



# **On Track** The Academic Writer's **Guidebook II**

 **Waseda University**  
International

## Acknowledgements

### *On Track: The Academic Writer's Guidebook II*

#### Academic Supervisors:

Graham Law, Professor, School of International Liberal Studies, Waseda University

Victoria Muehleisen, Associate Professor, School of International Liberal Studies, Waseda University

#### Authors:

Nobuko Trent, Ph. D.

Sharon McCulloch

Andrew Rayment

#### Editors:

Yusa Koizumi

Nobuko Trent, Ph. D.

#### Proofreading:

Sharon McCulloch

Jacob Schnickel

Nicole Takeda

#### Design:

KYODOSEISAKUSHA

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## ON TRACK: THE ACADEMIC WRITER'S GUIDEBOOK II

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keep in mind that publicly available writing is not everybody's property. Your writing should be original. Each time you use ideas from somebody's writing, acknowledge the source (author's name and/or the name of text from which you cite) in your text (see Unit 2).

**Writing is a powerful tool!**

With study and practice, everyone can become a better writer. Having good writing skills will contribute to more than just your academic success; in today's electronic world, you will be able to express your thoughts and affect readers worldwide.

## ***Unit 1***

# ***Writing an Expository Essay***

### "Petite" Cosmetic Surgery

Minor cosmetic surgery, known as "petite" cosmetic surgery in Japanese, is a simple surgery that creates physically minor but mentally significant effects on people who long for physical beauty. Fueled by this desire in many women, it has obtained a unique status in Japanese pop culture. Young and older women casually undergo "petite" cosmetic surgery just as they would buy new cosmetics. Cosmetic surgery used to be considered an icon of shameless vanity as it defies natural heredity and seeks for skin deep beauty. However, nowadays, people seem to be more willing to cast aside old prejudices and enjoy life as a better-looking person. Statistics show that attractive people are more likely to obtain jobs, and they even get paid more. In addition to this psychological change, the availability of simple and inexpensive surgery has triggered a minor cosmetic surgery boom in Japan. There are many kinds of surgical treatments; for example, popular ones include erasing blemishes and wrinkles by laser, turning single-edged eyelids into double-edged eyelids, and removing extra fat from cheeks to change facial shape. These surgical procedures are performed on an outpatient basis. The cost is not extravagant; a simple double-edged eyelid procedure, for example, can be done for less than eight hundred dollars. Therefore, proponents claim there is no reason not to have such surgery performed. Encouraged by a contemporary philosophy that values physical beauty, advanced surgical procedures, and reasonable prices, "petite" cosmetic surgery is now firmly entrenched in Japanese pop culture.

### Section 3. Topic Sentence

The topic sentence is usually the first sentence of a paragraph. It is probably the most important sentence in the paragraph since it introduces the reader to the topic and provides the most important information (main idea) about the topic. By reading the topic sentence, the reader can predict what the paragraph will be about. The reader might also be able to infer the writer's attitude toward the topic, for example, positive, negative, or neutral.

A good topic sentence is neither too general nor too specific. Compare the following topic sentences for a paragraph about discount airline tickets.

- a. People often travel.
- b. My trip to L.A. last month only cost \$240 since I used a discount ticket.
- c. People started to pay attention to discount tickets from major airlines to travel cheaply without sacrificing comfort.

Sentence (a) is too general. It gives neither the topic nor the main idea of the paragraph. Sentence (b) is too specific. It gives detailed information that might support the writer's main idea but not the main idea itself. Sentence (c) is the most appropriate for a topic sentence. It is neither too general nor too specific. It gives the topic and the main idea of the paragraph. Sentence (c) also implies the writer's positive (or perhaps neutral) attitude toward the topic.

When writing a topic sentence, avoid declaring what you are going to discuss. Read the following examples:

- × This essay is about how manga and anime merged.
- × I am writing about my favorite pop culture, J-pop.

These sentences are both unacceptable as a topic sentence. It is not necessary to begin your essay with this kind of declaration because the topic will soon be clear. In particular, first-person narration is inappropriate for academic writing.

**Exercise 2** Read the following short paragraphs and choose an appropriate topic sentence from (a), (b), and (c). Explain why the other sentences are not appropriate.

1. \_\_\_\_\_ (Topic sentence) \_\_\_\_\_ Crayon Shin-chan is a preschool-aged boy cartoon character. His real name is Shinnosuke. He is a small, thin child who talks like a grown-up. He lives with his salary-man father, housewife mother, and a baby brother in Tokyo. In the anime series, the life of his family, especially the parents, his neighbors and his community are described through Crayon Shin-chan's eyes. It is a comedy but often includes serious issues which are familiar to everybody.

- a. My favorite anime series is Crayon Shin-chan.
- b. Crayon Shin-chan is a popular anime series that represents the common problems and pleasures of a Japanese lower middle class family.
- c. I am writing about Crayon Shin-chan.

2. \_\_\_\_\_ (Topic sentence) \_\_\_\_\_ Osamu Tezuka was educated as a medical doctor, but he eventually became a cartoonist. However, he was never a simple cartoonist; he was an extremely gifted storyteller. Most of his stories are based on his extensive research on history and humanity and teach us through his powerful drawings how we should live.

- a. Osamu Tezuka was a cartoonist.
- b. This essay is to describe how Osamu Tezuka became famous worldwide.
- c. Osamu Tezuka was an influential cartoonist who established the foundation of a genre of Japanese comics with deep observations on human existence.

3. \_\_\_\_\_ (Topic sentence) \_\_\_\_\_ The best quality of Korean movies is their straightforward description of human sentiments. Western movies tend to involve roundabout expressions of feelings of love and sorrow, but Korean movies do not. Also, in Korean movies, it is not difficult to predict how the stories will develop because the main plots are unambiguous. Actors and actresses tend to be stereotypical but energetic.

- a. The Korean movie industry is the subject of this paper.
- b. Popular culture is defined as something loved by a large proportion of people in a society, as seen in Korean movies.
- c. Korean movies are pop culture icons adored by Asian viewers.

## Section 4. Essay Structure (Five-Paragraph Essay)

An essay is a set of paragraphs written about a specific topic. An essay is not only longer than a paragraph, but it also explores the topic more extensively from several different perspectives. For this reason, more than a single paragraph is necessary. In this textbook, you will learn the structure of a five-paragraph essay. This type of essay outlines the basic pattern of essay organization and is applicable to longer essays. A five-paragraph essay has three main parts, and each part has a specific purpose.

### 1. Introduction

The first paragraph of the essay introduces the topic to the reader and states the most important idea about the topic. It also outlines the overall plan of the essay and grabs the reader's attention. The introduction usually consists of two elements: general statements and a thesis statement.

#### (1) General statements

The first few sentences give background information about the topic. They inform the reader of the focus of the essay.

#### (2) Thesis statement

The thesis statement is usually placed at the end of the first paragraph. It presents the main idea of the entire essay and often indicates sub-topics to be discussed in the body paragraphs. A strong and clearly worded thesis statement forms an essential part of an essay.

### 2. Body

In a five-paragraph essay, the body refers to the three paragraphs that follow the introduction. Body paragraphs support the thesis statement. They develop different aspects of the topic and support each other. The structure of a body paragraph is the same as the structure of a single paragraph composition. It consists of three parts: the topic sentence, the supporting sentences, and the concluding sentence. (See page 9.)

The beginning and end of each body paragraph should be linked to the paragraph that precedes or follows it so that there is continuity between body paragraphs. They should also refer back to the thesis statement to create unity in the whole essay.

**3. Conclusion**

The final section, the concluding paragraph, restates the thesis statement and summarizes all the main points of the essay. It also includes the writer's final thoughts on the essay topic.

