



COHERENCE AND COHESION IN WRITING

Coherence: A piece of writing is **coherent** if it is clearly organised and has a logical sequence of ideas.

Cohesion: A paragraph or section of text is **cohesive** if the sentences are well structured, well linked together and there is no unnecessary repetition.

This lesson will help you to write more coherently and cohesively, by giving you practice in:

- using paragraphs in your essay
- using appropriate linking words between sentences
- choosing alternative words to avoid repetition and using the correct parts of speech.

You will also practice important word processing skills such as:

- Inserting paragraphs in a text, using the Enter key
- Cutting and pasting words

You can work by yourself 😊, or with a partner 😊 ↔ 😊.

Make sure that you read the instructions very carefully before you begin each task.

You can find an explanation for some of the computer vocabulary in this lesson, which is coloured pink. To see the explanation, just move along the word with your screen pointer until the explanation appears.

When you are ready, go to **Page 1** and read the instructions for **Task One**.



Task One: Ideas

Here is a typical “for and against” essay question which you might be asked to write:

Discuss the advantages and disadvantages of studying overseas

By yourself, or with a partner, make a list of all the advantages and disadvantages of studying overseas that you can think of. Type your ideas in the columns below.

NB: As these are only notes, you don't need to write whole sentences here. Words or short phrases will be enough.

Advantages of studying overseas	Disadvantages of studying overseas

When you have finished making your notes, go to the next task on [Page 2](#).



Now read the essay below to see if any of your ideas were mentioned. At this stage, do not worry about paragraphs or the missing 'secret' words.

You can find an explanation for some of the words in this essay which are coloured green. To see the comment or explanation, just move along the word with your screen pointer.

Essay Version A

Many young people choose to continue their education at colleges or universities in English-speaking countries such as Britain, Australia or America. ***** , while studying overseas has clear advantages, it is not without its problems. In this essay, both points of view will be considered. ***** , studying overseas has significant academic benefits. ***** , the standard of education is very high ***** the up-to-date equipment and resources that are available in colleges and universities. ***** , the quality of teaching is also high, as teachers and lecturers are well-qualified professionals who are aware of all the latest developments in their fields of interest. ***** , the qualifications which a student obtains are usually valid anywhere in the world. ***** the obvious academic benefits, students also gain experience of another culture, improve their language skills and meet many new people. ***** living away from their families, they become more independent, tolerant and emotionally mature, all of which aids their personal development. ***** , in some cases, studying abroad can have quite negative effects. ***** , if students are insufficiently prepared academically, they might have difficulties understanding lectures or writing assignments. ***** , young students may have problems adjusting to a different culture with its unfamiliar climate, food and lifestyle. ***** this, they may experience much loneliness and home sickness. A final problem could be that some students adapt so successfully to Western culture that they have problems readjusting when they finally return home. ***** , although there can be problems in studying abroad, most students, with appropriate preparation and support, should be able to overcome these obstacles. ***** , the advantages of an overseas education far outweigh any of the disadvantages described above.

How many of your own ideas were mentioned in the essay?

Were there any ideas that you (and your partner) had not considered?

Now go to the next task on **Page 3**.



Task Three: Adding paragraphs

In the above essay there were no clearly marked paragraphs. The absence of paragraphs can make a piece of writing difficult and confusing to read. In order to be coherent and easy to understand, an essay should be divided into clear paragraphs, each one containing a new idea or topic.

The essay you have read can be divided into four or five paragraphs. (As the second paragraph is quite long, you can divide it into two shorter paragraphs, if you prefer.)

Below is a chart showing the structure of the essay. Can you label the function of each paragraph? Type the missing words in the third column below. (One of the paragraphs has already been labelled.)

Essay Structure

4 paragraph essay	5 paragraph essay	Paragraph functions
Paragraph 1	Paragraph 1	
Paragraph 2	Paragraphs 2 + 3	
Paragraph 3	Paragraph 4	Disadvantages
Paragraph 4	Paragraph 5	

To check your answers, look at the bottom of the page or move your mouse [here](#)*:

On the next page is a copy of the essay (Version B). This time, read the essay through more carefully and decide where you think each new paragraph should begin.

Insert each new paragraph by placing your **cursor** at the beginning of the first sentence and pressing the **Enter key** twice. There should be an empty line between each paragraph.

