(1) GENERAL OBJECTIVES OF THE WRITING COMPONENT IN ENGLISH 154

- write topic, support and concluding sentences
- expand text by adding details/examples
- organize ideas logically/coherently
- use appropriate connectors
- use appropriate tense and voice
- use terms appropriately in written assignments
- prepare, format and submit formal written assignments
- summarize a text in a paragraph
- write short essays (100-120 words): instructional process, comparison/contrast, and description essays.

(2) TIPS FOR ACCURATE WRITING – STUDENTS ARE EXPECTED TO CONSIDER THE FOLLOWING

- Correct Layout
- Organisation: Any given topic should be written in at least 3 paragraphs:
  o Introduction
  o Development/body
  o Conclusion
- Indentation: Leave some space before the first sentence in each paragraph OR leave an empty line between your paragraphs.
- Ideas: Ideas should be good and directly related to the topic given. Do NOT repeat the same ideas in your paragraphs.
- Correct vocabulary and spelling.
- Sentence structure: Be careful with your sentences and do NOT make them very long.
- Linking words: Try to use some good linking words, such as and, but, however, although, firstly, because, etc.
- Correct grammar: Be careful with your grammar. For the writing tasks in ENGL154, you will most have to use the present tense.
- Punctuation marks (e.g. full stops, question marks, commas, etc.) Be careful with them in your writing and do NOT use commas to separate your sentences. Use full stops instead.
- Presentation: Your handwriting should be legible, margins should be straight, etc.
- Number of words: Your piece of writing should not be more than 120 words.