

Contents

	How this book is organized	iv
	Introduction to academic writing	v
UNIT 1	Writing a Paragraph	
Part 1	Getting ready to write	2
Part 2	Writing a paragraph	13
Part 3	Writing a coherent paragraph	21
Part 4	Editing a paragraph	32
UNIT 2	Writing an Essay	
Part 1	From a paragraph to an essay	38
Part 2	Writing an essay	52
Part 3	Editing an essay	66
UNIT 3	Paraphrasing, Summarizing and Citing Information	
Part 1	Paraphrasing and summarizing	72
Part 2	Citing the sources of information	81
UNIT 4	Writing a Research Essay	
Part 1	Developing and organizing a research essay	92
Part 2	Supporting arguments	106
Part 3	Editing a research essay	112
	Appendix A Capitalization rules	119
	Appendix B Conjunctions	120
	Appendix C Transitional expressions	121
	Appendix D Using information from outside sources (summary)	122