Be careful: Each new paragraph must begin with one of the 'secret' words, which looks like this: *********. Make sure that you place your cursor in front of the yellow box before you press the Enter key.

Now go to [Page 4](#).

* Answers: The paragraph labels are: Introduction, Advantages, Disadvantages, Conclusion.

Essay Version B

Many young people choose to continue their education at colleges or universities in English-speaking countries such as Britain, Australia or America. ***** , while studying overseas has clear advantages, it is not without its problems. In this essay, both points of view will be considered. ***** , studying overseas has significant academic benefits. ***** , the standard of education is very high ***** the up-to-date equipment and resources that are available in colleges and universities. ***** , the quality of teaching is also high, as teachers and lecturers are well-qualified professionals who are aware of all the latest developments in their fields of interest. ***** , the qualifications which a student obtains are usually valid anywhere in the world. ***** the obvious academic benefits, students also gain experience of another culture, improve their language skills and meet many new people. ***** living away from their families, they become more independent, tolerant and emotionally mature, all of which aids their personal development. ***** , in some cases, studying abroad can have quite negative effects. ***** , if students are insufficiently prepared academically, they might have difficulties understanding lectures or writing assignments. ***** , young students may have problems adjusting to a different culture with its unfamiliar climate, food and lifestyle. ***** this, they may experience much loneliness and home sickness. A final problem could be that some students adapt so successfully to Western culture that they have problems readjusting when they finally return home. ***** , although there can be problems in studying abroad, most students, with appropriate preparation and support, should be able to overcome these obstacles. ***** , the advantages of an overseas education far outweigh any of the disadvantages described above.

Now, go to [Page 5](#).



Task Four: Linking words and expressions

Part A

Another problem with the essay is that the linking words are missing. Linking words and expressions are important because they connect ideas between sentences in a logical way. They help to make the writing more cohesive.

Linking words have functions. Place each of the linking words below into the appropriate column according to its function. Do this by **highlighting** each word, then **copying** and **pasting** it into the correct column. (As an example, two of the linking words have already been pasted into the correct columns.)

nevertheless	in addition	as a rule	due to	on the whole
as a result of	to begin with	For instance	however	in conclusion
because (of)	furthermore	in general	as well as	

Adding information	Contrasting information	Reason or result
in addition		
Time or sequence	Giving examples	Making generalisations
in conclusion		

Part B

Now, go back to the essay on page 4 and choose an appropriate linking word for each space marked *********. Before you start, you must **protect the form** so that the word choice exercise will work. Follow the instructions below:

To 'protect the form' and activate the word choice exercise:

1. From the menu at the top of the screen, click on **View** – **Toolbars** then click on **Forms** from the **drop down menu**.
2. When the Forms menu box appears on the screen, click on the small **icon** on the right. (It is a picture of a **padlock**.)
3. A small arrow should appear to the right of the 'secret' word. When you click this arrow a list of four words appears. Click on the word which you think is correct.
4. When you have finished the exercise, click again on the padlock icon, otherwise you will not be able to return to the Word screen.

Now go to **Page 6**.



Part A

To avoid repeating vocabulary, the essay uses words which are very close or similar in meaning. Try to find a word in the essay which has a similar meaning to each of the words in the first column and type it in the second column below.

Word	Word with same or similar meaning
advantages	<i>e.g. benefits</i>
standard	
abroad	
adjust	
problems	
different	

Part B

When using vocabulary in your writing, it is important to choose the correct word form (or part of speech). The next exercise will help you think about using words correctly and is a good way to increase your vocabulary.

In the chart below, there are some more words from the essay. Complete the chart, adding nouns, verbs, adjectives where appropriate.

Not all of the words will exist in all four forms. If you see a line (-) in the space, it means that this form of the word does not exist.

Noun	Verb	Adjective	Adverb
<i>e.g.(im)maturity</i>	mature	(im)mature	(im)maturely
(in)tolerance	tolerate	(in)tolerant	tolerantly
		significant	
benefit			
		valid	
		independent	
			insufficiently
		unfamiliar	
	adapt		
			successfully

If you are want to check the form, meanings or spellings of any of these words, use a dictionary, or, link to an [on-line dictionary](#) here.