**(1) Summary**

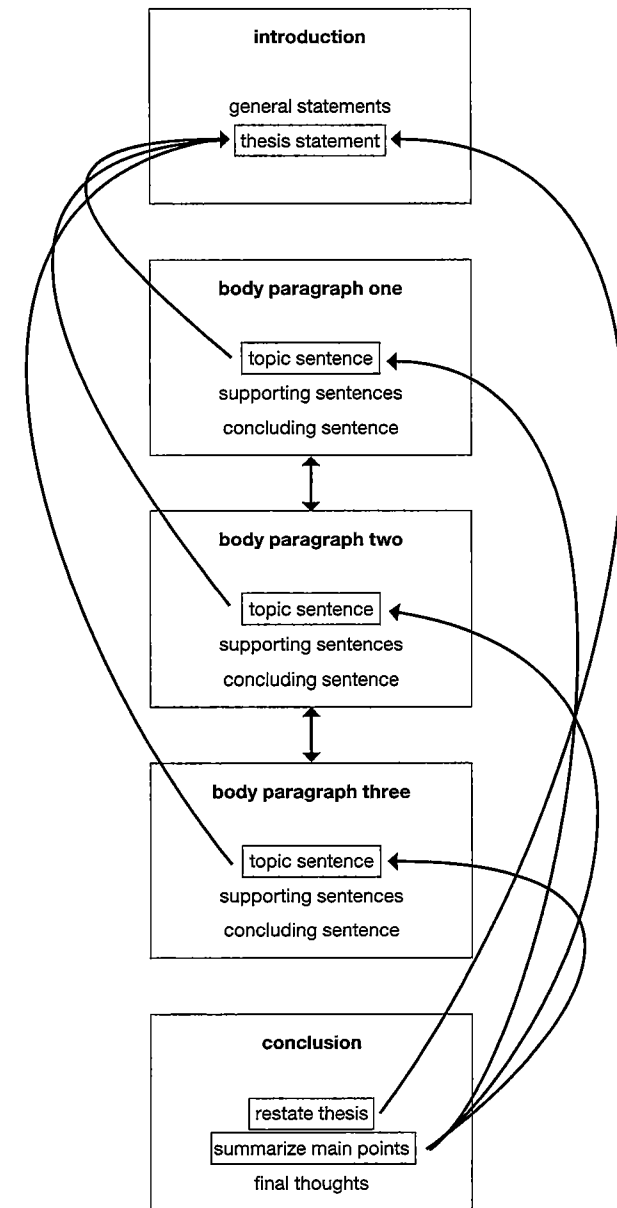
The first few sentences of the paragraph repeat the thesis statement in different words and summarize the main points given in the body paragraphs.

**(2) Final thoughts**

The last sentences of the essay express the writer's opinion, judgment, prediction, or recommendation concerning the essay topic. They should leave a strong impression on the reader and encourage further thought about the topic.

The conclusion is primarily a summary of the points that have been mentioned. It should not include new information.

**Five-paragraph essay structure**



**Exercise 3** Identify the following elements in the sample essay "Korean Pop Culture in Asia."

1. Introduction, body, and conclusion
2. Thesis statement
3. Topic sentence and concluding sentence of each body paragraph
4. Summary (restatement of the thesis, summary of the main points)

#### Korean Pop Culture in Asia

Korean pop culture is booming in Asian countries including Japan. It seems that Asian people are finding almost everything Korean trendy: TV dramas, movies, music, fashion, food, and even Korean athletes. Japanese post-war pop culture, which copied and followed that of America, was then favored by other Asian countries, such as China, Taiwan, Singapore, and Korea. Like water, pop culture flows from wealthier countries to poorer ones, and it is now flowing from Korea. The popularity of modern South Korean culture in Asia is certainly related to the booming Korean economy, romantic Korean movies and dramas, and energetic Korean athletes.

The South Korean economy in the 1990s drew strong attention from all over the world, and this led to the increased popularity of Korean brands. Companies such as Samsung, Hyundai, and LG no longer symbolize cheap, unsophisticated products of mass manufacturing; they are now highly recognized as being competitive in the international market. As U.S. and Japanese manufacturing industries are rapidly losing power, Korean manufacturing is gaining strength. This Korean drive for economic development energizes its society and people, and makes its pop culture flow into other countries.

In addition to automobiles, refrigerators, and washing machines, Korean movies and TV dramas have been enthusiastically accepted by Japanese fans. For example, TV dramas with romantic themes, such as *Autumn in My Heart*, *Friends*, and *Winter Sonata*, became extremely popular among young and middle-aged female viewers. In particular, *Winter Sonata*, which was broadcast by satellite in April 2003, was an instant hit. The last episode rating was more than 20% in the Tokyo and Osaka Metropolitan areas even though it was shown late at night. Bae Yong Jun, the male protagonist in the series, became the most admired star in Japan. Fans say that these dramas show a quality that Japanese dramas abandoned long ago: innocent and sweet love. Korean movies such as *Shiri* were also box-office hits throughout Asia. This phenomenon shows that Korean story-telling has become a part of pop culture in Asia.

Korean athletes have also impressed Asian and world sports fans. In the 2002 World

Cup held in Korea and Japan, Korean football players, who beat the world strongest Spaniards, Portuguese, and Italians, were recognized as the most exciting and fair-minded team by the audience of the live TV broadcast of the matches. Several Korean football players became celebrities in Asia due to their energetic play that entertained audiences. Drawing international attention to Asia, Korean athletes are successfully contributing to building up Asian pride and strengthening ties among Asian countries.

Replacing Japanese culture, Korean pop culture is now leading contemporary culture in Asia. It is spreading into neighboring countries as Korean products, movies and TV dramas, and sports attract people with their sophistication, romanticism and energy. The boom will probably not subside as long as the Korean economy maintains its power. Korea seems to be the hottest country in Asia today.

(484 words)

### Section 5. Thesis Statement

The thesis statement is often found at the end of the first paragraph. It indicates the most important idea about the topic to be explored in the essay. In addition, it often shows the subtopics that will be discussed in the body paragraphs. Thus, a reader can recognize what the essay will be about and how it will be organized by reading the thesis statement. Compare the topic, subtopics, and thesis statement in the sample essay.

Topic:	Popularity of Korean pop culture in other Asian countries
Subtopic 1:	Popularity of Korean brands
Subtopic 2:	Popularity of Korean TV dramas and movies
Subtopic 3:	Popularity of Korean athletes

Thesis statement:

The popularity of modern South Korean culture in Asia is certainly related to the booming Korean economy, romantic Korean movies and dramas, and energetic Korean athletes.

**Exercise 4** Read the following examples of essay topics and subtopics. Write an appropriate thesis statement for each set.

1.

Topic: Influences of American pop culture on Japanese culture  
 Subtopic 1: Influences on Japanese people's diet  
 Subtopic 2: Influences on Japanese people's clothing  
 Subtopic 3: Influences on Japanese people's lifestyle

Thesis statement:

2.

Topic: Influences of the Internet on people's lifestyle  
 Subtopic 1: Influences on business people  
 Subtopic 2: Influences on students  
 Subtopic 3: Influences on families

Thesis statement:

3.

Topic: Young Japanese people's emphasis on physical beauty  
 Subtopic 1: Popularity of dieting and "petite" cosmetic surgery  
 Subtopic 2: Positive effects of the phenomenon  
 Subtopic 3: Negative effects of the phenomenon

Thesis statement:

4.

Topic: Video games as an aspect of Japanese pop culture  
 Subtopic 1: Popularity of video games in Japan  
 Subtopic 2: Different types of games  
 Subtopic 3: Influences of video games on other forms of entertainment

Thesis statement:

## Part 2

## Generating Ideas for an Essay

### The goals of this lesson:

1. Generating ideas for an essay
2. Developing a topic and subtopics for an essay
3. Outlining an essay
4. Writing a topic sentence for a body paragraph in an essay

### About the Topic: Pop Culture

What is pop culture? Actually, the meaning of this word is not very clear, and people often define it in their own ways. For example, Jenkins, McPherson and Shattuc (6) consider "immediacy" as the key quality of pop culture. They define pop culture as something lively we can experience immediately. We feel intimate with it, intensify it, and identify with it. Because of these characteristics, pop culture can be distinguished from traditional culture. (Jenkins, Henry, Tara McPherson, and Jane Shattuc, eds. *Hop on Pop: The Politics and Pleasures of Popular Culture*. Durham: Duke University Press, 2002.)

In order to understand the word better, it might be a good idea to list examples of pop culture you observe in your daily life. You might include latest fashions such as layered lacy tops and stilettoes (pin-heel shoes), popular food such as hot Thai cuisine, common lifestyle choices such as being a "freeter" (a part-time worker) instead of being a full-time employee. You might also include high-tech mobile phones, as well as the habit of using them non-stop.

#### Activity 1

List several aspects of popular culture. Compare your list with those of other students.

#### Activity 2

Discuss the following questions with other students.

1. Who creates pop culture?
2. What is the difference between pop culture and traditional culture? Is pop culture replacing traditional culture?



## Section 1. Pre-writing - Brainstorming

Pre-writing is the first step of the writing process. In academic courses, the topics of the essays assigned by your instructors are often very broad. In order to write a focused essay, you need to think about the topic (e.g. Japanese pop culture) in depth, identify an aspect of your interest (e.g. manga), and narrow it down to a specific focus (e.g. reality in Japanese manga culture). This process of narrowing down the topic and getting ideas for writing is called brainstorming. Common techniques for brainstorming include listing, clustering, and freewriting.

