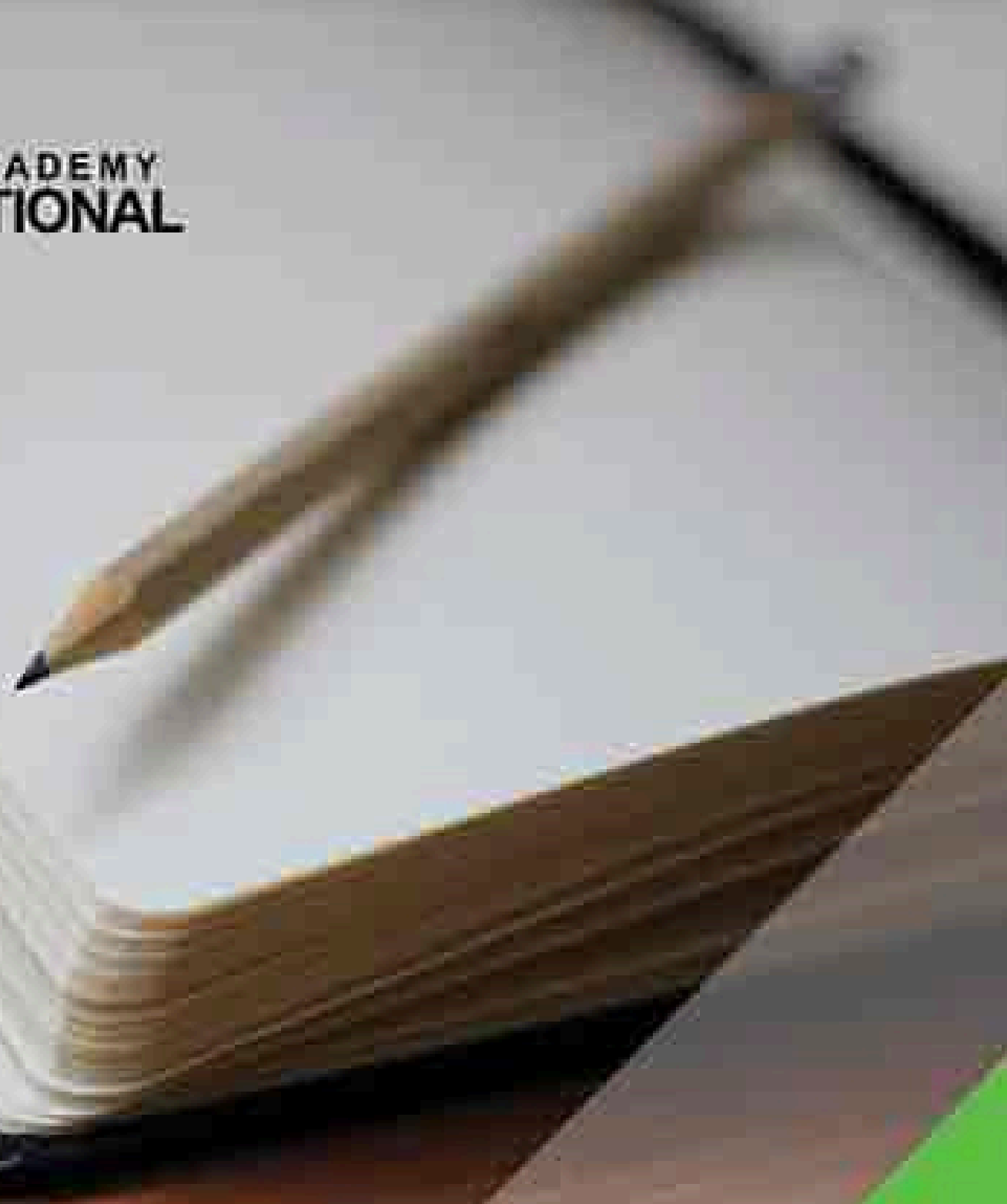




PINES ACADEMY
INTERNATIONAL



Intensive Composition



English as a
Foreign
Language

Introduction

Intensive Composition equips students with skills that are vital to improving their English abilities in all aspects. The main purpose of this subject is to provide students with essential information that will aid them in improving various aspects of their writing skills such as grammar, sentence structure, thought organization, spelling, vocabulary, and self-expression.

