

# Writing Effective Short Essays



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## **Acknowledgment**

Million thanks are praised to God the Almighty for his bless in all course of the writers' life and in finishing this course material. This material is designed for strengthening the students' writing performance. It is then focused on writing the essays from different text types.

The writers would also like to express their gratitude to those who supported and gave advice in finishing this material. It is partially for lecturers Department of English Education for constructive advices and valuable knowledge given to the writer.

The writers realize that this material is still far from being excellence therefore constructive advices are invited for the progress of the following ones. Finally, it is greatly hoped that this material will be useful for students and those concern in the similar field.

The Writers

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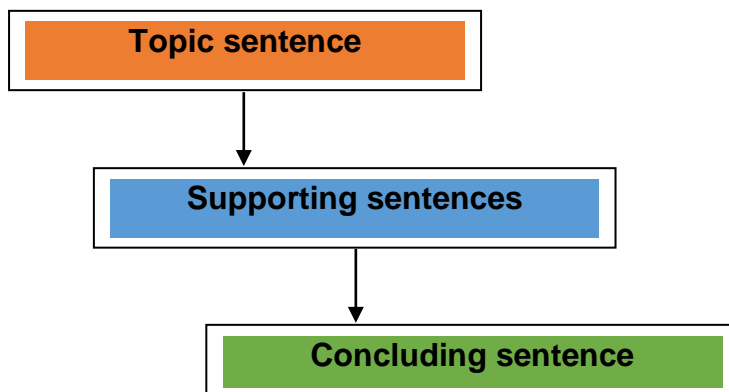
## Unit 1 REVIEW OF “PARAGRAPH WRITING”

### **UNIT GOAL**

In this unit the students will learn about review of paragraph writing consists of topic sentence, supporting details, and concluding sentence.

### **A. Paragraph Writing**

A paragraph is a series of sentences that support a main idea, or point. A paragraph typically starts with the main idea or point (also called the topic sentence), and the rest of the paragraph provides specific details to support and develop the point. The illustration below shows the relationship between point and support.



1. **Topic sentence** is the most important sentence of a paragraph. It states the main idea and introduces the reader to the topic.

Example 1:

\_\_\_\_\_ . The students and the teacher are still having difficulty using digital media to participate in their online classroom activities. Then, from the students' side, they may lose their interest in participating in the classroom activity if they lose connectivity when using Zoom or Google Meetings. Another issue arises when the students refuse to open the camera because they claim they are unable to connect. Then, if the teachers don't move soon, they are all going to be left behind in the proposed updated education area. As a result, there are still some issues with online teaching and learning during the COVID-19 pandemic. Thus, this case should be figured out. Furthermore, at this opportunity, as a scholar, I am equipped to share that many of the teachers should be required to develop better strategies for resolving the issues.

- a) Many obstacles.
- b) Many problems happen on the teaching and learning process in the aftermath of the COVID-19 outbreak.**

c) Many obstacles faced.

Example 2:

**In the post-Covid-19 pandemic, there are numerous issues with online teaching and learning.** One of the obstacles found by Batubara (2021) mentions the difficulties encountered in utilizing this learning technique, especially learners' lack of preparation for online teaching and learning. According to the investigation, not all professional teachers in Indonesia's various areas are equal in conducting the online learning process based on quality, communication, and technological ability. Further, the amount of internet data available to the students is limited.

**1. The supporting sentences** develop the main idea in the topic sentence. They add details to the topic.

**Supporting sentences** give information that explains and expands the topic of the paragraph. They answer questions—who? what? where? when? why? and how? — and give details. Good writers think of these questions when they write supporting sentences for the topic sentence.



## **Kinds of supporting sentences**

Good supporting sentences have different goals. Writers vary them to:

- Explain: For economic reasons, the family relocated from the hamlet to the metropolis.
- Describe: She resided in a gorgeous three-story castle surrounded by a forest.
- Give reasons: Because of the demanding working conditions, Lukas finally abandoned his job
- Give facts: International students account for more than 10% of the university's student body.
- Give examples: Citrus fruits such as oranges and grapefruits are grown in California.
- Define: Bangkok, Thailand's capital and largest city, attracts a large number of tourists.

Example 1:

In the post-Covid-19 pandemic, there are numerous issues with online teaching and learning. **One of the obstacles found by Batubara (2021) mentions the difficulties encountered in utilizing this learning technique, especially learners' lack of preparation for online teaching and learning. According to the investigation, not all professional teachers in Indonesia's various areas are equal in conducting the online learning**

**process based on quality, communication, and technological ability. Further, the amount of internet data available to the students is limited.**

Every supporting sentence in a paragraph must relate to the main idea stated in the topic sentence. A sentence that does not support the main idea does not belong in the paragraph, thus such a sentence should be omitted. **When a sentence does not belong in a paragraph, it is called an irrelevant sentence.**

Example 2:

The students believe that joining the teaching and learning activities via Zoom or Google Meeting consumes internet data. **It is because the students are having problems grasping the materials that they become very quiet. They believe it is difficult to learn and understand the teachers' explanations without participating in an activity with their teacher face-to-face. The learning also tends to be online assignments. The assignments given pile up, making students stressed and lazy with the activity. The students' absorption of the course material is very minimal. The students also complain about submitting the task in a limited time and that the**

**delivery modalities for submitting the task require a lot of internet traffic.**

### **1. Concluding sentence**

Some paragraphs end with a concluding sentence. The concluding sentence is the last sentence of the paragraph. It concludes, or wraps up, a paragraph. It lets the reader know that you have finished talking about the idea introduced by the topic sentence.

This sentence states the main idea of the paragraph again using different words. Concluding sentences are not always necessary. In fact, short paragraphs that are part of longer pieces of writing often do not have concluding sentences.

