

The Short Essay

2

# **EFFECTIVE** **Academic Writing**

SECOND EDITION

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Alice Savage  
Patricia Mayer

OXFORD



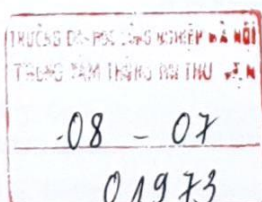
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**OXFORD**  
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P.M. and A.S.



Unit	Academic Focus	Rhetorical Focus	Language and Grammar Focus
<b>1</b> <b>Paragraph to Short Essay</b> page 1	<b>Writing</b>	<ul style="list-style-type: none"> <li>• Paragraph structure</li> <li>• The topic sentence</li> <li>• Unity and coherence</li> <li>• The paragraph and short essay</li> <li>• Short essay organization</li> </ul>	<ul style="list-style-type: none"> <li>• Simple and compound sentences</li> <li>• Run-on sentences</li> <li>• Dependent clauses</li> </ul>
<b>2</b> <b>Descriptive Essays</b> page 27	<b>Culinary Arts and Nutrition</b>	<ul style="list-style-type: none"> <li>• Descriptive organization</li> </ul>	<ul style="list-style-type: none"> <li>• Prepositional phrases in descriptive writing</li> <li>• Details in sentences</li> <li>• Similes and simile structure</li> <li>• Adjectives in descriptive writing</li> </ul>
<b>3</b> <b>Narrative Essays</b> page 53	<b>Psychology</b>	<ul style="list-style-type: none"> <li>• Narrative organization</li> </ul>	<ul style="list-style-type: none"> <li>• Sequence in narrative essays</li> <li>• Subordinating conjunctions</li> <li>• Details in essays</li> <li>• The past continuous in narrative essays</li> <li>• Past time clauses</li> <li>• Simultaneous activities</li> </ul>
<b>4</b> <b>Comparison-Contrast Essays</b> page 79	<b>Travel and Tourism</b>	<ul style="list-style-type: none"> <li>• Comparison-contrast organization</li> </ul>	<ul style="list-style-type: none"> <li>• Comparison and contrast connectors</li> <li>• Comparatives in comparison-contrast essays</li> <li>• Comparatives in sentences</li> </ul>



Unit	Academic Focus	Rhetorical Focus	Language and Grammar Focus
<b>5</b> <b>Opinion Essays</b> page 103	<b>Technology</b>	<ul style="list-style-type: none"> <li>• Opinion organization</li> <li>• Facts and opinions</li> <li>• Counter-argument and refutation</li> </ul>	<ul style="list-style-type: none"> <li>• Quantity expressions in opinion essays</li> <li>• Connectors to show support and opposition</li> </ul>
<b>6</b> <b>Cause-and-Effect Essays</b> page 129	<b>Education and Economics</b>	<ul style="list-style-type: none"> <li>• Cause-and-effect organization</li> <li>• Clustering information</li> </ul>	<ul style="list-style-type: none"> <li>• Phrasal verbs</li> <li>• The future with will</li> <li>• <i>Will</i> with <i>so that</i></li> <li>• Future possibilities with <i>if</i> clauses</li> </ul>

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