

My LECTURE NOTES FROM ENGLISH COMPOSITION 1 Penn Foster College

In this lesson, we will discuss written communication. You will study why writing organization can make your writing more productive and efficient. You will learn how using an outline in your writing can make completing a writing assignment easier for both you and the reader.

Next, we will discuss some common grammatical errors to look out for. Then, we will go over some best practices to avoid these common grammatical mistakes. Last, you will explore ways to add voice and style to your writing and make your written voice unique.

After you finish this lesson, you will take a quick quiz to test your knowledge on what you have learned.

Lesson Objectives

- Explain the importance of organized writing
- Identify the common types of grammar mistakes
- Describe the best practices for ensuring proper grammar
- Identify techniques to add style to your writing.

Written Communication

Once you are well versed in how to write an essay, the process can even be enjoyable. In college courses, there are certain standards to follow, and once you learn them, a writing assignment will become a guaranteed good grade to improve your overall performance and take pride in. Just like reading for comprehension, there is a process to follow and specific techniques to employ that will lead you to strong successful writing. Let's get started!

Organize Your Thoughts:

Let's say you are writing an essay explaining why you're seeking admission to a school. You want to be able to express why you wish to be admitted to the school in an organized and persuasive way. **To be organized, your letter must follow a logical structure.** Begin with an introduction that clearly describes the purpose of your essay. Next, devote each paragraph to discussing a single idea or topic with supporting evidence and examples so your points come across clearly and convincingly. If on the other hand, each paragraph bounces around between several ideas, your essay will be confusing and not persuasive. Be sure to arrange your topic in a logical sequence that makes it easy for the reader to follow along and understand. Finally, end with a strong conclusion that ties all the components of your essay together.

Create an Outline

Instead of jumping right into your writing project, consider coming up with a plan! **It's best, to begin with an outline.** Since you know that each paragraph should express a single idea, you can build your outline around your strongest overarching points. For example, in your admission essay expressing your interest in college, each paragraph should focus on your strongest reasons for wanting to attend.

I am seeking to enroll in your school because:

- I am a lifelong learner
- I want a better career

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