

OUTLINING: ENGLISH FOR ACADEMIC WRITING



HANIZA NORLIN MD. YUSOF
R. NALANIE
A. KANISELVI



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Sebuah terbitan



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JABATAN PENGAJIAN AM POLITEKNIK UNGKU OMAR

Jalan Raja Musa Mahadi
31400 Ipoh, Perak.

No. Telefon : 605-5457656/ 7652

No. faksimili : 605-5471162

E-mail : hanizanor@puo.edu.my

Laman sesawang: www.puo.edu.my

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Diterbitkan oleh

Nama :POLITEKNIK UNGKU OMAR

Lokasi anda : Jalan Raja Musa Mahadi, 31400
Ipoh, Perak.

Email: hanizanor@puo.edu.my

Website: www.puo.edu.my

FOREWORD

This e-book presents the components of an outline which are the introduction section, the body section and conclusion section. Every section will discuss its essential components. The introduction section will explain the writing hook, the bridge sentence and the thesis statement. The body section will describe the topic sentence and the supporting details. The conclusion section will explain the restatement of thesis statement, summary of main ideas and the significance of the conclusion.



WRITERS' BIOGRAPHY



Haniza Norlin Md. Yusof is currently the Head of Department of General Studies Department of PUO. A highly enthusiastic senior lecturer with over 26 years of teaching experience and is passionate in educational technology, blended online learning and curriculum design.



Nalanie d/o Raja Gobal is a lecturer currently teaching at Politeknik Ungku Omar, Perak. She has been teaching English language courses covering Malaysian Polytechnic Syllabuses for the past 15 years. She is passionate about developing thinking skills through reading and writing.



Kaniselvi d/o Arasu is a lecturer currently teaching at Politeknik Ungku Omar, Perak. She has been teaching English language courses at a few Malaysian Polytechnics for the past 13 years. She is passionate on coaching and mentoring as well as teaching and learning design thinking.

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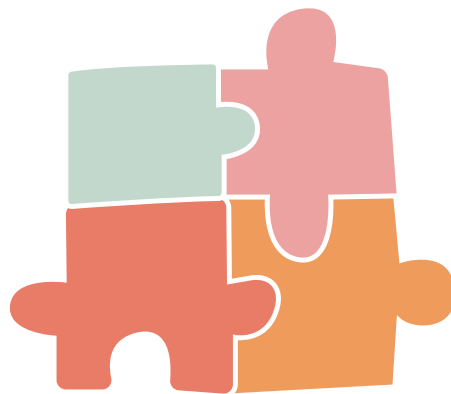


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INTRODUCTION

An outline is a plan for your writing. It uses numbers and/or bullet points to arrange information and overall framework. An outline has paragraphs or section's content to organize the key points and to visualize how the information will be connected to the purpose of writing. An outline contains components of the introduction, such as the thesis statement, a summary of each paragraph, the topic sentences and supporting arguments, and components of the conclusion.

Doing an outline prior to writing an academic essay is important because of these three reasons:

1. Organize ideas and information

An outline is an organizational tool that will help the writers to think through the various stages of the writing process. Writers are able to classify, categorize and catalogue their ideas into specific stages of the writing process. This will help them stay on track and strengthen the organization of the writing as they organize and arrange writing contents in a meaningful, and sequential flow.

2. Identify missing details

As the writers brainstorm (Osborn, 1967) to generate ideas to write, they will be able to identify all pertinent key points and relevant supporting details. They are able to build sufficient details as they make connections from one point to another.

3. Filters irrelevant information

Doing an outline enables the writers to efficiently write relevant contents. They are able to select and quote relevant contents from sources at the very beginning of the writing process. This will give them a strong foundation when they start writing and create unity of ideas.

4. Directs the direction of arguments

Doing an outline helps the writers to take a position on the topic. They are able to see the basis and strength of their arguments, claims or point of views of their writing. The writers can see whether their ideas belong in the thesis statement and the topic sentences support the thesis. It helps to distinguish between ideas that are of equal importance and ones that are of lesser importance.

4. Focus on the grammar and writing mechanics

Grammar and mechanics are incredibly important when it comes to academic writing. An effective outline will enable the writers to determine whether the arguments are presented in a clear, understandable manner. It also ensures whether the transitions used are smooth and logical from one idea to another.

This e-book presents the components of an outline which are the introduction section, the body section and conclusion section. Every section will discuss its essential components. The introduction section will explain the writing hook, the bridge sentence and the thesis statement. The body section will describe the topic sentence and the supporting details. The conclusion section will explain the restatement of thesis statement, summary of main ideas and the significance of the conclusion.

This e-book also describes the different types of outlines namely the topic outline and the sentence outline. It will also describe how outlines should be written based on its purpose and types of writing.

A Three-Part Outline



INTRODUCTION SECTION

- Writing Hook
- Bridge sentence
- Thesis statement



BODY SECTION

- Topic sentence
- Major supporting details
- Minor supporting details



CONCLUSION SECTION

- Thesis statement restatement
- Main points summary
- Significance conclusion



UNIT 1

INTRODUCTION SECTION



The introductory section gives an overview of the essay and states why the topic or subject matter is important.

This section introduces the subject matter, captures the reader's interest, tells a little background information of the topic, states the arguments or opinions, and introduces the main ideas.

The introductory paragraph consists of:

1. The writing hook to capture the interest of the readers.
2. The bridge sentence or some background information that connects the message in the hook to the thesis statement.
3. The thesis statement that discusses the main points or ideas, tone, style and arguments of the whole essay.

Topic: Effective ways to reduce lean production wastes in the factory.

1. INTRODUCTION

A. Hook: "The most dangerous kind of wastes is the waste we do not recognize" said Shigeo Shingo.

B. Bridge: Therefore, companies have to take waste out of everything as they only need to do things that customers are willing to pay for.

