

Aspects of Good Writing

Micro

- rules of grammar
- art of applying rules

Macro

- structure
- form

Rules of grammar include punctuation, syntax and usage

Art of applying rules is part of what Langlois* calls “style”

Structure – overall organization

Form – ways sections and paragraphs fit together

* <http://web.uconn.edu/langlois/WRITING.HTML>

Macro Aspects of Good Writing

Consider the outline of Langlois' article notes:

I. Introduction

II. Style

- a. the passive voice
- b. "stated"
- c. the first person
- d. telegram style
- e. newsdesk style
- f. contractions
- g. read your writing out loud

III. Punctuation

- a. quotation marks
 - 1. and other punctuation marks
 - 2. internal and external
 - 3. block quotations
- b. mathematics
- c. hyphenating after adverbs

- d. the semicolon
- e. the colon
- f. the question mark

IV. Syntax

- a. misplaced clauses
- b. faulty agreement
- c. placement of only
- d. split infinitives

V. Usage

- a. that/which
- b. due to
- c. hopefully
- d. fortuitously
- e. currently/presently/momentarily
- f. continuously/continually
- g. comprise
- h. different from/different than
- I. between/among
- j. less than/fewer than
- k. convince/persuade
- l. ensure and enquire
- m. unique
- n. nouns as verbs
- O. he, he or she, s/he

The old-fashion way to structure your paper *

I. Introduction

II. Body

III. Conclusion

“tell 'em what you're going to say, say it, and then tell 'em what you said”

* This is still perfectly acceptable!

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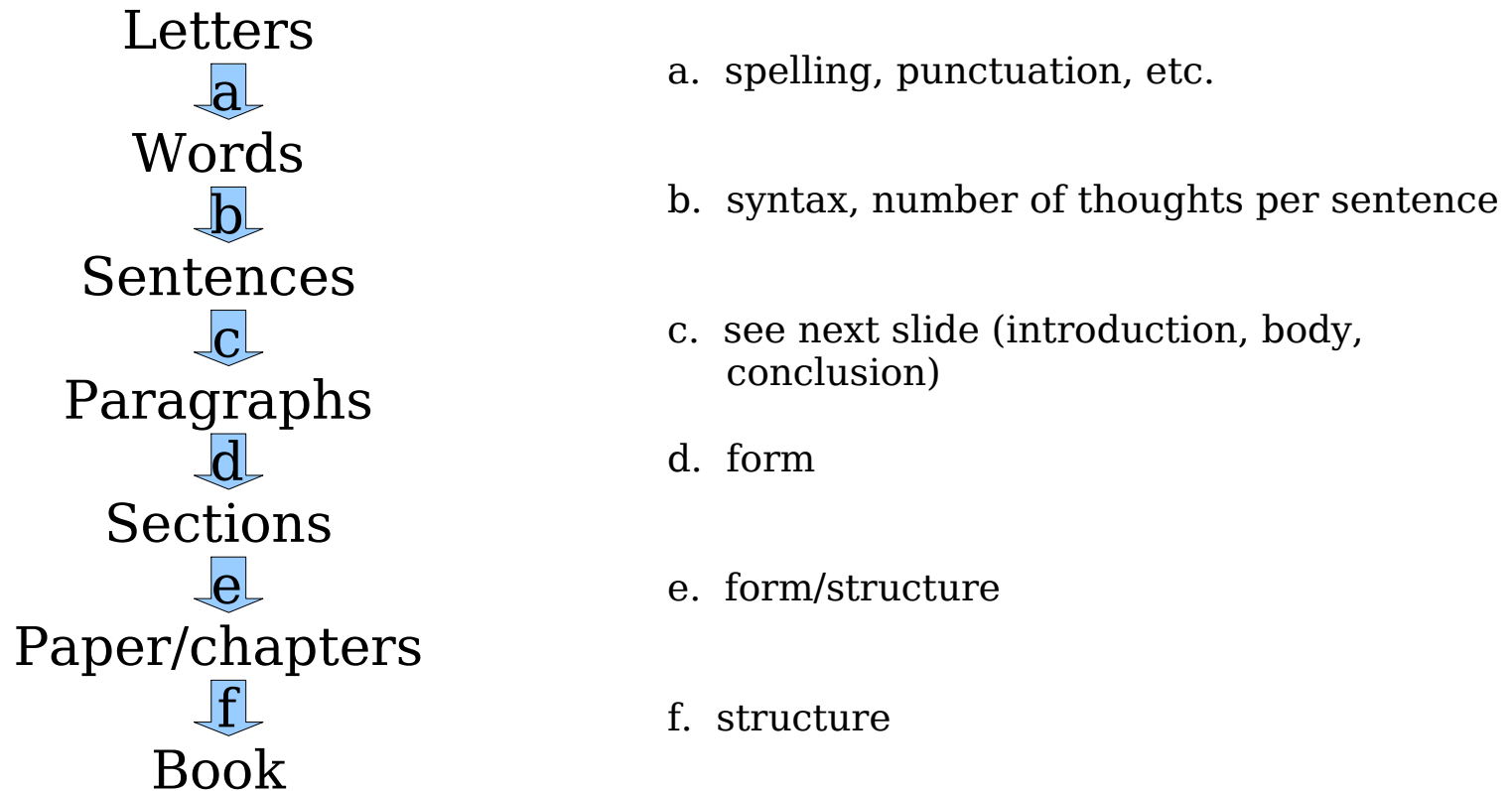
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Writing is all about putting things in logical order...



...everything must follow logically!

A few words about paragraphs *

Just like the overall project (book, paper, etc.), paragraphs also have their own structure.

And just like a sentence should only contain one thought, a paragraph should develop one controlling idea. This controlling idea is expressed in a sentence called a **topic sentence**.

The topic sentence is the introduction of the paragraph; it gives background info or provides a transition.

* work cited:

<http://www.indiana.edu/~wts/pamphlets/paragraphs.shtml>

The **body** of the paragraph discusses the controlling idea.

Paragraphs also have a **conclusion**; this summarizes the connections between the paragraph's controlling idea and the info discussed in the body, and also helps transition to the next paragraph.

Paragraph structure:

1. Introduction
2. Body
3. Conclusion

Finally, in each paragraph, strive for coherence!