Analysing an Essay | 170 |
| | Analysing an Essay | 174 |
| CHAPTER 6 | Essay Types | 181 |
| | Process Essay | 182 |
| | Advantage Essay | 198 |
| | Disadvantage Essay | 209 |
| | Cause Essay | 220 |
| | Effect Essay | 235 |
| | Comparison Essay | 247 |
| | Contrast Essay | 259 |
| | Essay Checklist | 272 |
| GLOSSARY | | 273 |
| PHRASAL VERBS | | 295 |