

A photograph of a desk with a laptop, pens, and a notebook. The laptop screen shows a Windows 8-style interface with various app tiles like Netflix, CW, and social media icons. The desk is cluttered with writing supplies, including a cup of pencils, a pen holder, and a notebook with a drawing of a hand.

Properties of a Well-Written Text

by: HPC

A background image showing a laptop on the left, a notebook with a pen on the bottom left, and a colorful graphic on the right. The laptop screen displays a Windows-style interface with various icons. The notebook has some handwritten text and a blue pen is resting on it. The colorful graphic consists of concentric, wavy lines in various colors.

OBJECTIVES: At the end of the lesson, you should be able to:

1. Determine the beginning, middle, and end of the story read
2. Write the episodes of your life from childhood to young adulthood using a graphic organizer
3. Organize ideas using proper transitional devices
4. Determine the essence of proper language use in written texts
5. Evaluate a written text based on the appropriateness of language use
6. Utilize writing prowess through practice skills in grammar
7. Use proper mechanics in writing such as spelling, punctuation, capitalization, and paragraph development

Are you familiar with Star Cinema's "Seven Sundays"?



2

When the four children learned about the bad news that their father was diagnosed of a lung cancer, they at once decided to pay their father a visit by sleeping overnight under the same roof.

1

The widowed father of the Bonifacio family, Manuel, was diagnosed with lung cancer by the family physician. What saddened Manuel was the doctor's prediction that he had only about two months or roughly "seven weeks" to live.

3

After his birthday with his nephew Jun (because no one among his children showed up), Tatay Manuel receive a call from the family doctor telling him of the good news –that he was not terminally ill.

A. ORGANIZATION - how a text is structured and arranged.

- A well-organized piece of writing is not only clear but also logical and aesthetic
- ***Text organization*** is the way a text is organized
 - ✓ helps to guide the reader logically through it
 - ✓ makes a text readable and its message clear
- Organization can be achieved through the following techniques:
 1. Physical format
 2. Signal words
 3. Structure

1. Physical Format

➤ The format is an aspect of the organization that is immediately apparent to the reader. It is seen in how the text physically appears like headings and subheadings, bullet points or font emphasis.

The eight parts of speech are fundamental to understanding language. **Nouns** represent people, places, things, or ideas, while **pronouns** replace nouns to avoid repetition. **Verbs** express actions or states of being, and **adjectives** modify nouns or pronouns to provide more detail. **Adverbs** modify verbs, adjectives, or other adverbs, adding more information about how, when, or to what extent something happens. **Prepositions** show relationships between nouns (or pronouns) and other words in the sentence. **Conjunctions** connect words, phrases, or clauses, and **interjections** express strong emotions or reactions. Each part plays a crucial role in structuring sentences and conveying meaning.

Eight Parts of Speech

1. **Nouns** represent people, places, things, or ideas.
2. **Pronouns** replace nouns to avoid repetition.
3. **Verbs** express actions or states of being.
4. **Adjectives** modify nouns or pronouns to provide more detail.
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2. Signal Words

- are textual cues that readers can use to follow a text.
- they can “signal” the transition from one point to another, the ordering of events and concepts, or the writer’s chosen text type (e.g., linear narration, question and answer)

Example:

Chuck Palahniuk’s novel *Fight Club* greatly influenced me as a fictional writer. **First**, his use of the unreliable narrator fascinated me, and I have written similar characters in my works. **Second**, the theme of patriarchal oppression can also be found in the stories I write. **Third**, the novel’s stunning twist is something that I have been trying to recreate. **Thus**, I am extremely grateful to have encountered Palahniuk’s genius early in my writing career.

3. Structure

- provides the framework upon which the text is organized. It consists of the following:
 - ✓ **Beginning:** introduction, thesis statement
 - ✓ **Middle:** supporting details
 - ✓ **End:** conclusion, summary, final message

Example:

Ancient philosophies believe that a person has an “aura,” this appears as a rainbow of light around the body that can be seen by individuals with clairvoyant abilities. The colors change depending on one’s mood, health, and thoughts. Some scientists believe that the existence of the aura has something to do with the electromagnetic fields produced by cells and tissues in the human body. Whether auras are real or not, the fact remains that there are forces everywhere that are real even though we cannot see



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Explanation:

Organization in this paragraph is not readily noticeable as it does not use cues like formatting or signal words. However, the text is organized in this way:

- ✓ Beginning: Introduce topic of aura
- ✓ Middle: Definition and evidence of existence of auras
- ✓ Ending : The message about forces in the world

B. LANGUAGE USE



- refers to the appropriateness of word/vocabulary use.
- An effective language is specific, concise, familiar, correct and appropriate.

Different Aspects of Using Appropriate Language

- Using appropriate language means choosing words that fit the context, and purpose of communication

1. Levels of Formality

Formal



Informal

Formal Language:

- Used in professional, academic, or official settings

Ex: We regret to inform that your application was not successful

Informal Language:

- Used in casual conversations with friends and family

Ex: Sorry, but you didn't get the job.

Levels of Formality

1. Asking for Help

Formal: Could you please assist me with this task? I would greatly appreciate your help.

Informal: Hey, can you help me out with this?

2. Making a Suggestion

Formal: I would like to suggest that we implement a new strategy to improve efficiency.

Informal: How about we try a new way to get this done faster?

3. Apologizing

Formal: I sincerely apologize for the misunderstanding. I will ensure it does not happen again.

Informal: Sorry about tat! That won't happen again.

Different Aspects of Using Appropriate Language

2. In-Group Jargon

- specialized used within a particular group, profession, or industry.

Jargon: The patient has a myocardial infarction

Simplified: The patient had a heart attack

Jargon: We need to optimize our KPIs.

Simplified: We need to improve our key performance indicators.

Different Aspects of Using Appropriate Language

Jargon: 10-4

Simplified: Message received and understood

Jargon: Undercover

Simplified: Working in disguise and investigate a crime

Jargon: Hooah

Simplified: Yes, I understand.

Jargon: Charlie Mike(Continue mission)

Simplified: Keep going with the task

Different Aspects of Using Appropriate Language



3.Slang and Idiomatic Expressions Slang

- informal words/phrases used by specific groups of people
- Used in casual conversations, social media, and pop culture

Example: "Lit" - exciting or fun
"Flex" - to show off

Different Aspects of Using Appropriate Language

Idiomatic Expressions

- phrases whose meanings are not literal but understood culturally.
- make language more colorful and expressive
- can be confusing for no-native speakers

Examples: 1. Break the ice-(to start a conversation in a friendly way)

2. Bite the bullet- (to endure something difficult)

3. Hit the nail on head- (to be exactly right)

Different Aspects of Using Appropriate Language

1. Gender Bias

Policeman/fireman- police officers/firefighter

Chairman- chairperson

Manpower- workforce/staff

2. Racial Bias

Exotic- (to describes someone's appearance)- they are strange or different(use unique or distinctive feature

3. Age Bias

Grumpy old man- elderly man/ senior citizen

Too young to understand- (dismisses young people opinion)- may need more experience

Different Aspects of Using Appropriate Language

Old fashioned- can sound negative in some context-
traditional/classic

4. Disability bias

Confined to a wheelchair-wheelchair user

Suffers from autism- has autism

Mentally ill person- person with a mental health condition

5. Socioeconomic Bias

Low class/poor people- people from low-income
backgrounds

Uneducated- did not have formal education

Homeless person- person experiencing homelessness