### 1. Listing

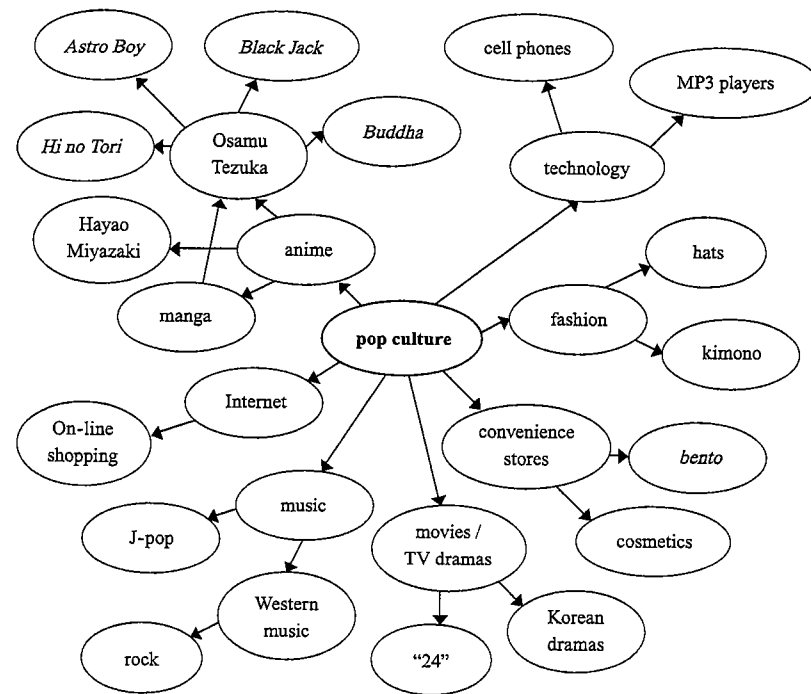
Listing is a common method of gathering ideas for writing. Write down a general topic at the top of the sheet and list whatever words or phrases that come to mind when you think about the topic.

**General Topic: Japanese Traditional Culture**

<i>bon odori</i> (summer festival dance)	<i>setsubun</i> (bean-throwing festival)
<i>hina matsuri</i> (girls' festival)	<i>hatsumode</i> (New Year's first visit to a shrine)
<i>hanami</i> (cherry blossom viewing party)	<i>oshogatsu</i> (New Year holidays)
noh play	kabuki theater
sumo wrestling	<i>sado</i> (tea ceremony)
flower arrangement	origami
<i>rakugo</i> (Japanese comedy story-telling)	<i>senryu</i> (Japanese poem with a casual topic)
<i>osechi-ryori</i> (New Year's food)	haiku (Japanese formal style poem)
sushi	<i>nabe-ryori</i> (table cooking)
tempura	<i>soba</i> noodles
Nikko Toshogu temple	Imperial Palace
temples in Kyoto and Nara	Dazaifu in Kyushu
<i>onsen</i>	gift giving
seniority system	<i>keigo</i> (honorific language)
multi-extended family	<i>kenson</i> (modesty)

### 2. Clustering

This method is similar to listing but is more visual. In the center, write a general topic in a big circle. Then, around the topic circle, write some words or phrases related to the topic in smaller circles. Draw arrows to connect them to the topic circle. Continue adding new words in circles and connecting them to related circles until you have enough ideas. You may end up with several clusters of ideas. Select the cluster on which you would like to focus.

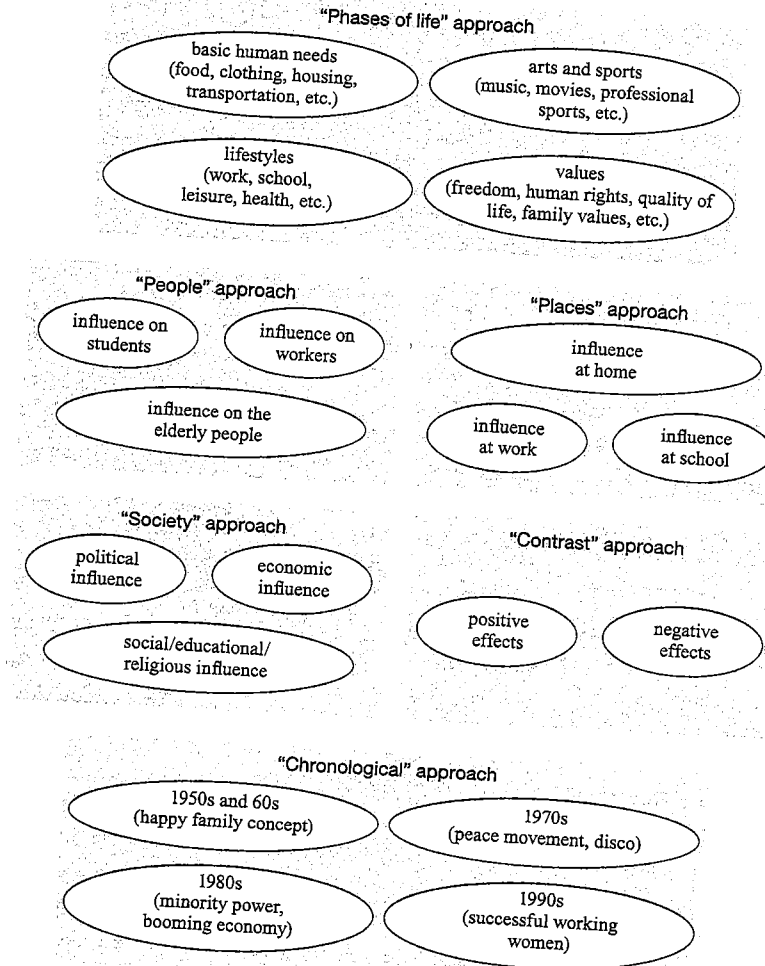


### 3. Freewriting

Freewriting is similar to journal writing. Under a general topic, write whatever comes into mind about the topic as fast as you can. Continue for five to ten minutes. The key is to keep writing without stopping or going back to make corrections. The purpose of freewriting is to generate ideas. You do not have to worry about organization or grammar. When you finish, review your writing to see if there are any good ideas that you can use in your essay.

## Section 2. Grouping Ideas, Choosing Topics and Subtopics

After brainstorming ideas, you may want to classify the ideas into several groups. One topic can be viewed from different angles. The grouping might change depending on how you see the topic. Suppose you have brainstormed some ideas on the general topic "American influences on Japanese culture." The following are some ways to group the ideas.



One way you can use these groups of ideas is to use them as subtopics of your essay. Another approach is to choose one group (e.g. "basic human needs") and make it the topic of your essay (e.g. "influences of American culture on the basic needs of Japanese people"). In this case, your essay will have a narrower focus, and the ideas in the group (e.g. "food," "clothing," "housing") will be the subtopics.

You should avoid choosing subtopics randomly, mixing different approaches (e.g. "lifestyles," "1970s," "students") or picking items from different categories (e.g. "food," "music," "human rights"). Since these selections do not have a common base, your essay will lack unity among the subtopics. You should also make sure that your subtopics are mutually exclusive, without overlapping each other.

**Exercise 1** Look at the sample listing on page 18 (Japanese traditional culture). Classify the items on the list into groups, using the listing method. The first two have been done for you. You do not have to use all of the items on the list. You can add new items of your own.

General Topic: Japanese Traditional Culture	
<b>Group 1</b>	<b>Group 2</b>
<b>Sub topic: Holidays and festivals</b>	<b>Sub topic: Traditional arts</b>
<i>setsubun</i> (bean-throwing festival)	haiku (formal style poem)
<i>bon odori</i> (summer festival dance)	<i>ikebana</i> (flower arrangement)
<i>oshogatsu</i> (New Year holidays)	<i>senryu</i> (poem with a casual topic)
<i>hanami</i> (cherry blossom viewing party)	<i>rakugo</i> (Japanese comedy story-telling)
<b>Group 3</b>	<b>Group 4</b>
<b>Sub topic:</b> _____	<b>Sub topic:</b> _____
_____	_____
_____	_____
_____	_____

**Exercise 2** The instructor will give you a general topic. Brainstorm ideas using one of the techniques, and decide a possible topic and three subtopics for an essay.