C. Thesis statement: Companies need to take effective steps to reduce lean production wastes in the factory like efficient inventory management, waste reduction audits and standard production plan.

1.1 Writing hooks

A hook is a sentence or a group of sentences that serve as an opening statement of an essay. It grabs the readers' attention and asserts claim to the topic. If you already know what you are going to write about, who your readers are and what style of writing you are using, then choosing a hook will be an easy task.



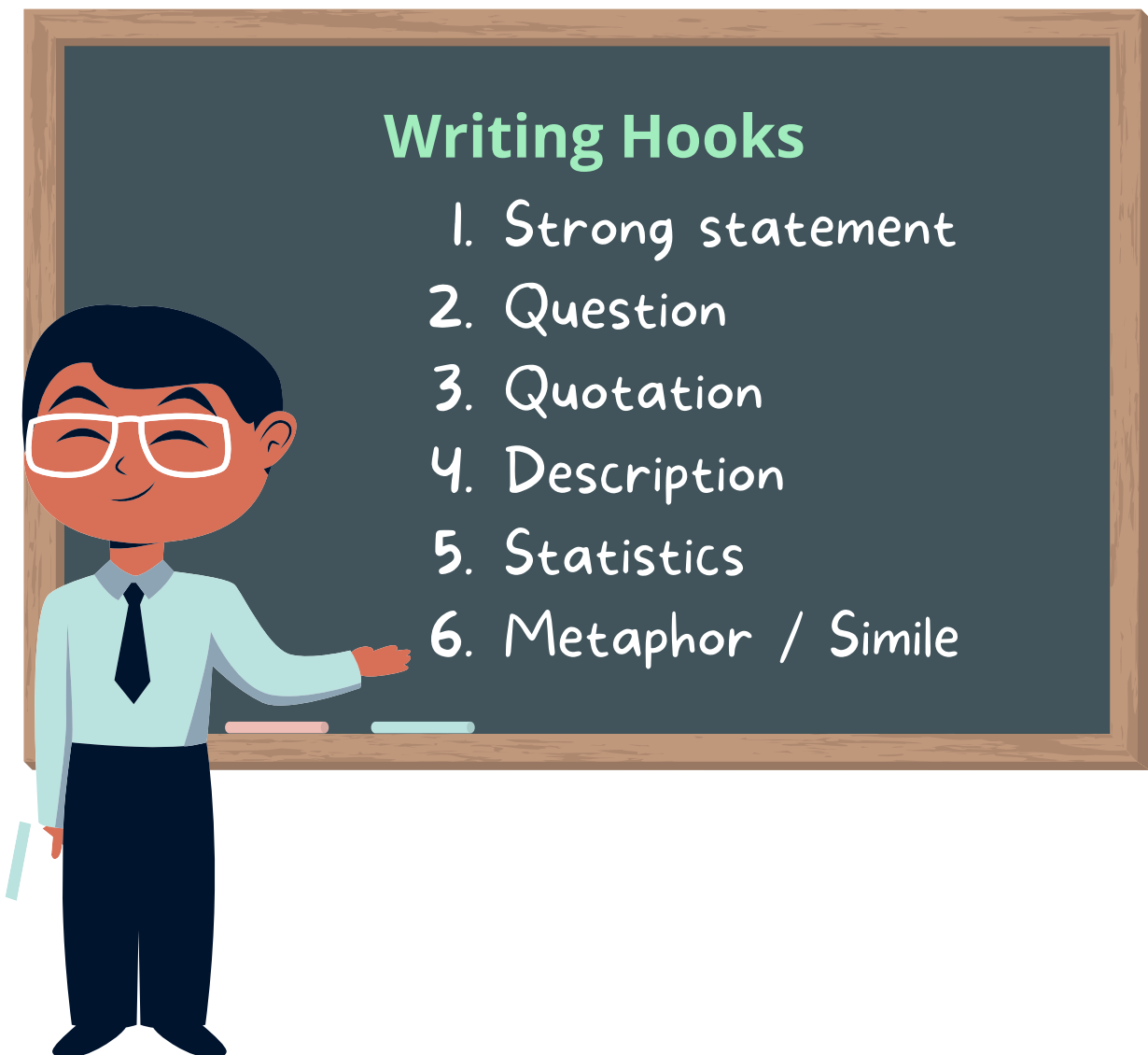
1.1.1 Guidelines for using the most suitable hook

These are guidelines for choosing the most suitable hook for your writing.

- Use words, phrases and sentences that are relevant to the topic or subject matter but leave some mystery. A hook that is too direct will make the readers lose interest at the introduction stage.
- The hook should be written using memorable and impactful words, phrases or sentences to pique the attention of the readers.
- Use descriptive and concise words such as strong verbs or clear nouns to define, visualize or describe the topic.
- The hook should match the purpose and style of the essay.
- Use a writing hook that creates specific tone which reflects the author's attitude or emotion towards the topic.
- Write hooks in formal language for academic essays. Do not use colloquialisms, jargons or slang words. Avoid using contractions or first person pronouns such as 'I' or 'We'.
- Use a thought provoking phrase or sentence if you are writing an argumentative essay.

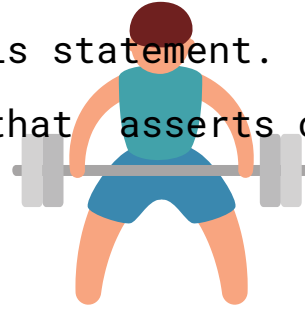
- Use descriptive sentences for a cause and effect essay or write a quotation from a famous person for a persuasive essay.
- Use correct punctuation marks such as the quotation mark (" ") or the exclamation mark (!) for more impact.

1.1.2 Types of writing hooks



1. STRONG STATEMENT HOOK

- Use an unexpected and startling statement that is relevant and connects to the thesis statement.
- Use a thought provoking statement that asserts claim to the argument in the essay.