A concluding sentence often has one of these four important purposes:

1. It restates the main idea.
2. It offers a suggestion.
3. It gives an opinion.
4. It makes a prediction.

Example:


Many problems happen on the teaching and learning process in the aftermath of the COVID-19 outbreak. The students and the teacher are still having difficulty using digital media to participate in their online classroom

activities. Then, from the students' side, they may lose their interest in participating in the classroom activity if they lose connectivity when using Zoom or Google Meetings. Another issue arises when the students refuse to use the camera because they claim they are unable to connect. Then, if the teachers don't move soon, they are all going to be left behind in the proposed updated education area. As a result, there are still some issues with online teaching and learning during the COVID-19 pandemic. **Thus, this case should be figured out. Furthermore, at this opportunity, as a scholar, I am equipped to share that many of the teachers should be required to develop better strategies for resolving the issues.**


Remember the terms

- ❖ Paragraph shows a group of sentences that focus on a single idea.
- ❖ Topic is the one thing a paragraph talking about.
- ❖ Topic sentence means the sentence that tells what the paragraph about.
- ❖ Supporting details are those sentences that explain the topic sentence.
- ❖ Remember that when writing a paragraph, you must know the pattern of tenses used. The following is the example of tense to recall your understanding.

## SIMPLE PRESENT

	<p>a) Water consists of hydrogen and oxygen.            b) Most animals kill only for food.            c) The world is round.</p>	<p>The simple present says that something was true in the past, it is true in the present, and will be true in the future. It is used for <i>general statements of fact</i>.</p>
	<p>d) I study for two hours every night.            e) My classes begin at nine.            f) He always eats a sandwich for lunch.</p>	<p>The simple present is used to express <i>habitual or everyday activity</i>.</p>
	<p>g) I have only a dollar right now.            h) I don't recognize that man.            i) He needs a pen right now.</p>	<p>Certain verbs are not used in the progressive tenses. With these verbs, the simple present may indicate a situation that exists right now, at the moment of speaking.</p>

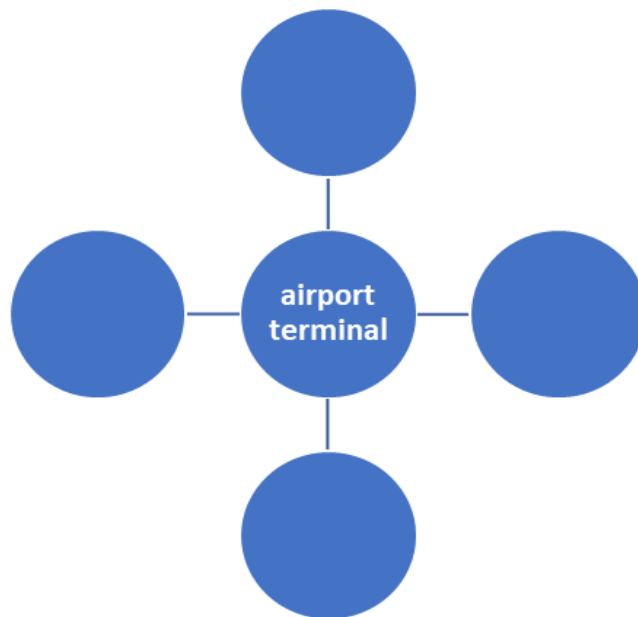
## SIMPLE PAST

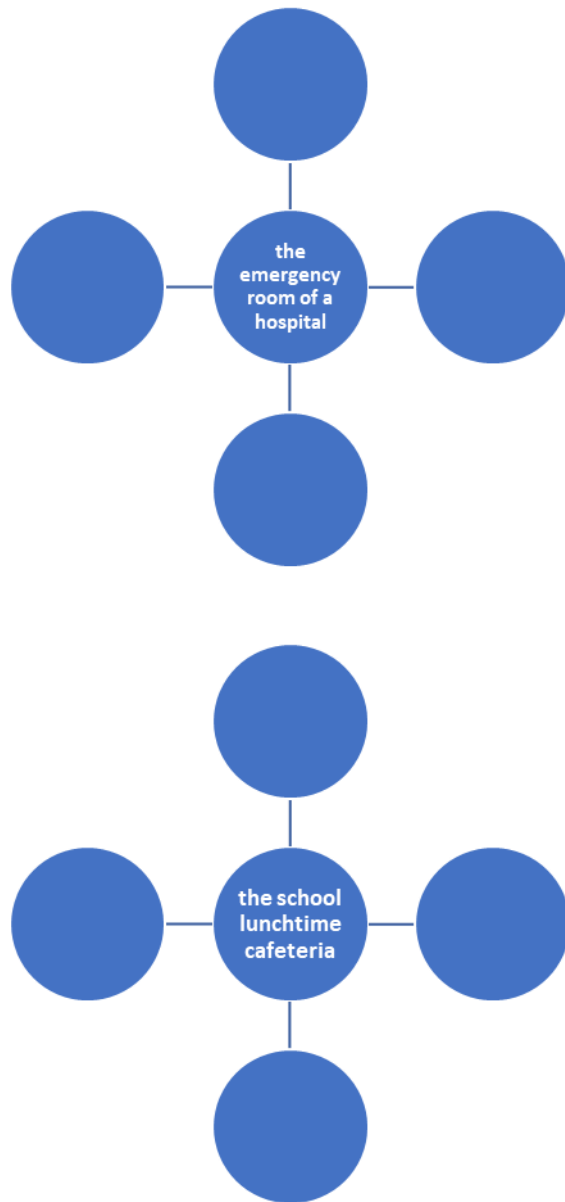
	<p>a) I walked to school yesterday.            b) He lived in Paris for ten years, but now he is living in Rome.            c) I bought a new car three days ago.</p>	<p>The simple past indicates that an activity or situation <i>began and ended at a particular time in the past</i>.</p>
	<p>d) I stood under a tree when it began to rain.            e) When she heard a strange noise, she got up to investigate.            f) When I dropped my cup, the coffee spilled on my lap.</p>	<p>If a sentence contains <i>when</i> and has the simple past in both clauses, the action in the "<i>when clause</i>" happens first. In (d): 1st: The rain began. 2nd: I stood under a tree.</p>

#### 4. Exercises

##### Exercise 1

Write a paragraph a busy scene such as an **airport terminal**, **the emergency room of a hospital**, **the school lunchtime cafeteria**, **the scene automobile accident**, **the sunny day of the beach** using good organization, content, grammar, punctuation, spelling, mechanic, style, and vocabulary. To help you in composing your paragraph you can use the following diagram.