Topic:	_____
Subtopic 1:	_____
Subtopic 2:	_____
Subtopic 3:	_____

### Section 3. Planning Your Essay - Outlining

When you have chosen the topic and subtopics for your essay, spend some time making an outline. Organize your ideas into the five-paragraph essay structure you learned in Part 1. When you outline your essay, you should do the following:

- Decide in which order you will present the three subtopics.
- Write a thesis statement to state the main idea of the essay and show the three subtopics.
- Write a topic sentence for each body paragraph.
- Decide supporting details to include in each body paragraph.

It is a good idea to include the thesis statement and topic sentences in the outline. Deciding the thesis statement and topic sentences in advance helps you stay on topic and prevent digressions.

**Exercise 3** Read the sample essay "Convenience Stores as an Aspect of Japanese Pop Culture" on pages 23-24 and compare it with the outline on page 25. Then, complete the outline by filling in the blanks.

#### Convenience Stores (*Konbini*) as an Aspect of Japanese Pop Culture

Japan is a country of convenience stores (called *konbini* in Japanese). In 2003, it had approximately 40,000 convenience stores from about 30 chains. Their total annual revenue was more than 7 trillion yen, with an average annual revenue per store of about 175 million yen. These huge numbers suggest how popular convenience stores have become in the last 30 years. They have been growing and changing, selling all kinds of daily necessities and services. When consumers request a new service, these stores use it as a chance to grow. Today, convenience stores play a significant role in Japanese pop culture, offering a variety of useful services, changing people's lifestyles, and accommodating the specialized needs of customers.

Convenience stores in Japan are not only retail stores; they meet people's needs by offering banking, postal, municipal, and other services. The best point about *konbini* is that they are open 24 hours. Their services allow busy people to pay utilities, social security, insurance, and other commercial bills after office hours and on weekends. Furthermore, in some cities, residents can get official resident certificates (*juminhyo*) and can access information from municipal offices at *konbini* chains. Besides, most convenience stores have an ATM, a fax machine, and a package delivery service for customers to use. In addition, many *konbini* have begun to be recognized as community centers for helping children, women, and disabled people. For these people, a *konbini* is often a safe place to shop due to its barrier-free store construction and 24 hour staff. The popularity of convenience stores is supported by these versatile services and their constant availability.

Since they are very popular, convenience stores influence Japanese people's lifestyle. The biggest impact is that they have established a low-cost *bento* (box lunch) culture in Japan. About 75 percent of *konbini* revenue comes from food products. They are always fresh due to a perfectly planned inventory system. Their pricing and quality are also reasonable. A *bento* costs only 300 to 600 yen. Thus, having lunch or dinner from *konbini* selections is often cheaper and easier than preparing a meal at home. Another influence is that *konbini* have changed Japanese people's habit of planning for future needs because they can now expect various products and services to be available at anytime. As convenience stores spread all over the country, Japanese people seem to have adjusted their lifestyle to the services they offer.

Convenience stores are further evolving by offering a variety of services targeted at certain types of customers. Amid high-pitched competition among *konbini* chains, some stores have launched new concepts. For example, Scoco, a convenience store chain in Aichi, is run by an all-female staff and calls itself a *konbini* for women's needs. The stores have

luxurious restrooms, small-sized food products, and a large selection of cosmetics. On the other hand, Natural Lawson is a convenience store for health-conscious people. Being different from most *kombini*, the chain emphasizes organic fresh fruit and vegetables delivered directly from selected farmers. Certainly the roles of convenience stores are evolving to meet the needs of their customers.

In summary, convenience stores have become an integral part of Japanese society. They are popular because they reflect the requirements of working people, as well as people with special needs, such as children and the disabled. The life of Japanese people would not be the same without them, and people are very much addicted to the convenience provided by them. In this sense, *kombini* are certainly a significant aspect of Japanese pop culture.

(584 words)

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## OUTLINE

**Topic:** Convenience stores as an aspect of Japanese pop culture

## I. INTRODUCTION

**Thesis statement:**

\_\_\_\_\_

\_\_\_\_\_

## II. BODY PARAGRAPH 1

**Topic Sentence:**

Convenience stores in Japan are not only retail stores; they meet people's needs by offering banking, postal, municipal, and other services.

**Supporting details:**

A. Always available

B. Various services

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## III. BODY PARAGRAPH 2

**Topic sentence:**

\_\_\_\_\_

**Supporting details:**

A. \_\_\_\_\_

B. \_\_\_\_\_

## IV. BODY PARAGRAPH 3

**Topic sentence:**

\_\_\_\_\_

**Supporting details:**

A. Scoco: a convenience store created by women to meet women's needs

B. \_\_\_\_\_

## V. CONCLUSION

## Section 4. Topic Sentence of a Body Paragraph

A body paragraph in an essay usually begins with the topic sentence. As you learned in Part 1, the topic sentence presents the topic and the main idea of the paragraph, and it should not be too general or too specific. In addition, the topic sentence of an essay body paragraph often links to the concluding sentence of the previous paragraph and refers back to the thesis statement. This helps smooth the transition between paragraphs and creates unity in the whole essay.

**Exercise 4** The following three paragraphs are the body paragraphs of an essay that describes Starbucks Corporation as a generator of pop culture. Read them and choose the most appropriate topic sentence for each paragraph.

Body paragraph 1:

\_\_\_\_\_ The company's retail stores sell coffee and espresso beverages, as well as tea, soda, juice, ice cream, and other food items, such as pastries. They also provide coffee accessories such as coffee grinders, coffee makers, filters, and cups, as well as compact discs and seasonal novelties. The company also educates its customers about coffee; it informs them of the history of coffee drinking, the varieties of coffee beans, and methods of brewing delicious coffee at home.

- a. Starbucks Corporation sells coffee and coffee beans.
- b. Starbucks Corporation is a famous coffee company.
- c. Starbucks Corporation is a retailer of coffee-related products as well as a provider of information about coffee.

Body paragraph 2:

\_\_\_\_\_ The company was founded in Seattle, Washington, in 1985, and by January 2005, it had opened 8,700 retail stores worldwide, primarily in the U.S., Canada, Australia, Singapore, and Thailand. Its business results for the latest fiscal year show that its revenue was \$6 billion and that its gross profit was \$3.1 billion. Its quarterly revenue marked a 21.5% increase from \$1.3 billion for the same period in the fiscal year 2004. Net earnings by the end of July 2005

increased 29% from the same period in the previous year. Company-oriented retail revenues increased 22% to \$1.4 billion for the period. The company attributes this increase primarily to the opening of 713 new retail stores.

- a. Starbucks Corporation has many coffee shops.
- b. Starbucks Corporation has been growing rapidly.
- c. Starbucks Corporation is a rich company.

Body paragraph 3:

\_\_\_\_\_ The company states that it is committed to environmental issues by sharing information with its business partners and developing innovative and flexible solutions to bring about a positive change. It also declares that it is instilling environmental responsibility as a corporate value and that it will encourage all its partners to share this mission. These "mission statements" are emphasized in their cafés worldwide to raise customers' awareness. Starbucks is also making efforts to influence producers by buying high-quality coffee beans only from the coffee farms that help the environment.

- a. Starbucks Corporation is making efforts to protect the environment.
- b. Coffee industries are destroying the environment.
- c. Starbucks customers are donating money to save the environment.

(Reference: Starbucks Corporation website <<http://www.starbucks.com>>)

**Exercise 5** Write an appropriate thesis statement for the Starbucks essay above.

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# Part 3

## Polishing up Sentences, Paragraphs, and Essays

### The goals of this lesson:

1. Writing an introductory paragraph
2. Using various types of sentence structures
3. Writing coherent paragraphs and essays using transitional expressions
4. Writing a concluding sentence for a body paragraph in an essay
5. Writing a concluding paragraph

### Section 1. Introductory Paragraph

A good introductory paragraph is essential to an effective essay because it must capture the readers' attention and make them curious about the rest of the essay. It also prepares the audience for the essay by clarifying the topic and the main idea.

As you learned in Part 1, an introductory paragraph has two major components:

#### (1) General statements

This part introduces the topic of the essay and provides the necessary background information.

#### (2) Thesis statement

The thesis statement clearly states the main idea of the essay. It also indicates the subtopics to be discussed in the body paragraphs.

There are several strategies that help you write a strong introductory paragraph.

