Developing Basic Writing Skills

Marylyn G. Alparo

DEVELOPING BASIC WRITING SKILLS

00077325

Marylyn G. Alparo

Philippine Copyright, 2015

by

Marylyn G. Alparo

All rights reserved. The text of this publication, or any part thereof, shall not be reproduced or transmitted in any form or by any means, electronic or retrieval system or otherwise, without the prior written permission from the author and publisher. Any unauthorized copying, reproduction or dissemination of any portion of this book shall be prosecuted in accordance with law.

DEVELOPING BASIC WRITING SKILLS

ISBN 971-725-121-5

00077325

GRANDBOOKS PUBLISHING, INC.

50 M.R. Flores St. Sto. Rosario Kanluran Pateros M.M.

Tel. No.: 628-3882

: 239-2589

E-mail: grandbookspublishinginc@yahoo.com

TABLE OF CONTENTS

PARTI-THE PARAGRAPH	
Chapter I – Steps in Writing a Paragraph	1
Prewriting	1
Writing the Rough Draft	3
Editing and Revising	4
The Topic Sentence	4
Summary	6
Reading Selection	
Hope for the Flowers	8
Reading comprehension Exercise	20
Chapter II – Elements of a Good Paragraph	22
Achieving Unity	22
Achieving Coherence	23
Achieving Emphasis	29
Summary	30
Reading selection	
Amy's Choice	31
Reading comprehension Exercise	37
Chapter III – Methods of Paragraph Development	- 39
Paragraph Developed by Description	39
Describing by Defining	41
Description of a Process	43
Paragraph Developed by Detail	45
Paragraph Developed by Comparison and	
Contrast	46
Paragraph Developed by Cause and Effect	50
Paragraph Developed by Narration	51
Paragraph by Classification	53
Summary	55
Reading Selection	
Smile of a Lifetime	57
Comprehension check	61
PART II – THE COMPOSITION	
Chapter IV – Steps in Writing a Composition	65
Choosing a Subject	65
Narrowing the Subject	65
Formulating the thesis Statement	66
Deciding the type of Composition	
To be Written	66
Making an Outline	66

	PISTURE LA DEL MARIE	6
× 0	Writing the Introduction	6
	Writing the Body of the Composition	6
	Writing the Conclusion	· ·
	Peading selection	6
	From Darkness to Light	
	Comprehension check	7:
Chapter V -	Exposition	78
Chapter	Panding Selection	0.
	Here come the Super Gadgets	9:
Chapter VI -		10
Chapter VI	Reading selection	
	The Plighted Word	10
Chanter VII	- Description	11
Chapter vii	Reading Selection	
	Definition of a Gentleman	11
Chapter VIII	- Argumentation	12
PART III – THE RE	ESEARCH PAPER	
Chapter IX-	Steps in Making a Research Paper	12
Chapter	Documenting the Research Paper	13
Chapter X-	The APA Style	13
Chapter XI	- The MLA Style	15
Chapter XII	- Principles of Business Correspondence	16
	Characteristics of an Effective	
	Business Letter	16
	Terms and Expressions to a Avoid	
	In Business correspondence	16
	Format of a Business Letter	17
	Kinds of Business Letters	17
APPENDIX A - Sai	mple Research Paper (APA)	18
	mple Research Paper (MLA)	22
	imple Survey questionnaire	22
APPENDIX D - C	HED Syllabus	22
References		23

About the Author

Marylyn G. Alparo has been college professor all her life. She started teaching when she was 20 in her alma mater. The following are her academic background and work experiences:

Education:

Bachelor of Arts, major in English, La Carlota City College, La Carlota City, 1976.

Master of Arts in Education, major in Teaching English, University of .Negros Occidental-Recoletos, 1980.

Presently PhD student in Applied Linguistics at Philippine Normal University, Manila

Teaching experiences:

College Instructor, La Carlota City College, June 1976 - May 1987

College Instructor, Colegio de San Agustin-Bacolod, June 1987 - May 1988

Technical Education Specialist, Technological University of the Philippines-Visayas, June 1988-May1990

College Instructor, Lyceum of the Philippines, June 1991 to the present, holding the rank of Assistant professor A.

Currently Chair of the English Department, Lyceum of the Philippines - a position she has been holding since June 1997.