## **Exercise 2**

**These are mixed sentences of a paragraph. Rearrange this paragraph orderly!**

Thirdly, because of financial problems, some students fail university classes. For example, students who have to take jobs don't have as much time to study, so they may fail classes. The first reason is that they fail because their academic background is weak. Finally, there are students who fail because their energies are not directed toward their classes. For example, one student might not have had enough mathematics courses at high school, so he fails his university math class. The second reason is that most of the students don't understand the importance of regular attendance. Others may worry because they have too little money, and they may not be able to concentrate on their studies. There are some reasons why a lot of students fail in college. Because some students don't attend classes regularly, they may not be able to pass the test in class because they don't know the answers. In conclusion, due to all these problems, numerous students fail in college every year. For example, some of these students are not interested in college and they spend their day doing other things.



### **Exercise 3**

**These are mixed sentences of a paragraph. Rearrange this paragraph orderly!**

Firstly, it is always sunny and warm all around the year. All in all, I do my worst not to do my homework. So, you can sunbathe on the beach in summer or enjoy a walk in the warmth of winter breeze. To sum up, Hawaii is an ideal place for a good holiday. For instance, whenever the phone rings or there is someone at the door, I rush to answer before anybody else in the house. Secondly, the beaches are gorgeous with soft white sand and beautiful blue water promising everyone different water sports. I also stop studying to investigate any noise I hear while studying. There in the kitchen I make myself an omelet or a cheese sandwich and eat it very slowly. I usually have several reasons to stop doing my homework. In addition, nearly all of the hotels offer cheap accommodation and various Hawaiian foods, along with terrific entertainment. There are several reasons why I usually go to Hawaii on holiday. First of all, as soon as I begin to do my homework, I always start to feel hungry and go into the kitchen to eat something. While I'm studying, I try to listen to music on my Walkman or watch television too. For instance, you cannot help windsurfing or sailing. You would also enjoy swimming or building sand castles like children.

## Unit 2 INTRODUCTION TO ESSAY WRITING

### **UNIT GOALS**

In this unit the students will learn about essay writing organization namely introductory paragraph, body (s) paragraph, and concluding paragraph. The essay criteria is based on good organization, content, vocabulary, grammar, and mechanics

Writing models can be divided into several models. As Miller (1998) states, there are three models of writing. Writing as a process, writing as a product, writing as a social activity. Writing as a process emphasizes how the learner performs the writing process. You need to perform several steps or activities such as generating ideas, designing, revising drafts, and completing your writing. Writing as a product, on the other hand, focuses on results or final writing. Writing as a social activity means that writing is an activity to share written ideas with others in a particular society for a particular audience. It provides an opportunity for two or more authors to exchange ideas and collaborate to create a collaborative text. In conclusion, there are three writing models that represent writing as a process, writing as a product, and writing as a social activity

that acts as a means of communication between the writer and the reader.

The writing process consists of thinking about ideas, preparing summaries, creating summaries, modifying summaries, proofreading summaries, and writing the final text for publication (Oshima and Hogue, 1998). The result of writings should be good based on sentence components such as organization, grammar, vocabulary, mechanics, and punctuation.

#### **A. What is an essay?**

The word “essay” comes from the Latin verb *exigere*, which means "to examine, test, or (literally) to drive out." Brandon & Brandon (2011) mention that an essay is a group of paragraphs, each with the function of supporting a controlling idea called thesis. Thesis is the assertion or controlling purpose. The three parts of the essay consist of introduction, development, transition, and conclusion. It encourages students to examine their ideas concerning a particular topic. The purpose of an essay is to encourage students to develop ideas and concepts in their writing with the direction of their own thoughts. The following is the description of paragraph and essay writing which is presented by Brandon & Brandon (2011).

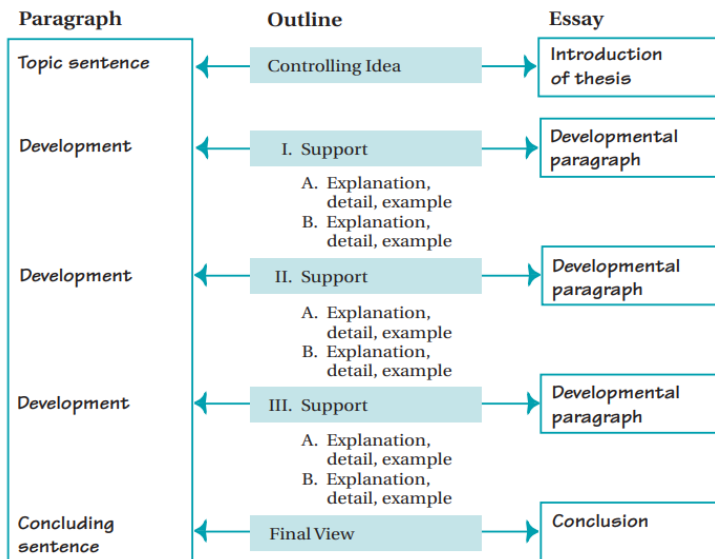
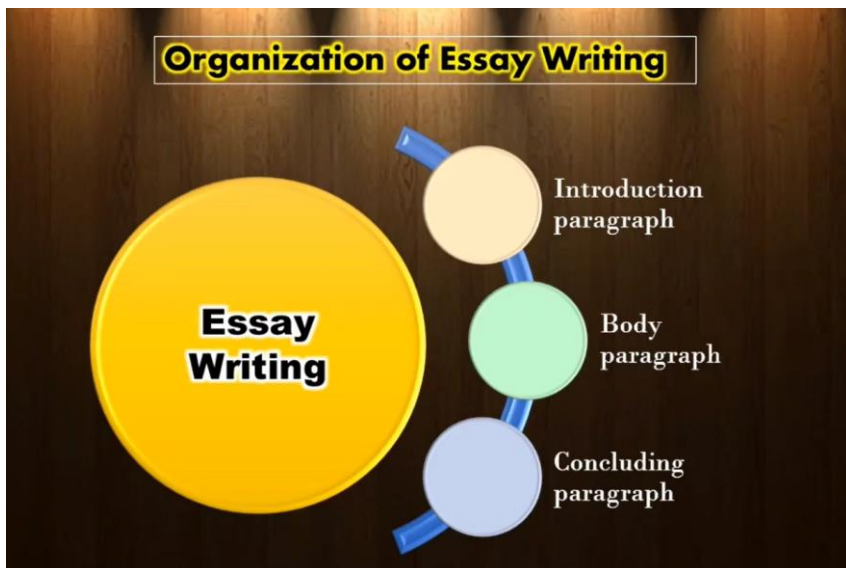