Task Six: Checking answers and Self-assessment

In this lesson, you have practised using paragraphs, linking words and choosing vocabulary in an essay. To finish, you can check your answers to the tasks and complete a self-assessment and feedback form to show or to email to your teacher.

Part A

On the next two pages you will find a corrected version of the essay and the answers to the exercises in Tasks 3 – 5. Use these pages to check your answers and give yourself marks for each section. Enter your marks in the third column below.

Task	Activity	Total marks	My marks
Task 3	Inserting paragraphs	4	
Task 4A	Identifying the function of linking words	6	
Task 4B	Choosing the appropriate linking word	7	
Task 5A	Finding same or similar words	5	
Task 5B	Word formation	8	
Total		30	

Part B

Finally, complete the self assessment and feedback form below, by marking a cross in the appropriate boxes below. First, read how to activate the check boxes:

To 'protect the form' and activate the check boxes:

1. Click on **View** – **Toolbars** then click on **Forms** from the drop down menu.
2. When the small Forms dialogue box appears, click on the padlock icon.
3. Now, when you click on one of the boxes below, a cross will appear inside it.
4. When you have finished, remember to click the padlock icon again, so that you can return to the Word screen.

Lesson Activities	This was (quite) easy	This was (quite)difficult	I would like more practice
Writing skills			
Adding paragraphs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using linking words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Words with similar meanings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word formation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wordprocessing skills			
Entering paragraphs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting and pasting text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can show this page to your teacher, or you can copy it into a new word document, save it and email it to your teacher.

Here is a complete version of the essay with the linking words restored. Use it to check your work in tasks three and five.

Many young people choose to continue their education at colleges or universities in English-speaking countries such as Britain, Australia or America. Nevertheless, while studying overseas has clear advantages, it is not without its problems. In this essay, both points of view will be considered.

To begin with, studying overseas has significant academic benefits. In general, the standard of education is very high due to the up-to-date equipment and resources that are available in colleges and universities. As a rule, the quality of teaching is also high, as teachers and lecturers are well-qualified professionals who are aware of all the latest developments in their fields of interest. In addition, the qualifications which a student obtains are usually valid anywhere in the world. As well as the obvious academic benefits, students also gain experience of another culture, improve their language skills and meet many new people. As a result of living away from their families, they become more independent, tolerant and emotionally mature, all of which aids their personal development.

However, in some cases, studying abroad can have quite negative effects. For instance, if students are insufficiently prepared academically, they might have difficulties understanding lectures or writing assignments. Furthermore, young students may have problems adjusting to a different culture with its unfamiliar climate, food and lifestyle. Because of this, they may experience much loneliness and home sickness. A final problem could be that some students adapt so successfully to Western culture that they have problems readjusting when they finally return home.

In conclusion, although there can be problems in studying abroad, most students, with appropriate preparation and support, should be able to overcome these obstacles. On the whole, the advantages of an overseas education far outweigh any of the disadvantages described above.

Task Three

1 mark for each correct paragraph

Total: 4 marks

Task Four, Part B

½ mark for each correct linking word

Total: 7 marks

Answers to Task Four, part A:

Adding information	Contrasting information	Reason or result
in addition as well as furthermore	nevertheless however	as a result of because of due to
Time or sequence	Giving examples	Making generalisations
in conclusion to begin with	for instance	as a rule on the whole in general
½ mark for each word in the correct column.		Total: 6 marks

Answers to Task Five, Part A:

Word	Word with same or similar meaning
advantages	benefits
standard	quality
abroad	overseas
adjust	adapt
problems	difficulties or obstacles
different	unfamiliar
1 mark for finding a word with the same or a similar meaning.	
Total: 5 marks	

Answers to Task Five, Part B:

Noun	Verb	Adjective	Adverb
(im)maturity	mature	(im)mature	(im)maturely
tolerance	tolerate	tolerant	tolerantly
significance	-	significant	significantly
benefit	benefit	beneficial	-
validity	validate	valid	-
independence	-	independent	independently
(in)sufficiency	suffice	sufficient	(in)sufficiently
familiarity	familiarise	(un)familiar	-
adaptation	adapt	adaptable	-
success	succeed	successful	successfully
1 mark for 2 correctly formed and spelled words in each line.			
Total: 10 marks			

are far greater than