

SCOPE AND SEQUENCE

Chapter	Active and Critical Reading	Critical Thinking	Vocabulary	Effective Sentence Structure
1 Seven Stages of the Writing Process	<ul style="list-style-type: none"> Journal article on multi-lingual students' academic writing 	<ul style="list-style-type: none"> What is critical thinking? 	<ul style="list-style-type: none"> Strategies for learning vocabulary Formality: phrasal verbs and Latinate verbs 	<ul style="list-style-type: none"> Tense and aspect <p>→ Handbook Unit 1</p>
2 Understanding Research	<ul style="list-style-type: none"> Expository text on the research process Journal article on a historic double-blind control trial 	<ul style="list-style-type: none"> Evaluate types of research 	<ul style="list-style-type: none"> Research-related vocabulary 	<ul style="list-style-type: none"> Articles, nouns, and noun phrases Passive voice <p>→ Handbook Unit 2</p>
3 Bringing in Others' Ideas: Reading	<ul style="list-style-type: none"> Reading around a text Skimming Journal and newspaper articles on self-driving cars Scanning Annotating 	<ul style="list-style-type: none"> Genre and style in writing 	<ul style="list-style-type: none"> Anaphoric and cataphoric reference words Language of attribution 	<ul style="list-style-type: none"> Independent and dependent clauses Simple, compound, and complex sentences <p>→ Handbook Unit 3</p>
4 Bringing in Others' Ideas: Writing	<ul style="list-style-type: none"> Journal article on writing from sources Inferring meaning Online article on plagiarism in the music industry Assessing the reliability of sources 	<ul style="list-style-type: none"> Academic integrity versus plagiarism "Standing on the shoulders of giants" 	<ul style="list-style-type: none"> Guessing meaning from context Reporting verbs 	<ul style="list-style-type: none"> Relative clauses (defining and non-defining) <p>→ Handbook Unit 4</p>
5 Presenting Coherent Arguments	<ul style="list-style-type: none"> Newspaper article on prisons in Sweden Note taking 	<ul style="list-style-type: none"> Role of prisons: rehabilitate or punish? Logical fallacies: cause and effect 	<ul style="list-style-type: none"> Language of opinion 	<ul style="list-style-type: none"> Punctuation: commas <p>→ Handbook Unit 5</p>
6 Paragraphs	<ul style="list-style-type: none"> Selection of paragraphs on fair trade and slow food (various sources) Model paragraphs 	<ul style="list-style-type: none"> Logical fallacies: generalization 	<ul style="list-style-type: none"> Conjunctive adverbs 	<ul style="list-style-type: none"> Participle phrases Punctuation: semicolons <p>→ Handbook Units 5 and 6</p>
7 Introductions in Academic Writing	<ul style="list-style-type: none"> Model introduction Selection of introductions from academic journal articles on business leadership in Asia and Africa 	<ul style="list-style-type: none"> Logical fallacies based on others' actions and ideas 	<ul style="list-style-type: none"> Linking words that perform different functions 	<ul style="list-style-type: none"> Passive voice <p>→ Handbook Unit 7</p>
8 Conclusions in Academic Writing	<ul style="list-style-type: none"> Model conclusion Selection of conclusions from academic journal articles on business leadership in Asia and Africa 	<ul style="list-style-type: none"> Logical fallacies based on weak reasoning 	<ul style="list-style-type: none"> Synonyms 	<ul style="list-style-type: none"> Punctuation: colons and apostrophes Review of relative clauses and participle phrases <p>→ Handbook Unit 8</p>