Figure 1. Paragraph and essay compared

The common organization of essay writing can be seen in the following figure 2.



The four genres of essays (description, narration, exposition, and argumentation) are common ones will be elaborated in this course.

**Basically, an essay consists of this classification of paragraphs.**

### **A. THE INTRODUCTORY PARAGRAPH**

Brandon & Brandon (2011) mention that a good introduction does several things. It hooks the reader's attention, expresses or suggests the thesis, and then seamlessly transitions them into the body paragraphs, also known as developmental paragraphs.

Here are some introductory methods:

- 1) a direct statement of the thesis
- 2) background
- 3) definition of term(s)
- 4) quotation(s)
- 5) a shocking statement
- 6) question(s)
- 7) a combination of two or more methods on this list

The introductory paragraph has four purposes:

- 1) It introduces the topic of the essay
- 2) It gives a general background of the topic

- 3) It often indicates the overall "plan" of the essay
- 4) It should arouse the reader's interest in the topic

The introductory paragraph also **has two parts**:

**1. General statements**

- a. Introduce the topic of the essay
- b. Give background information on the topic

**2. Thesis statement:**

- a. States the main topic
- b. Often lists the subdivisions of the topic or subtopics
- c. May indicate the method of organization of the entire paper
- d. Is **usually the last sentence of this paragraph** (Oshima and Hogue, 1999).

## **B. THE BODY PARAGRAPH(S)**

The body consists of one or more paragraphs. Each paragraph develops a subdivision of our topic, so the number of paragraphs in the body will depend on the number of subtopics (those have been mentioned in the thesis statement). The body paragraphs of an essay are like the main supporting points in a single paragraph. Furthermore, we can organize the paragraphs by *chronological order, logical division of ideas, comparison and contrast, etc* (Oshima and Hogue, 1999).

### **C. THE CONCLUDING PARAGRAPH**

The concluding paragraph is the signal that you have completed your essay. First, you can write the summary then add your final comment to the subject. Use this opportunity to make a strong effective message.

The concluding paragraph consists of:

1. The summary of the main points, or a statement of the thesis in different words
2. Your final comment on the subject, based on information that you have got (Oshima and Hogue, 1999).

### **B. Essay Outline**

An outline is like an architect's plan for a house. An architect plans a house before it is built to make sure that all the parts will fit. As a writer, it is also important to plan your paragraphs to make sure that all of the ideas will match. Meanwhile, outlining an essay is similar to outlining a single paragraph but it is just longer for an essay consists of introductory, body, and concluding paragraph.

Learning to outline is important for three reasons:

- a. It will be helpful to organize ideas so that there will be no irrelevant ones.

- b. It will be helpful to write more quickly for the ideas have been organized previously. Hence, you will not be stuck when you are writing.
- c. It will be helpful to improve the grammar for you can be more concentrate on it.

An outline is also important for its parallelism. It means that all ideas with the same kind of letter or number should have the same grammatical form: all complete sentences, or all nouns, or all adjectives, or all prepositional phrases, etc. (Oshima and Hogue, 1999).

Study this outline example:

## **Modern Technology**

### **I. Introduction**

**Introductory sentences:** ....

**Thesis statement:** The most recent significant discoveries to benefit humankind in modern times are in the fields of television and computer technology.

### **II. Body paragraph(s)**

A. A popular form of instant communication all over the world is television

- 1. It is helpful to witness important events
- 2. It is a visual media for education, news, and entertainment



B. In the last few decades, computer technology has made tremendous progress in the world of communication to benefit humankind

1. It is a tool for long-distances communication
2. It is valuable for providing faster information

### III. Conclusion

In conclusion, scientific research and experiments have opened the chance to faster, more easily accessible information worldwide on television and computer. These discoveries have changed our lives better and have made the people in the world closer.

### C. Examples

Start with the outline for essay

A unique place in my village called "Sendang Sekaran" and is a source of water located in the sekaran village and has the two "Sendang" commonly referred to as male and female. The source of water from the sensation is said to cure ailments, there fore many who draw water from it.

The uniqueness of this place keeps this culture alive in this place and the value of this place.

It is a highly profitable place for villagers because it is an unusual place where there are water

sources for their villagers. It's also very sanctuary to the villagers. The culture that thrive here also survive annually, because its villagers strongly maintain the customs and mores of this place and village.

