A GENERAL ADVICE

- You have already been expected **to introduce all elements** into your essay

- Here is a short reminder as to what elements are to be introduced

- We take as a point of departure that you **have already worked out your outline**

- In case you **have not already done it, especially, if I offered serious objections for your first midterm, please rework it and send it anew. DO IT FIRST!**

GRADING

  Introduction 0.5
- Taxes structure 0.5
- Clarity 1
- Linkage 1
- Accuracy of style 1

The essay introduction – material

- Kathleen Muller's book*: The thesis statement*
- Pages 101 – 103
- Please give a particular consideration to the parts:
- **A)** Things to avoid in an introduction (102)
- **B**) Strategies of introduction (103)

TAXES STRUCTURE – MATERIAL

- **Material –** Kathleen Muller's book pages 104 -107 (Take an especial care of the page 106, where you will find a clear example for each the sentence – type**)**

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- I have posted Kathleen Muller's book both within the folder titled LITERATURE and the folder: MIDTERM2 the FIFTH ASSIGNMENT

CLARITY -MATERIAL NEEDED

- **Material:** Take a look at the folder The Fourth fifth assignment and find therein a file: **rules of thumb**. You will find a file tiles Rules of thumbs and plenty of useful examples

- **Material –** Kathleen Muller's book pages 104 -107 (Take an especial care of the page 106, where you will find a clear example for each the sentence – type)

- I have posted Kathleen Muller's book both within the folder titled LITERATURE and the folder: MIDTERM2 the FIFTH ASSIGNMENT

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Elements of clarity

Start most sentences **with the subject** (avoid using a passive)

Avoid using dependent clauses (wh-clauses which, who, where and when clauses)

Avoid using complex sentences (if necessary, **break up a complex sentence** into two or even three simpler)

Keep subjects and verbs <u>close together</u>

Keep single verbs <u>with multiple subjects</u>, <u>use single subjects with multiple verbs</u>

Choose **positive r**ather than a **negative construction**

Avoid using contractions (not: don't, but do not, not won't, but will not)

End sentences with a Bang not a whimper

Avoid using superfluous expression

Elements of accuracy

- Make your subjects **<u>definitely clear actors</u>**
- Make your verbs **<u>definitely clear actions</u>**
- Eliminate **weak verbs** as much as possible and use only t*he strong* ones
- **Material:** Take a look at the folder The Fourth fifth assignment and find therein a file: rules of thumb. You will find a file tiles Rules of thumbs and plenty of useful examples

Elements of cohesion

- Use linkage
- Use elegant variation
- Use cross- reference
- Use linking adverbials

THE ORDER OF STEPS :

- The first two elements (TAXES structure, and the introduction) represents units of composition
- The second three elements represent the units of style
- Please make sure that your TAXES structure and **INTRODUCTION** is firstly completed
- At the second midterm, I will ask that you label each sentence by T) A) X) E0
- **Then** work out the elements of style

- As previously (in the first midterm), the assignment bears 4 points in total
- The additional elements of composition – **TAXES structure + INTRODUCTION** (bear one point respectively). 1 point in total
- Elements of style bear 1 pt respectively (1 + 1+ 1= 3)
- **Clarity** - 1 pt
- **Accuracy** – 1 pt
- **Linkage** – 1pt
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Suggestion about the preparation of your essay

- It generally does not matter which of the criterion you will fulfill the first, and which the next one
- It is up to your choice. If I were you, I would first complete the Clarity part **and leave the Linkage-transition part to be the last one** (the principal reason being that students are often found struggling with the clarity part). Yet it is up to you.
- What really matters is that each requirement is done in full. Thus, do not skip over to the accuracy part or the transition part, if you are not completely certain that you have already not done the clarity part and vice versa
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Why is this order important to follow and stick to?

- An explanation: it is very difficult to establish the accuracy of style without first maintaining the TAXES structure