- (1) Start with general information, and then narrow the focus to your specific topic.
- (2) Use one of the following to "hook" your reader.
  - A unique statement of your own
  - A quotation of an interesting statement by another person
  - A surprising statistic
  - A question
  - An anecdote (a brief story related to the topic, including your own personal experience)
  - A summary of a fact

**Exercise 1** In the following paragraph, find the strategies used for making a strong introductory paragraph.

During the last two decades, convenience stores (called *konbini* in Japanese) became an integral part of Japanese people's lives. In 2003, there were about 40,000 *konbini* with a total annual revenue of more than 7 trillion yen. They can be found everywhere and are open 24 hours a day. In addition to retailing, they offer a variety of useful services, such as banking, ticket reservation, and delivery services. Partly due to their popularity, convenience stores have created their own culture, which is completely different from the culture of traditional retailers. This unique *konbini* culture has changed the Japanese diet, lifestyle, and even way of thinking.

**Exercise 2** With other students, discuss which techniques will be effective for the introductory paragraph of the Starbucks essay in Part 2, Exercise 4 (pages 26-27). Then, write an appropriate introductory paragraph.

(Introductory paragraph for the Starbucks essay)

## Section 2. Sentence Structure

A good writer uses a variety of sentence structures in one piece of writing to make it interesting and engaging. When broken down into clauses, English sentences can be classified into three types. (A **clause** is a group of words in a sentence that contains at least one subject and one verb.)

- (1) A **simple sentence** is made up of one independent clause.  
I often watch Japanese anime films with my friends.
- (2) A **compound sentence** consists of two or more independent clauses joined together.  
I often watch Japanese anime films, and I think they are great.
- (3) A **complex sentence** contains one independent clause (main clause) and at least one dependent clause (subordinate clause) combined with a connector.  
I do not like Japanese anime films because most of them are violent.

An essay composed mostly with simple sentences will sound choppy, while an essay that only uses compound and complex sentences will be dull and monotonous. Variety in sentence structure is essential in creating an interesting essay. Knowledge of sentence structure will also help you avoid structural errors such as sentence fragments and run-on sentences.

### Sentence Fragments and Run-On Sentences

**Sentence fragments** are incomplete sentences. A sentence must have at least one independent clause. If there is no independent clause in a string of words, it is not a complete sentence. For example, the following string of words is a sentence fragment; it is not a complete sentence since it starts with "because" and does not form an independent clause.

(Incorrect) Because sumo is popular in Japan.

To make this a complete sentence, you can delete "because" and create an independent clause.

(Correct) Sumo is popular in Japan.

Another way to fix this sentence fragment is to add an independent clause.

(Correct) Because sumo is popular in Japan, people in other countries may think that all Japanese boys want to be sumo wrestlers.

A **run-on sentence** is a sentence in which two or more independent clauses are included without any connectors. In many cases, these independent clauses are incorrectly separated with a comma.

(Incorrect) Pale skin is popular among Asian girls, they will do anything to achieve that pale look.

The simplest way to correct this is to make two complete sentences by separating the clauses with a period.

(Correct) Pale skin is popular among Asian girls. They will do anything to achieve that pale look.

A conjunction or semicolon can also be used to create a compound sentence.

(Correct) Pale skin is popular among Asian girls, and they will do anything to achieve that pale look.

(Correct) Pale skin is popular among Asian girls; they will do anything to achieve that pale look.

### Section 3. Coordinating Conjunctions

A coordinating conjunction is used to join two independent clauses to make a compound sentence. There are only seven coordinating conjunctions: *and*, *but*, *so*, *or*, *nor*, *yet*, and *for*. When you use a coordinating conjunction in a compound sentence, you should put a comma before it.

clause 1 + comma + **coordinating conjunction** + clause 2 = compound sentence

Coordinating Conjunctions	Functions	Sample Sentences
and	Connect similar ideas	Computer games rely on visual images, <b>and</b> they also need to have good music.
but	Connect contrasting ideas	Hats had never been important in Japanese culture, <b>but</b> now it is an aspect of popular youth fashion.
so	Introduce the result of the first clause	Mangas are easier to read than ordinary books, <b>so</b> children have stopped reading literature.
or	Connect alternative ideas	You can download music from websites, <b>or</b> you can copy it from CDs.
nor	Connect negative clauses that express similar ideas	Fans of Korean movies claim that Japanese dramas are not as innocent as Korean ones, <b>nor</b> are they as romantic.
yet	Introduce something unexpected from the first clause	Cell phones are equipped with countless functions, <b>yet</b> most owners only use a small fraction of these capabilities.
for	Introduce a reason for the first clause	I cannot drink alcohol, <b>for</b> my religion forbids it.

**Exercise 3** Use appropriate coordinating conjunctions and complete the following sentences. You can use the same conjunction more than once. There may be more than one correct answer.

- The Korean drama *Winter Sonata* was not very popular in South Korea, \_\_\_\_\_ its popularity in Japan was big news in South Korea.
- Some Japanese women desperately wanted to see the Korean movie star, \_\_\_\_\_ they rushed to the airport when he visited Japan.
- We tend to think of the various functions on a cell phone as mere amusements, \_\_\_\_\_ cell phones are technologically advanced instruments.
- Some cell phones can play music while the user is surfing the Web, \_\_\_\_\_ a new model can

even be used as a train ticket.

- If you want to have a cup of good coffee, you can stop by a Starbucks coffee shop, \_\_\_\_\_ you can visit a convenience store.
- The cell phone certainly started out as just a wireless telephone, \_\_\_\_\_ talking with people may be the least used feature these days.
- More than 60% of Japanese people already own a cell phone, \_\_\_\_\_ now cell phone companies are asking their customers to upgrade the phones in order to make profit.

#### Using a Semicolon to Make a Compound Sentence

A semicolon can also connect two independent clauses to form a compound sentence. Unlike coordinating conjunctions, a semicolon does not carry any particular meaning in itself. Therefore, it can be used only when the relationship between the two clauses is clear from the context.

The politician had never eaten sushi; he had never tried any Japanese food.

On one Wednesday, I watched the animated film *Hikaru no Go* for the first time; the next day I went to a bookstore to buy a book on *go*.

A semicolon is sometimes used together with a conjunctive adverb, such as *moreover*, *therefore*, and *however*, to make the meaning more explicit.

Convenience stores in Japan offer a variety of services in addition to retailing; moreover, these services are available 24 hours a day.

Recently, kimonos have become popular among young women; however, many of them wear this traditional outfit in their own, unconventional ways.

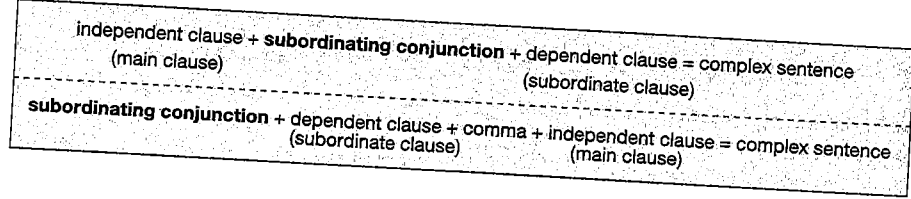


### Section 4. Subordinating Conjunctions

A subordinating conjunction is used to form a complex sentence. As described earlier a complex sentence consists of one independent clause (main clause) and one or more dependent clauses (subordinate clauses). The two clauses in a complex sentence are not equal; the independent clause shows the main idea of the sentence while the dependent clauses convey ideas of lesser importance. In the following examples, the idea in the independent clause, "other manufacturers launched camera cell phones," is more important than the idea in the dependent clause, "the first one was released."

- a. Other manufacturers launched camera cell phones as soon as the first one was released.  
independent (main) clause dependent (subordinate) clause
- b. As soon as the first one was released, other manufacturers launched their camera cell phones.  
dependent (subordinate) clause independent (main) clause

A subordinating conjunction always introduces the less important of the two clauses, that is, the dependent clause. As illustrated in the examples above, a dependent clause preceded by a subordinating conjunction can come either before or after the main clause. A comma is necessary only when the dependent clause comes before the main clause (example b).



Subordinating Conjunctions	Functions	Sample Sentences
after, as soon as, once, when, as, since, whenever, as long as, by the time, until, while	Show when the event in the main clause happens	<b>When</b> I was young, there were no mobile phones. I finished reading a whole book <b>while</b> I was waiting for him. You will never get lost or get bored while driving as <b>long as</b> you have an advanced car navigation system.
as, because, since, inasmuch as, now that	Show the reason for the main clause	Black Jack, a manga character, was the author Tezuka's favorite <b>because</b> he was a medical doctor himself.
if, in case, provided (that), providing (that), unless, whether	Show a condition for the main clause	I am not going to work tomorrow <b>unless</b> something important happens in the office.
although, even though, though, while, whereas	Give a contrasting idea to the one stated in the main clause	<b>Although</b> many <i>enka</i> singers are quite popular in Japan, they are not well known overseas. Anime is often accompanied by great music <b>while</b> manga is not.
as, in that	Show how the event in the main clause happens	As the movie producer grew older, his movies became less strident.