**Grey:** Topic sentence and Supporting sentence

**Yellow:** General/Thesis Statement

**Blue:** Concluding sentence.

### **The introductory paragraph**

A unique place in my village called "Sendang Sekaran" and is a source of water located in the sekaran village and has the two "Sendang" commonly referred to as male and female. This place has stood for a long time according to the villagers, this is unique in each case, the male is on the lower ground and the female is on the upper ground. The villagers believed that women were the most powerful women in the sekaran village. These are filled with lush trees and fountains that constantly rise from the earth and the large and small fish that live inside them. The source of water from the sensation is said to cure ailments, there fore many who draw water from it. The uniqueness of this place

keeps this culture alive in this place and the value of this place.

### **The body paragraph(s)**

In addition, it is used as a many event every year such as holding a traditional dance, the javanese puppet, the earth's charity and other because people believe this place is a sanctuary. The culture here is diversified and has a special meaning every custom done and intended for the village. The meaning of every custom such as the earth's alms is that when the harvest is abundant, the citizens should hold the event once a year in that place 'Sendang' to honor their ancestors there. There is also a traditional dance and javanese puppet to supplement the opening of the earth's charity program. The events held here are also being conserved to this day, so the citizens here have strictly maintained the traditional customs.

### **The concluding paragraphs**

It is a highly profitable place for villagers because it is an unusual place where there are water sources for their villagers. It's also very sanctuary to the villagers. The culture that thrive here also survive

annually, because its villagers strongly maintain the customs and mores of this place and village. So it's kept the culture going in spite of all the changes. The uniqueness of this place also makes for people a unique comfort, as they enjoy and possess the treasures of nature that were bestowed upon our village. Which allows us to keep this place sustainable for our children and grandchildren

**Complete essay consists of introductory, body, and concluding paragraph.**

#### **A unique Place**

A unique place in my village is called "Sendang Sekaran"; it is a source of water located in the Sekaran village and has two "Sendang", commonly referred to as male and female. This place has stood for a long time, according to the villagers. This is unique in each case. The male is on the lower ground and the female is on the upper ground. The villagers believed that women were the most powerful women in the Sekaran village. These are filled with lush trees and fountains that constantly rise from the earth and the large and small fish that live inside them. The sensation's source of water is said to cure ailments, which is why many people draw water from it. The uniqueness of

this place keeps this culture alive in this place and adds to the value of this place.

In addition, it is used as a venue for many events every year, such as holding a traditional dance, the Javanese puppet show, the Earth's Charity, and others. Because people believe this place is a sanctuary. The culture here is diverse and has a special meaning for every custom done and intended for the village. The meaning of every custom, such as the earth's alms, is that when the harvest is abundant, the citizens should hold the event once a year in that place, called "Sendang," to honor their ancestors there. There is also a traditional dance and a Javanese puppet show to supplement the opening of the earth's charity program. The events held here are also being conserved to this day, so the citizens here have strictly maintained the traditional customs.

It is a highly profitable place for villagers because it is an unusual place where there are water sources for their villagers. It's also very secluded for the villagers. The culture that thrives here also survives annually because its villagers strongly maintain the customs and mores of this place and village. So it's kept the culture going in spite of all the changes. The uniqueness of this place also gives people a unique comfort, as they enjoy and possess the treasures of nature that were bestowed upon our

village. Which allows us to keep this place sustainable for our children and grandchildren

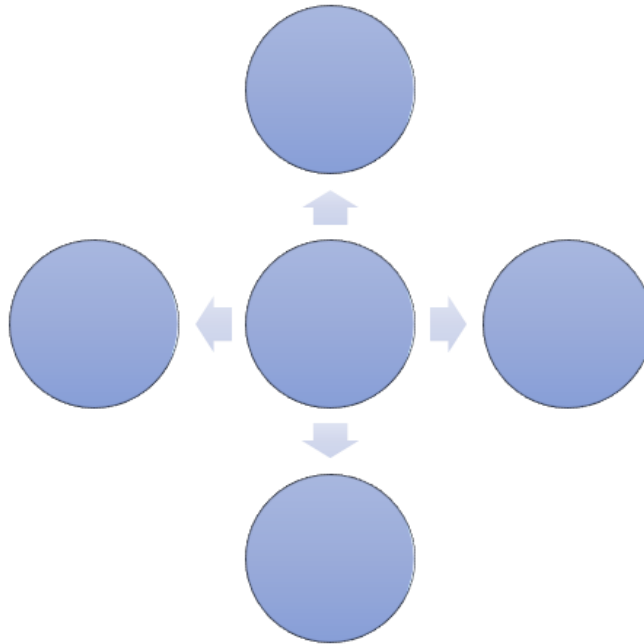
#### **D. Exercises**

##### **Exercise 1**

**Write an essay based on the following pictures**



**You can start your writing by using this diagram to help you in expressing the idea.**



1. Write the outline for essay
2. Write the introductory paragraph
3. Write the body paragraph(s)
4. Write the concluding paragraph

### **Exercise 2**

Now, you are asked to write an essay by using the following topics. This essay should cover introduction, body, and concluding paragraph. Pay attention to the elements of grammar, organization, content, vocabulary, and mechanics.

My Family

My best friend

**MY FAVORITE LECTURER**

**Students and education**



## Unit 3 DESCRIPTIVE ESSAY

### **UNIT GOALS**

In this unit the students will learn to write the descriptive essay based on good organization, content, vocabulary, grammar, and mechanics.

#### **A. Definition**

A descriptive essay is a type of essay that asks students to explain something (things, people, places, experiences, feelings, situations, etc.). When writing this essay, you need to explain people, things, or events with sufficient strength.

#### **B. The purpose**

It is designed to allow readers to see, feel and hear what we see, feel and hear. Whether portraying a person, place or object, our goal is to reveal the subject through vibrant and carefully arranged details.

#### **C. The Structure:**

##### 1. Introduction:

In this part, the author briefly introduces the subject or the object of the essay.

