


















SCOPE AND SEQUENCE FOR COURSEBOOK AND MY ELAB

Chapter	Reading and Critical Analysis	Vocabulary
1 The Writing Process THEME: Academic writing in English	<ul style="list-style-type: none"> • Six stages of the writing process • Journal article on first-year students' academic writing 	<ul style="list-style-type: none"> • Four strategies for learning vocabulary 
2 Making Time Connections in Writing THEME: Cars of the future	<ul style="list-style-type: none"> • Book excerpts on fuel cell vehicles • What is critical thinking? • Assessing the reliability of sources 	<ul style="list-style-type: none"> • Review of four learning strategies 
3 Develop Your Arguments THEME: Tuition fees in higher education	<ul style="list-style-type: none"> • Developing arguments: model paragraphs • Inference: book excerpt on participation in higher education 	<ul style="list-style-type: none"> • Language of opinions, arguments, and concession 
4 Paragraphs: Topic Sentences and Unity THEME: Genetics	<ul style="list-style-type: none"> • Topic sentences and unity: model paragraphs • Active reading skills: news article on DNA changes caused by space travel • Logical fallacies of cause and effect 	<ul style="list-style-type: none"> • Synonyms and antonyms 
5 Paragraphs: Coherence, Cohesion, and Concluding Sentences THEME: Plastic pollution	<ul style="list-style-type: none"> • Coherence, cohesion, and concluding sentences: model paragraphs • Logical fallacies based on generalization 	<ul style="list-style-type: none"> • Conjunctive adverbs and reference words 
6 Incorporating Others' Ideas THEMES: Variety of previous themes	<ul style="list-style-type: none"> • Academic integrity (avoiding plagiarism) • Model paragraphs • Logical fallacies based on misrepresentation 	<ul style="list-style-type: none"> • Language of attribution • Reporting verbs 
7 Introductions THEME: English as a world language	<ul style="list-style-type: none"> • Features of introductions: model introduction • Logical fallacies based on weak logic 	<ul style="list-style-type: none"> • Coordinators and subordinators 
8 Conclusions THEME: English as a world language	<ul style="list-style-type: none"> • Features of conclusions: model conclusion 	<ul style="list-style-type: none"> • Extending vocabulary with synonyms and antonyms • Collocations 
9 Processes and Statistics THEMES: Coffee production, life expectancy	<ul style="list-style-type: none"> • Description of coffee production: infographic • Description of statistics on life expectancy: bar charts and line graphs 	<ul style="list-style-type: none"> • Representing statistics accurately 
10 Defining and Exemplifying THEME: Artificial intelligence	<ul style="list-style-type: none"> • How to write a definition: model definitions • Components of a definition (including exemplification) • News article on artificial intelligence 	<ul style="list-style-type: none"> • Exemplification 