**Exercise 4** Choose the most appropriate subordinating conjunction in the following sentences.

- ( After / Because / Although ) I graduate from college, I would like to go to law school.
- Japanese females do not wear kimonos every day ( because / unless / by the time ) it is not easy to put on kimonos and it is hard to walk around in them.
- People do not use public phone booths anymore ( as / unless / as long as ) they do not have their cell phones.
- ( Once / While / Because ) some convenience stores focus on fast food items, some stores focus on cosmetic products.
- Going to a private school with a unified education from primary school to college is increasingly popular ( until / because / whenever ) the academic ability of students in public schools has been deteriorating.
- "Cell phone addicts" will buy the latest model ( as soon as / if / since ) it is on the market.
- School children spend a considerable amount of money on their cell phones ( even though / since / if ) they do not earn any money.

### Three Kinds of Dependent Clauses

As discussed earlier, a complex sentence has one independent and one or more dependent clauses. The dependent clauses you learned in the previous section are **adverb clauses**; they show when, where or how the action in the independent clause happens. The other two types of dependent clauses are **adjective clauses (relative clauses)** and **noun clauses**.

#### Adjective clauses

An adjective clause begins with a relative pronoun (*that, which, who, whom, whose*) or a relative adverb (*where, when*). Just like an adjective, it modifies the noun that precedes it.

Tezuka's manga **that first impressed people** was *Astro Boy*.

*Konbini bento* (boxed lunch from a convenience store), **which are readily available**, have become extremely popular.

#### Noun clauses

A noun clause functions just like a normal noun, becoming the subject or the object in a sentence. It begins with a *wh-* question word (*what, where, etc.*), *that, whether, or if*.

**What a person wears in the workplace** provides clues about his or her personality and lifestyle.

Nowadays, most people believe **that they eat to be healthy, not to enjoy food**.

## Section 5. Transitional Expressions

Transitional expressions refer to words and phrases that connect ideas and create a logical flow, or **coherence**, in writing. They are also called "transitional signals" because, like traffic signals, they show the readers where the writing will take them - whether it will continue with a similar idea, turn to an opposing idea, show an example, or conclude. These expressions help readers to follow the writer's argument smoothly and understand the message correctly.

**Coordinating and subordinating conjunctions**, about which you learned earlier in the lesson, are also transitional expressions. They join two clauses and fit two ideas together logically in a single sentence. Other transitional expressions work at the inter-sentence level; they show logical relationships between sentences to create a coherent paragraph, and they connect the ideas expressed in paragraphs to produce a coherent essay. These expressions include **transitional adverbs (conjunctive adverbs)** and **prepositional phrases**.

Transitional Adverbs/ Prepositional phrases	Functions	Sample Sentences
first second first of all finally	List ideas	Since the late 1990s, several Japanese movies have won major international awards. <b>First of all</b> , <i>Hana-bi</i> , directed by Takeshi Kitano, won the Golden Lion at the Venice International Film Festival in 1997.
also besides moreover furthermore in addition (to ...)	Add an idea	<i>Weekly Shonen Jump</i> , a manga magazine, is the most popular weekly magazine in Japan. <b>Furthermore</b> , it has been published in the U.S. since 2002.
similarly likewise like ...	Introduce a similar idea	American movies and TV dramas had tremendous impact on Japanese people's lifestyle in the 1960s. <b>Likewise</b> , Japanese pop culture has influenced people in other Asian countries.
however in contrast on the other hand in spite of ...	Introduce a contrasting idea	Japanese mangas for girls are popular only among girls. Mangas for boys, <b>however</b> , are popular among both boys and girls.
for example for instance	Show an example	Car navigation systems are technologically advanced. <b>For example</b> , many recent models can play music, show movies, and send and receive e-mail.
therefore accordingly consequently as a result due to ... because of ...	State an effect or result	Girls' mangas are often centered on female psychology and problems. <b>Consequently</b> , male characters in this genre tend to be stereotypical.  Many Korean dramas feature romantic and dramatic stories. <b>Because of this characteristic</b> , they are popular among Japanese women.
otherwise	Give an alternative idea or a possible consequence	Anime fans try to be open and discuss their interests with other people. <b>Otherwise</b> , they might be labeled as <i>otaku</i> (maniacs).
in other words	Restate the idea given in the previous sentence	Korean plastic surgery is popular due to the excellent skills of surgeons educated in the U.S. <b>In other words</b> , it is a combination of American technology and Korean skills.

See Appendix A for a complete list of transitional expressions.

**Exercise 5** Read the following paragraphs about *onsen* (hot springs) and circle all transitional expressions.

*Onsen* as a Form of Japanese Pop Culture

Bathing in natural hot springs, called *onsen* in Japanese, has been popular in Japan throughout its history. In old times, hot springs were largely considered to be places for healing ailments. Even in the past century of advancement in Western medicine, many people, especially older generations, continued to seek remedies for their illnesses in hot mineral water. Most of these people stayed at inexpensive boarding houses because hot spring treatment usually took weeks and months. Staying at an *onsen ryokan* (hot spring hotel) for such a long time was considered a luxury of the privileged. During the economic boom of the 1960s and 70s, *onsen* resorts became a popular destination for lavish company trips and parties. This was a time of growth for the *onsen* industry too; large hotels were constructed with the expectation of further prosperity.

However, because of the serious recession that hit the country in the 1990s, *onsen* resorts were largely deserted. At that point, the industry was forced to explore new directions to survive. Some resort hotels tried to attract customers by focusing on untraditional ideas. For example, they carried out major renovations to recreate the atmosphere of tropical resorts and started to offer Western-style cuisine. Other resorts decided to reemphasize their original traditions. They cultivated local events and advertised traditional medical effects of hot mineral water. In addition to all of these, *onsen* resorts tried hard to change the belief that they were expensive; they used discount coupons and seasonal special prices to entice customers.

Today, *onsen* are popular not only among the elderly and company employees, but also among families, couples and students. Spending the night having a karaoke party at an *onsen* hotel has become an easily available leisure activity. Therefore, it was not surprising to see that an *onsen* resort was developed in the middle of metropolitan Tokyo. In 2003, Spa LaQua opened in a recreation complex in downtown Tokyo. Although it is located in one of the largest cities in the world, the water pumped up from 1,700 meters below the surface is real *onsen* water. The resort entertains visitors with heated outdoor pools, saunas, aesthetic salons, and other facilities for relaxation. Moreover, the facilities are open all night to accommodate busy urban lifestyles.

**Exercise 6** Fill in the blanks with appropriate transitional expressions. Add punctuation if necessary. Sometimes more than one answer is possible.

- At most *onsen ryokan*, maids still bring breakfast and dinner to guests' rooms just like in the old days \_\_\_\_\_ a growing number of Japanese style hotels serve meals in the dining room.
- \_\_\_\_\_ soaking in the hot spring bath, visitors change into *yukata*, casual cotton kimonos provided by the inn.
- These days, most people stay only one night at a hot spring for refreshing purposes. \_\_\_\_\_, years ago, hot springs were places for people to stay for a long time to enjoy their therapeutic benefits.
- For many years, Japanese people have used hot springs for treating ailments, such as arthritis and skin diseases. \_\_\_\_\_, they have enjoyed the quiet environment as most hot springs are located in rural areas.
- Manga culture is very strong in Japan. \_\_\_\_\_, cartoons are sometimes used in serious study books about academic topics such as history and economics. These books are not solely aimed at children.
- Except for hardcore fans, most Westerners would only read cartoons in newspapers \_\_\_\_\_ in Japan, both children and adults avidly love and read comic books.
- \_\_\_\_\_ Japanese TV anime shows have been exported to many countries, publishing manga books overseas has been difficult due to the language difference.
- Hayao Miyazaki created a number of anime films that are popular among children. Most of these successful films, \_\_\_\_\_, address serious issues. \_\_\_\_\_, *Tonari no Totoro* (*My Neighbor Totoro*) contains an underlying message of environmental protection.

## Section 6. Concluding Sentence

A body paragraph of an essay often ends with a concluding sentence. The concluding sentence restates the main idea of the paragraph and often refers back to the thesis statement. It can also act as a transition to the following paragraph. A concluding sentence is not absolutely necessary when the paragraph is short; as the sentence only summarizes the paragraph giving no new information, it may look repetitive in a short paragraph. However, in a long paragraph that includes several supporting ideas, it is effective to remind the reader of the topic and summarize the main points in the last sentence.

