



WRITING TEXTS: ESSAY VS. PARAGRAPH

Students' aim during these academic years will be to improve their writing skill by being able to produce different structures of a text such as an **essay** and a **paragraph** among others. Thus, they will need to become familiar with the proper naming given to each part of the text, as well as the content selection and its organization in order to write successfully.

ESSAY

A) 1ST PARAGRAPH (introductory paragraph)

The introductory paragraph (IP) clearly establishes the topic to be discussed along the essay. The information given will differ depending on the type of writing itself (descriptive, opinion, argumentative, etc.). The IP opens the essay effectively (i.e., it clearly introduces the topic), grabs attention, and invites to continue reading.

B) 2ND PARAGRAPH (supporting paragraph 1 - body)

The body of the text: supporting paragraphs (SPs) develop the introductory paragraph (IP) with facts, details and /or examples. All SPs must relate to IP (i.e., no irrelevant facts, details, or examples should be included).

Relationship of each SP to IP must be clearly indicated with connecting words. Same applies to relationship of one SP to next (or previous) one.

C) 3RD PARAGRAPH (supporting paragraph 2 - body)

An additional SP must be written as long as a completely different fact together with some details is necessary to develop the IP. Therefore, the length given when writing the text will be the key to know where the limit is.

D) 4TH PARAGRAPH (closing paragraph)

The closing paragraph (CP) must leave the reader with some final thoughts (not new ideas) on the issue discussed and the supporting points included in the essay.

- The CP restates the issue introduced in the IP in a new, more insightful manner and new words.
- Includes the writer's opinion with appropriate justification.
- It neatly ends the essay and leaves the reader with a sense of closure.

***IMPORTANT NOTE:** YOU MUSTN'T INTRODUCE NEW INFORMATION IN THE LAST PARAGRAPH.

PARAGRAPH (A SINGLE PARAGRAPH)

A) 1 SENTENCE: TOPIC SENTENCE

The topic sentence (TS) clearly establishes the topic to be discussed along the paragraph. The information given will differ depending on the type of writing itself (descriptive, opinion, argumentative, etc.). The TS opens the essay effectively (i.e., it clearly introduces the topic), grabs attention, and invites to continue reading.

B) 2-3 SENTENCES: SUPPORTING SENTENCES (EXAMPLES, DETAILS, DEFINITIONS...)

The body of the text: supporting sentences (SSs) develop the topic sentence (TS) with facts, details and /or examples. All SSs must relate to TS (i.e., no irrelevant facts, details, or examples should be included).

Relationship of each SS to TS must be clearly indicated with connecting words. Same applies to relationship of one SS to next (or previous) one.

C) 1 SENTENCE: CLOSING SENTENCE (SUMMARY OF THE MAIN IDEAS).

The closing sentence (CS) must leave the reader with some final thoughts (not new ideas) on the issue discussed and the supporting points included in the paragraph.

- The CS restates the issue/opinion introduced in the TS in a new, more insightful manner and new words.
- Includes the writer's opinion with appropriate justification.
- It neatly ends the paragraph and leaves the reader with a sense of closure.

***IMPORTANT NOTE:** YOU MUSTN'T INTRODUCE NEW INFORMATION IN THE CONCLUDING SENTENCE.

CONNECTING WORDS AND LINKERS

ONCE THE STRUCTURE AND THE TYPE OF WRITING ARE CLEAR, YOU MUST INCLUDE SOME LINKING WORDS / CONNECTORS TO INTRODUCE THE TOPIC, ADD AND/OR CONTRAST SOME INFORMATION, GIVE YOUR OPINION, SPEAK ABOUT THE PAST, ETC.

NOTE: The type of linkers used for the different paragraphs (essay) or TS/SS/CS (paragraph) may vary depending on the text, being the most contrastive ones opinion and argumentative.

REMEMBER: THE MORE FLUENT YOUR LANGUAGE IS, THE RICHER IT WILL BE!



