**Lecture notes:**

**Adequate development**

The topic (which is introduced by the topic sentence) should be discussed fully and adequately.

The following are some methods to make sure your paragraph is well-developed:

Use examples

Cite data (facts, statistics, evidence, details, and research studies)

Use quotes and paraphrases

Define terms in the paragraph

Compare and contrast

Evaluate causes and reasons

Examine effects and consequences

Analyze/ Describe the topic

**Coherence between paragraphs**

Good transitions can connect paragraphs and turn disconnected writing into a unified whole. Instead of treating paragraphs as separate ideas, transitions can help readers understand how paragraphs work together, reference one another, and build to a larger point. The key to producing good transitions is highlighting connections between corresponding paragraphs. By referencing in one paragraph the relevant material from previous paragraphs, writers can develop important points for their readers.

**Transitional Sentences**

Transitional sentences are usually one or several sentences that "transition" from one idea to the next. Transitional sentences can be used at the end of the paragraphs to help the paragraphs flow from one into the next. You can also write transitional topic sentences by taking a backward glance at the paragraph that comes before it.

Example

Thesis: The cafeteria at Bonita Vista High has many drawbacks, such as high prices, poor service, and tasteless food items.

Topic sentence 1: One problem with the cafeteria is its expensive menu.

Topic sentence 2: Not only is the food expensive, but the service is unsatisfactory.

Topic sentence 3: When the food is finally served, the meal quality is inadequate.

**Transitional Sentences**

Instead of writing transitions that could connect any paragraph to any other paragraph, write a transition that could only connect one specific paragraph to another specific paragraph.

Example : Improve Transitional Sentences

Original Version:

Overall, Management Systems International has logged(记录) increased sales in every sector(部门), leading to a significant rise in third-quarter profits.

Another important thing to note is that the corporation had expanded its international influence, which is the reason for the increased sales.

Revision:

Overall, Management Systems International has logged(记录) increased sales in every sector(部门), leading to a significant rise in third-quarter profits.

These impressive profits are largely due to the corporation's expanded international influence.

**The Conclusion**

The conclusion is your last chance to make an impression on the reader of your essay.

Learn the techniques on the following slide to make writing the conclusion an easier and more satisfying task.

Remember to begin your conclusion by restating your thesis statement in a new reworded sentence. Following the restatement, you may do one of the following:

1) Summary--- restate the main points and thesis, but with different wording.

2) Anecdote--- a short, interesting and relevant story.

3) Quotation--- the exact words in an article or said by someone.

4) A warning or Remedy (or both together)--- state what will happen if advice is not taken.

**When Writing Conclusions, Avoid:**Ending with a rephrased thesis statement that contains no substantive changes.

Introducing a new idea or subtopic.

Focusing on a minor point in the essay.

Concluding with a sentence tacked on to your final point.

“Shooting yourself in the foot” and apologize for your view by saying such things as “I may not be an expert” or “At least this is my opinion”.

Attempting to make up for an incomplete structure. For example, if you say you will discuss four books, and only attempt a complete discussion of two, do not try to cover the remaining texts in a concluding paragraph. In such situation, it is best to limit your paper to topics you can realistically cover.