Topic: Dangers of Social Media

Hook : Social media users are prone to emotional and mental stress.

2. QUESTION HOOK

- Use interesting questions to engage readers to continue reading your essays.
- Use rhetorical questions to make your readers wonder and think critically.



Topic: Automobile Industry in Malaysia

Hook : Is it possible to see flying cars in major cities in Malaysia in 2030?

3. QUOTATION HOOK

- Use powerful and memorable phrases, sentences, quotations, or speeches from famous people.
- Use idioms, proverbs or common expressions that are related to the topic.



Topic: Digital Money

Hook : "Paper money is going away" exclaimed Elon Musk at last year's investment gathering in Seattle.

4. DESCRIPTION HOOK

- Use specific, vivid and descriptive words to help readers visualize the connection to the thesis statement.

Topic: Cars of the Future



Hook : Imagine driving a sleek, futuristic designed and graphene batteries powered car that revs up uphill with effortless maneuver.

5. STATISTICS HOOK

- Use real facts and information.
- Use accurate evidence to open the discussion in your essay.
- Use reliable source of facts and accurate statistics.



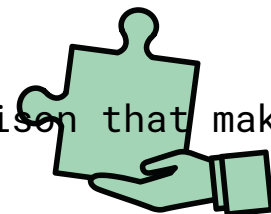
Topic: Hybrid Cars

Hook : Hybrid cars are environmentally friendlier than non-hybrid cars as they produce 90 percent less pollutants.

Sources: <http://www.hybrid-car.org/hybrid-car-facts.html>; <http://www.gogreenacademy.com/some-interesting-facts-about-hybrid-cars/>

6. METAPHOR / SIMILE HOOK

- Use distinctive and noticeable comparison that makes the readers think in a different way.
- Use unusual comparison to evoke critical thinking.



Topic: Hybrid Cars

Hook : Hybrid cars burn a large hole in your pocket despite it being touted as an economical investment.

Task

Decide the type of hook for each sentence.

1. What is the difference between electric powered cars and fuel powered cars?
A. Question B. Quotation C. Metaphor
2. Online gamers who play for extended periods can be affected by RSI.
A. Question B. Statement C. Statistics
3. Malaysia improved its ranking from 66th last year to 60th this year according to Malaysia Sustainable Development Report 2020.
A. Description B. Statement C. Statistics
4. "How many Bitcoin maxis does it take to screw in a lightbulb?" tweeted Elon Musk amidst Bitcoin supporters' annoyance.
A. Statement B. Quotation C. Statistics
5. Driving the supercar with a top speed of 202mph will make your jaw dropped.
A. Metaphor B. Statement C. Statistics
6. The change that has taken place is our new normal.
A. Question B. Quotation C. Statement
7. Do you know that the first known banknote was first developed in China, in the 7th century?
A. Question B. Quotation C. Metaphor
8. Imagine being put in a time capsule with an AI that asks "Where do you want to go in this world?".
A. Question B. Statement C. Statistics

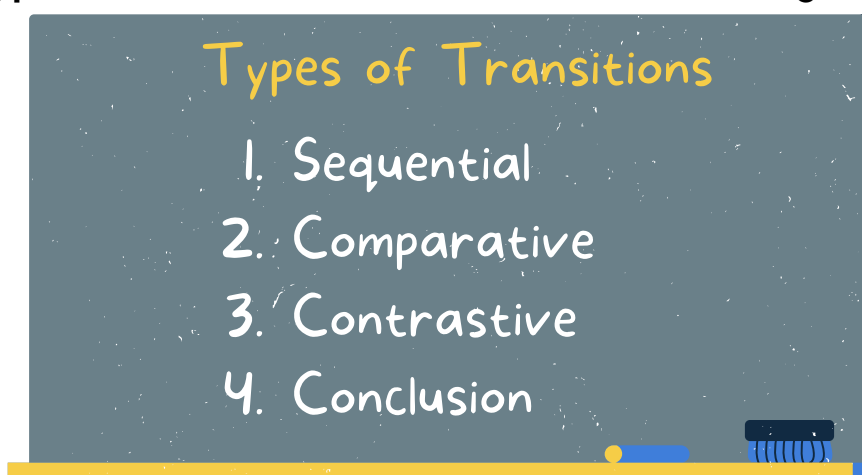
Answer 1.A 2.B 3.C 4.B 5.A 6.C 7.A 8.B

1.2 Bridge sentences

Bridge sentences occur after the hook and lead the reader into the thesis statement. They connect the hook to the thesis statement. They add details to the hook and are usually written between the hook and the thesis statement. The bridge sentence helps to narrow down the subject matter and provides a focal point of the topic. It is considered as the background information for the topic as it serves as a clue for the relationship between the hook and the main ideas and all relevant details that are going to be discussed in the whole essay. It creates a smooth flow of thoughts that helps to promote clear understanding of the key point in the paragraph.

Transitions or linking words are commonly used with the bridge sentence to slowly ease into the thesis statement. They are used to convey additional messages that relate to the thesis statement.

1.2.1 Types of transitions used with a bridge sentence



1. Sequential Transitions

This bridge sentence shows the flow of ideas in a logical and chronological manner. Use words such as '**thus**' , '**then**' , '**hence**' , '**therefore**' and '**simultaneously**' .

2. Comparative Transitions

This bridge sentence compares the likeness and similarities between two or more ideas to form analogies. Examples are words such as '**similarly**' , '**like**' , '**also**' or '**as well as**'.

3. Contrastive Transitions

This bridge sentence concludes the detail in the hook and gives a final message. This type of bridge sentence uses words such as '**basically**' , '**ultimately**' or '**essentially**'

4. Conclusion Transitions

This bridge sentence uses words such as '**however**' or '**but**' to highlight differences of ideas. It is also used to debunk a claim of an argument of the topic.