A concluding sentence often begins with a transitional expression like the following.

In summary	In conclusion	In short	In brief
Thus	Therefore	It is clear that ...	These examples show that ...

**Exercise 7** The following three paragraphs are the body paragraphs of an essay about Sotsuen Netto, a web-based service that aims to help people stop smoking. Write an appropriate concluding sentence for each of them.

1. The biggest strength of Sotsuen Netto lies in the personalized support it offers 24 hours a day. The hazards of smoking are well known, and many smokers want to quit. They use various methods such as chewing gum, using nicotine patches and quit-smoking pipes, exercising, and eating vegetables. However, with these traditional methods, smokers have to fight the desire to smoke all by themselves. With Sotsuen Netto, they can have personal encouragement through communication with the website. Unlike real clinics, the service is available all the time; users can access the site using their cell phones whenever and wherever they need support. \_\_\_\_\_

2. Using the functions of cell phone communications and electronic database, the website traces the progress of the users and offers the most appropriate advice in each situation. Once registered, the users are required to access the site at least once a day for 90 days and keep a diary of their progress. The computer system accumulates data about the users from their daily log entries. When the users feel a strong urge to smoke, they use their cell phones to send an SOS signal to the site. Referring to the clients' information, the system sends back advice that matches the situation, such as "Try to hang in there until tomorrow morning!" \_\_\_\_\_

3. With its reasonable cost, Sotsuen Netto has been attracting customers and is aiming to expand its business to other Asian markets. The membership fee of Sotsuen Netto is 260 yen per month, almost equivalent to the price of a pack of cigarettes. This low pricing appealed to smokers, and in just a month after its launch, as many as 2,000 people registered. Since then, the number of clients has been steadily increasing. The service provider plans to expand the coverage to other Asian countries because the percentage of smokers is high there also. \_\_\_\_\_

(Reference: [Sotsuen netto](http://sotsuen.net) <[http://sotsuen.net.com](http://sotsuen.net)>)

## Section 7. Concluding Paragraph

As you learned in Lesson 2, the concluding paragraph of an essay usually consists of two parts: a summary of the main points and the writer's final thoughts.

### (1) Summary

This part restates the thesis statement and summarizes the main points given in the essay. A good summary describes the ideas brought up in the essay using different words instead of repeating the sentences or phrases exactly the same way.

### (2) Final thoughts

An essay often ends with the writer's additional comments on the topic. These comments could take various forms, such as an opinion, a solution or recommendation, or a prediction for the future. You should be careful not to include any new information.

**Exercise 8** Read the concluding paragraphs of the following sample essays. Identify the summary and the writer's final thoughts in each of them.

1. Korean Pop Culture in Asia (Unit 1, Part 1, pages 14-15)
2. Convenience Stores as an Aspect of Japanese Pop Culture (Unit 1, Part 2, pages 23-24)

**Exercise 9** With other students, discuss the ideas that can be used for the concluding paragraph of the Starbucks essay in Unit 1, Part 2, Exercise 4 (pages 26-27). Then write an appropriate concluding paragraph for the essay.

(Concluding paragraph for the Starbucks essay)

## Part 4

# Improving Your Work

### The goals of this lesson:

1. Revising the content and organization of your essay
2. Editing mechanical errors

## Section 1. Revising vs. Editing

After writing the first draft, the writer needs to read it closely and make necessary changes. This process is called revising or editing. Some people use the word “revise” and “edit” differently. **Revising** means to make contextual and formatting changes. **Editing** often means to see if your writing follows the mechanical rules of writing. For most people, however, they have almost the same meaning: improving the quality of a piece of writing. People tend to place less importance on this process, but it is even more important than drafting the essay.

Each time you write an essay, you need to repeat the process of drafting and revising/editing over and over. You might need to draft at least twice for short essays and as many as five times for serious or longer essays.

First draft → Revising/Editing → Second draft → Revising/Editing  
→ Third draft → Revising/Editing → Fourth draft (Final draft?)

In colleges and universities, **peer editing**, in which students revise each other's draft, is a popular, useful exercise because students often notice more errors and points that should be revised in other people's drafts than in their own.

## Section 2. Revising the Content and Organization

Many writers believe that revising or editing a draft means only to correct grammatical mistakes. Correcting mechanical mistakes is necessary; however, it is even more important to check the content and organization of the essay, to see if the essay delivers interesting ideas clearly and logically. Although each writing task often has specific objectives, there are several common points you always need to pay attention to when you revise your or other people's essays.

**Whole essay**

- (1) Is the essay on topic? Is the main topic clear?
- (2) Is the essay an appropriate length?
- (3) Is the essay paragraphed under distinctively different subtopics?
- (4) Is the transition between the paragraphs smooth?
- (5) Does the paper have a bibliography/works cited section at the end? (if appropriate)

**Introductory paragraph**

- (6) Is there an effective "hook"?
- (7) Is the paragraph organized from general ideas to specific ideas?
- (8) Does the thesis statement clearly state the main idea of the essay and the subtopics to be discussed?

**Body paragraphs**

- (9) Is the subtopic for the body paragraph clearly given in the topic sentence?
- (10) Are appropriate reasons and examples included to support the idea?
- (11) Are enough descriptive details included?
- (12) Are appropriate citations included to support the main idea? (if appropriate)
- (13) Are there any irrelevant sentences?
- (14) Are there any repetitive parts in the paragraph?
- (15) Are the sentences in the paragraph in a logical order? For example:
  - from "general" to "specific" information
  - from "background" to "foreground" information
  - in chronological order
- (16) Are transitional expressions correctly used when they are necessary (enumerating, contrasting, exemplifying, etc.)?

**Concluding paragraph**

- (17) Does the paragraph include both summary and final thoughts?
- (18) Are new ideas avoided in the paragraph?

**Section 3. Editing Mechanical Errors**

Several mechanical items such as the following should be checked.

- Capitalization
- Punctuation
- Grammar
- Citation style (in-text citation, works cited list, bibliography)

**Capitalization Problems**

The first letter of a word needs to be capitalized in the following cases.

- A. The first word of a sentence is always capitalized.
 

My classmates are from all over the world.
- B. The pronoun "I" is always capitalized.
 

He works harder than I do.
- C. Proper names (names of people, places, areas, organizations, etc.) are generally capitalized.
  1. Personal names and titles
 

Mrs. Koizumi John F. Kennedy Mr. President Sir Patrick Jones
  2. Family words that appear as or with people's names are treated as names, so they are capitalized. But in other cases, they are not capitalized.
 

"Hi Grandma" "Daddy, can we talk?" Uncle Fred Aunt Sherry

My grandma is coming. My daddy is a policeman. Fred, my uncle, is very tall.
  3. Nationalities, peoples, religions, races, languages
 

Japanese Asian Buddhism Muslim Arab Jewish

African American Esperanto Latin
  4. Names of deities
 

Jesus Christ Allah Buddha
  5. Names of countries, cities, states, provinces, oceans, lakes, mountains, areas, schools, parks, streets, buildings, stations, etc.
 

Japan Tokyo Ohio South Austin the Atlantic Ocean Lake Superior

the Amazon Mt. Fuji the East Coast Antarctica

the University of Texas Central Park Broadway Central Station

## 6. Names of organizations

Ministry of Education, Culture, Sports, Science and Technology  
International Student Association International Business Machines

7. Titles of books, magazines, newspapers, movies, TV programs, theater plays, etc.  
Capitalize the first letter of the first word. The first letters of important words and long words are also capitalized.

*Gone with the Wind* *Newsweek* *The Yomiuri Shimibun*  
*Doraemon* *Romeo and Juliet*

## D. Some time expressions are capitalized.

January Monday (days and months)  
Christmas Halloween Thanksgiving (holidays)  
World War II (historical events)

These are some examples that should NOT be capitalized but are often erroneously capitalized.

spring winter (seasons)  
mathematics behavioral science (academic subjects)

However, if an academic subject is used to express a particular course name, it is capitalized.

Biology 102 Second Year Psychology 203

**Punctuation Problems**

## A. End-of-sentence punctuation

End a sentence with a period (.), question mark (?), or an exclamation point (!).

## B. Comma

1. Use a comma to separate independent clauses connected with a coordinate conjunction (*and, but, so, yet, or, nor*).

The boys are playing baseball, and the girls are drawing.

