



與自己對話：英文寫作自我編修技巧



寫作教學中心
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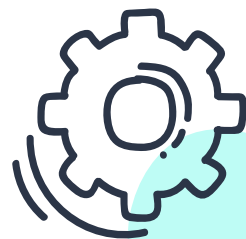
Hello!

- M.A. in Linguistics, Newcastle University
- English Writing Fundamentals
- English Writing for Academic Purposes



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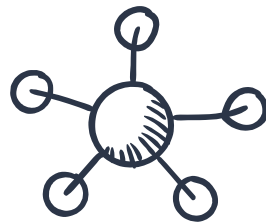


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段落架構

Paragraph Structure

- Topic Sentence
- Supporting Sentences
- Concluding Sentence



Example: Cell Phones and Driving

Many governments are responding aggressively to the threat that cell phones pose to safety on the road. In 2015, **over 3,000** fatal car accidents in the U.S. alone involved drivers distracted by cell phone use (Snyder, 2016). Cell phone use also slows drivers' reaction times. As Nikkel (2015) says, "The reaction time of a 20-year-old driver using a cell phone is the same as that of a 70-year-old driver." Since research has proved the danger of phone-related distracted driving, it has been banned in countries around the world. **For example,** in Australia, Brazil, and the United Kingdom, drivers caught using a mobile device will face heavy fines. Governments hope that these laws will lead to safer communication practices and fewer phone-related car accidents.

Elements of a Paragraph

- **Topic Sentence**

- ✓ Main Topic + Controlling Idea

- **Supporting Sentences**

- ✓ Statistics (Research data)
- ✓ Quotation (Proverbs, Conclusions)
- ✓ Fact & Example (News, Stories)

- **Concluding Sentence**

- ✓ Restatement
- ✓ Summarization

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一致與連貫性



Unity and Coherence

- Focusing on one topic
- Writing in logical order (e.g., paragraph structure)
- Repeating the key words
- Keeping pronoun consistency
- Arranging and connecting ideas

Unity—Focusing on the Topic

1. Analyze your Topic Sentence
2. See if every supporting sentence supports your Topic
3. Improve your Unity
 - Remove irrelevant details
 - Re-write your Topic Sentence



Always outline BEFORE drafting

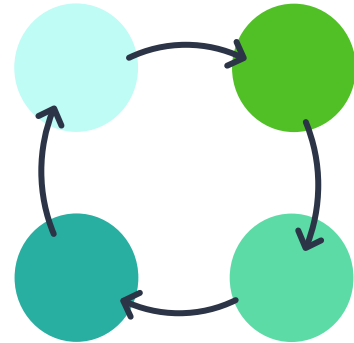
Example

¹ Advances in medicine can come from surprising places, including water. ² Many scientists are interested in the medical uses of small aquatic animals. ³ They believe these animals are useful for new medical products. ⁴ Some ancient civilizations used berries and grasses for medical purposes. ⁵ These plant-based medicines were often quite effective. ⁶ In addition, these organisms may be used as models to understand human diseases. ⁷ Many years from now, sea creatures may help people lead healthier and longer lives.

**Off-topic
Sentences: 4-5**

Coherence—Keeping the ideas connected

1. Repeat the key words or phrases
2. Keep your pronouns consistent
3. Arrange your ideas logically
4. Use transitional signals



Key Word Repetition & Pronoun Consistency

The root of a word is their most basic part. A prefix is another word part. Prefixes can be added to the beginning of words to change its meaning. Students who know a few Latin and Greek roots and prefixes have an advantage over a student who does not know them. They can often guess the meaning of new words. For example, if you know that the prefix *omni* means “all,” you have a better chance of guessing the meanings of *omnibus*, *omnipresent*, and *omniscient*.

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Logical Arrangements & Transition Signals

The advent of state-of-the-art technology in mobile communication has improved people's lives in several aspects.

Firstly, cell phones largely boost efficiency and accuracy ...

Additionally, with an array of social networking applications available, smart phones allow individuals to... For example, ✕
phone users can... In conclusion, such innovation changes how job duties are fulfilled and how people communicate.

Nevertheless, ...

