

Guidelines for Writing a Composition

Guidelines for Writing a Composition

1. One complete sentence.
2. Specific (main points, purpose).
3. Strong action verb.
4. Active voice.
5. Proper emphasis (main points).

Introduction

1. Defining a key word or phrase.
2. Writing a brief history.
3. Using a quotation.
4. Writing a brief narrative or anecdote.
5. Analyzing theme divisions.
6. Contrasting ideas.
7. Going from the general to the specific .

Paragraphs

1. Chronological order (time).
2. Spatial order (left to right, near to far, top to bottom).
3. Degree order (importance).
4. Cause and effect order.

Conclusion

1. Summarizing.
2. Giving a solution to the problem.
3. Stating your position.
4. Relating your idea to main.
5. Using a quotation.
6. Going from the specific to the general.

Useful Words and Phrases

1. Addition: moreover, further, furthermore, besides, also, too, again, in addition, next, first of all, finally.
2. Contrast: yet, however, still, nevertheless, however, on the other hand, on the contrary, after all, at the same time.
3. Comparison: similarly, likewise, in like manner.
4. Purpose: to this end, for this purpose, with this in mind.
5. Result: therefore, accordingly, consequently, as a result.
6. Time: meanwhile, at length, immediately, soon, afterwards
7. Place: here, beyond, near, opposite to, adjacent to, on the opposite side .
8. Summary: in brief, on the whole, in short, in other words, to be sure, as has been noted, for example, for instance, in fact, indeed, in any event .

Guidelines For Writing A Will

Marcel A. Müller



Guidelines For Writing A Will:

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Guidelines For Writing A Will Introduction

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