# **Argumentative Paragraphs**

# **Structure of Argumentative Paragraphs**

* Argumentative paragraphs are used to persuade the reader to agree with the writer's point of view.
* They should be supported by evidence, such as facts, statistics, or expert opinions.
* The structure of an argumentative paragraph is:
  + Topic sentence: This states the main argument of the paragraph.
  + Body sentences: These provide evidence and explanation to support the topic sentence.
  + Concluding sentence: This restates the main argument and summarizes the key points of the paragraph.
* When organizing an argumentative paragraph, it is important to consider the following:
  + The claims being made
  + The reasons for those claims
  + The opposing claims and how they will be addressed
  + The evidence that supports the claims
* When arranging evidence in an argumentative paragraph, it is important to:
  + Present the evidence in a logical order
  + Explain how the evidence supports the claims
  + Acknowledge and address any counter arguments

Tips for writing effective argumentative paragraphs:

* Be clear and concise.
* Use strong evidence to support your claims.
* Avoid logical fallacies.
* Be respectful of the opposing viewpoint.
* Be open to changing your mind if presented with new evidence.

# **Introductory Sentences and Evidence in Argumentative Paragraphs**

* The introductory sentence in an argumentative paragraph should specify the main idea, as well as the author's position on the issue.
* The evidence presented in an argumentative paragraph should be accurate, reliable, relevant, and acceptable to the reader.
* When choosing evidence, it is important to consider the following factors:
  + The accuracy of the information
  + The reliability of the source
  + The relevance of the evidence to the main idea
  + The acceptability of the evidence to the reader
* It is also important to be aware of the continuum of acceptability, reliability, relevance, and accuracy. Evidence can fall anywhere on this continuum, from not at all reliable or acceptable to highly reliable and acceptable.

Additional tips for writing effective argumentative paragraphs:

* Be clear and concise.
* Use strong evidence to support your claims.
* Avoid logical fallacies.
* Be respectful of the opposing viewpoint.
* Be open to changing your mind if presented with new evidence.

# **Claims and Counterclaims in Argumentative Paragraphs**

* A claim is an assertion of fact or opinion that is put forward for debate or discussion.
* A counterclaim is an opposing claim that challenges the original claim.
* When writing an argumentative paragraph, it is important to acknowledge and address counterclaims. This shows that you are aware of the opposing viewpoint and that you have considered it carefully.
* There are two ways to address counterclaims:
  + Acknowledge the counterclaim and then refute it. This means providing evidence that shows why the counterclaim is wrong or invalid.
  + Acknowledge the counterclaim and then concede that it may have some merit. This means acknowledging that there is some truth to the counterclaim, but then explaining why your own claim is still stronger.
* When refuting a counterclaim, it is important to use strong evidence and logical reasoning. You should also avoid making personal attacks or using emotional appeals.

Here are some additional tips for writing effective argumentative paragraphs:

* Be clear and concise.
* Use strong evidence to support your claims.
* Avoid logical fallacies.
* Be respectful of the opposing viewpoint.
* Be open to changing your mind if presented with new evidence.

**Useful Vocabulary for Writing Argumentative Paragraphs**

1. Vocabulary for acknowledging others' ideas and opinions: When writing argumentative paragraphs, it is important to acknowledge others' ideas and opinions. Words such as insist, assert, claim, argue, conclude, examine, report, confirm, deny, consider, and contend are commonly used. It is crucial to understand the nuances and meanings of these words to accurately represent the author's or person's intention.

2. Vocabulary for agreeing or disagreeing: To express agreement or disagreement, words like agree, disagree, oppose, prefer, consider, refute, concur, and dispute can be used. These words help convey whether someone is agreeing or disagreeing with a particular viewpoint.

3. Vocabulary for acknowledging or disagreeing with opinions: When acknowledging or disagreeing with opinions, words like although, despite, nevertheless, whereas, however, while, and even though can be used. These words are suitable for expressing disagreement and opposition, depending on the context.