1.2.2 Guidelines on writing the bridge sentence

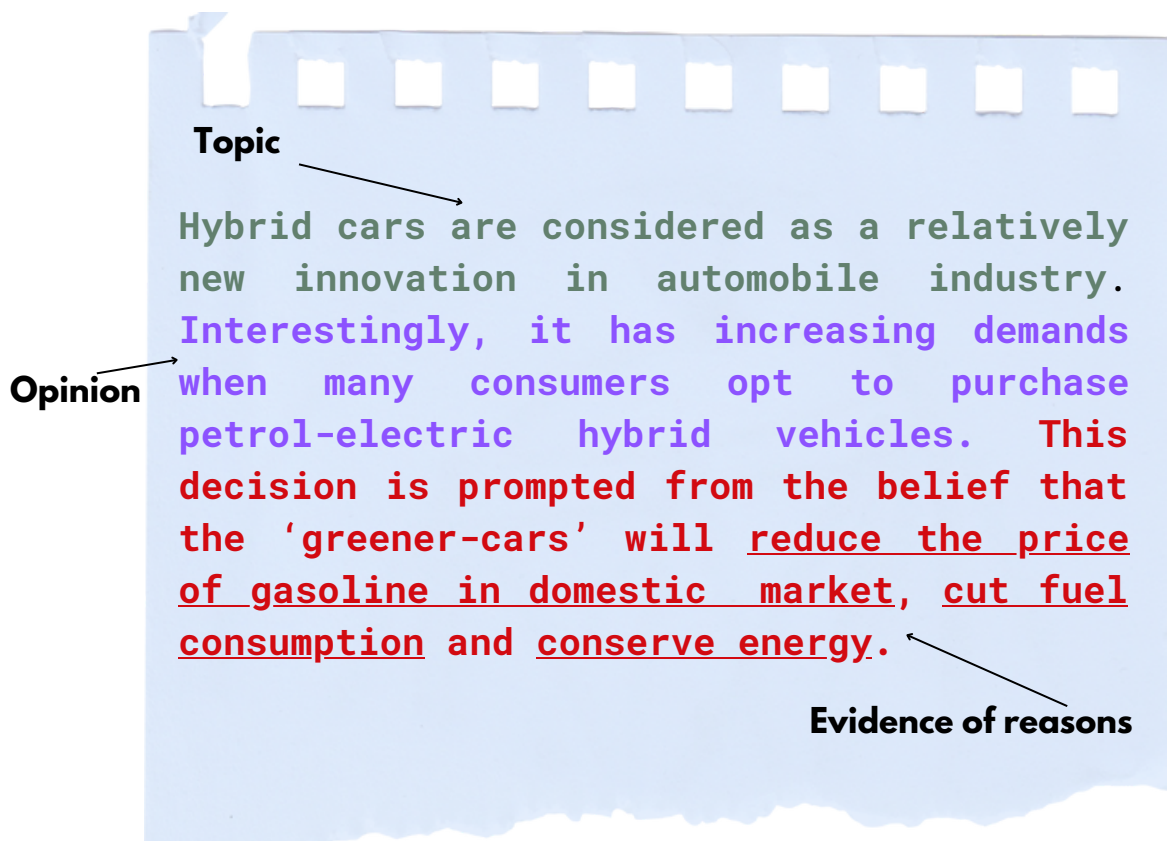
- The bridge sentence must be constructed smoothly to create a smooth flow of thought from the strong writing hook to the thesis statement.
- Use any type of sentences as a bridge sentence. Use either a simple, complex, compound or complex-compound sentence to write bridge sentences.
- Use suitable transitional phrases to connect the hook to the thesis statement. Use **sequential transitions** to show past relationship of the past and then, **comparative transitions** to present analogies, **contrastive transitions** to present differences and **conclusion transitions** to put an importance to the hook.



1.3 Thesis statement

The thesis statement controls and establishes the main point of view and argument of the topic. It establishes the purpose of writing the essay and highlights the evidence of the topic. Dennis G. Jerz (2000) states that a good thesis statement should have three main parts; the limited subject, the precise opinion, and the blueprint of reasons.

The three parts of a thesis statement are **the topic**, **the argument or position** and **the evidence or reasons**. Below is an example of a well written thesis statement.

