Reading and Writing
Quarter 3 – Module 3:
PROPERTIES OF A WELL-WRITTEN TEXT

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Grade & Section: ___________________________
Name of School: ___________________________
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What I Need to Know

Properly composing a text is a process that entails a certain amount of complexity, demanding a great deal of precision and proper training to carry out. Although practically everyone can produce a comprehensible text that passes on a message, in many cases, the result is far from what we would consider a well-written text. Even in the media today, we see many errors, even in texts by journalists or people with the relevant training.

The properties of well–written text will be the lesson for today's discussion.

In this module, you are expected to;

Evaluate a written text based on its properties (organization, coherence and cohesion, language use and mechanics)

1. Identify different properties of well-written text.

What I Know

Before discussing the new lesson, let's find out how much you know about it.

Directions: Choose the letter of the best answer. Write your answer on a separate sheet of paper.

1. Which of the following is not a property of a well – written text?
   a. Coherence and Cohesion
   b. Organization
   c. Paragraphing
   d. Writing Mechanics

2. It is one of the clearest indicators of a well-written text; it enables writers to communicate ideas without confusing the reader effectively.
   A. Organization
   B. Language use
   C. Writing mechanics
   D. Coherence and Cohesion

3. Which property of a well – written text constitutes proper paragraphing and logical order of presentation of ideas?
   A. Organization
   B. Language use
   C. Cohesion and coherence
   D. Writing mechanics
4. Which property of a well-written text constitutes features that facilitate textual continuity?
   A. Organization  
   B. Language use  
   C. Cohesion and coherence  
   D. Writing mechanics

5. Which property of a well-written text refers to the appropriate language used in writing/speaking?
   A. Organization  
   B. Language use  
   C. Cohesion and coherence  
   D. Writing mechanics

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Lesson 1

**PROPERTIES OF A WELL-WRITTEN TEXT**

**What's In**

In the previous lesson, you have learned the "PATTERNS OF WRITTEN TEXT. You are supposed to compare and contrast patterns of written text across disciplines. The different development patterns are narration, description, definition, exemplification, comparison and contrast, cause and effect, process analysis, division and classification, problem-solution, and persuasion. Signal words or transitional expressions are the key features of each pattern of development. These words emphasize the purpose of writing.

Remember the different patterns of a written text
- **Narration** - this paragraph follows a chronological order of writing.
- **Description** - in this pattern, transitional words are used to indicate location.
- **Definition** - a term is defined, its class, and its specific details.
- **Exemplification** - this sort of text utilizes detailed illustrations for clarification.
- **Comparison and contrast** - a paragraph that shows comparison and contrast answer how the subjects are the same or not.
- **Cause and effect** - this technique explores why things happen and what happens as a result.
- **Process analysis** - it describes how things work, involving a series of steps in chronological ordering.
- **Division and classification** - a single subject is targeted and broken down into components.
- **Problem – solution** - a problem is being presented and a solution.
- **Persuasion** - this method involves facts that make the paragraph more convincing.
In exploring a text, you must understand what you are reading to get the text's message. You must develop the skill in verifying issues, affirming one's values, or even making a decision if necessary. At some point, the author offers information, but he/she challenges you to give reactions.

To properly evaluate the ideas you have gathered while reading, you must know the different kinds of information - explicit information and implicit information.

A Paragraph is composed of sentences that are organized, coherent, and are all associated with one topic. For a paragraph, or for any composition, to be effective, it should consider the properties of a well-written text.

**PROPERTIES OF A WELL – WRITTEN TEXT**

**I. ORGANIZATION**

Also known as the arrangement of ideas, incidents, evidence, or details in a definite order in a paragraph, essay, or speech. It is achieved when *ideas are logically and accurately arranged.*

**II. COHERENCE AND COHESION**

**Coherence:** This refers to the logical arrangement of sentences to be easily understood by the reader.

**Cohesion:** This refers to how to word units, sentences, and ideas were connected through the arrangement of details according to orders and the use of signal devices.
**II. LANGUAGE USE**

This enables writers to communicate their ideas without confusing their readers effectively. Thus, this refers to the *appropriateness of word usage* and is known to be one of the clearest indicators of a well-written text.

**Levels of Language Use**

- **Informal/Personal** – refers to slang, local expressions, text messaging like *hey, bes, yow.*
- **Standard/Academic** – these are widely accepted words and phrases found in dictionaries, books, and etc.
- **Business/Technical** – refers to jargons of specific disciplines like scientific terms and special expressions.

**B. Signal Devices**

- **Repetitions**
- **Synonyms**
- **Transitions**
- **Pronouns**

Words similar in meaning used to prevent tedious repetitions.

These are words that connect smoothly one idea from the other.

