



# **Writing for Beginners**

A Compilation Book

Marlin Steffi Marpaung, M.Ed

Universitas Advent Indonesia

# **Writing for Beginners**

### A Compilation Book

Printed and Published in Indonesia

Universitas Advent Indonesia

by

Marlin Steffi Marpaung, M.Ed Jurnal.acuity@unai.edu

First Printing 2021

#### First Published 2021

All right reserved; no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission to the publisher.

#### **Forewords**

Praise God because of His blessing this compilation book for Writing Clinics subject could be done to be used in teaching writing skills.

The objective of this compilation book has been designed to assist students to be able to enhance their writing skills. This compilation book provides various form of written language functions required by the university students that focus on improving the writing skills that needed by the students to write precisely and mastery of these skills ensures that further studies are well prepared. If students need more practice, teachers should offer more activities based on the knowledge, needs and interests of the students. There is no shortcut to have a good writing ability, it comes only through practice.

With the presence of this compilation book for teaching Writing Clinics subject at Universitas Advent Indonesia in the Education Department could facilitate the students to become competent writers.

Bandung, January 2020 Marlin Steffi Marpaung, M.Ed Universitas Advent Indonesia

## **Table of Contents**

### Cover Forewords

Introduction	
The writing process	1
What makes a good paragraph	11
Chapter 1 – From Sentences to Paragraphs	
Joining similar idea	18
Giving alternatives	20
Restatement of same idea	21
Contrasting different idea	22
Connecting causes of reasons with effects	24
Writing paragraph	27
Topic & controlling idea	28
Developing paragraph	30
Chapter 2 – Kinds of Writing	
Narrative	32
Expositions	40
Expository paragraphs	43
Chapter 3 – Describing	
Descriptive paragraphs	48
Description using adjectives	53
Informal description	54
Emotive language	55
Chapter 4 – Chronology and Sequence	
Personal recount	57
Historical	59
Biography	60
Verb forms	65
Sequence markers	71
Chapter 5 – Comparing and Contrasting	
Making comparisons	78
Making contrast	82

Chapter 6 – Causes and Eπects	
Signal word, Grammatical structure	90
Putting the effect before the cause	93
Chapter 7 – Exploring an Issue	
Explanations	95
Information reports	100
An argument essay	104
Writing an introduction	106
Chapter 8 – Expressing Opinion	
The thesis statement	110
Supporting evidence	113
Quotation	113
In-text references	114
Making a reference list	116
Appendixes	
Irregular verbs	117
Verb tenses	121
Collocations	122