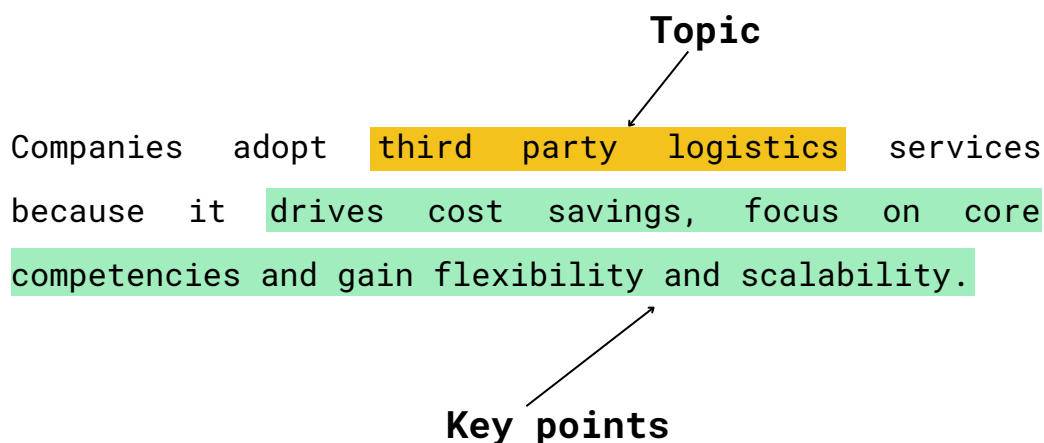


1.3.1 Guidelines on writing an effective thesis statement

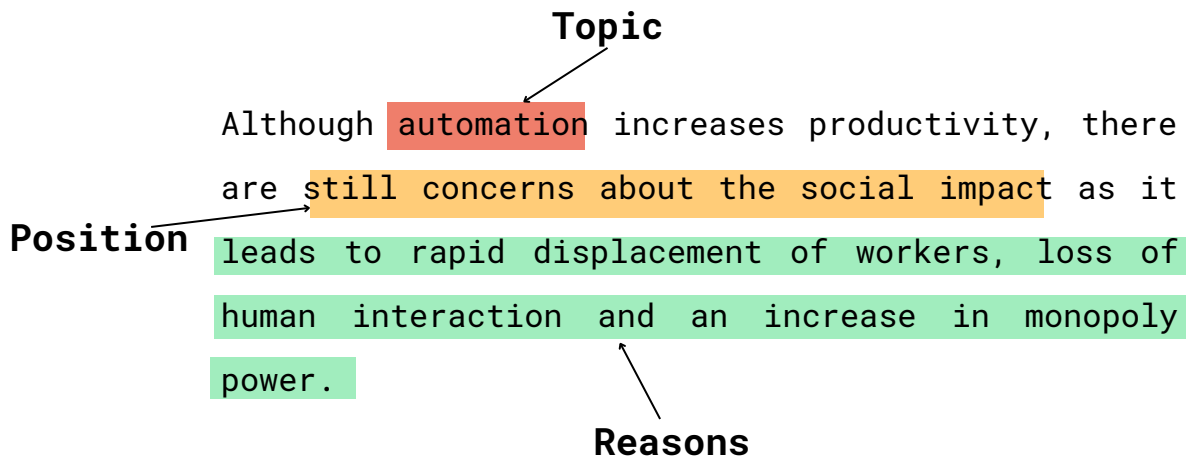
- Specify the topic concisely. This will give clear direction and focus.
- State the central point of view. State the argument or opinion and make a stand on the subject matter.
- Write out some questions concerning the topic. Write the possible responses that could answer the questions. Then develop the answers until a point of view is achieved.
- Develop a clear and strong point of view on the topic. Write the first draft and include all key points, arguments or opinions and evidence.

