

TABLE OF CONTENTS

PREFACE.....	vi
TABLE OF CONTENTS.....	viii
Unit 1 Paragraph	1
• Defining Paragraph and Identifying its Elements.....	1
• Identifying Features of Paragraph Format.....	5
• Practicing to Write Paragraph	5
Unit 2 Punctuation and Capitalization	7
• Defining Punctuation and its Types.....	7
• Recognizing the uses of punctuation marks.....	10
• Recognizing the Uses of Capitalization	10
• Practicing to Use Punctuation and Capitalization	10
Unit 3 Descriptive Paragraph	13
• Defining Descriptive Paragraph	13
• Recognizing Generic Structure and Language Features of Descriptive Paragraph.....	16
• Practicing to Write Descriptive Paragraphs.....	17
• Assessing a Descriptive Paragraph.....	19
Unit 4 Procedure Paragraph	21
• Defining Procedure Paragraph	21
• Recognizing Generic Structure and Language Features of Procedure Paragraph.....	22
• Practicing to Write Procedure Paragraphs.....	24

	• Assessing a Procedure Paragraph.....	25
Unit 5	Recount Paragraph.....	27
	• Defining Recount Paragraph	27
	• Recognizing Generic Structure of Recount Paragraph/ Text	27
	• Practicing to Write Recount Paragraph.....	29
Unit 6	Narrative Paragraph.....	31
	• Defining Narrative Paragraph	31
	• Recognizing Generic Structure and Language Features of Narrative Paragraph/ Text	31
	• Assessing Narrative Paragraph/ Text	34
Unit 7	Argumentative Paragraph.....	35
	• Defining Argumentative Paragraph	35
	• Recognizing Generic Structure of Argumentative Paragraph	35
	• Practicing to Write an Argumentative Paragraph/ Text.....	38
	• Assessing Argumentative Paragraph	40
Unit 8	Announcement.....	41
	• Defining Announcement	41
	• Recognizing Generic Structure and Language Features of Announcement	41
	• Practicing to Write an Announcement	43
Unit 9	Birthday and Wedding Invitations	45
	• Defining Birthday and Wedding Invitations	45

• Recognizing Generic Structure of Invitation	45
• Practicing to Write Invitations	47
Unit 10 Condolence.....	49
• Defining Condolence	49
• Practicing to Write Condolence	50
Unit 11 Personal & Business Letters	51
• Defining Personal Letter.....	51
• Recognizing Generic Structure of Personal Letter	53
• Practicing to Write a Personal Letter.....	54
• Defining Business Letter.....	54
• Recognizing Generic Structure of Business Letter	54
• Practicing to Write a Business Letter.....	58
REFERENCES.....	59
PROFILE OF THE WRITER.....	60