Keep continuity and highlight important ideas.

A. Arrangement of details according to . . .

These are words that outline the progress of the different points of the paragraph in the reader’s mind.

**Chronological Order** - the details are *arranged in the order in which they happened.*

**Spatial Order** - sentences in a paragraph are arranged through a *geographical location,* for example left-to-right, up- to-down, etc.

**Emphatic Order** - sentences and paragraphs are *arranged depending on the writer’s purpose to emphasize certain points* in which it can be established in two ways: *from least to most important,* or *from most to least important.*
III. MECHANICS

- focuses on the technical structure of the text. It determines errors in grammar, abbreviations, spelling, acronyms, capitalization, the use of numbers as part of the statement, and correct punctuation marks.

What Is It

Directions: Read each item carefully and answer the following questions. Choose the letter that corresponds to the correct answer.

1. I woke up at around 3 AM due to the urge to pee when I smell smoke all over my place, panic creeps into my being, and I rush through the window to see what is happening. A big fire is already burning down my neighbor's house, loud sirens are all over the place, and firefighters are already evacuating people from our building. First, I grab my essential documents and then pack some of my clothes when a large explosion happens, and everything went blur. What property of a well-written text is present in the paragraph?
   a. Organization
   b. Coherence and Cohesion
   c. Language Use
   d. Mechanics

2. Hilda Asgeda is considered one of the most prominent mayors in our country. Aside from that, she is also known for her good deeds as a philanthropist whose advocacy is focused on the empowerment of the youth as the future of the land. Due to this, she was admired by her countrymen. What property of a well-written text is present in the paragraph?
   a. Organization
   b. Coherence and Cohesion
   c. Language Use
   d. Mechanics

3. Teacher James uses the word pedagogy to describe the strategies and methodologies he used in the classroom when writing his school reports. What property of a well-written text James used?
   a. Organization
   b. Coherence and Cohesion
   c. Language Use
   d. Mechanics
4. Micah made sure that her grammar, spellings, capitalization of words, and acronyms used in her essay are correct. What property of a well written-text was observed by Micah while writing her essay?
   a. Organization
   b. Coherence and Cohesion
   c. Language Use
   d. Mechanics

5. The onset of technology has brought a tremendous transformation in the teaching and learning process. Consequently, the rise of different mobile applications has aided educators in enriching the learners' activities beyond the classroom setting. What property of a well-written text is present?
   a. Organization
   b. Coherence and Cohesion
   c. Language Use
   d. Mechanics

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**What's More**

**LET'S PLAY A GAME**

In this activity, I will be presenting excerpts or examples from a text. You will try to determine what property of a well-written text is present/used in it.

**For example:** Crizelda took the children with her.

**Answer:** Coherent and cohesion

LET'S BEGIN ……

**Question # 1:**
   Central Idea: The metropolitan Cathedral of Zamboanga City is composed of three sections.

   **Main points:**
   I- The ground section comprises a store of religious articles and an office.
   II - It consists of a chapel where the Eucharist's celebration is done on a regular day.
The second portion on the second floor is the main Church, where Masses are celebrated on Sundays and feast days.

Answer: ____________________________________________

Question # 2: Mayor Beng Climaco-Salazar is the present mayor of Zamboanga City. She was the former House of Representative of District 1.

Answer: ____________________________________________

Question # 3: This morning was crazy. My alarm clock was set for PM instead of AM, so I woke up late. I just threw on some clothes and ran out the door. I rode my motorbike as fast as I could and thought that I would be late for sure, but when I got there, everyone was outside, and there were fire trucks all lined up in front of the school. I guess somebody pulled the fire alarm before class started. It worked out, though, because nobody noticed or minded that I was tardy.

Answer: ____________________________________________

Question no. 4 (Aside from transitions) During the early twentieth century, in addition to industrialization, urban growth, and technological development, Australian society experienced a transformation of the domestic ideal.

Answer: ____________________________________________

Question # 5 ALTERNATIVE: A poor or negative result Instead of: A bad result

Answer: ____________________________________________

Question # 6: During the early twentieth century and industrialization, urban growth, and technological development, Australian society experienced a transformation of the domestic ideal. Consequently, people were subject to an increasing array of government and professional programs to manage and regulate life, particularly family life. Some of these programs were.

Answer: ____________________________________________

The activity leads you to learn that a well-written text has one clear, well-focused topic. Main ideas are clear and are well supported by detailed and accurate information.

➢ Organization: The introduction is inviting, states the main topic, and provides an overview of the paper. Information is relevant and presented in a logical order. The conclusion is strong. The introduction states the main topic and provides an overview of the paper. A conclusion is included.