1.3.2 Types of thesis statement

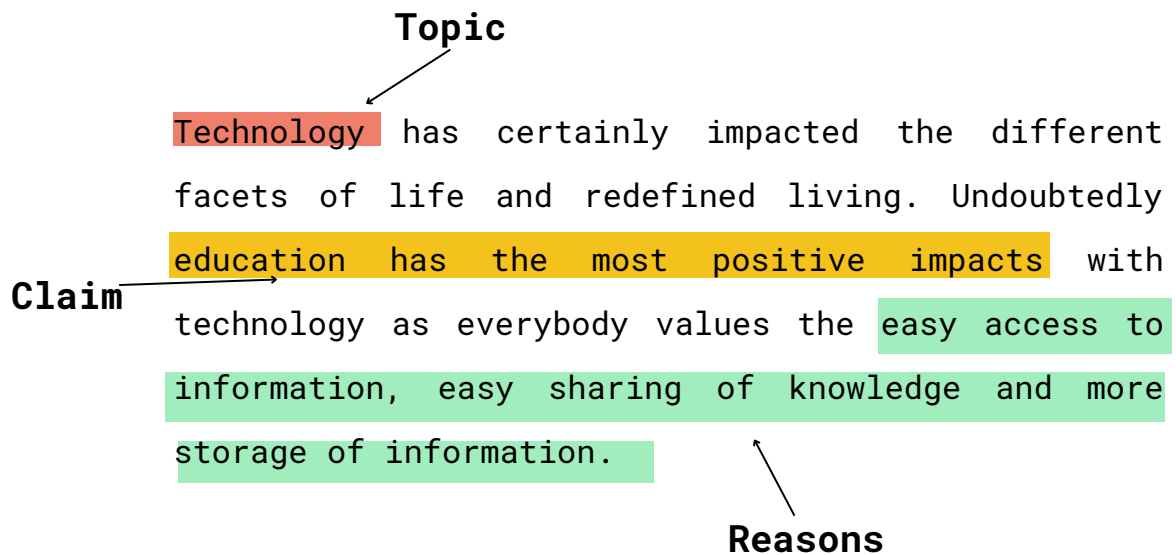
Expository thesis statement



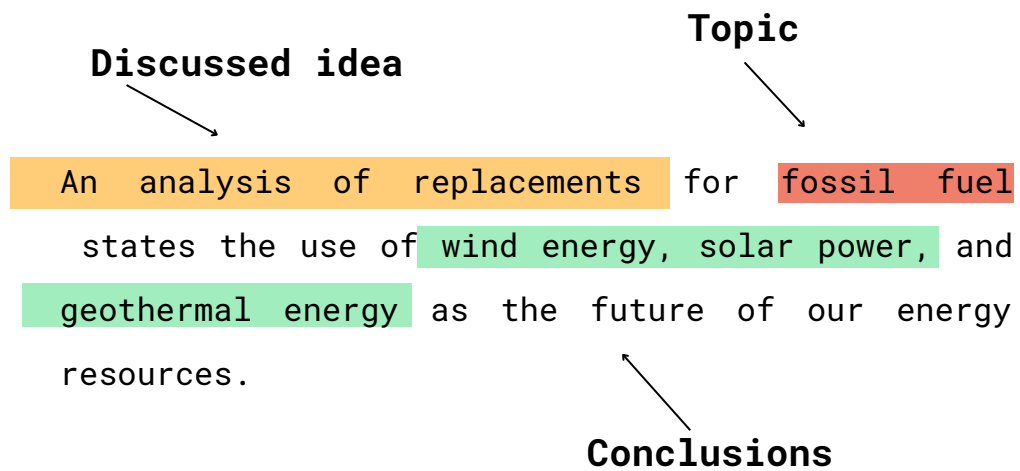
Argumentative thesis statement



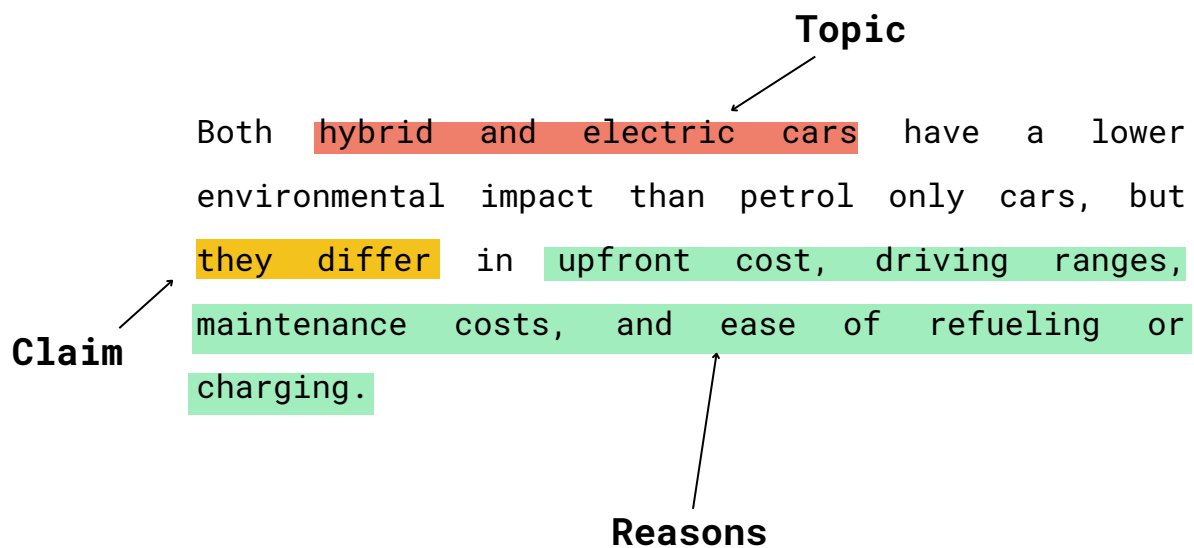
Cause and effect thesis statement



Analytical thesis statement



Compare and contrast thesis statement



Task

Write **Y** if the thesis statement is strong and **N** if it is weak.

1. Political fighting prevents a government from functioning properly because of separation of powers, violation of constituency and limitation of financial allocation.
2. Supply chain management needs to deploy quality management system to allow for more efficient customer service operation, build partnerships for future growth and mitigate risks and losses.
3. Taxes are important instruments for a government to finance social projects. Insufficient revenue from taxes will impact public healthcare, housing subsidiaries and education assistance.
4. Geothermal energy has low carbon footprint making it more environmentally friendly than conventional fuel sources.
5. Addiction to online games is detrimental to young children because they get tired easily.
6. Electric powered cars are chosen over fuel powered automobiles, because they are much easier to handle, economical and need less maintenance.

Answer: 1. Y 2. Y 3. Y 4. N (the reasons are not stated) 5. N (the reason is loosely written) 6. Y

UNIT 2

BODY SECTION



The body section describes a single key point which is supported with evidence and maintains the purpose and style of the essay. It contains three main items:

1. A topic sentence that identifies the main ideas of the paragraph. It has a topic which is the subject matter that is being discussed and a controlling idea that indicates how the topic will be developed.
2. Major supporting details that clarify, explain, describe and expand the main idea.
3. Additional analysis to the major supporting details by comparing or contrasting sources, asking questions, or making a conclusion.

Topic: Effective ways to reduce lean production wastes in the factory.

1. INTRODUCTION

A. Hook:

B. Bridge:

C. Companies need to take effective steps to reduce lean production wastes in the factory like **efficient inventory management, waste reduction audits** and **standard production plan**.

Thesis statement

Topic sentence

2. BODY

A. Efficient inventory management can be achieved by applying Just-in-time (JIT) inventory management and integrate mobile technology.

Major supporting detail → I. JIT arranges raw material orders from suppliers in direct connection with production schedules will reduce inventory costs.

- a. Companies receive inventory on an as needed basis instead of ordering too much and risking dead stock.
- b. Defective inventory items are easier to be identified and fixed which reduces scrap costs.

II. Mobile technology gives staff an easy access to inventory ERP system.

Minor supporting detail → a. improves efficiency by helping with inventory control and track.
b. manages assets, shipments and operations at any time from any location.

B. A waste reduction audit can avoid unnecessary disposal and hauling costs and create benchmarks against future improvements.

I....

II....

C. A Production plan can forecast demand and avoid delays with equipment and machine maintenance.

2.1 Topic sentences

Look at how these topic sentences are constructed from the thesis statement.

The construction industry should integrate the Total Quality Management (TQM) system into their company's quality management system to achieve superior projects outcomes. The implementation of Total Quality Management (TQM) in the construction industry assures efficient cost control mechanism, project maintenance schedule, and quality control checks.

Topic Sentence (Paragraph #1)

An efficient cost control mechanism can improve budget performance in any project.

Topic:

Cost control mechanism

Controlling idea:

Improve budget performance.

Topic Sentence (Paragraph #2)

An efficient project maintenance schedule can improve the progress of projects.

Topic:

Project maintenance schedule

Controlling idea:

Improve projects progress

Topic Sentence (Paragraph #3)

An efficient quality control check can guarantee the quality of project is achieved.

Topic:

Quality control checks.

Controlling idea:

Guarantee project quality.