##### 2. Main Body.

- a. The subject or object of the essay is further explored and ***explained in detail***.
  - b. The author can ***describe every specific aspect*** of the subject/object he/she thinks important.
  - c. The writer can use ***various adjectives and adverbs*** to make the writing more lively and interesting to read.
  - d. The author can mention ***specific examples to improve the description*** to make the readers easier to understand.
3. Conclusion.

In this part, the author delivers his own opinions and conclusion of the subject or object of the essay.

#### **D. How to write a descriptive essay**

- a. Choose vivid or concrete language.

Abstract : It was a *nice* day.

Concrete : The sun was shining and a slight breeze blew across my face.

- b. Use our senses

Consider the senses of the reader. Explain how the thing smelled, felt, sounded, tasted, or looked.

What do you smell?	What do you taste?	What do you see?	What do you hear?	What might you touch?
--------------------	--------------------	------------------	-------------------	-----------------------

c. Leave the reader with a clear impression  
(<http://www.roanestate.edu/owl/describe.html>)

d. Use adjectives

Adjective tells us how things look, feel, taste, sound, or smell. Adjective describes how you feel about something. The examples of shape adjectives are **big, circular, curved, high, horizontal, narrow, small, wide, etc.** The examples of atmosphere adjectives are **comfortable, cozy, warm, cool, hot, etc.** The examples of adjectives of **appearances** are **colorful, unforgettable, beautiful, attractive, etc.**

e. Use preposition

The use preposition can be useful in descriptive essay such as

above	position	The coconut was <b>above</b> our heads
across	position	The dog <b>across</b> my lap.
across	direction	I walked <b>across</b> the street.
after	time	<b>After</b> dinner, I ate dessert.
around	direction	They walked <b>around</b> the tree.
at	location	I don't have a coffee maker <b>at</b> work.
at	time	The movie begins <b>at</b> 7 AM.
before	time	<b>Before</b> work, she goes to the market.
below	position	The huge basement is <b>below</b> the house.

in front of	position	The car was parked <b>in front of</b> the hall
inside	position	A gift was <b>inside</b> the box.
into	direction	Shaomi walked <b>into</b> the house.
near	position	The public library was <b>near</b> my school.

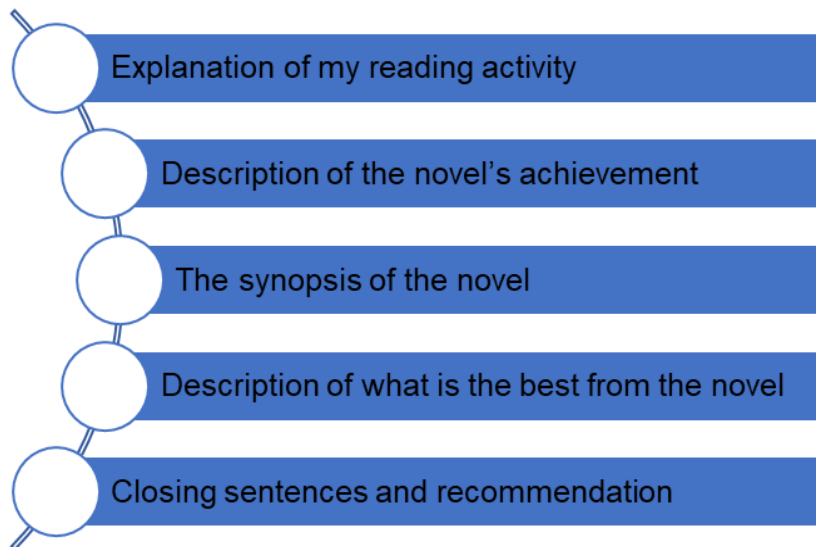
f. Use transition

The transition words **like also, in addition, and, likewise, add information, reinforce ideas, and express agreement** with preceding material. Transition phrases like **but, rather and or, express that there is evidence to the contrary or** point out **alternatives,** and thus introduce a change the line of reasoning (contrast). Some of these transition words (**thus, then, accordingly, consequently, therefore, henceforth**) are time words that are used to show that after a particular time there was a consequence or an effect. (<https://www.smart-words.org/linking-words/transition-words.html>)

**E. Study this example of descriptive essay**

**Example 1**

1. Outline of the descriptive essay:



## 2. Introductory paragraph:

I love reading novels. I have read novels since I was in junior high school, spend my free time visiting the famous bookstores in town to buy my favorite novels. The first novel I have ever read was a series edition from *Kecil Kecil Punya Karya* (KKPK) which is one of the famous child's novels at that time. As time goes by, I realized that I needed another book to read. As I am getting older, the older series of novels I've read is not suitable anymore to my liking. My father then introduced me to Agatha Christie, one of the best-selling mystery novel writers. I instantly became a fan of mystery novels, and my number one favorite novel from Agatha Christie is *And Then There Were None*.

### 3. Body paragraphs

Then there were none is my ride-or-die novel, written by Agatha Christie back then in the 1930s. It is one of the most difficult books to write, described by her, but then became her top-selling book with 100-millions copies sold and one of the best-selling books of all time. It is been published and translated into many languages, also been adapted into several plays and films.

This novel talks about a group of strangers with different backgrounds invited to a luxurious tiny island across Devon beach. It is ten people in total, two of which are housemaids who are also husband and wife. They all have one thing in common: they have committed a crime that caused the loss of the life of a person or group of people but managed to escape punishment.

People also claimed And Then There Were None to be Agatha Christie's most suspenseful novel. The characters have died one by one mysteriously. No one can escape since there are heavy storms occur on the island and the boat which regularly delivering supplies was stopped arriving (due to bad weather) and also being asked to stop

coming by the host. The murders are based on a nursery rhyme called Ten Little Indians that was being referenced in the novel. There are also ten figurines that disappeared one by one, along with the loss of their lives.

