

- What is the type of introduction?
- Historical event
 - Quotation
 - Anecdote
 - Fact / Statistics
 - Definition
 - General to specific
 - Rhetorical Question

What purpose does it serve?

gives the reader an idea on what the topic will be (ALWAYS WRITE WHAT THE TOPIC IS)

→ Figure of speech

- Simile ex: as tall as a mountain
- Metaphor ex: Alex is a chicken
(Similar to Simile without using as/like)
- Personification ex: Time ran away
- Hyperbole ex: An example would be "Since he has been away from home he has gotten as thin as a toothpick". Obviously, he has not gotten as thin as a toothpick, we only exaggerate to emphasize on how thin he has become. Some other examples are, "Those shoes cost a king's ransom", "For the millionth time, clean the kitchen", "his grandfather is older than the hills".
- Onomatopoeia (sound) ex: The door was squeaking

What purpose does it serve?

It provides emphasis, freshness of expression, or clarity on (insert topic of sentence).

- Paradox: A phrase that contradicts itself ex: Trust me when I tell you, trust no one
- Irony: → verbal · sarcasm
→ Situational: A thief's house was broken into while he was stealing
→ Dramatic: Audience is aware of something that the character isn't
- Rhetorical Question
- Analogy / Idiom: • Finding a good man is like finding a needle in a haystack. /

→ Thematic Relation

- Comparison
- Question-Answer
- Cause-effect
- Problem-Solution
- Contrast
- Addition/Reinforcement
+ Support

* MUST PROVIDE CLUES



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→ Conclusion Functions

- End with a warning
- Reflect projection of future
- Restate thesis statement
- Convey a relevant call to action
- Suggest consequences
- Close with a rhetorical question/quotation
- Refer to an example or anecdote from introduction to emphasise a central message

What is its purpose?

It reminds the reader of the strengths of the argument and leaves the reader thinking about (insert main idea)

→ Pattern of Organisation

- Process (how to) Analysis
- Listing
- Chronological (time)
- Exemplification ^{examples}
- Problem Solution
- Cause-effect
- Definition
- Comparison/contrast ^{opposite}

* PROVIDE CLUES

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→ Order of Organisation

- Chronological
- Spatial Order (describing spaces)
- Order of importance
- Logical

* PROVIDE CLUES

→ How to paraphrase:

In "(+!+!+)", at the end of / beginning of / - paragraph —, the author/writer say/mentions/explains

- always use present tense
- capture the main idea
- Third person P.O.V
- Use synonyms
- different sentence structure
- * → Proof read + compare with original text

→ How to write a Summary

- underline key words
- cross out needless info (specific details)
- Switch key words with substitutes
- ! → begin by citing the source
- use present tense
- "the author says/explains/illustrates/mentions/argues/suggests / wonders / asks / etc ..
- Stick to the sentence limit. (Usually 1-2)



→ Credibility

- Use of names/dates
- Facts and statistics
- Experts' opinions / Quotes
- Live examples
- Research results/experiments

The writer uses live examples or statistics, quoting experts ... etc. to:

- achieve objectivity and credibility
- give his text a big touch of authenticity (realism)
- convey his ideas about
- avoid bias or prejudice / subjectivity

→ Tone / Attitude

→ How the author feels

→ Mood

→ How the reader feels

Tone/Attitude Bank					
Positive	admiring	appreciative	cheerful	comic	compassionate
	content	encouraging	enthusiastic	nostalgic	optimistic
	outspoken	proud	reassuring	sentimental	supportive
Informative	factual	impartial	neutral	objective	unbiased
Negative	accusing	alarming	angry	apathetic	bitter
	blaming	critical	disappointed	doubtful	hopeless
	ironic	pessimistic	resentful	skeptical	threatening

Although mood and tone are related and often confused, they are different literary devices. **Tone** refers to a writer's attitude toward his or her topic in focus, while **mood** refers to the emotions provoked in a reader. Thus, the difference can be understood in this way: **Tone** is how a writer feels, while **mood** is how a reader feels.

Common Words Describing Mood

Positive	admission, cheerfulness, comfort, confidence, contemplation, contentment, excitement, fascination, friendliness, light-heartedness, nostalgia, optimism, tranquility, warmth, wonder
Negative	anxiety, condemnation, confusion, conviction, criticism, depression, disappointment, discomfort, frustration, fury, gloominess, guilt, horror, incrimination, irritation, jealousy, loneliness, melancholy, mystery, nervousness, pessimism, rejection, suspense, tension, tragedy, violence

→ Cohesion

→ Cohesive Device



phrase
show examples

