Upholstering Chairs





Wingback Chair

Composition



How To Reupholster a Chairs



https://www.wikihow.com/Reupholster-a-Dining-Chair-Seat

How To - Writing in General - Cooking Recipe

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What is a (written) Report?

Report is NOT

• Re-collection of papers and ported into a single paper = COPY

• Report SHOULD be

- Read many papers
- Examine and understand the papers
- Process or digest the ideas of the papers
- Organise and structure the papers
- Reproduce or comment the main ideas of the topic with your own words
- In order to produce a Technical term paper

Writing Essays - Summary

- 1. Read / define the questions carefully
- 2. Brainstorm
- 3. Check if the topic sentence will support the thesis statement
- 4. Check if all supporting ideas relate to the topic
- 5. Add more details if necessary
- 6. Put ideas in a logical order
- 7. Write the introduction
- 8. Write the body
- 9. Write the conclusion
- 10. Read over the essay

Brain Storming

- 5xW & How
 - Who, What, Where, When, Why, How
- Write down any idea that comes into your head.
- Group the related ideas together.
- Write how these idea are related.
- Make a paragraph by each group
 - Topic sentence, Outline, Details

Reading Papers

• Before

- Note: Author, Title, Source (bibtex)
- Date
- My current knowledge
- Ask questions to be answered by the paper

• During

• Note important points by the author – Striking

• After

What are the answers to the stated questions? – Concluding remarks

Circle and Fix the Topic I

- Note
 - Inspirations
 - Ideas
 - Questions
 - Weak Thoughts
- Review all of them!

Circle and Fix the Topic I

Brainstorm

- Note
 - Inspirations
 - Ideas
 - Questions
 - Weak Thoughts
- Review all of them!

Circle and Fix the Topic II

Brainstorm

- What is the problem?
- How can I solve it?
- What is already done?
- Which ideas do I have?
- How to value my work with respect to other research?

Writing Essays

- Introductory paragraph
- Body is made up of paragraphs that support the introduction
- Conclusion restates the topic

Writing Essay :: Introduction Paragraph

- Introduce the topic in general
- Narrow the topic down to focus more on the questions
- Restate the question in your own words an in statement form
- Conclude with the thesis statement and indicate the controlling idea
- -> State the problem & the controlling idea

Writing Essay :: Body

- Developmental paragraph should have a topic sentence that supports the controlling idea mentioned in the thesis statement
- Ideas in each paragraph should support their topic sentence
- -> Discuss the problem

Writing Essay :: Conclusion

- Restate the thesis statement
- Restate the topic sentence from the developmental paragraph
- State your opinion or preference, make a prediction, or give a solution
- -> Conclude with a statement that sums up the essay

Writing Paragraphs I

• Topic sentence

- States the topic and a controlling idea concerning the topic
- Tells the person what the paragraph is about
- All the ideas stated in the rest of the paragraph should refer to the given topic and the controlling ideas
- Phrases to express the controlling idea
 - The reason for...
 - The changes to...
 - The precautions for...
 - The problem...
 - The causes of... (the effect of...)
 - The steps for... (the procedure for...)
 - The advantages of... (the disadvantages of...)
 - The ways to... (the methods of...)
 - The different sections (parts, kinds, types) of ...
 - The characteristics (traits, qualities) of ...

Writing Paragraphs II

• Details

- Fully developed paragraphs are made by additional details like: Facts, examples, personal experiences, description
- Rewrite weak paragraphs by answering the questions and using those answers within the paragraph

Analysing Essays I

- Is there an introductory paragraph?
- Does the introductory paragraph restate the questions?
- Does the introductory paragraph have a thesis statement (controlling idea)?
- Does each paragraph have a clear topic sentence?
- Does the topic sentence of the developmental paragraphs support the thesis statement?
- Do the ideas in each developmental paragraph support the topic sentence of the paragraph?
- Are the details (examples, facts, descriptions, personal experiences) clear?

Analysing Essays II

- Is there a concluding paragraph?
- Does the concluding paragraph give (A) an opinion, preference, prediction or solution and (B) reasons?
- Does the essay end with a concluding statement?
- Does the essay answers all parts of the question?
- Have the grammar and spelling been corrected?
- See also REVIEW PAPERS!

Review Papers / Essays

- Where is the paper published
- Is it a proper work (are there typos)?
- Are there correct citations?
- Is the common style considered?
- Is the used language understandable?
- Is the outline clear?
- Which references are mentioned?
- Which references are missing?
- Are there comparable works considered?
- Who is the author?
- What is the (working) background?
- Who are the persons mentioned in the acknowledgment?