

Welcome to Academic Skills!

LCLM4001 Academic Skills

Week 6



What today is about

Understanding the parts of a TEEL paragraph

Learning how paraphrasing supports paragraph writing

Preparing for Task 2

Remembering last week

We learnt:

- What paraphrasing is
- Why paraphrasing matters
- How to use our own words
- How to find key ideas in a text

Why this matters:

- Businesses need clear and reliable information
- Using our own words shows professional understanding
- Good paraphrasing helps us use evidence correctly
- These skills help us write clear TEEL paragraphs for business decisions



Vevox – Paraphrasing: What You Remember



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Back to Nick...

Remember Nick? The poor guy has another report to write, this time on companies and the way they invest in the training of their employees. Go to the Worksheet and look at Activity 1.

- 1) What claim is Nick making? Highlight it.
- 2) What is missing from Nick's paragraph?

Investing in employee training is essential for a company's success. This makes the company more competitive and helps it achieve its goals. Therefore, companies should make training a priority for all employees.



Back to Nick...Activity 1 Answers

- 1) What claim is Nick making? (highlighted)
- 2) What is missing from Nick's paragraph? **Evidence**

Investing in employee training is essential for a company's success. This makes the company more competitive and helps it achieve its goals. Therefore, companies should make training a priority for all employees.



Back to Nick...

Now that you have decided how to improve Nick's writing, work with a partner to complete **Activity B, C, and D** on the Nick's Difficulties worksheet

TEEL



Remember TEEL from Week 5?

T = the paragraph's main idea in a sentence (**Topic Sentence**)

E = explanation in your own words

E = evidence from a source

L = link back to the question or business decision (**Link Sentence**)

NOTE: The
E's in TEEL
can be
switched
around or
split up!

TEEL Further Explanation

- **T: Topic Sentence** Introduces the main idea of the paragraph. It tells the reader what the paragraph is about.
- **E: Explanation** Explains the topic sentence in more detail. Shows why the idea is important or how it works. This can be multiple sentences throughout the paragraph.
- **E: Evidence/Examples** Gives facts, examples, or data that support the explanation. This can be one sentence or more. It can include citations and/or the writer's own examples
- **L: Link** Connects everything back to the main idea or shows the effect or result. **Is NOT the topic sentence simply paraphrased!**

Break time!

See you in 10 minutes 😊



Elements of TEEL

On the Elements of TEEL Worksheet, work with a partner to answer Activity 1 and Activity 2

Topic Sentences

- A strong topic sentence tells the reader:
 - what the paragraph is about
 - and why or how you will talk about it
- It is usually the first sentence in a paragraph.
- Everything in the paragraph should relate to the topic sentence in some way.
- Vague/general topic sentences can confuse the reader and the writer, often leading to unrelated information in the paragraph.

A good topic sentence =

a main idea (topic) + 1–3 reasons or points that will be explained

Examples of Topic Sentences

Weak topic sentence

Customer service is important for businesses.

Strong topic sentence

Customer service is important for businesses because it helps keep customers and build trust.

Weak topic sentence

Training is useful in companies.

Strong topic sentence

Training is useful in companies because it improves employee skills and reduces mistakes.

Now you try! Can you make this weak topic sentence stronger? Work with a partner and make sure at least one of you writes the answer down:

Social media is useful for businesses.

Explanation

- The development part of a paragraph is where you explain your main idea in more detail.
- This is where you add extra information, explanations, and examples so the reader understands your point clearly.
- Make sure everything you write stays focused on the topic sentence. Do not include unrelated ideas.
- Use linking words like also, because, for example, and so to connect your ideas.
- Remember, explanation and evidence can be used in different orders, and you can include more than one sentence for each.

Evidence & Examples

- This is where you add evidence from sources or examples to support your ideas
- The evidence should help explain and strengthen your point
- Do not use too much evidence, or it can make your writing confusing
- Do not use too little evidence, or your ideas are not supported
- Using your own examples is useful because it makes your explanation clearer and easier to understand
- You need a balance between your own ideas and evidence
- This takes practice, so it is okay if it is difficult at first

Linking Sentences

- Link sentences bring the ideas and details in the paragraph together
- They should show what the information means overall
- Do not just repeat the topic sentence, because the paragraph now includes more information and examples
- Instead, build on what you have explained and show the result or importance
- You can use words like **therefore**, or **consequently** to show this
- Keep link sentences short, clear, and focused on the main point
- Sometimes you can link to the next idea/paragraph, but this is more advanced



Vevox – Team Up For TEEL!



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Break time!

See you in 10 minutes 😊

Task 2

TEEL Writing

Deadline Week 8

30%

Write a 100-150 paragraph based on one of three topic options.

Today's Focus: Workshop

- **Choose a topic**
- Brainstorm & Plan your ideas
- Write Draft 1 (TEEL)
- Submit Draft 1 to Moodle



Step 1: Topics

Which of the 3 topics do you know the most about?

1. Write a paragraph on the **importance of motivation** in the workplace
2. Write a paragraph on **how to build resilience** in the workplace
3. Write a paragraph on the **importance of communication** in the workplace



Step 2: How do you know this?

- Consider how you know the most about the topic(s) you wrote about
- Did this knowledge come from:
News / social media / experience /
reading/ other sources?
- You have 3 minutes to do this before
discussing with a partner



Step 3: Final Choice!

- Now look at your completed Steps 1 and 2 and choose **ONE topic**
- You have 3 minutes to do this
- Once you have decided on a topic, try not to flip flop back and forth
- Remember, your final TEEL paragraph is only 100-150 words long.
- Then discuss your choice with your partner. Make sure to ask your partner:

Do you know enough about this?



Step 4: Brainstorm

- Write everything you know
- Keep writing
- There are NO bad ideas at this stage!
- **No stopping**



Step 5: Connect your ideas to evidence

- Look at Step 4 (your brainstorm)
- Then go back to Step 2
- Match your ideas to possible evidence or examples
- Add notes to show what could support each idea



Step 6: Topic Sentence

- **Write your topic sentence**
- A strong topic sentence includes:
 - your main idea (what the paragraph is about)
 - 1–3 reasons or points you will explain in the paragraph
- You can use 'because' to help you connect your ideas.

Step 7: Write your First TEEL Draft

- Use your notes to write your full paragraph.

Include:

- a clear **topic sentence**
- **explanation of your ideas**
- **evidence and/or examples** (remember you can use evidence from sources AND include your own example to support this!)
- a **link sentence** to finish

- Focus on clear ideas and structure.
- Do not worry about perfection. This is just Draft 1!



Step 8: Submit to Moodle

- Submit your rough draft to Moodle
- You can take a photo of the A3 Template and upload this
- Follow your tutor's instructions