1. REFERRING TO A TOPIC

- In / With regard to: En relación a
- Regarding: Con respecto a

2. ADDING INFORMATION

- Besides: además,
- In addition, additionally: además,
- Moreover: además,
- Furthermore: asimismo,
- Also: también,
- What's more, on top of that: Además; lo que es más,

3. EXPRESSING SIMILARITY

- Similarly: Igualmente, de forma similar,

- Likewise: Asimismo, del mismo modo,
- In the same way: Del mismo modo,
- In a similar way: De forma similar,

4. CONTRASTING INFORMATION

- However: sin embargo,
- Instead of: en vez de
- On the other hand: por otro lado,
- Nevertheless: no obstante,
- On the contrary: por el contrario
- Whereas / while: mientras (que)
- Though / although: aunque
- Conversely: A la inversa, por el contrario

5. EXPLAINING THE CAUSE / REASON

- Because of + noun: A causa de + sustantivo
- Due to + noun: Debido a + sustantivo
- Due to the fact that + sentence: Debido a que + oración
- For this/that reason: Por esta/esa razón
- On account of + noun: A causa de + sustantivo

6. SHOWING A RESULT / CONSEQUENCE

- As a result: Como resultado, en consecuencia
- Consequently / thus: En consecuencia,
- Therefore: Por lo tanto,

7. EXPRESSING SOMETHING USING OTHER WORDS

- In other words: en otras palabras,
- That is (to say): es decir,

8. EXPRESSING FACTS

- Actually: En realidad, (NO ACTUALMENTE -false friend-)
- As a matter of fact: De hecho,
- In fact: De hecho,
- Given the fact (that): Dado el hecho de que...

9. EXPRESSING AN OPINION / POINT OF VIEW

- As far as I'm concerned: Por lo que a mí respecta
- From my point of view: desde mi punto de vista
- I agree / disagree (with): estoy de acuerdo / no estoy de acuerdo
- In my opinion: en mi opinión
- In my view: en mi opinión
- I think (that): Creo que...
- It is true that: es verdad que
- Personally: personalmente
- To be honest: para ser honesto
- To tell the truth: a decir verdad

10. MODIFYING YOUR IDEAS

- Above all: sobre todo
- At least: al menos
- Basically: básicamente, fundamentalmente
- Especially: especialmente
- Essentially: esencialmente, básicamente
- In general: en general
- By and large: Por lo general,
- Generally speaking: En general,
- In particular: en particular
- More or less: más o menos
- On the whole: en general
- To a certain extent: hasta cierto punto

11. GIVING EXAMPLES

- ,and so on: etcétera
- and so on and so forth: etcétera, y así sucesivamente
- For example: por ejemplo,
- For instance, por ejemplo,
- Such as: tal(es) como

12. SUMMARISING

- All in all: En conjunto, resumiendo
- In conclusion: Para concluir,
- In short: En resumen,
- To sum up: Para resumir,
- On balance: en balance, en resumen
- In a nutshell: En resumen,
- In brief: En resumen,
- On the whole: En general

13. SEQUENCING THE INFORMATION

- On the one hand: Por un lado,
- First of all: en primer lugar
- To start with: Para empezar,
- After that: después de eso
- Secondly: En segundo lugar,
- Finally: finalmente
- In the end: al final
- Meanwhile: mientras tanto
- Suddenly: de repente,
- Then: entonces, después
- All of a sudden: de repente,
- In the meantime: mientras tanto

14) TELLING SOMETHING ABOUT THE PAST

- A long time ago: Hace mucho tiempo
- En la antigüedad, antiguamente: In ancient times, formerly
- Hace poco tiempo: Not long ago
- En tiempos pasados: In former times,
- En los viejos tiempos: In the old days,

15) TELLING SOMETHING ABOUT THE PRESENT

- Nowadays, today: Hoy en día
- Currently, at the present time: Actualmente
- In this day and age: Actualmente

*** NOTE: Most linkers are followed by a comma, so bear in mind the correct use of punctuation.**