

## TABLE OF CONTENTS

Unit 1:	Introduction <b>to a</b> paragraph	1
	Definition of a paragraph	2
	Organization of a paragraph	2
	Length of a paragraph	4
	Topic sentence, its characteristics and how to write it	5
	Support sentences and their function	11
	<b>Relationships</b> between a topic sentence and support sentences	12
	<b>Exercises</b>	14
Unit 2:	Unity in a Paragraph	27
	Definition of unity <b>in</b> a paragraph	28
	Ways to achieve unity in a paragraph	28
	Exercises	33
Unit 3:	Coherence in a Paragraph	49
	Definition of coherence in a paragraph	50
	Ways to achieve coherence in a paragraph	52
	Exercises	72
Unit 4:	Introduction to Argumentative Writing	79
	What is argumentative writing?	80
	Kinds of <b>argumentive</b> paragraphs	80
	Exercises	85

<b>Unit 5: Comparison and Contrast</b>	<b>89</b>
Definition and purposes of comparison and <b>contrast</b>	<b>90</b>
Organization of comparison and contrast paragraphs	<b>94</b>
Language useful for the topic sentences of comparison and contrast paragraphs	96
Coherence in comparison and contrast paragraphs	99
Exercises	<b>106</b>
<b>Unit 6: Cause and Effect</b>	119
Definition and purposes of cause and effect	120
Organization of cause and effect paragraphs	122
Language useful for the topic sentences of cause and effect paragraphs	125
Coherence in cause and effect paragraphs	127
Exercises	135
<b>Unit 7: Analysis</b>	151
Definition of analysis in general	152
Definition and purposes of analysis by division	152
Organization of division paragraphs	155
Language useful for the topic sentences of division <b>paragraphs</b>	157
Coherence in division paragraphs	159
Exercises	160

Unit 8:	Analysis by Classification	169
	Definition and purposes of analysis by classification	170
	Organization of classification paragraphs	172
	Language useful for the topic sentences of classification paragraphs	174
	Coherence in classification paragraphs	175
	Exercises	177
Unit 9:	Process Analysis	185
	Definition and purposes of process analysis	186
	Organization of process analysis paragraphs	189
	Language useful for the topic sentences of process analysis paragraphs	193
	Coherence in process paragraphs	194
	Exercises	196
Unit 10:	Introduction to Composition Writing	205
	Organization of a composition	206
	Outline of a composition	210
	<b>The thesis sentence of a composition</b>	212
	Developing support or body paragraphs	214
	Exercises	220

Unit 11:	Introductory and conclusion paragraphs	229
	Definition of an introductory paragraph	230
	How to write an introductory paragraph	231
	Definition of a conclusion <b>paragraph</b>	236
	How to write a conclusion paragraph	237
	Exercises	242
Unit 12:	Unity and coherence in a composition	253
	Definition of unity and how to achieve it in a composition	254
	Definition of coherence and how to achieve it in a composition	254
	Exercises	262