

## A Practical Online Course for Improving Paragraph Writing

### Instructor Information

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**Office Hours:** Monday–Friday, 8:00 AM – 4:00 PM (Available via Line and by appointment)

### Overview

This online course, developed through three years of exploratory action research, is designed to effectively meet students' writing needs. It serves two main purposes—remediation and skill enhancement—supporting Grade Nine EFL students (E23201-E23202) who struggle with writing while helping them gain confidence. It is also suitable for learners of all levels looking to strengthen their writing skills for academic or professional purposes.

The course integrates fundamental writing principles with practical application, covering paragraph structure, coherence, grammar, punctuation, and open-ended response writing. Through structured instruction, students will develop the skills to express their ideas fluently and clearly.

### Target Audience

1. Grade nine EFL students (E23201-E23202) aiming to improve their academic writing.
2. Anyone at any level who seeks to build a strong foundation in English writing for academic or professional purposes.

## Pre-Course Requirements

### For E23201-E23202 students:

- Paragraph Writing Assessment – Write a paragraph on a given topic to assess current writing skills.
- Needs Analysis Survey – Identify specific writing needs and goals.

No requirements for other participants.

## Mode of Delivery

### Self-Paced Learning

1. Access video lessons, quizzes, and exercises at any time.
2. Flexible learning to develop foundational writing skills independently.

### Live Sessions

1. Interactive online sessions for reviewing concepts, addressing questions, and practicing collaboratively.
2. In-Class Collaborative Activities for hands-on learning, personalized feedback, and peer engagement.

## Course Objectives

### By the end of the course, students will:

1. Master paragraph structure and organization.
2. Develop coherence and cohesion through transitions and logical flow.
3. Improve grammatical accuracy and sentence fluency.
4. Use punctuation effectively for clarity and readability.
5. Write structured, insightful, and well-supported open-ended response paragraphs.

## Course Modules

### Week 1: Understanding Paragraph Structure

**Focus:** Building strong paragraph foundations.

#### Key Learning Outcomes

1. Identify and construct well-structured paragraphs with topic sentences, supporting details, and conclusions.
2. Organize ideas logically to enhance clarity and flow.

#### Topics

1. What Makes a Good Paragraph?
2. Writing a Strong Topic Sentence
3. Developing Supporting Details
4. Crafting a Concluding Sentence
5. Logical Order in Paragraphs (Chronological, Cause-Effect, etc.)

### Week 2: Developing Coherence and Cohesion

**Focus:** Creating smooth, connected writing.

#### Key Learning Outcomes

1. Use transitions, conjunctions, and linking words for coherence.
2. Maintain focus so all sentences contribute meaningfully.

#### Topics

1. Using Transitions to Link Ideas
2. Writing with Conjunctions: Addition, Contrast, and Sequence
3. Creating Flow in Paragraphs
4. Ensuring Every Sentence Supports the Main Idea
5. Revising for Coherence and Cohesion

## Week 3: Improving Grammar and Sentence Fluency

**Focus:** Writing grammatically correct and engaging sentences.

### Key Learning Outcomes

1. Avoid common grammar mistakes like subject-verb agreement and tense shifts.
2. Vary sentence length and structure for fluency.
3. Revise writing for grammatical accuracy and fluency.

### Topics

1. Sentence Types
2. Common Grammar Mistakes in Paragraph Writing
3. Subject-Verb Agreement and Tense Consistency
4. Varying Sentence Length and Structure
5. Editing and Proofreading for Grammar and Fluency

## Week 4: Mastering Punctuation

**Focus:** Using punctuation for clarity and professionalism.

### Key Learning Outcomes

1. Apply correct punctuation (commas, periods, quotation marks, etc.).
2. Use advanced punctuation (colons, semicolons, parentheses) for sentence variety.
3. Edit and revise for punctuation accuracy.

### Topics

1. Common Punctuation Marks: Periods, Commas, Question Marks
2. Avoiding Common Punctuation Errors
3. Using Quotation Marks and Apostrophes Correctly

4. Advanced Punctuation: Colons, Semicolons, Parentheses
5. Editing for Punctuation Accuracy

## Week 5: Open-Ended Response Paragraph Writing

**Focus:** Applying all writing skills in structured responses.

### Key Learning Outcomes

1. Write well-organized open-ended response paragraphs.
2. Use textual evidence and personal insights effectively.

### Topics

1. Understanding Open-Ended Prompts
2. Strategies for Responding to Open-Ended Questions
3. Integrating Textual Evidence in Paragraphs
4. Writing Opinion-Based Paragraphs
5. Practicing Open-Ended Responses with Real-Life Examples

## Final Thoughts

This course provides a well-rounded approach to mastering paragraph writing, combining self-paced learning and in-class instruction to enhance students' writing skills effectively. Through self-paced learning, students have the flexibility to study anytime, anywhere, and at their own speed, allowing them to revisit lessons as often as needed. In the classroom, they engage in individual, pair, and group writing activities, fostering collaboration and hands-on practice.

By practicing through both methods, students develop stronger writing skills, greater confidence, and a deeper understanding of paragraph construction. With continuous guidance and feedback from the instructor, they receive the necessary support to refine their writing and express their ideas clearly and effectively.