Writing

Spelling and Grammar Checklist			
	correctly used articles ("a," 'correctly used pronouns all words in agreement no abbreviations no spelling errors	'the"), at least in front of single countable nouns	
*SG stands	for a Spelling and Grammar	Checklist item.	
Examples:			
Articles:	X She has sister.○ She has <u>a</u> sister.	X China has growing economy.○ China has a growing economy.	
time, and use "the"	the reader does not know the before a noun when it is mentate the writer is referring to. Everyone who attends to	e countable noun when it is mentioned for the fire particular thing or person we are referring to. Ventioned for the second time, because then the readmiversity should have a reason for being there. Eademic rather than social.	We
Pronouns:	T. 175	s believe that <u>he</u> only needs to listen to <u>his</u> teacher. s believe that <u>they</u> only need to listen to <u>their</u>	
Subject and v		panese <u>is</u> usually punctual. panese <u>are</u> usually punctual.	
Abbreviations		rtant. ← accepted in newspapers and magazines ortant. ← normally found in academic writing	
	• We need to eat	oranges, apples, etc. for our health. oranges, apples, and so on for our health. fruits such as oranges and apples for our health.	

Unity and Coherence Checklist

IIC1* unity, the supporting points are all related to the main idea, all sentences
UC1* unity: the supporting points are all related to the main idea; all sentences
are connected to the topic.
UC2 coherence: supporting points are arranged in a logical order, for example from
the least important to the most important.
UC3 \square cohesive devices: sentences are smoothly connected by using transition words
and phrases, pronoun references, and by repeating key ideas.

*UC stands for a Unity and Coherence Checklist item.

Example of the use of cohesive devices: (___,___, and ___ indicate a transition word or phrase, a pronoun reference, and a key idea, respectively.)

The development of <u>television</u> revolutionized family life in various ways. The <u>first</u> result was the transformation of family leisure time into a largely passive affair. <u>Previously</u> people had devised their own forms of entertainment, by singing around the piano or playing card games; now all they had to do was turn on the magic switch and sit in silence. <u>Then</u>, gradually, even insidiously, the activity of watching "the box" turned into the focus of <u>family life</u>. Mealtimes were scheduled around favorite programs, and dinner <u>therefore</u> ceased to be the occasion when everyone talked about what had happened to them that day. If they talked about anything, it was what they were watching on the flickering screen. Worse was to come, as <u>television</u> began to destroy the communal fabric of <u>family life</u>. The appearance of more than one <u>television</u> channel tended to cause serious arguments, because different members of the family wanted to watch different programs. Such friction ceased with the advent of the video machine and the two- or even three-<u>television</u> family. <u>However</u>, a family is hardly worthy of the name if all <u>its</u> members are shut up in different rooms watching different <u>television</u> programs.

Note: This is an example of a cause and effect paragraph.

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