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الثالثة	المرحلة
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• • Swales, John M. & Feak, Christine B. – <i>Academic Writing for Graduate Students: Essential Tasks and Skills</i>	المصادر او المراجع

Abstract: A short summary of 100–200 words, which explains the paper’s purpose and main findings.

References: A list of all the sources the writer has mentioned in the text. **Appendix:** A section, at the end, where additional information is included.

Acknowledgements: A short section where people who have helped the writer are thanked.

Literature review: Part of the main body in which the writer discusses relevant research.

Case study: A section where one particular example is described in detail.

1. What is a paragraph? A paragraph is a unit of writing that deals with one main idea. It typically consists of several sentences that work together to develop or explain the idea. Paragraphs are used to organize information systematically, making it easier for readers to follow the writer's train of thought.

2. Why are texts divided into paragraphs? Texts are divided into paragraphs for several reasons:

- **Clarity and readability:** Breaking text into paragraphs helps readers process information more easily.
- **Logical organization:** Paragraphs allow writers to present ideas in a structured way, ensuring each idea is developed fully before moving to the next.
- **Focus:** Each paragraph focuses on a single topic or point, preventing confusion and maintaining coherence

3. How long are paragraphs? The length of paragraphs can vary depending on the purpose and context of the writing. In academic writing, paragraphs are usually between 100 and 200 words, but this is not a strict rule. The key is that a paragraph should be long enough to develop its main idea adequately but short enough to maintain the reader's interest.

4. Do paragraphs have a standard structure? Yes, paragraphs generally follow a standard structure:

- **Topic sentence:** This introduces the main idea of the paragraph.
- **Supporting sentences:** These provide evidence, examples, or explanations to develop the main idea.
- **Concluding sentence (optional):** This summarizes the paragraph or

provides a transition to the next one. This structure ensures that paragraphs are coherent and logically connected within a text.