The Writing Process	Effective Writing Style	Write, Revise, and Edit	My eLab
<ul style="list-style-type: none"> Seven stages of the writing process 	<ul style="list-style-type: none"> Using or avoiding personal language 	<ul style="list-style-type: none"> Paragraph about personal background Revise verb forms in paragraph 	<ul style="list-style-type: none"> *Grammar diagnostic Supplementary reading and writing activities Vocabulary exercises Exercises on tense and aspect
<ul style="list-style-type: none"> 10 stages of the research process 	<ul style="list-style-type: none"> Writing in an objective, scientific style (passive voice) 	<ul style="list-style-type: none"> 100-word summary of the chapter article 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on articles, nouns, and noun phrases
<ul style="list-style-type: none"> Summary-writing process 	<ul style="list-style-type: none"> Adapting semi-formal style for academic writing Paraphrasing 	<ul style="list-style-type: none"> 200-word academic summary Self- and peer review (with review sheet) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on clauses and sentences
<ul style="list-style-type: none"> Response paper writing process 	<ul style="list-style-type: none"> Shifting style from conversational to formal Writing reference list entries in APA and MLA styles 	<ul style="list-style-type: none"> 200-word response paper Self- and peer review (with review sheet) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on relative clauses
<ul style="list-style-type: none"> Developing arguments 	<ul style="list-style-type: none"> Review shifting style from informal to formal 	<ul style="list-style-type: none"> Two opinion paragraphs Peer review (with checklist) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on commas
<ul style="list-style-type: none"> Writing paragraphs 	<ul style="list-style-type: none"> Writing in-text citations in APA and MLA styles Shifting style, using linking words 	<ul style="list-style-type: none"> Improve paragraphs from Chapter 5 Peer review (with checklist) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on participle phrases and semicolons
<ul style="list-style-type: none"> Writing introductions 	<ul style="list-style-type: none"> Review of avoiding personal language 	<ul style="list-style-type: none"> Add an introduction to the paragraphs from Chapter 6 Peer review (with checklist) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on the passive voice
<ul style="list-style-type: none"> Writing conclusions 	<ul style="list-style-type: none"> Avoiding gender-exclusive language 	<ul style="list-style-type: none"> Add a conclusion to the paragraphs from Chapter 6 Peer review (with checklist) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on colons and apostrophes

Chapter	Active and Critical Reading	Critical Thinking	Vocabulary	Effective Sentence Structure
9 Review and Consolidation	<ul style="list-style-type: none"> Content overview: Chapters 1 to 8 	<ul style="list-style-type: none"> Consolidation tasks on logical fallacies, inferring meaning, and assessing the reliability of sources 	<ul style="list-style-type: none"> Consolidation tasks on language of attribution, reporting verbs, and reference words 	<p>→ Handbook Unit 9</p>
10 Describing Processes and Analyzing Data	<ul style="list-style-type: none"> Encyclopedia entry on 3D printing Online article about air pollution statistics Tabloid article 	<ul style="list-style-type: none"> Engaging critically with statistical data and media statistics 	<ul style="list-style-type: none"> Describing data 	<ul style="list-style-type: none"> Subject-verb agreement Review of sentence fragments and punctuation <p>→ Handbook Unit 10</p>
11 Writing Arguments in Essays	<ul style="list-style-type: none"> Pre-reading research skills Locating stance, opinion, and relevance in abstracts Abstracts from academic journal articles and an academic blog on cellphone use in class 	<ul style="list-style-type: none"> Bringing life experience into one's writing 	<ul style="list-style-type: none"> Review of guessing meaning from context Exemplification 	<ul style="list-style-type: none"> Conditional sentences <p>→ Handbook Unit 11</p>
12 Making Comparisons	<ul style="list-style-type: none"> Academic articles and an expert blog on nuclear versus solar and wind power Inferring meaning and identifying stance Model comparative paragraphs 	<ul style="list-style-type: none"> What is comparative analysis? 	<ul style="list-style-type: none"> Language of comparison 	<ul style="list-style-type: none"> Parallel structure <p>→ Handbook Unit 12</p>
13 Writing about Problems and Solutions	<ul style="list-style-type: none"> Academic journal articles and an online article on language endangerment and revitalization Identifying problems, solutions, and background context in abstracts and articles 	<ul style="list-style-type: none"> Should special measures be taken to protect endangered languages? 	<ul style="list-style-type: none"> Describing problems, solutions, and evaluation 	<ul style="list-style-type: none"> Modal auxiliary verbs to express likelihood and obligation <p>→ Handbook Unit 13</p>
14 Writing about Causes and Effects	<ul style="list-style-type: none"> Academic journal article, with diagram, on the effects of climate change on children's health Encyclopedia entry on El Niño 	<ul style="list-style-type: none"> Correlation versus causality 	<ul style="list-style-type: none"> Describing cause and effect 	<ul style="list-style-type: none"> Inversion for emphasis <p>→ Handbook Unit 14</p>
15 Review and Consolidation	<ul style="list-style-type: none"> Content overview: Chapters 10 to 14 	<ul style="list-style-type: none"> Consolidation tasks on analyzing causality, engaging critically with statistical data, and doing comparative analysis 	<ul style="list-style-type: none"> Consolidation tasks on guessing meaning from context; exemplification; making comparisons; and describing statistics, problems and solutions, and cause and effect 	

