

Contents

Acknowledgements	7
Preface	9
Introduction: process vs. product approaches	11
1. Writing process	
1.1. Purpose	19
1.2. Audience	22
1.3. Prewriting	26
1.4. Introduction	33
1.5. Body	37
1.6. Conclusion	48
1.7. Rewriting	52
1.8. Peer feedback	56
1.9. Style	61
2. Writing product	
2.1. Descriptive essay	73
2.2. Narrative essay	80
2.3. Process essay	89
2.4. Illustration essay	95
2.5. Definition essay	100
2.6. Comparison/contrast essay	107
2.7. Persuasive/argumentative essay	116
2.8. Elements of business writing	126
2.9. Elements of technical writing	139
3. Academic writing	
3.1. Bibliography	151
3.2. Summary	171
3.3. Paraphrase	176
3.4. Quotation	181
3.5. Synthesis	186
3.6. Critique	195
3.7. Research paper	201
Appendices	
Appendix 1 – Suggestions for tasks within the product approach	217
Appendix 2 – Suggestions for tasks within the process approach	218
Appendix 3 – Peer feedback	221

Appendix 4 – Sentence variety	222
Appendix 5 – Transition check	223
Appendix 6 – Punctuation in narration	224
Appendix 7 – European Curriculum Vitae Format	225
Appendix 8 – Exemplary CV, cover letter and thank you letter	227
Appendix 9 - Exemplary research report	230
Appendix 10 –Verbs and expressions (technical report)	234
Appendix 11 – Verbs and expressions	235
Appendix 12 – Abbreviations for US states and territories	236
Appendix 13 – Przykładowa strona tytułowa prac licencjackich/ magisterskich/ inżynierskich Politechniki Opolskiej	237
Appendix 14 – Przykładowa strona tytułowa prac licencjackich/magisterskich Uniwersytetu Opolskiego	238
Keys	
Key to Introduction	241
Key to Chapter 1	243
Key to Chapter 2	250
Key to Chapter 3	263
References	290