Grammar and Sentence Structure	Writing with Style	Writing Task
<ul style="list-style-type: none"> Articles and noun phrases → Grammar diagnostic Handbook Unit 1 	<ul style="list-style-type: none"> Parallel structure 	<ul style="list-style-type: none"> Personal writing (up to one page) on strengths and weaknesses as a writer
<ul style="list-style-type: none"> Past, present, and future tenses → Handbook Unit 2 	<ul style="list-style-type: none"> Formal and informal language 	<ul style="list-style-type: none"> Personal writing: three paragraphs in different tenses
<ul style="list-style-type: none"> Independent and dependent clauses → Handbook Unit 3 	<ul style="list-style-type: none"> Incorporating in-text citations (APA and MLA styles) 	<ul style="list-style-type: none"> Two argumentative paragraphs on (1) academic writing courses and (2) studying abroad
<ul style="list-style-type: none"> Simple, compound, and complex sentences → Handbook Unit 4 	<ul style="list-style-type: none"> Latinate verbs in academic writing 	<ul style="list-style-type: none"> Rewriting a paragraph on genetic ancestry tests to improve the argumentation
<ul style="list-style-type: none"> Relative clauses and participle phrases → Handbook Unit 5 	<ul style="list-style-type: none"> Shifting style (from informal to formal) 	<ul style="list-style-type: none"> Two paragraphs on the pros and cons of plastic products Peer review (with review sheet)
<ul style="list-style-type: none"> Passive voice → Handbook Unit 6 	<ul style="list-style-type: none"> Paraphrasing Direct quotations 	<ul style="list-style-type: none"> Adding citations and references to the paragraphs from Chapter 5
<ul style="list-style-type: none"> Punctuation: commas, semicolons, colons, and apostrophes → Handbook Unit 7 	<ul style="list-style-type: none"> Avoiding gender-exclusive language 	<ul style="list-style-type: none"> Rewriting an introduction on world languages, including corrections of argumentation, vocabulary, gender-exclusive language, and punctuation
<ul style="list-style-type: none"> Modal auxiliary verbs of likelihood and obligation → Handbook Unit 8 	<ul style="list-style-type: none"> Avoiding repetitive vocabulary and sentence structure 	<ul style="list-style-type: none"> 500-word essay including an introduction, body paragraphs, a conclusion, citations, and references Self- and peer review (with review sheet)
<ul style="list-style-type: none"> Conditional sentences → Handbook Unit 9 	<ul style="list-style-type: none"> Adding emphasis 	<ul style="list-style-type: none"> A paragraph describing the coffee production process A paragraph describing statistical data (line graph) on life expectancy
<ul style="list-style-type: none"> Sentence fragments, comma splices, and run-on sentences → Handbook Unit 10 	<ul style="list-style-type: none"> Review of shifting style (from informal to formal) 	<ul style="list-style-type: none"> A paragraph describing statistical data (bar chart) on the artificial intelligence market













Chapter	Reading and Writing	Vocabulary	Writing Task
11 How to Write a Summary THEME: Business ethics	<ul style="list-style-type: none"> • Five stages of writing a summary • Book excerpt on business ethics • Paraphrasing practice • Model summary with related questions 	<ul style="list-style-type: none"> • Attribution practice 	<ul style="list-style-type: none"> • 200-word summary of the book excerpt in the chapter • Self- and peer review (with review sheet)
12 How to Write a Response Paper THEME: E-cigarettes	<ul style="list-style-type: none"> • Five stages of writing a response paper • News article on the effects of e-cigarettes • Paraphrasing practice • Model response paper with related questions 	<ul style="list-style-type: none"> • Attribution practice 	<ul style="list-style-type: none"> • 200-word response to the news article in the chapter • Self- and peer review (with review sheet)
13 How to Write an Argumentative Essay THEME: Free higher education for all	<ul style="list-style-type: none"> • Six stages of writing an argumentative essay • Two types of outlines for argumentative essays • Model argumentative essay with related questions 	<ul style="list-style-type: none"> • Review of language of opinions, arguments, and concession 	<ul style="list-style-type: none"> • 700-word argumentative essay on free higher education for all • Self- and peer review (with review sheet)
14 How to Write a Comparative Essay THEME: English as a world language	<ul style="list-style-type: none"> • Six stages of writing a comparative essay • Two types of outlines for comparative essays • Model comparative essay with related questions 	<ul style="list-style-type: none"> • Language of comparison 	<ul style="list-style-type: none"> • 700-word comparative essay on the global impact of English and one other major language • Self- and peer review (with review sheet)
15 How to Write a Problem-Solution Essay THEME: Plastic pollution	<ul style="list-style-type: none"> • Six stages of writing a problem-solution essay • Example of an outline for a problem-solution essay • Model problem-solution essay with related questions 	<ul style="list-style-type: none"> • Language of problems, solutions, and evaluation 	<ul style="list-style-type: none"> • 700-word problem-solution essay on plastic pollution • Self- and peer review (with review sheet)
16 How to Write a Cause and Effect Essay THEME: Life expectancy	<ul style="list-style-type: none"> • Six stages of writing a cause and effect essay • Example of an outline for a cause and effect essay • Model cause and effect essay with related questions 	<ul style="list-style-type: none"> • Language of cause and effect 	<ul style="list-style-type: none"> • 700-word cause and effect essay on increased life expectancy in a country • Self- and peer review (with review sheet)