The Writing Process	Effective Writing Style	Write, Revise, and Edit	My eLab
	<ul style="list-style-type: none"> Consolidation tasks on APA and MLA citation styles, shifting style, using or avoiding personal language, and paraphrasing 	<ul style="list-style-type: none"> 700 to 1,000-word research essay, applying knowledge gained to this point Self- and peer review (with review sheet) 	<ul style="list-style-type: none"> Exercises on sentence fragments, comma splices, and run-on sentences
<ul style="list-style-type: none"> Expository writing 	<ul style="list-style-type: none"> Review of effective style 	<ul style="list-style-type: none"> Process paragraph based on a diagram Paragraph describing data from two bar charts Self- and peer review (with checklist) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on subject-verb agreement
<ul style="list-style-type: none"> Forming outlines for argumentative essays 	<ul style="list-style-type: none"> Describing the genre features of an academic blog Review of describing statistical data 	<ul style="list-style-type: none"> Four-page argumentative essay Self- and peer review (with review sheet) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on conditional sentences
<ul style="list-style-type: none"> Forming outlines for comparative essays 	<ul style="list-style-type: none"> Review of shifting style 	<ul style="list-style-type: none"> Comparative research essay <i>OR</i> Two comparative paragraphs Self- and peer review (with review sheet) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on parallel structure
<ul style="list-style-type: none"> Writing about problems and solutions, and evaluating the solutions 	<ul style="list-style-type: none"> Techniques for defining and classifying 	<ul style="list-style-type: none"> Two-page problem-solution essay Self- and peer review (with checklist) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on modal auxiliary verbs to express likelihood and obligation
<ul style="list-style-type: none"> Writing about causes and effects 	<ul style="list-style-type: none"> Review of defining Review of improving style 	<ul style="list-style-type: none"> Four paragraphs on the causes, effects, and solutions described in a diagram Self- and peer review (with checklist) 	<ul style="list-style-type: none"> Supplementary reading and writing activities Vocabulary exercises Exercises on inversion for emphasis
	<ul style="list-style-type: none"> Consolidation tasks on improving style, defining and classifying, and shifting style 		

TABLE OF CONTENTS



PART 1

WRITING AND RESEARCH: GETTING STARTED

CHAPTER 1 SEVEN STAGES OF THE WRITING PROCESS 3 **THEME:** ACADEMIC WRITING

What Our Students Tell Us: Perceptions of Three Multilingual Students on Their Academic Writing in First Year (excerpts)	4
Seven Stages of the Writing Process.	15

CHAPTER 2 UNDERSTANDING RESEARCH 27 **THEME:** HOMEOPATHY AND CONTROL TRIALS

What Is Research?	28
10 Stages of the Research Process.	31
Inventing the Randomized Double-Blind Trial: The Nuremberg Salt Test of 1835 (excerpts).	36

CHAPTER 3 BRINGING IN OTHERS' IDEAS: READING 49 **THEME:** SELF-DRIVING CARS

To Delegate or Not to Delegate: A Review of Control Frameworks for Autonomous Cars (excerpts).	52
Driverless Cars Work Great in Sunny California. But How About in a Blizzard?	59

CHAPTER 4 BRINGING IN OTHERS' IDEAS: WRITING 75 **THEMES:** ACADEMIC INTEGRITY PLAGIARISM IN THE MUSIC INDUSTRY

Student Perceptions of the Value of Turnitin Text-Matching Software as a Learning Tool (excerpts)	78
Here's What Makes a Song a Ripoff, according to the Law: How You Think about Music ≠ How the Courts Think about Music (excerpts)	87



PART 2

ESSAY SECTIONS: PARAGRAPHS, INTRODUCTIONS, AND CONCLUSIONS

CHAPTER 5 PRESENTING COHERENT ARGUMENTS 103 **THEME:** REHABILITATION VERSUS PUNISHMENT IN PRISONS

'Prison is not for punishment in Sweden. We get people into better shape'	105
Model argument	112

CHAPTER 6 PARAGRAPHS 125 **THEMES:** FAIR TRADE SLOW FOOD

Fairness of Fair Trade Product Markets	127, 128
The Origin and Principles of Slow Food	128, 129
The Meaning of Fair Trade: Introduction.	129
Slow Food Revisited	130, 134
Mind the Fair Trade Gap	130, 131, 134
Model paragraphs.	135, 136

CHAPTER 7 INTRODUCTIONS IN ACADEMIC WRITING 149

THEME: BUSINESS LEADERSHIP IN ASIA AND AFRICA

Recent Perspectives on Business and Leadership across Cultures:
The West, Asia, and Africa (model introduction) 150

Introduction 1: Traditional Chinese Philosophies and Contemporary Leadership 155

Introduction 2: Understanding the Varieties of Chinese Management:
The ABCD Framework 158

Introduction 3: Dynamics of Corporate Social Responsibility in Asia:
Knowledge and Norms 159