4. Concluding paragraph

Agatha Christie is my favorite author that creates tons of great mystery novels. One of her best novels is *And There Were None*. As one of the best-selling books of all time, I am gladly recommending this book to those who enjoy reading mystery, crime, and suspenseful novels.

**Example 2**

***A Smartphone***

A smartphone is a mobile phone or smart cellular phone that is equipped with the latest features and high capabilities like a computer. Smartphones are also defined as mobile phones that work using operating system (OS) software that provides standard and basic relationships for application developers. In the current generation, technology is very advanced. In the past, cell phones were only used to communicate with anyone and anywhere. But in this day and age, they are more than just a means of communication. They have become a necessity in our daily

lives. Even children these days have their own cell phones. Many teenagers today describe their cell phones as their life.

I have a Samsung 4G phone. It can be very useful for communication, lectures, and entertainment. I use my cell phone for college. I can use it to send text messages about lectures and sometimes to send required courses via smartphone. I can't always go to the computer lab or use the computer in class to look up something, so it's very convenient to open Google on my phone. Also, having a dictionary helps me in writing English essays. Having a dictionary on my phone is also more convenient and saves more space in my bag. I also use my cell phone as a scheduler and plan activities or events. This is really very helpful because it lets me know what things I have to do today and tomorrow.

I will never be bored when I have my phone. It is not only a means of communication but can also be a source of entertainment. The entertainment feature of my phone comes in handy whenever I am waiting for my trip, waiting for my next class, or if I have an appointment with a friend. There are thousands of free games available that can be downloaded easily. With internet access, I can access YouTube, Google, and social media at any time. I don't need to bring my laptop, Mp3 player, or camera. because I



can take pictures and videos, listen to music, watch movies and play games on my smartphone. Due to advances in technology, I can also use my cell phone to send emails. Even social networks like Instagram, Facebook, and Twitter that can only be accessed via a computer can now be accessed on my cellphone. It's hard to imagine what life was like before the invention of the cell phone.

Smartphones with sophisticated technology are very helpful in this era. With a small and lightweight form, it is very convenient to have and can be used anytime. A device small enough to fit in a pocket that can be used for good communication, entertainment, and help in college is a fine invention. Having all the above-mentioned features in just one phone makes life easier.

## **F. EXERCISES**

### **Exercise 1**

**Write descriptive essay based on this picture.**



1. Write the outline for descriptive essay
2. Write the introductory paragraph
3. Write the body paragraph(s)
4. Write the concluding paragraph

\*Pay attention to the elements of grammar, organization, content, vocabulary, and mechanics

## Exercise 2

Write descriptive essay based on these pictures.





### **Exercise 3**

Pick one of the descriptive essay topics from the list below. You are then required to use the topic to produce a descriptive essay. \* Pay attention to the elements of grammar, organization, content, vocabulary, and mechanics. You can use this chart or list as a starting point for your article.

- a. a smart phone
- b. a laptop computer
- c. a favorite restaurant
- d. your memory of a place that you visited as a child
- e. a street that leads to your home or school
- f. your favorite food
- g. an art exhibit

- h. your old neighborhood
- i. a photograph/ a painting
- j. a particular friend or family member
- k. an inspiring view
- l. a character from a book, movie, or television program
- m. a Halloween costume

## Unit 4 PROCEDURE & PROCESS ESSAY

### **UNIT GOALS**

In this unit the students will learn to write the procedure and process essay based on good organization, content, vocabulary, grammar, and mechanics

### **Procedure Essay**

#### **A. Definition**

##### **A good procedural essay:**

- Describes or demonstrates how to accomplish or produce something.
- It's possible to include a list of resources required to manufacture something.
- Has numbered steps that tell you what to do;
- Has steps that clearly define one phase of the process; steps that may include a sketch or diagram; and
- Has steps that follow the order in which something should be done.

**The purpose** of procedure text is to describe (or to instruct) how something is done through a series of sequenced steps.

**When to use a procedure text:**

- Writing instructions for a game or a process
- Writing a recipe for a meal
- Recording a scientific investigation
- Creating rules for something
- Giving a set of direction

**B. Study these examples of procedure text:****Example 1****How To Make Corndog.**

- a. The outline of procedure text.
  1. The topic is “Explains how to do or to make something
  2. Describe how we make the corndog.
  3. Why I choose this topic.
  
- b. Introductory paragraph.

Many young people watch Korean dramas, and they frequently see scenes in which the actor or actress is eating a street dish known as corndog. Corndogs are a type of bread with sausage or mozzarella cheese inside. This Korean dish is quite popular in Indonesia and can be found almost anywhere. Corndogs come in a variety of flavors and types, and there are a lot of salesmen selling them. If you don't want to buy it

and want to try making it yourself, you can do so at home.

c. Body paragraph.

To make a corndog, the ingredients you need are: 5 sausages, cut in 2 (it's just a parable, you can use the sausage however you like), mozzarella cheese, cut into little pieces, a skewer, ketchup, tomato sauce, mayonnaise, 200g of wheat flour, 100 ml of water, 100 ml of liquid milk, one egg, 1 tea spoon of baking powder, and 1 tea spoon of salt.

First, skew the sausage and mozzarella cheese on the skewer. It can be mixed or not, whatever you like. Then, put the sausage and mozzarella on the flour and tap-tap till covered well. After that, put the sausage and mozzarella in the freezer for 10 minutes to cool down. While waiting for it to cool down, mix 200g of wheat flour, 100 ml of water, 100 ml of liquid milk, one egg, 1 tea spoon of baking powder, and 1 tea spoon of salt. Then, stir until mixed well. After that, take the sausage and mozzarella from the freezer and dip them into the wet dough. Dip the sausage and mozzarella cheese until they are all covered with wet dough. After that, dip once again into bread flour. Dip all the sausage

and mozzarella cheese until they are well covered. And then, put it back into the freezer and wait for 30 minutes or 1 hour. After that, you can take it out of the freezer and fry it with hot oil. Fry until golden brown and the corndog can be eaten deliciously with ketchup and mayonnaise.

d. Concluding paragraph.