2.1.1 Guidelines on writing topic sentences

- Make sure that the topic sentence introduces a paragraph and connect to an essay's thesis statement.
- Identify and state the topic. Make sure the topic is not too broad or too narrow.
- Identify the controlling idea that guides the flow of ideas and set a scope for the topic development.
- Write a sentence that connects to the main idea with a "what" and a "why".
- Use complex or compound sentences as topic sentences to appear stronger.
- The topic sentence must not be too vague or too specific. It also must have a clear connection to the key points in the thesis statement.
- Make sure that the topic sentence is something that can be proven and explained with supporting evidence.

Task

Write the **topic** and the **controlling idea** for each topic sentence below.

1. Regular cost reporting will facilitate the efficient distribution of cash flow of the project.

Topic:

Controlling idea:

2. It is recommended to wear a professional attire as it can have a big impact on an interview panel's first impressions of the job applicant.

Topic:

Controlling idea:

3. Hybrid cars are generally environmentally friendly.

Topic:

Controlling idea:

4. Any means of transportation that is 'green' has a low impact on the environment.

Topic:

Controlling idea:

5. Taking public transportation is one of the ways to reduce carbon footprint.

Topic:

Controlling idea:

6. The Langkawi island attracts local tourists because of its duty free policy for imported goods.

Topic:

Controlling idea:

ANSWER

1. T- Regular cost reporting

CI- efficient distribution of cash flow

4. T- Green transportation

CI- low impact on the environment.

2. T- Wear professional attire

CI- big impact on first impression

5. T- Public transportation

CI – Reduce carbon footprint.

3. T- Hybrid cars

CI- environmentally friendly

6. T. Langkawi island attracts local tourists

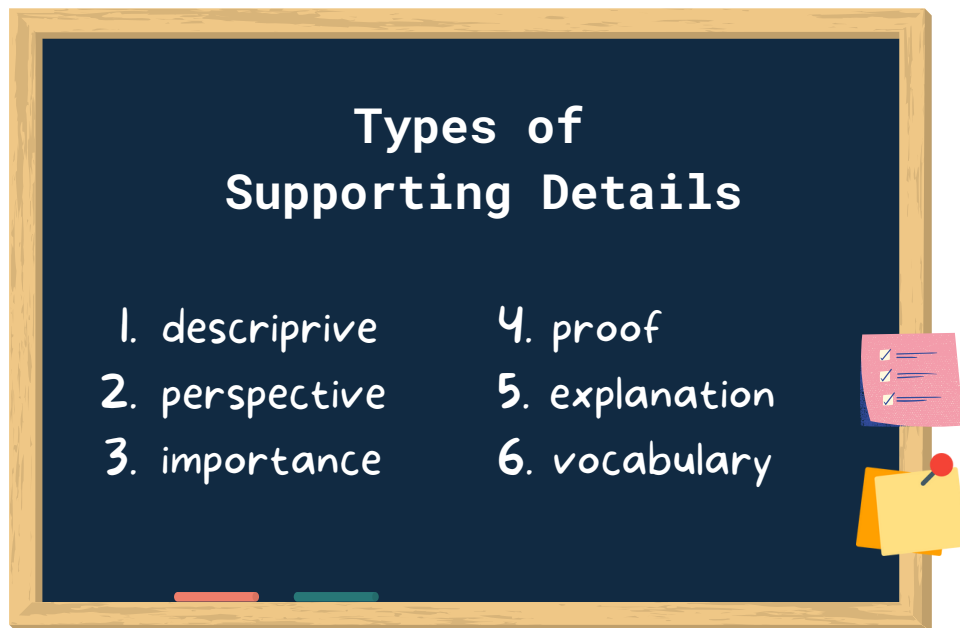
CI : duty free policy

2.2 Supporting details

Supporting details are evidences, reasons, facts, steps, reviews or any kind of proof that support the argument or opinion of the main idea. It gives characteristics and validity to the claim or argument of the main idea. It makes the idea expressed in the topic sentence to be more focused and strong.

There are two types of main idea; major supporting details and the minor supporting details.

- The major supporting details or primary details will describe the main idea in the topic sentence. It adds details such as reasons, examples, statistics or studies to make the main idea more convincing and valid.
- The minor supporting details or subsidiary details provide more explanation of the major details. The minor details give definite reasons, examples, statistics or studies to make the main idea stronger and undisputable.



1. DESCRIPTIVE

Use the five senses, similes, metaphor or comparisons to give a vivid and explicit detail to the main idea.

Topic sentence:

Formula E cars are one of the fastest cars on earth.

Supporting detail:

A Formula E car driven by a top Formula E driver has out run a cheetah at a top speed exceeding 110 kmph in just 3 seconds.

2. PERSPECTIVE

Use expert quotes, individual feelings, opinions, or different perspectives to add weight to the proof or evidence.

Topic sentence:

Cryptocurrencies will replace paper money in ten years' time.

Supporting detail:

Elon Musk predicts that paper money is going away and will be replaced with bitcoin.

3. IMPORTANCE

Explain the purpose of the idea and illustrate the significance of the main idea for better understanding.

Topic sentence:

The implementation of supply chain management system in the company will reduce overhead cost.

Supporting detail:

Companies can reduce the overhead cost by stocking less low-velocity inventory to make room for higher-velocity, revenue-producing inventory.

4. PROOF

Use objective and reliable data, facts, details, numbers, percentages and information that cannot be refuted.

Topic sentence:

Gen Z uses social media for various activities.

Supporting detail:

A new report from The Influencer Marketing factory discovered that 97% of Gen Z uses social media for shopping.

5. EXPLANATION

Define a term, an idea or a concept by comparing similarities or key differences for more depth.

Topic sentence:

Gen Z uses social media for various activities.

Supporting detail:

Gen Z are authentic story seekers and video-centric who are afraid of getting behind with the current social media platforms.

6. VOCABULARY

Use specific terminologies or domain specific terms to give a more detailed and elaborate support to the main idea.

Topic sentence:

Hybrid cars are friendlier to the environment.

Supporting detail:

These greener vehicles have better gas mileage than fuel powered cars.