4. Challenges in presenting arguments: When presenting arguments, it is important to demonstrate conviction, authority, and objectivity. Expressing confidence and authority in statements can help establish credibility. Additionally, maintaining objectivity instead of using overly emotional language can make arguments more acceptable to readers.

5. Maintaining logic and reason in building arguments: It is essential to maintain logic and reason while building arguments. Presenting evidence, acknowledging the limitations or inconclusive nature of the evidence, and using logical reasoning can strengthen arguments. Additionally, supporting arguments with scientific evidence adds credibility and validity to the claims made.

6. Exploring examples and sentence usage: To better understand the proper usage of vocabulary and phrases in argumentative writing, it is recommended to explore examples and sentences online. Various databases and resources can provide insights into how these words and phrases are effectively used in context.

**Purpose of Paraphrasing Academic Texts**

* To avoid plagiarism. When you paraphrase, you put the author's ideas into your own words. This is different from quoting, where you copy the author's words exactly. If you quote from a source, you must obtain permission from the author and cite the source properly.
* To synthesize information from other sources. When you paraphrase, you can bring together information from different sources and present it in a unified way. This is an important skill for academic writing, as it allows you to demonstrate your understanding of a topic and to develop your own arguments.
* To build a credible argument or analysis. When you paraphrase, you can use the ideas of other authors to support your own arguments. However, it is important to cite your sources properly and to avoid plagiarizing.

How to paraphrase effectively:

* Read the original text carefully and make sure you understand it clearly.
* Put the author's ideas into your own words. Be careful not to simply copy the author's sentence structure or vocabulary.
* Cite the source properly. This will show your readers that you are giving credit to the original author and that you are not plagiarizing.

Tips for paraphrasing accurately:

* Focus on the main ideas of the text. Don't get bogged down in the details.
* Use your own words. Avoid using the author's words or phrases unless you are quoting directly from the text.
* Be clear and concise. Avoid using complex sentence structures or jargon.
* Check your work carefully. Make sure that your paraphrase accurately reflects the author's ideas.

# Using Synonyms in Paraphrasing

* Synonyms are an important part of paraphrasing, but they are not the only thing that matters.
* When choosing synonyms, it is important to make sure that they have the same meaning as the original words and that they are appropriate for the context.
* Synonyms can be used to change the word class (e.g., noun to verb, adjective to adverb) or the word order of a sentence.
* Providing synonyms alone does not ensure effective paraphrasing. To paraphrase effectively, you also need to change the position of the words and phrases, and to an extent, the word class.

Here are some additional tips for using synonyms effectively in paraphrasing:

* Avoid using too many synonyms in a row. This can make your writing sound choppy and unnatural.
* Use a variety of synonyms. Don't just rely on the same few synonyms over and over again.
* Be careful not to use synonyms that have a different connotation than the original words. For example, the words "big" and "huge" are synonyms, but they have different connotations. "Big" is a neutral word, while "huge" is a more emphatic word.

# Changing Word Class in Paraphrasing

* Changing word class is an important part of paraphrasing, as it allows you to vary the structure of your sentences and to make your writing more interesting and engaging.
* To change word class, you can use suffixes, such as -ment, -ance, -ence, -tion, -sion to change verbs into nouns, and suffixes such as -ly, -al, -able, -ful, -ish, -ary, -y, -less, or -like to change nouns into adjectives.
* You can also change adjectives to adverbs by adding -ly.

Here are some additional tips for changing word class effectively in paraphrasing:

* Be careful not to change the meaning of the sentence when you change word class.
* Make sure that the new word class is appropriate for the context of the sentence.
* Avoid using too many suffixes in a row, as this can make your writing sound clunky.

Here are some examples of how to change word class in paraphrasing:

* Original sentence: The manager discussed the company's finance with the press.
* Paraphrased sentence: The company's financial details were talked about by the media with the manager.

In this example, the noun "finance" was changed to the adjective "financial."

* Original sentence: The expert undertook a careful analysis of components.
* Paraphrased sentence: The components were carefully examined by the specialist.