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常見引用規則

Common Citation Rules



AMERICAN
PSYCHOLOGICAL
ASSOCIATION

Chicago Manual of Style

CMS

MLA

Modern
Language
Association

Citation and Plagiarism

When you use outside-information as your support:

✓ Quote it “ ”

✓ Paraphrase it 

✓ Summarize it 

 Purpose: to avoid **plagiarism**

Direct Quotation

Reporting Verb

Dr. Michael Karsten (1997) **states**, “**I**f you are especially gifted, you may win once, but from my experience you can’t continue to win without drugs. The field is just too filled with drug users” (qtd. in Bamberger and Yaeger, p. 62).

Comma after
reporting verb

Capitalize the
first letter

Period after in-
text citation

Page number
required

Direct Quotation (for texts over four lines)

A national news agency reported these survey results:

↔ Several years ago [when] 198 teachers in the
2.54 cm city were asked how much time they spend on
grammar teaching in the classroom, 75
teachers said they spent more than 90% of
their time on grammar, 90 said they spent
less than 10% of their time on grammar, and
only 10 said they spent about 50% of their
time on grammar (qtd. in Torralba 34).

Direct Quotation (for two-part quotations)

“**A** solely grammatical curriculum can prevent the children from learning how to communicate,” warns the Association for Childhood English Learning, “yet grammar in some amount is required for a learner to become highly proficient” (qtd. in Torralba 26).

Capitalize **ONLY** the first word of the quoted sentence

Direct Quotation (ellipsis and brackets)

As Henry Goodman, a young Inupiat man, comments, “Listening to the elders... speak the language, I couldn’t understand **[anything]**.”

Use ellipsis (...) to
omit words

Use brackets []
to add words

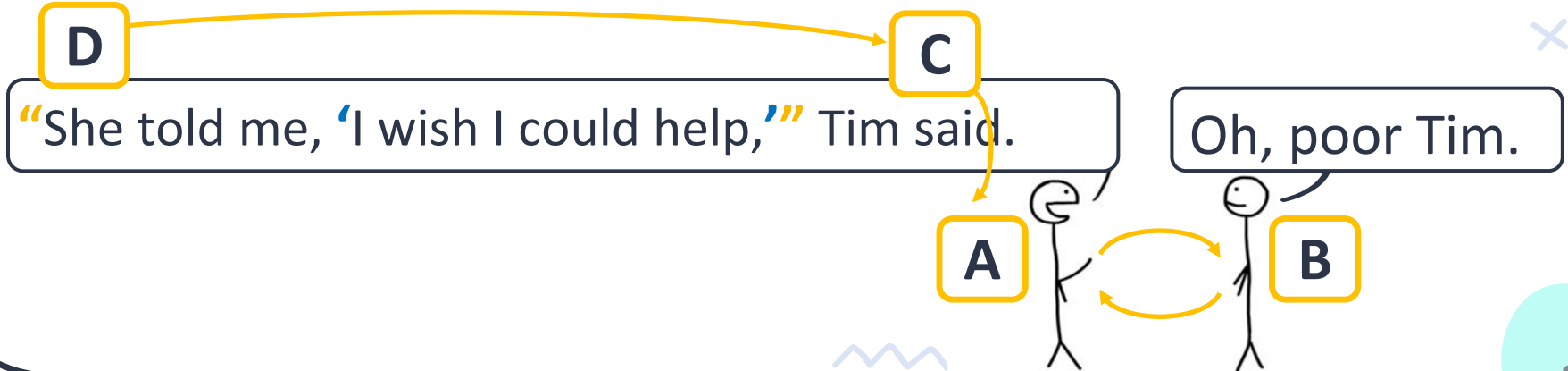


Direct Quotation (quote within quote)

A student said, “When I first started learning English, I would say things like ‘he go’ or ‘I no have’” (qtd. in Jones 14).

regular quotation marks “ ”
for quotations

Single quotation marks ‘ ’ for
intra-quotational quotations



Indirect Quotation

Reporting Verb

Dr. Michael Karsten (1997) **points out that** in order to keep on winning, it is commonly observed that an athlete may take drugs.