All those steps are for making your own corndogs with all your creativity as well. Besides that, you can make this food for your own business. If the flavor isn't to your liking, you can learn to make it again.

## **Example 2**

### **How to Learn Foreign Language Well**

In this era, many people want to learn and master foreign languages well. They consider this as it is important for their career and cultural interaction with other people around the world. Reaching an advanced level may take many years, much like learning our mother tongue as a baby. So, mastering a new foreign language requires steps to be taken continually.

First, you have to take a course lesson to learn the foreign language you want. If you're a beginner, it's difficult to learn a new language without the help of an expert. because it will contain complex grammar and a large



vocabulary. Many tutoring companies are spread not only in big cities but also in townships. Learning grammar, vocabulary, and pronunciation increases the fluency of the speaker in a foreign language. Attending the class regularly will help you practice speaking a foreign language.

Then put your newfound knowledge to use. Trying to talk to your friends or just chit-chatting Linking your hobby with learning a foreign language is also suggested to help improve your English-speaking skills. This will make it easier to understand, aside from making it interesting to do. For example, if you love to watch movies, try to watch them without subtitles. This exercise will improve your skills. When you practice, don't be shy or worried about being wrong, because it's part of the process.

The last step is to create interaction with native speakers. You must have friends or clients from the origin of the language you've learned, so this will increase your courage and make you fluent in speaking it. Going abroad is easier for you if you're a traveler.

All those stages can help you learn a new foreign language well. Besides, you have to take a long time to process. Taking the course at the start will bring you closer to understanding it, and regular practice will make you fluent in speaking it.

4) Write the concluding paragraph

\*Pay attention to the elements of grammar, organization, content, vocabulary, and mechanics.

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## Appendix 1.

### Scoring Rubric for Writing Performance

Aspect of Writing	Weighting Score	Scale	Description of Criteria
Content	7	4	Demonstrates well developed quality and clarity ideas and meaning based on the topic
		3	Demonstrates good quality and clarity ideas and meaning but miss some points of ideas and could be more fully developed
		2	Demonstrates incomplete quality and clarity ideas and meaning and its division, careless thinking of the topic in the right way
		1	Demonstrates incomplete quality and clarity ideas and meaning and also its division based on the right way, does not reflect the writer thought.
Organization	6	4	Demonstrates complete organization which consists of an introduction, supporting paragraphs, and a summary paragraph. In an introduction

			paragraph consists of good main ideas and thesis statement that identifies the main idea of the essay
		3	Demonstrates good organization which consists of introduction, supporting paragraphs, and a summary paragraph. In introduction paragraph there is main idea but and thesis statement does not identify the main idea of the essay
		2	Demonstrates incomplete organization which consists of introduction, supporting paragraphs, and a summary paragraph. In introduction paragraph there is no main idea but and thesis statement of the essay
		1	Demonstrates poor organization which it does not consist of introduction, supporting paragraphs, and a summary paragraph.
Vocabulary	5	4	Demonstrates complete ideas and well developed by using no error in choosing and using the vocabulary
		3	Demonstrates good

			style and vocabulary in writing by reducing redundancy words in a sentences
		2	Demonstrates some vocabulary misused and redundancy words in a sentences
		1	Demonstrates poor expression in ideas and poor vocabulary inappropriate used of vocabulary and no concept.
Grammar	4	4	Demonstrates no errors and well developed of reflections of the writer
		3	Demonstrates good grammar but some inconsistent of grammar
		2	Demonstrates good grammar and but does not fit the real context
		1	Demonstrates most of grammar in errors and all written grammar are not accepted.
Mechanics	3	4	Demonstrates well complete of punctuation, spelling, and mechanic. The student knows to choose appropriate punctuation, no errors spelling, and appropriate mechanic

		3	Demonstrates well of punctuation, spelling, and mechanic. The student knows to choose appropriate punctuation, some errors spelling, and mechanic
		2	Demonstrates general punctuation, spelling, and mechanic. The student knows to choose general appropriate punctuation, errors most of spelling and mechanic
		1	Demonstrates most error of punctuation, spelling and mechanics and almost ignore of writing by using punctuation, spelling, and mechanic.

**Weighting Score:**

**Content** : (1-4) \* 7 = 28

**Organization** : (1-4) \* 6 = 24

**Vocabulary** : (1-4) \* 5 = 20

**Grammar** : (1-4) \* 4 = 16

**Mechanics** : (1-4) \* 3 = 12+

**Total** : 100

## About the Writers

**Erlik Widiyani Styati** is one of the lecturers of English Education Department in Universitas PGRI Madiun. She is interested in teaching writing, TESOL, and Curriculum subject. She is active in doing research held by LPPM Universitas PGRI Madiun and Ristekdikti. She is also interested in joining seminar and conferences. She presented her academic articles in some national and international conference such as ASIA TEFL Conference 2017, National seminar on *Program Peningkatan Kapasitas Riset Penelitian Disertasi Doktor* 2018, *Workshop Peningkatan Kualitas Output Penelitian Skema Penelitian Disertasi Doktor Program Peningkatan Kapasitas Riset Tahun* 2018, The 3<sup>rd</sup> International Conference of Arts Language and Culture 2018, and International Conference on Education and Technology 2019, Webinar 35 Universitas PGRI Madiun 2020 and Asia TEFL/ TEFLIN Conference 2022. Furthermore, she published her articles on some national and international journal such as 3L: 3L: The Southeast Asian Journal of English Language Studies, IJEE, Journal of Physics Conference Series, IJEFL, Indonesian Journal of Applied Linguistics (*IJAL*), JEES, *Dinamika Ilmu*, and *Lingua Cultura*.

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