In this example, the verb "analyze" was changed to the noun "analysis," and the adjective "careful" was changed to the adverb "carefully."

# Changing Word Order in Paraphrasing

* Changing word order is the last stage in paraphrasing. It is a major strategy to avoid plagiarism and to improve the clarity and readability of your writing.
* When changing word order, it is important to maintain the original meaning of the sentence and to ensure grammatical accuracy.
* There are several ways to change word order, such as moving phrases or clauses to different positions in the sentence, using passive voice, and changing the order of adjectives.
* When paraphrasing, it is important to give credit to the original author.

Here are some additional tips for changing word order effectively in paraphrasing:

* Be careful not to change the emphasis of the sentence when you change word order.
* Avoid using too many complex sentences.
* Use a variety of sentence structures to make your writing more engaging.

Here are some examples of how to change word order in paraphrasing:

* Original sentence: The study observed the changes over the next 14 months.
* Paraphrased sentence: The changes over the next 14 months were observed by the study.

In this example, the word order was changed by moving the phrase "over the next 14 months" to the beginning of the sentence.

* Original sentence: The study was not necessary as such. We recommend using an alternative methodology for efficiency.
* Paraphrased sentence: Using an alternative methodology is recommended for efficiency, as the study was not necessary.

In this example, the word order was changed by moving the phrase "for efficiency" to the end of the sentence and by changing the active voice to passive voice.

# Essential Reading – Summarizing and Paraphrasing

This chapter elaborately discusses summarizing and paraphrasing, and each discussion section is followed by practice exercises.

Book: Bailey, Stephen. Academic Writing: A Handbook for International Students. 5th Edition. Section 1.7.

Chapter Summary   
Paraphrasing is the process of putting someone else's ideas into your own words. It is an important skill for academic writing, as it allows you to avoid plagiarism and to demonstrate your understanding of a topic.

To paraphrase effectively, it is important to:

* Read the original text carefully and make sure you understand it.
* Identify the main ideas of the text.
* Put the main ideas into your own words.
* Be careful not to simply copy the author's sentence structure or vocabulary.
* Cite the source properly.

Here are some tips for paraphrasing:

* Use synonyms for key words.
* Change the word order.
* Combine sentences or break them up into shorter sentences.
* Change the active voice to passive voice or vice versa.
* Add your own explanations or examples.

When paraphrasing, it is important to make sure that you are not plagiarizing. Plagiarism is the act of copying someone else's work without giving them credit. To avoid plagiarism, it is important to cite your sources properly.

Here are some examples of paraphrasing:

Original sentence: The study found that there was a significant correlation between screen time and obesity in children.

Paraphrased sentence: The study showed that children who spent more time on screens were more likely to be obese.

Original sentence: The government should take steps to reduce the number of cars on the road in order to improve air quality.

Paraphrased sentence: The government should take measures to reduce car traffic in order to improve the air we breathe.

Paraphrasing is a valuable skill for academic writing. It allows you to use the ideas of other authors without plagiarizing, and it demonstrates your understanding of a topic.  
  
  
  
Purpose of Summarizing Academic Texts

* To provide a preview to the reader about what to expect in the text. A summary should include the introduction, the central claim, the author's purpose, the main points that support the argument, and the significance of the argument.
* To provide information that is precise and relevant, focused information to the reader. A summary should be concise and to the point, and it should only include the most important information from the original text.
* To make the required information easily accessible by making it simple and easy to understand. A summary should be written in clear and simple language, and it should avoid using jargon or technical terms.
* To demonstrate your understanding of the original text. A well-written summary shows that you have read and understood the original text, and that you are able to identify the main points and synthesize them into a coherent and concise summary.
* To help you remember essential information. A summary can be a helpful way to review the main points of a text and to reinforce your understanding.

Tips for writing effective summaries:

* Read the original text carefully and make sure you understand it.
* Identify the main points of the text.
* Write the summary in your own words.
* Be concise and to the point.
* Focus on the most important information.
* Use clear and simple language.
* Avoid using jargon or technical terms.
* Proofread your summary carefully.