Introduction 4: On Becoming a Leader in Asia and America:
Empirical Evidence from Women Managers 160

Introduction 5: The Dynamics of Managing People in the Diverse
Cultural and Institutional Context of Africa 161

CHAPTER 8 CONCLUSIONS IN ACADEMIC WRITING 169

THEME: BUSINESS LEADERSHIP IN ASIA AND AFRICA

Recent Perspectives on Business and Leadership across Cultures:
The West, Asia, and Africa (model conclusion) 171

Conclusion 1: Traditional Chinese Philosophies and Contemporary Leadership 173

Conclusion 2: Understanding the Varieties of Chinese Management:
The ABCD Framework 174

Conclusion 3: Dynamics of Corporate Social Responsibility in Asia:
Knowledge and Norms 175

Conclusion 4: On Becoming a Leader in Asia and America:
Empirical Evidence from Women Managers 178

CHAPTER 9 REVIEW AND CONSOLIDATION 189



PART 3

WRITING FOR DIFFERENT ACADEMIC PURPOSES

CHAPTER 10 DESCRIBING PROCESSES AND STATISTICAL DATA 205

THEMES: 3D PRINTING
AIR POLLUTION

3D Printing 206

Air Pollution Statistics (excerpt) 210

Modern Life Is KILLING Children: Gadgets, Pollution and Pesticides
Are Blamed as Cancer Rates Soar 40 per cent in Just 16 Years 218

CHAPTER 11 WRITING ARGUMENTS IN ESSAYS 225

THEME: CELLPHONES IN HIGHER EDUCATION CLASSROOMS

You Can Lead a Horse to Water but You Cannot Make Him Learn:
Smartphone Use in Higher Education (abstract) 228

Mobile Phones in the Classroom: Examining the Effects of Texting,
Twitter, and Message Content on Student Learning (abstract) 230

A Happy and Engaged Class without Cell Phones? It's Easier Than You Think (abstract) 230

Exploring the Extent to Which ELT Students Utilise Smartphones
for Language Learning Purposes (abstract) 231

How Concerned Should We Be about Cell Phones in Class? 237

CHAPTER 12	MAKING COMPARISONS	245
	THEME: NUCLEAR VERSUS SOLAR AND WIND POWER	
	Second Life or Half-Life? The Contested Future of Nuclear Power and Its Potential Role in a Sustainable Energy Transition (excerpt)	246
	Nuclear Energy in Focus (excerpts)	248
	Renewable Energy versus Nuclear: Dispelling the Myths (excerpts)	251
	Model comparative paragraphs	258, 259
CHAPTER 13	WRITING ABOUT PROBLEMS AND SOLUTIONS	265
	THEME: LANGUAGE LOSS	
	What Is Language Endangerment? (excerpts)	268
	Back to the Future: Recreating Natural Indigenous Language Learning Environments through Language Nest Early Childhood Immersion Programs (excerpts)	271, 274, 276
	Getting in Touch: Language and Digital Inclusion in Australian Indigenous Communities (abstract)	274
	Kohanga Reo (excerpts)	278
CHAPTER 14	WRITING ABOUT CAUSES AND EFFECTS	285
	THEMES: CLIMATE CHANGE AND CHILDREN'S HEALTH EL NIÑO	
	Global Climate Change and Children's Health (excerpt)	286
	El Niño (excerpts)	288
CHAPTER 15	REVIEW AND CONSOLIDATION	305



HANDBOOK: WRITING EFFECTIVE SENTENCES

UNIT 1	Tense and Aspect	321
UNIT 2	Articles, Nouns, and Noun Phrases	327
UNIT 3	Clauses and Sentences	335
UNIT 4	Relative Clauses	343
UNIT 5	Punctuation: Commas and Semicolons	349
UNIT 6	Participle Phrases	358
UNIT 7	The Passive Voice	364
UNIT 8	Punctuation: Colons and Apostrophes	370
UNIT 9	Sentence Fragments, Comma Splices, and Run-On Sentences	379
UNIT 10	Subject-Verb Agreement	385
UNIT 11	Conditional Sentences	391
UNIT 12	Parallel Structure	399
UNIT 13	Modal Auxiliary Verbs to Express Likelihood and Obligation	403
UNIT 14	Inversion for Emphasis	413

APPENDICES

APPENDIX 1	Linking Words in Academic Writing	423
APPENDIX 2	APA Citation Style	432
APPENDIX 3	MLA Citation Style	440
APPENDIX 4	35 Mistakes to Avoid in Academic Writing	448
	Credits	459