Task

For each of the topic sentence in the left column, write some supporting details in the space provided.

Topic sentence	Supporting details
1. A waste reduction audit can help the company to save money.	
2. Consumers can reduce noise pollution in many ways.	
3. Autonomous mobile robots are able to perform tasks that humans cannot do.	

Task

Which of these supporting details **does not support** the topic sentence.

1. Electric vehicles are better for the environment.
 - A. They do not produce carbon dioxide emissions when driving.
 - B. They emit fewer particulates into the street air.
 - C. They require less maintenance.
2. The implementation of quality management system at any businesses could support profitability.
 - A. Address client satisfaction
 - B. Provide tools to identify product defects.
 - C. Identify opportunities for cost savings.
3. Online classes are not favorable among working adults as they have difficulty staying connected with the program.
 - A. Some online materials are not accessible without the proper gadget.
 - B. Internet connectivity is not stable all the time.
 - C. The study environment does not suit them.
4. The primary purpose of integrating supply chain management system is to improve customer services.
 - A. The system addresses customer complaints.
 - B. The system prevents expensive inventory.
 - C. The system ensures on-time delivery of goods.

Answers: 1.C 2.A 3.C 4.B

UNIT 3

CONCLUSION SECTION



A concluding paragraph creates a final impact to demonstrate your understanding of the topic. It has three distinctive elements; restatement of the thesis statement, summary of main ideas and significance of the conclusion when you evaluate, forecast future, and make recommendations concerning the topic.

3. CONCLUSION

restatement of the thesis statement

A. Lean manufacturing cuts production waste by having an efficient inventory system, waste reduction audits, and a proper production plan.

summary of main ideas → B. JIT, mobile technologies, audit waste, forecast demand, minimized waste and reduced disposal costs are the benefits derived from lean manufacturing system.

significance of the conclusion ↑ C. By minimizing waste, a firm can avoid environmental fines, boost profits, discover new business opportunities, and also rejuvenate employee morale.

3.1 Guidelines on writing the conclusion section

- Restate the thesis statement.

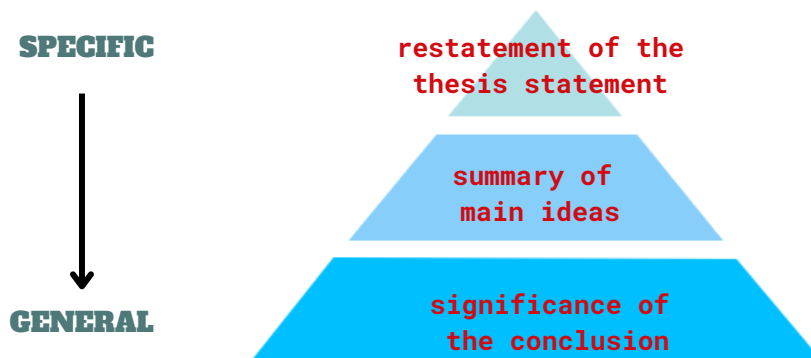
Revisit the thesis statement used in the introduction. Use the paraphrasing technique to rewrite it with other words. Remind the audience of your claim or opinion on the topic.

- Summarize the key points.

Summarize the arguments or points of view of the topic. Explain how the key points connect and relate to the thesis statement.

- Highlight the significance of the conclusion.

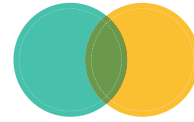
Provide memorable insight of the topic. Relate to the hook and connect all the arguments with a closing statement. Shows how the questions in the topic have been answered. State the significance of your topic with possible solutions, recommendations or take-home messages.



3.2 Types of significance of the conclusion

There are four types of concluding paragraphs; embedded, retrospective, reflective, and projective depending on the type or style of academic essays.

1. EMBEDDED CONCLUSION



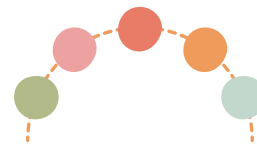
A conclusion that is suitable for narrative type essays. The thesis statement is written on a personal account and information is organized in a chronological order. Ideally used in reflective essays such as writing about industrial training experiences.

2. RETROSPECTIVE CONCLUSION



A conclusion is used for chronological essays that trace connections from past events. It tends to be informative with new insights to explain past occasions and actions.

3. PROJECTIVE CONCLUSION



A concluding sentence that concentrates on future results. Mostly used for expository essays that focus on future outcomes of certain circumstances by giving recommendations and solutions.

4. RETROSPECTIVE CONCLUSION



Used in most persuasive essays. This type of concluding sentence broadens the topic with various motifs, classes, and ideas to influence the readers.

3.3 The dos and don'ts of writing the conclusion section

DOs

Do use parallel structure at the word, phrase, or clause level.

Do use strong and convincing words in persuasive or argumentative essays.

Do restate the thesis statement in other words.

Do summarize the arguments that support the main points.

Do state the relevance of the conclusion by revisiting the hook.

DON'Ts

Do not use incohesive forms of words in a sentence.

Do not use unnecessary jargons.

Do not introduce a new idea or topic.

Do not include any statistics, data or records in the summary of main ideas.

Do not use the hook from the introduction.

CONCLUSION

This e-book presents all the important elements of an effective academic writing outline. This book displays all information in three units. Unit one is all about the introduction section which are first, the hook to get the audience interested to further read the essay. Second, is the bridge sentence that extend the message in the hook and slowly eases into the thesis statement. Third item is the thesis statement which provides an insight and inform the audience about what the essay will be about.

Unit two highlights the body section of an outline. This section consists of the topic sentence which is then supported by the supporting details. Unit three is about the conclusion section. This section consists of a restatement of the thesis statement, the summary of key points and a significance of the conclusion of the topic discussed in the outline.



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POLITEKNIK UNGKU OMAR
Jalan Raja Musa Mahadi,
31400, Ipoh
Perak
www.puo.edu.my