

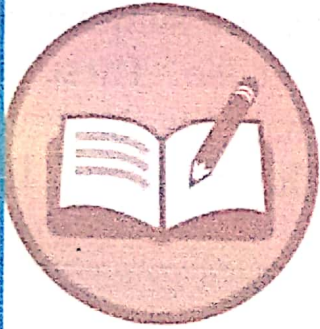
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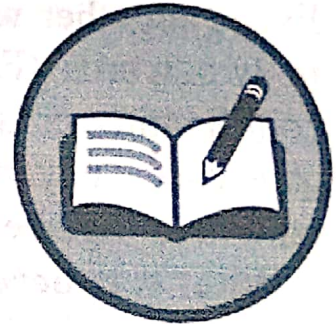
2023-2024

Fourth Year

Second Term



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Essay II

11.05.2024

أ. علي سعود حسن



Essay II 4. 1

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HELLO EVERYONE!

## Introduction

Our course is *Writing an Essay*. Your book is **Process of Writing**.

**Unit 1** is entitled **The Writing Process**. We will learn the process of writing (how to start writing). Before we start writing, we have pre-writing. In pre-writing we have many steps: choosing and narrowing a topic, brainstorming, listing, re-writing, and clustering. These are the steps of pre-writing.

Then we have Stage 2 which is planning or outlining. This stage has also many steps: making sub-lists, writing a topic sentence, and outlining.

Stage 3 is writing and revising drafts. Here we have steps as well: writing the first rough draft, revising content and organization, proofreading the second draft, and writing the final copy.

**Unit 2** is entitled **Coherence and Cohesion**.

### What is cohesion?

Cohesion is the relationship between sentences; how these sentences are linked together with cohesive devices. Cohesive devices are summarized in two words (FAN BOYS): for, and, nor, but, or, yet, so. These are coordinating conjunctions. We have also transition signals like however, otherwise, nevertheless, although, moreover, etc. The way we link sentences together is called cohesion.

### What is coherence?

Coherence is the relationship between the ideas in terms of meaning. It is about linking the ideas to one another. In coherence we look at meaning not at grammar, while in cohesion we look at grammar.

When you write your first draft, you look at meaning not at grammar. Grammar is the last step. When you finish everything, you go back again and you look at the whole writing. We call this editing.

In Unit 2, we will talk about using transitions. In cohesion we will talk about linking words, personal pronouns, the definite article, the demonstrative pronouns, synonyms, and different forms of a word.

**Unit 3** is entitled **Summarizing**. Here we will learn how to summarize an essay or a paragraph. We will talk about elements of a summary, how to summarize a passage, organizing a summary, taking notes for a summary, summarizing process, summarizing strategies, the summary essay, and evaluating and writing summaries.



**Unit 4** is **Paraphrasing** and Quoting. We will learn how to paraphrase and what the paraphrasing strategies are. Then we will learn about quoting and direct quotation. We will learn the verbs to introduce quotations and paraphrases and punctuating direct quotations. We will also talk about indirect quotations.

**Unit 5** is entitled **Responding**. We will learn how to respond to somebody's writing. Responding is showing and supporting your opinion. We will learn about writing with general ideas and specific details, making accurate generalization structures, opinion structures, and personal experience. We will talk about synthesizing information to answer test questions. The word synthesizing means gathering in an organized way. The word synthesis means (تركيب). The opposite of synthesis is analysis (التحليل). In analysis, you analyze: you say for example that this is the topic sentence and these are the supporting sentences. In synthesis, you reorganize the items: you locate the topic sentence in its correct position and you put the supporting sentences in their correct position.

In this regard of synthesis, we have Bloom's *Taxonomy of Educational Objectives*. Bloom and his colleagues combined six stages of educational objectives and then they added to them later. Let me tell you the six stages: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation. The first three are the lower thinking skills. Bloom also classified the objectives of teaching into these skills. The lowest level is knowledge. What happens in our universities and schools (our exam questions like define something or mention some ideas) is the lowest level of education. This is not a good way of testing knowledge because it depends on memorizing not on understanding. A step beyond this is comprehension. Comprehension is when you understand what you read. Beyond that, we have application. For example, you apply grammatical rules on certain exercises. Beyond this, you read a book and you analyze it; this is called analysis. Analysis is one of the higher order thinking skills. Synthesis is when you have analyzed a book and you want to say how to reorganize this book in such a way to suit my objectives. Beyond synthesis, you have to evaluate what you have read. You should make your exam questions varied to suit low, medium, and high levels. You may have 25 percent of the questions for the elite students, 25 percent of the questions for the less talented students, and the majority of 50 percent



of the questions in between. Your questions should be varied to suit all students.

Let's go back to the contents of Unit 5. We have synthesizing in written tests, understanding test questions, and the process of responding to exam questions.

**Unit 6 is The Research Essay.** Unit 7 is The Problem-Solution Essay. Unit 8 is entitled Career Writing Skills: In Unit 8 we will study grammar for writing letters, email messages, and invitations. I indented this to be useful to you because you will come across practical things related to your daily life communication.

After that, you have something very useful. You will learn how to revise your draft and how to refine sentences. There is also a section about ESL/EFL problems. EFL means English as a foreign language. ESL means English as a second language. There is a difference between a second language and a foreign language. For example, English in Syria is not used everywhere. It is only used in specific places like universities. You can't speak to people in Syria using the English language. So English is a foreign language in Syria. In India for example, if you don't speak Urdu which is the native language of India, you can live there and talk to people everywhere in English. So English is a second language in India.

The last appendix is Documenting Sources. You will learn how to document your sources. This is for researchers. We have two styles for documenting: MLA and APA.

In old times, they used to mention Oxford University Press in references. Nowadays because it's well-known, they just mention OUP. The same applies to Cambridge University Press; nowadays they just mention CUP.

**Thank You**