2. Use a comma to separate more than two phrases or words connected with *and, or, or but*.

Before the party, we are going to shop, clean, and cook.

We shopped and cleaned the house before the party. (two words - no comma)

3. Use a comma when more than two adjectives are equally used to modify a noun.  
It is a demanding, difficult course.

4. Use a comma to separate a non-restrictive relative clause and an appositive from the rest of the sentence.

Prof. King, who teaches Biology 301, is a great teacher.

Jane, a friend of mine, introduced me to my current wife.

5. Use a comma after an introductory phrase and a transitional expression.

Before the party, we need to clean the house.

First of all, poverty is not the problem of only poor countries.

6. Use a comma to separate "Yes" and "No," an addressing term, and a tag-question from the rest of the sentence. Use a comma before and after a quotation.

"Yes, I like my job." "Father, do you have time?"

"You are not coming tomorrow, are you?"

He said, "We might have a big earthquake."

## C. Colon

1. Use a colon to introduce a list.

I need the following items for the trip: money, a plan, and a companion.

2. Use a colon to introduce a long direct quotation in a text.

On this point, Yoriko Tamiya, a famous politician in Japan, once wrote in her book, *Japanese Politics and Money*:

It is true, however, that there is no morality in politics and that what seems to be a scandal in this particular case is, most probably, a normal practice in most parties in Japan - hence all the other opposition parties were against the call for disclosure of their donors. The PM's transparency call is most ideal in such circumstances.

3. Use a colon to indicate the time of day and after the salutation at the beginning of a formal letter.

The class starts at 13:00.

Dear Professor Adams:

## D. Semicolon

1. Use a semicolon between two closely related independent clauses forming one sentence. (See Part 3)

It has become increasingly difficult for young people without solid experience to get a full-time job; they tend to abandon job searches and work part-time.

2. Use a semicolon with a conjunctive adverb to form one sentence with two independent clauses. (See Part 3)

It has become increasingly difficult for young people without solid experience to get a full-time job; **therefore**, they tend to abandon job searches and work part-time.

3. Use a semicolon to list items when commas are already used in the items.

There are three essay topics: "accomplishment in my life," which is about your best achievement after lots of effort; "living situations," in which you discuss your favorite living style; and "community problems," for which you need to find a community problem to solve.

**Exercise 1** The following passage has several mistakes in terms of capitalization and punctuation. Identify and correct them.

There are many sightseeing spots in New york, rockefeller center, the NY stock exchange and broadway a famous shopping street. also Fifth avenue is a wonderful place for shoppers. Today is tuesday, December 23th. Since christmas is coming soon every store is very busy with customers. Janie, my Aunt is a great shopper. We often go out together to hunt something new. Janie loves beautiful expensive foreign products such as Gucci and Louis Vuitton. Although I am not interested in European designers I enjoy christmas decorations in those stores. I am an art student at new york university now. I would like to work at an art dealer after graduation, I also go to the art galleries in the area to see their Christmas sales.

## Grammar Problems

## A. Sentence structure

As we discussed in Part 3, each sentence in an academic essay should be a succinct, complete sentence. There are several common mistakes concerning sentence structure:

1. Sentence fragments

Because I like shopping. (incorrect)

→ Because I like shopping, I live in NY. (correct)

2. Run-on sentences

I like shopping, I need to have a high paying job. (incorrect)

→ I like shopping, **so** I need to have a high paying job. (correct)

3. Failure to form a parallel structure

I like to shop at Gucci, and I like to shop at Sacks, and shop at Tiffany. (incorrect)

→ I like to shop at **Gucci, Sacks, and Tiffany**. (correct)

## B. Agreement (number, gender, tense)

Lack of agreement in number, gender and tense is a common mistake.

1. Number

Aunt Janie and I are great shopper. (incorrect)

→ Aunt Janie and I are great shoppers. (correct)

On Sundays, he go to the Guggenheim Museum and appreciate the fine art objects. (incorrect)

→ On Sundays, he goes to the Guggenheim Museum and appreciates the fine art objects. (correct)

2. Gender

In 2005, Michael Bloomberg was re-elected as Mayor of New York City and began her second term in office. (incorrect)

→ In 2005, Michael Bloomberg was re-elected as Mayor of New York City and began his second term in office. (correct)

3. Tense

The first Europeans who come to NY buy Manhattan Island from the Native Americans for only \$24.00. (incorrect)

→ The first Europeans who came to NY bought Manhattan Island from the Native Americans for only \$24.00. (correct)



4. Subject of the main sentence and the subordinate clause  
 Bubbling in the oven, he watched the pizza. (incorrect)  
 → He watched the pizza bubbling in the oven. (correct)  
 Bubbling in the oven, the pizza is almost done. (correct)

### C. Word order

Some adverbial words and phrases and plural numbers of adjectives that show additional information need to be introduced in the proper order in a sentence.

#### 1. Place and time

- Usually *time* follows *place*.

The International Festival of Yokohama will be held from Oct. 29 to 30 at Pacifico Yokohama. (incorrect)

→ The International Festival of Yokohama will be held at Pacifico Yokohama from Oct. 29 to 30. (correct)

- Usually *the verb* and *the place* go together.

We arrived early at school. (incorrect) → We arrived at school early. (correct)

#### 2. Time expressions and other adverbial words (*always, usually, often, ever, rarely, never, just, still, also, all, etc.*)

The words are usually placed before the verb. However, when the verb is *be*, they follow the verb.

I always go to work on foot. I never go to work by car.

I am always late for work. I am never late for work.

I will always love you. I will never forget you.

#### 3. When one noun is modified by several adjectives, there is a proper order.

opinion → size → shape → age → color → origin → material → NOUN  
 wonderful large round old white Japanese wooden table

an old little lady (incorrect) → a little old lady (correct)

a Japanese wonderful car (incorrect) → a wonderful Japanese car (correct)

#### 4. Inversion of subject and verb may occur when a sentence starts with an expression of place, negative, conditional, or comparison.

On the tree many crows are. (incorrect)

→ On the tree are many crows. (correct)

Not even once he missed class. (incorrect)

→ Not even once did he miss class. (correct)

### D. Articles and other determiners

Articles (*a, an, and the*) and other determiners (such as *this, those, some, one, much, a piece of, his, and my*) appear before nouns. If a noun is both countable and singular, it cannot stand alone; the noun needs a determiner before it.

Indefinite articles (*a, an*) are used to describe general nouns while the definite article (*the*) is for specific items that are known to the people present.

I have **a class** this afternoon. (There are many classes, and I have one of them.)

Did you go to **the class**? (One specific class. Both you and I know which class it is.)

I bought **a book and a magazine** this morning. **The book** is about hiking in Japan, and so is **the magazine**.

### E. Parts of speech

Most words can take different forms.

The storm **isolated** the village. (verb)

Having no close friends, she felt **isolated** in the class. (adjective)

He lives in complete **isolation**. (noun)

When editing, check if words are used in the correct forms.

In this global world, people can enjoy **diversify** cultures. (incorrect)

→ In this global world, people can enjoy **diverse** cultures. (correct)

In this global world, people can enjoy **diversity** of cultures. (correct)

### F. Other important grammar points to be checked

Tense	Conditionals	Active and passive voices
Reported speech	Gerunds	Pronouns
Relative clauses	Adjectives with <i>-ing</i> and <i>-ed</i>	
Conjunctions	Forms of superlative and comparative	
Prepositions	Phrasal verbs	... and more!

### Citation Style

See Unit 2 for the correct style for in-text citation, works cited lists, and bibliographies.

**Exercise 2** In the following passage, there are several grammar errors. Identify and correct them.

In Japan, learning English conversation has been a fad for last three decade. In 1970s, people started traveling overseas and realized they need to speak English if they want to walk around foreign countries free. Also young people started feeling that Japan is too small to stay for entire life and got interest in working overseas to explore their future career. To them, for example, the United States looks like a big, new, wonderful country. Moreover, these days, very young Japanese children is studying English conversation. According to latest survey conducted by large English school in Tokyo metropolitan area, more than 20 percent of Japanese 5-year-olds, 10 percent of 3 year-olds, and 7 percent of 2-year-olds attends some kinds of English converse lessons. Parents wants to give their child a "head start" always. Starting English school is a great business opportunities for the entrepreneurs who returned from overseas certainly. If you want to start a new business, come to our seminar "Opening Your English School." The first meeting will be held on December 23rd and 24th at Tokyo imperial court, Akasaka, Tokyo.

## **Unit 2**

# **Research and Citation**