

***EXCERPT – 13 Essential English Writing Lessons, by H. E. Colby***

***About the Author***

H. E. Colby, a seasoned English professor, author of eBooks and eCourses, and info-preneur has helped her students achieve both their personal and professional success over eight years. She prepares talented and ambitious students and professionals who need to improve their English proficiency, especially for the TOEFL and IELTS exams.

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## INTRODUCTION

The following is a summary of the knowledge and skills covered in *13 Essential English Writing Lessons*.

My own classes begin with a journal topic no matter the level of English. Good writing comes from practice. Students expect a new topic every day and the more natural the writing the easier it is to write. Practicing writing means building English fluency and using your stronger language skills to *your* advantage for career success.

*13 Essential English Writing Lessons* focus on the basic unit of your writing – **the paragraph**. If you can effectively produce one paragraph about one idea in your writing, you can construct a powerfully persuasive document for any audience. Unfortunately, writers often do not develop their paragraphs and put together a series of unrelated points which confuses the reader and undermines the effective presentation of your ideas.

So prepare yourself for thorough review of writing the standard paragraph in English to communicate your message accurately and cogently to your readers and improve your writing skills overall.

Below is a summary of each chapter to help you build English writing fluency.

**Chapter 1: Paragraph Structure.** Learn the basic form of every paragraph that can be used in most of your documents.

**Chapter 2: The Topic Sentence.** Tell the reader the main idea of your paragraph from the first line.

**Chapter 3: Build Cohesion.** Apply these tried and true techniques to link ideas within your paragraph to produce more powerful meaning.

**Chapter 4: Achieve Coherence and Unity.** Use these “tricks” to make your text understandable.

**Chapter 5: Use Transitions and Signposting.** Transform your paragraphs from a mix of different elements into a solid document each supporting the other and alerting your reader to what idea or thought is ahead.

**Chapter 6: Write in Parallel Style for effective and consistent thinking.** Persuade your readers using parallelism and logical structures.

**Section II** devotes an entire chapter to seven (7) indispensable skills for writers to cultivate for career success.

**Chapter 7: Outlining.** Every great project not only begins with an idea, but a cleverly planned and flawlessly executed plan of attack.

**Chapter 8: Mind mapping.** Some students may be more visually-oriented and thus a roadmap of top writing themes is better than a traditional outline.

**Chapter 9: Note-taking.** You will likely need to make effective notes while you scour numerous sources (or you should) to gather background data and current facts about your writing topic.

**Chapter 10: Summarizing.** Once you have your notes, you probably need to reduce them to the barest elements to get an overview of the theme.

**Chapter 11: Paraphrasing.** During your research, you sometimes may need to state the ideas of others in your own words, careful not to directly copy other's word verbatim.

**Chapter 12: Synthesizing.** Learn how to mix in ideas from different sources and mold them into one consistent thought.

**Chapter 13: Editing and Proofreading.** Many writers quip that good copy only results from stringent editing and proofreading.

After completion of this book, you should be better prepared to communicate your ideas in writing and produce excellent texts for career success.