Identifying Key Points in Academic Texts

* To identify the key points in an academic text, you should first identify the main idea of the text. This can usually be found in the topic sentence of a paragraph or the thesis statement of an essay.
* Next, you should skim through the text and identify the information that is essential to understanding the main idea. This may include supporting details, facts, figures, explanations, and examples. However, you can usually avoid elaborations, examples, and a lot of explanations.
* Finally, you should highlight or underline the key points in the text. This will help you to easily find them when you are ready to summarize the text.

Additional tips for identifying key points in academic texts:

* Look for the structure of the text. This may help you to identify the main ideas and supporting details.
* Pay attention to the author's use of transition words and phrases. These can signal the start of a new idea or the relationship between two ideas.
* Be aware of your own biases and preconceptions. These can sometimes lead you to overlook or misinterpret important information.

Once you have identified the key points in an academic text, you can use them to create a summary of the text. A summary is a concise overview of the main ideas of a text, written in your own words. It should be long enough to convey the essential information, but short enough to be easily read and understood.

Creating a Summary of the Key Points

* Once you have identified the key points in an academic text, you should arrange them in a logical order. This may depend on factors such as time, cause and effect, or problem-solution.
* Next, you should connect the key points using conjunctions, signposts, or linkers. This will help to create a cohesive text.
* Finally, you should proofread your summary to make sure that it is clear, concise, and accurate.

Here are some additional tips for creating a summary of the key points:

* Keep your audience in mind. What do they already know about the topic? What do they need to know?
* Use your own words. Avoid copying directly from the original text.
* Be concise. Get to the point quickly and avoid unnecessary details.
* Be accurate. Make sure that your summary accurately reflects the main ideas of the original text.

Here is an example of a summary of the key points from the video:

Summary:

Digital signal processors (DSPs) are essential for converting continuous waves into digital signals and processing them for applications such as sonar, radar, image, and speech processing.

This summary is concise and accurate, and it uses the author's own words. It also considers the audience, which is assumed to have some knowledge of DSPs but may not be familiar with all of the technical terms.

# Verifying the Accuracy of the Summary

Content checklist:

* Did you include all the important points?
* Did you identify the main purpose or argument of the text?
* Did you present the original content in a clear and precise manner?
* Did you exclude elaborations and additional information?
* Did you exclude examples and explanations?

Structural and language features checklist:

* Did you use your own words?
* Did you simplify the sentences?
* Did you omit irrelevant and specific details like numbers, dates, years, etc.?
* Did you arrange the sentences in logical order?

To verify the accuracy of your summary, you can go through the above checklists and make sure that your summary meets all of the criteria. You can also ask yourself the following questions:

* Does my summary accurately reflect the main ideas of the original text?
* Is my summary concise and to the point?
* Is my summary easy to understand?
* Have I avoided plagiarism?

If you can answer yes to all of these questions, then you can be confident that your summary is accurate.

Additional tips for verifying the accuracy of a summary:

* Compare your summary to the original text to make sure that you have not omitted any important information or misrepresented any of the author's ideas.
* Ask a friend or classmate to read your summary and give you feedback.
* Use a plagiarism checker to make sure that you have not plagiarized any of the original text  
    
    
  **Structure of Paragraphs Describing Visual Information**
* When describing visual information in an academic paragraph, it is important to start with a topic sentence that identifies the type of visual, the key verb indicating the function, and the description point.
* The next step is to identify the most important pattern in the visual and provide an explanation for it.
* You can then discuss other patterns in the visual, but it is important to focus on the most important ones.
* Finally, you should conclude by restating the main point of the paragraph.

Here is an example of how to describe visual information in an academic paragraph:

The table displays the production percentage of various types of cars in the United States in 2018 and 2019. The most important pattern is the increase in the production of SUVs and sedans. In 2018, SUVs accounted for 30% of the production, but this increased to 40% in 2019. Sedans also saw an increase in production, from 20% to 25%. The production of MUVs and convertibles decreased significantly, from 15% to 5% and 10% to 5%, respectively. Hatchbacks remained steady at 25%.

This paragraph follows the structure outlined above. The topic sentence identifies the type of visual (a table), the key verb indicating the function (displays), and the description point (the production percentage of various types of cars). The next sentence identifies the most important pattern in the visual (the increase in the production of SUVs and sedans). The final sentence restates the main point of the

Additional tips for describing visual information in an academic paragraph:

* Use clear and concise language.
* Avoid jargon and technical terms.
* Be specific and provide accurate information.
* Use transition words to connect your ideas.
* Proofread your work carefully to ensure that there are no errors.

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# **Writing Introductory and Concluding Sentences**

* When writing a topic sentence for a paragraph based on visual information, it is important to identify the type of visual, the purpose of the visual, and the scope of the visual.
* The topic sentence should be specific and informative, and it should provide a preview of the main points that will be discussed in the paragraph.
* When writing a concluding sentence for a paragraph based on visual information, it is important to reiterate the main points of the paragraph and to highlight the most important pattern or trend.
* The concluding sentence can also be used to provide a summary of the visual information, or to offer an opinion or prediction based on the information presented.

Additional tips for writing topic and concluding sentences for paragraphs based on visual information:

* Use clear and concise language.
* Avoid jargon and technical terms.
* Be specific and provide accurate information.
* Use transition words to connect your ideas.
* Proofread your work carefully to ensure that there are no errors.

Examples of topic sentences for paragraphs based on visual information:

* The table illustrates the difference in the wheat production across various European countries during 2012 to 2022.
* The figure shows the weighting given to each major language skill and the list of components under each skill in the IELTS examination.

Examples of concluding sentences for paragraphs based on visual information:

* Clearly, the emphasis in the IELTS examination is on writing, with essay writing being the most important component.
* In the subsequent section, the reasons behind the emphasis on writing performance in the IELTS examination will be analyzed.

# **Use of Different Types of Visuals in Academic Texts**

* There are many different types of visuals that can be used in academic texts, including diagrams, tables, maps, pie charts, bar charts, and line graphs.
* Each type of visual has its own strengths and weaknesses, so it is important to choose the right visual for the task at hand.
* When describing a visual, it is important to be clear and concise. The description should identify the type of visual, its purpose, and the key features.
* It is also important to use appropriate signposts to guide the reader through the description.
* Finally, it is important to avoid repeating information that is already presented in the visual.

Additional tips for using visuals in academic texts:

* Use visuals to illustrate your points and make your writing more engaging.
* Use visuals to support your arguments and evidence.
* Use visuals to break up your text and make it easier to read.
* Use visuals to help your readers understand complex concepts.
* Make sure that your visuals are clear, concise, and easy to understand.
* Label all of your visuals and provide a caption that explains what they represent.
* Cite the source of your visuals, if applicable.

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# **Language and Planning for Describing Visual Information**

* When describing visual information in an academic paragraph, it is important to use clear and concise language.
* The language you use should be appropriate for the type of visual and the purpose of the paragraph.
* You can use verbs like shows, illustrates, displays, or presents to introduce the visual.
* You can use adverbs and adjectives to describe the changes in the pattern or the degree of rise or fall.
* You should choose the most appropriate words and phrases to convey the information accurately and effectively.
* When planning to write a paragraph describing visual information, you should first identify the main idea or controlling idea.
* Then, you should identify the most important pattern or result.
* You should also consider including an explanation of why this pattern or result is occurring.
* Finally, you should conclude the paragraph by re-emphasizing the main idea.

Additional tips for describing visual information in academic paragraphs:

* Use transition words to connect your ideas and make your writing flow smoothly.
* Avoid jargon and technical terms that your readers may not understand.
* Proofread your work carefully to ensure that there are no errors.

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# Essential Reading – Visual Information

This chapter focuses on how visual information, such as graphs and tables, is described in academic texts. It talks about the language used to comment briefly on the main features of such figures.