TABLE OF CONTENTS



PART 1

GETTING STARTED

CHAPTER 1 THE WRITING PROCESS	1
Reading and Critical Analysis	2
Vocabulary	10
Grammar and Sentence Structure	12
Writing with Style	13
CHAPTER 2 MAKING TIME CONNECTIONS IN WRITING	15
Reading and Critical Analysis	16, 24
Vocabulary	16
Grammar and Sentence Structure	17
Writing with Style	22



PART 2

DEVELOPING ARGUMENTS IN PARAGRAPHS

CHAPTER 3 DEVELOP YOUR ARGUMENTS	27
Reading and Critical Analysis	28, 35
Vocabulary	33
Grammar and Sentence Structure	36
Writing with Style	38
CHAPTER 4 PARAGRAPHS: TOPIC SENTENCES AND UNITY	41
Reading and Critical Analysis	42, 49
Vocabulary	47
Writing with Style	51
Grammar and Sentence Structure	52
CHAPTER 5 PARAGRAPHS: COHERENCE, COHESION, AND CONCLUDING SENTENCES	55
Reading and Critical Analysis	56, 67
Vocabulary	62
Writing with Style	64
Grammar and Sentence Structure	65
CHAPTER 6 INCORPORATING OTHERS' IDEAS	69
Reading and Critical Analysis	70, 80
Writing with Style	72
Vocabulary	77
Grammar and Sentence Structure	81



PART 3

WRITING ESSAYS

CHAPTER 7 INTRODUCTIONS	83
Reading and Critical Analysis	84
Vocabulary	88
Grammar and Sentence Structure	90
Writing with Style	92

CHAPTER 8	CONCLUSIONS	94
	Reading and Critical Analysis	95
	Grammar and Sentence Structure	97
	Writing with Style	98
	Vocabulary	99
CHAPTER 9	PROCESSES AND STATISTICS	103
	Reading and Critical Analysis	104, 107
	Grammar and Sentence Structure	105, 112
	Vocabulary	109
	Writing with Style	111
CHAPTER 10	DEFINING AND EXEMPLIFYING	115
	Reading and Critical Analysis	116
	Vocabulary	118
	Writing with Style	121
	Grammar and Sentence Structure	124



PART 4

SIX COMMON WRITING ASSIGNMENTS

CHAPTER 11	HOW TO WRITE A SUMMARY	126
CHAPTER 12	HOW TO WRITE A RESPONSE PAPER	133
CHAPTER 13	HOW TO WRITE AN ARGUMENTATIVE ESSAY	140
CHAPTER 14	HOW TO WRITE A COMPARATIVE ESSAY	147
CHAPTER 15	HOW TO WRITE A PROBLEM-SOLUTION ESSAY	155
CHAPTER 16	HOW TO WRITE A CAUSE AND EFFECT ESSAY	162



PART 5

GRAMMAR AND SENTENCE STRUCTURE HANDBOOK

UNIT 1	Articles and Noun Phrases	171
UNIT 2	Past, Present, and Future Tenses	177
UNIT 3	Independent and Dependent Clauses	185
UNIT 4	Simple, Compound, and Complex Sentences	190
UNIT 5	Relative Clauses and Participle Phrases	197
UNIT 6	The Passive Voice	204
UNIT 7	Punctuation: Commas, Semicolons, Colons, and Apostrophes	210
UNIT 8	Modal Auxiliary Verbs of Likelihood and Obligation	220
UNIT 9	Conditional Sentences	230
UNIT 10	Sentence Fragments, Comma Splices, and Run-On Sentences	237

APPENDICES

APPENDIX 1	Linking Words in Academic Writing	245
APPENDIX 2	APA Citation Style	250
APPENDIX 3	MLA Citation Style	259
APPENDIX 4	25 Mistakes to Avoid in Academic Writing	267
	Index	275
	Credits	278