



Tikrit University

College of Education for Women

English Department

Subject : Introduction to Academic Writing

2<sup>nd</sup> year

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## **Paragraph Format**

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**Academic writing** is the kind of writing used in high school and college classes.

**creative writing** is the kind of writing you do when you write stories.

**personal writing** is the kind of writing you do when you write letters or e-mails to your friends and family.

Academic writing is different from creative writing and personal writing

**Creative writing** and **personal writing** are **informal**, so you may use **slang**, **abbreviations**, and **incomplete sentences**.

**Academic writing** is **formal**, so you should not use slang or contractions. Also, you should take care to write complete sentences and to organize them in a certain way.

**A paragraph** is a group of related statements that a writer develops about a subject.

The first sentence states the specific point, or idea, of the topic. The rest of the sentences in the paragraph support that point.

## Hand-written Assignment

1. The three holes should be on the left side as you write. Write on one side of the paper only.
2. Ink Use black or dark blue ink only.
3. Heading Write your full name in the upper left corner. On the next line,

write the course number. On the third line of the heading, write the date the assignment is due in the order month-day-year with a comma after the day.

4. **Assignment Title** Center the title of your paragraph on the first line.

5. **Body** Skip one line, and start your writing on the third line.

6. **Margins** Leave a 1-inch margin on the left and right sides of the paper. Also leave a 1-inch margin at the bottom of the page.

7. **Spacing** Leave a blank line between each line of writing.

## **Computer-Written Assignment**

1. **Paper** Use 8-inch-by-11-inch white paper.

2. **Font** Use a standard font, such as Times New Roman. Do not use underlining, italics, or bold type to emphasize words. It is not correct to do so in academic writing. Use underlining or italics only when required for titles of books and some other publications.

3. **Heading** Type your full name in the upper left corner, 1 inch from the top of the page. On the next line, type the course number. On the third line of the heading, type the date the assignment is due in the order month-day-year with a comma after the day.

4. **Assignment Title** Skip one line, and then center your title. Use the centering icon on your word processing program.

5. **Body** Skip one line, and start typing on the third line. Use the TAB key to indent (move to the right) the first line of the paragraph. (The TAB key automatically indents five spaces.)

## Simple Sentences

6. **Margins** Leave a 1 - inch margin on the left and right.

7. **Spacing** Double-space the body.

A **sentence** is a group of words that (a) contains at least one subject and one verb and (b) expresses a complete thought.

**There are four kinds of sentences in English:**

simple sentences,

compound sentences,

complex sentences,

and compound-complex sentences.

A simple sentence can have one of several possible "formulas." Here are four possibilities. The subject(s) in each sentence are underlined with one line. The verb(s) are underlined with two lines.

1. The Star Wars movies were international hits. sv

2. Young people and adults enjoyed them. ssv

3. The films entertained and thrilled audiences everywhere. svv 4.

Luke Skywalker and his friends battled evil and made us laugh at the same time. ssvv.

- A singular subject takes a singular verb
- A plural subject takes a plural verb

In the following examples, first identify the subject and verb, then see if the verb agrees with the subject in being singular or plural.

1. John **live** in France.(F)
2. John **lives** in France.(T)
3. The arguments **is** sound and well supported.(F)
4. The arguments **are** sound and well supported.(T)

### **Analysis**

Sentence 2 is correct because the subject **John**-(singular ‘he’) ‘agrees with’ the third person singular form of the verb ~~to live~~ - **lives**. Sentence 1 is incorrect because the subject is singular while the verb **live** is plural.

Similarly, Sentence 4 is correct and Sentence 3 incorrect because the subject **arguments** (plural ‘they’) requires the third person plural form of the verb ~~to be~~ - **are**.

My sister **is** married. (singular)

My sisters **are** married. (plural)

### **Subject-verb agreement is sometimes confusing in the following situations:**

1. When a sentence begins with the word there + the verb to be, the subject follows the be verb for example:

- **There is a student** in the hall. (The verb is singular to agree with a student.) - **There are three students** in the hall. (The verb are is plural to agree with three students.)

- **There was** no reason for his action.
- **There were** many reasons for his success.

2. A prepositional phrase (a group of words beginning with a preposition such as of, with, in, at, or on and ending with a noun or pronoun) can come between a subject and its verb. Prepositional phrases may come after a subject, but they are not part of the subject. For example:

- One (of my sisters) **is** a singer. (The subject is one, not sisters.) - The color (of her eyes) **changes** when she is angry. (The subject is color, not eyes.)

3. Some words are always singular. Such as:

**(one, neither, much, each, either, nothing, anyone)**

- **One** (of my brothers) **is** a musician.
- **Neither** (of my parents) **is** living.
- **Much** {of my time) **is** spent in the library.
- **Each** {of my brothers) **wants** his own car.
- **Either** (of my sisters) **is** able to baby-sit for you tonight.
- **Nothing** ever **happens** in my life.
- **Is anyone** home?

4. A few words are always plural. Such as **(Both- Several-**

**Many)**. **Both** {of my parents) **are** teachers.

**Several** (of the teachers) **speak** my language.

**Many** {of my friends) **work** in the library.

5. A few words can be either singular or plural. In these cases, you must refer to the noun in the prepositional phrase. Such as: