



MY INTEGRATED
Writing
COMPANION

Xavier Thayalan | Jane Xavierine
Alice Shanthi | Zainon Ismail

My INTEGRATED *Writing* COMPANION

Xavier Thayalan
Jane Xavierine
Alice Shanthi
Zainon Ismail

PENERBIT  PRESS
UNIVERSITI TEKNOLOGI MARA

© UiTM Press, UiTM 2020

All rights reserved. No part of this publication may be reproduced, copied, stored in any retrieval system or transmitted in any form or by any means; electronic, mechanical, photocopying, recording or otherwise; without prior permission in writing from the Director of UiTM Press, Universiti Teknologi MARA, 40450 Shah Alam, Selangor Darul Ehsan, Malaysia.
E-mail: penerbit@salam.uitm.edu.my

UiTM Press is a member of
MALAYSIAN SCHOLARLY PUBLISHING COUNCIL

Perpustakaan Negara Malaysia

Cataloguing-in-Publication Data

Xavier Thayalan

My INTEGRATED Writing COMPANION / Xavier Thayalan, Jane Xavierine,
Alice Shanthi, Zainon Ismail.

ISBN 978-967-363-626-6

1. English language--Writing.

2. Writing.

3. Government publications--Malaysia.

I. Jane Xavierine. II. Alice Shanthi.

III. Zainon Ismail. IV. Title.

421.1

Cover design : Siti Suhaini Mazlan

Typesetting : Kamaliah Kamaruddin

Printed in Malaysia by: UiTM Printing Centre
Faculty of Art & Design
Universiti Teknologi MARA
40450, Shah Alam
Selangor

CONTENT

<i>Preface</i>	ix
<u>UNIT 1 WRITING</u>	1
SENTENCE CONSTRUCTION	3
Sentence	3
Simple Sentences	9
Compound Sentences	9
Complex Sentences	9
DEVELOPING A PARAGRAPH	16
Unity of Ideas in a Paragraph	16
Practice 1	17
Parallel Sentences in a Paragraph	18
Practice 2	19
Practice 3	22
COHERENCE AND COHESION IN PARAGRAPHS	25
Practice 1	26
Coherence: Logical Ordering of Paragraph	28
Practice 2	29
Phrases and Sentences to Develop Coherence and Cohesion	32
WRITING INTRODUCTIONS AND CONCLUSIONS	34
Introduction	34
Conclusion	34

PREFACE

My Integrated Writing Companion is a comprehensive guidebook for intermediate learners. The fundamental focus of this book is to help learners of English to write more effectively by developing specific writing skills. The book offers insights and step-by-step approach, beginning from sentence construction to paragraph building and then to essay writing.

The sequential arrangement of the content in the book is able to assist beginners to become effective writers from relatively easy to difficult tasks. Besides focusing on developing sentences and paragraphs, *My Integrated Writing Companion* also integrates oral presentation and argumentative analytical skills. The book also integrates reading skills as a way to improve writing.

This book is useful for students pursuing a writing course at the tertiary level and also for those preparing for the Malaysian University English Test (MUET).