Basic Information
(Name & Year) required

Reporting Verb
+ that + noun clause

Paraphrase the source
statement(s)

Paraphrase and Summary Tips

Original:

Language is the main means of communication between peoples. But so many different languages have developed that language has often been a barrier rather than an aid to understanding among peoples. For many years, people have dreamed of setting up an international universal language which all people could speak and understand. The arguments in favor of a universal language are simple and obvious. If all peoples spoke the same tongue, cultural and economic ties might be much closer, and good will might increase between countries. (85 words)

Paraphrase and Summary Tips

Paraphrase:

Humans **communicate through** language. **Because** there are so many different languages, **however**, people around the world have a difficult time understanding one another. Some people have wished for a **universal** international language that **could be understood by speakers** around the world. Their reasons are **straightforward** and **clear**. A universal language would build cultural and economic bonds. **It** would also create better feelings among countries (Kispert, 2005). (64 words)

Synonym

**Part of
Speech**

**Sentence
Structure**

Voice

**Transition
Signal**

Paraphrase and Summary Tips

Summary:

People communicate through language; however, having different languages creates communication barriers. A universal language could bring countries together culturally and economically as well as increase good feelings among them (Kispert, 2005). (25 words)

Take Notes of the
Key Words



Read Your Own
Note



Write the Summary
Based on your Note

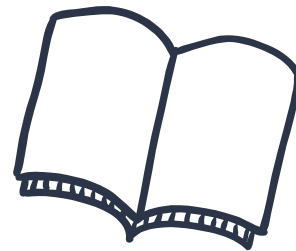
Quotation vs. Paraphrase vs. Summary

	Quotation	Paraphrase	Summary
Citation info	Y	Y	Y
Meaning	exactly the same	the same idea(s) + different words and SS	the key idea(s) + one's words and SS ✕
Length	original text + direct quotation punctuation	slightly shorter than the original text	(much) shorter than the original text

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線上寫作資源

Collocations & Wording



Collocations “research”

Online OXFORD Collocation Dictionary



research *noun*

ADJ. detailed, in-depth, painstaking | extensive *He has carried out extensive research into renewable energy sources.* | basic | original | further | ground-breaking, pioneering *pioneering research into skin disease* | collaborative | empirical | academic, clinical, historical, medical, military, scientific, social, space | AIDS, cancer, etc. | animal *calling for a ban on animal research* | market

QUANT. piece *a startling piece of historical research*

VERB + RESEARCH carry out, conduct, do, undertake *She's doing research on Czech music between the wars.* | be based on *One paper based on research conducted at Oxford suggested that the drug may cause brain damage.*

RESEARCH + VERB demonstrate sth, indicate sth, prove sth, reveal sth, show sth, suggest sth *What have their researches shown?* | produce sth, yield sth *Recent research on deaf children has produced some interesting findings about their speech.*

RESEARCH + NOUN degree | effort, programme, project, work *directing the group's research effort* | methods | findings, results | purposes *Copies of the tape can be made for research purposes.* | centre, institute, laboratory | assistant, group, student, team, worker | grant

PREP. ~ in *Most research in the field has concentrated on the effects on children.* | ~ into/on *They are carrying out*



Collocations “effect”

VERB + EFFECT bring about, exert, have, produce *The drug exerts a powerful effect on the brain.* | take *The medicine started to take effect after a few minutes.* | feel, experience, suffer (from) *Women feel the effects of alcohol more quickly than men.* | recover from | observe | show | assess, determine, estimate, examine, measure, study | ameliorate, cushion, lessen, minimize, mitigate, reduce, soften *to minimize the effects of economic change* | cancel out | counter, counteract, offset | compound, magnify, maximize | avoid | aim at *That is precisely the effect I was aiming at.* | be worried about, fear | underestimate | ignore

EFFECT + VERB spread | last | wear off *How soon will the effects of the drug wear off?*

PREP. in ~ *The border closure meant, in effect, that no trade took place between the countries.* | to this/that ~ *They told us to go away, or words to that effect.* | with ... ~ *The plague struck London again with devastating effect.* | ~ on/upon *The dry weather had an adverse effect on the potato crops.*

PHRASES cause and effect *key historical concepts such as cause and effect* | to little/no effect *The air-conditioning came on, to little effect.*





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Thanks!

Any questions?

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