Reference: Bailey, Stephen. 2018. *Academic Writing: A Handbook for International Students*. 5th Edition. Sect

**Chapter summary**

* Visual information can be used to illustrate, clarify, and support your arguments in academic writing.
* When using visual information, it is important to be clear about its purpose and to integrate it seamlessly into your text.
* You should always cite the source of your visual information, whether it is a chart, graph, table, or image.
* Tips for using visual information effectively in academic writing:
  + Choose the right visual for your purpose.
  + Label all of your visuals clearly and concisely.
  + Explain the purpose of each visual in your text.
  + Integrate your visuals smoothly into your text.
  + Cite the source of your visuals.

Additional points from the section which are helpful:

* When describing a visual, it is important to be specific and objective. Avoid using subjective language or making value judgments.
* When using visuals to support your arguments, make sure that the visuals are relevant and accurate.
* Do not use visuals to replace your own analysis or interpretation of the data.
* Use visuals to supplement your writing, not to replace it.

# **Components of the Conclusion​ Section**

* The main component of the conclusion section is to summarize the main ideas or arguments in one or two sentences.
* The conclusion should mention how the study contributes to or improves on existing research.
* The conclusion should show the research objective that has been achieved or research question answered.
* The conclusion can also suggest directions for future research.

Example of a well-structured conclusion:

This paper presented a novel semi-exact method for the maximum weight clique problem (MWCP), which aims to solve large graphs within a short time limit. The method interleaves clique finding and graph reduction. Experiments on large real-world graphs show that FastWClq finds better solutions than state-of-the-art algorithms while using less time on most instances. As shown in this work, semi-exact algorithms take the advantage of solving and proving, and seem a promising direction for solving large, combinatorial optimization problems. A significant direction for future work is to apply the semi-exact method to other combinatorial optimization problems.

This conclusion concisely summarizes the main points of the paper, mentions how the study contributes to existing research, shows that the research objective has been achieved, and suggests a direction for future research.

Tips for writing a good conclusion:

* Make sure your conclusion is concise and to the point.
* Summarize the main ideas or arguments of your paper in one or two sentences.
* Mention how your study contributes to or improves on existing research.
* Show that you have achieved your research objective or answered your research question.
* Suggest directions for future research.
* Proofread your conclusion carefully to make sure it is free of errors.

**Components of Abstract**

* Significance of abstracts: Abstracts are required for submission of research articles to academic journals, theses and dissertations, research grants, conference papers, and research projects.
* Components of abstracts:
  + Purpose of writing: This section states the purpose of the study and explains why the research is important and interesting. It should also highlight the uniqueness of the research and its significance to the field.
  + Problem statement: This section presents the main argument of the thesis and outlines the scope of the study. It can also identify a problem that the research is trying to address or solve.
  + Methodology: This section briefly outlines the approaches used to answer the research question. It describes the tools and devices used for research and mentions the evidence that is used to support the main argument.
  + Results: This section briefly specifies the findings of the research. If the abstract is part of a proposal, the results may be designed in a tentative way.
  + Conclusion: This section states the contribution of the research to the existing body of knowledge on the topic. It also provides the implications that the research findings may have on future research.
* Contents of an abstract:
  + Background and context of the study
  + Topic of the study
  + Central idea or main argument of the study
  + Rationale and goal of the study
  + Methods adopted to conduct the research
  + Brief discussion of the implications of the findings
* Logic and rationale behind the order of the different components:
  + The purpose of the writing section comes first because it sets the stage for the rest of the abstract.
  + The problem statement section comes next because it identifies the gap in the literature that the research is addressing.
  + The methodology section comes next because it describes how the research was conducted.
  + The results section comes next because it presents the findings of the research.
  + The conclusion section comes last because it summarizes the main points of the abstract and discusses the implications of the research.

Tips for writing a good abstract:

* Be concise and to the point.
* Use clear and concise language.
* Avoid using jargon or technical terms that your readers may not understand.
* Proofread your abstract carefully to make sure it is free of errors.