The aim is for the students to develop into strategic communicators by honing their writing skills, which is also related with their speaking skills since both are plausible means of expressing oneself. In the end of the course, Intensive Composition intends to basically introduce a student to business writing. The learner would appreciate more about the importance of communication in the written form as a tool for learning English as a second language.

Many people are intimidated by writing. Even so, there are times when writing is the best way to communicate, and oftentimes the only way to get your message across.

When writing, be mindful of the fact that once something is in written form, it cannot be taken back. Communicating in this way is more concret than verbal communications, with less room for error and even less room for mistakes. This presents written communicators with new challenges, including spelling, grammar, punctuation, even writing style and actual wording.

Effective Writing

- ✗ is focused on the topic and does not include extraneously related information
- ✗ has an organizational pattern that enables the readers to follow the flow of ideas because it contains a beginning, middle, end, and uses transition signals
- ✗ contains supporting ideas that are developed thru the use of details, examples, vivid language, and mature word choice
- ✗ follows the conventions of standard written English (i.e. punctuation, capitalization, spelling)
- ✗ has variation in sentence structure

Some of the most basic tips to remember when writing include:

- Avoid the use of slang words
- Try not to use abbreviations (unless appropriately defined)
- Steer away from the use of symbols (such as ampersands [&])
- Clichés should be avoided, or at the very least, used with caution
- Brackets are used to play down words/phrases; dashes are generally used for emphasis
- Numbers should be expressed as words when the number is less than 10 or is used to start a sentence (example: Ten years ago, my brother and I...). The number 10, or anything greater than 10, should be expressed as a figure (example: My brother has 13 Matchbox cars.)
- Quotation marks should be placed around any directly quoted speech or text and around titles of publications.

Brainstorming

Brainstorming is the name given to a situation when a group of people meet to generate new ideas around a specific area of interest. Using rules which remove inhibitions, people are able to think more freely and move into new areas of thought and so create numerous new ideas and solutions. All the ideas are noted down and are not criticized. Only when the brainstorming session is over are the ideas evaluated.

Some other definitions:

- ⊙ Brainstorming is a process for generating new ideas
- ⊙ Brainstorming is "a conference technique by which a group attempts to find a solution for a specific problem by amassing all the ideas spontaneously by its members" - Alex Osborn
- ⊙ To brainstorm is to use a set of specific rules and techniques which encourage and spark off new ideas which would never have happened under normal circumstances

Writing Activity – Composition Topics:

- ① Name someone you consider to be a modern hero/heroine and explain why.
- ② What do you think are the main reasons for students' academic failure in university?

Elements of Good Writing

- 1. Subject** – It is helpful to choose a topic that interest you; something you know and understand
Explore the topic by asking the questions: What, Where, When, Why, Who, How
- 2. Purpose** – Determine what your objective for writing is – to inform, to entertain, to persuade, to express emotions, to tell a story, etc.
- 3. Audience** – The audience are the readers. Remember that all readers have expectations, and those expectations are different from one audience to another.
- 4. Style** – This is how you organize your ideas and it reflects your tone of conveying information.

Common Punctuation Marks:

Punctuation Mark	Example	Rule
Period (.)	Every sentence ends with a period. Today is Wednesday.	Put a period at the end of a sentence.
Comma(,)	The man bought a shirt, pants, socks, and shoes .	Use commas to separate items in a list.
	* The man bought a shirt, pants, <u>socks and shoes</u> .	The final comma before the "and" may be omitted if the items are short
	a) The couch is big, black, and comfortable .	Use commas to separate adjectives. a) Always use commas for a series of adjectives after the verb.
	b) The red, white, and blue shirt belongs to Tom.	b) Usually use commas for a series of adjectives <u>giving the same kind of information</u> before a noun.
	c) That tall well-dressed older man is Tom.	c) Do not use commas for a series of adjectives <u>giving different kinds of information</u> .
		Use commas to separate non-identifying adjective clauses and phrases.
	a) The red-haired woman, sitting on the couch , is my mother.	a) Use a comma to separate an adjective clause / phrase from the independent clause if the adjective phrase is not needed to identify the subject.