➢ The author's writing purpose is very clear, and there is strong evidence of attention to the audience. The author's extensive knowledge and/or experience with the topic is/are evident.

➢ The author's knowledge and/or experience with the topic is/are evident.

➢ Uses vivid words and phrases.
➢ Sentence Structure, Grammar, Mechanics, & Spelling All sentences are well constructed and have varied structure and length.

➢ Makes no errors in grammar, mechanics, and/or spelling.

What I Have Learned

After the discussion, you should be able to distinguish good writing from bad one by now. You are supposed to be aware that for a writer to express meaning in writing, he or she must consider unity and logical arrangement of ideas; appropriateness of language use; and proper grammar, punctuation, spelling, and format. Those are a few considerations that make up a well-written text. But mainly, a well-written text is composed of the following properties:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization is achieved when these ideas are logically and accurately arranged. It is said that ideas are well-developed when there is a clear statement of purpose, position, facts, examples, specific details, definitions, explanation, justifications, or opposing viewpoints.</th>
</tr>
</thead>
</table>
| Coherence and Cohesion | Refers to the overall sense of unity in a text  
A. Arrangement of details according to  
1. Chronological Order  
2. Spatial Order  
3. Emphatic Order  
B. Signal Devices  
1. Transitions  
a. Time  
b. Sequence  
c. Space  
d. Illustration  
e. Comparison  
f. Contrast  
g. Cause and Effect  
h. Conclusion  
2. Repetitions  
3. Synonyms  
4. Pronouns  
➢ COHERENCE - This means that sentences are arranged logically, making them easily understood by the reader.  
➢ COHESION: connection of ideas at sentence level |
| Language Use | Appropriateness of word / vocabulary usage  
➢ Words and Phrases one must avoid to use to practice appropriate  
❖ 1. Too informal  
❖ 2. Too unsophisticated  
❖ 3. Too vague |
To further elucidate the **PROPERTIES OF A WELL – WRITTEN TEXT**, it is also important to look into the arrangement of details and signal devices to better understand the total writing component.

<table>
<thead>
<tr>
<th>Arrangement of details according to</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronological Order</td>
<td>Example: This morning was crazy. My alarm clock was set for PM instead of AM, so I woke up late. I just threw on some clothes and ran out the door. I rode my bike as fast as I could and thought that I would be late for sure, but when I got there, everyone was outside, and there were fire trucks all lined up in front of the school. I guess somebody pulled the fire alarm before class started. It worked out, though, because nobody noticed or minded that I was tardy.</td>
</tr>
<tr>
<td>Spatial Order - The sentences of a paragraph are arranged according to geographical location, such as left-to-right, up-to-down,</td>
<td>The inside of Bill's refrigerator was horrible. On the top shelf was a three-week-old carton of milk. Next to it sat a slice of melon that had started to get moldy. To the right of the melon sat the remains of a macaroni and cheese dinner that had been served a week earlier. On the shelf below was a slice of cake from his sister's birthday party. Though there was food, none of it was edible.</td>
</tr>
<tr>
<td>Emphatic Order - When information found in a paragraph is arranged to emphasize certain points depending on the writer's purpose, the paragraph's coherence is established in one of two ways: (a) from least to most important, or (b) from most to least important.</td>
<td>After looking at all the brochures and talking to several salesmen, I decided to purchase an SLR camera. For several years I had been dissatisfied with the results I was getting from my point-and-shoot camera. The framing was imprecise, and the focus was not always accurate. I had planned a vacation to an area that promised many fabulous photo opportunities, and I wanted to capture each one with accuracy. But the most important reason I decided on the SLR camera was the great versatility it offered.</td>
</tr>
</tbody>
</table>

| Mechanics | Made emphasis on the technicalities of the structure  
➢ set of conventions on how to spell, abbreviate, punctuate, and capitalize  
➢ *Avoid contractions and exclamation points (unless part of a direct quotation) *Mention the full name before the abbreviation. *Numbers from 0-10 must be spelled out. |

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Mechanics
### Signal Devices -
words that give readers an idea of how the points in your paragraph are progressing

- Transitions (words that connect one idea to another for our ideas to flow smoothly)
- Time (first, immediately, afterward, before, at the same time, after, earlier, simultaneously, finally, next, in the meantime, later, eventually, then, meanwhile, now, subsequent, etc.)
- Sequence (moreover, furthermore, next, also, finally, last, another, first, second, third, besides, additionally, etc.)
- Space (above, next to, below, behind, beside, etc.)
- Illustration : (for instance, specifically, for example, namely, in this case, to illustrate, etc.)
- Comparison (similarly, also, in the same way, still, likewise, in comparison, too, etc.)
- Contrast (but, despite, however, even though, yet, on the other hand, although, on the contrary, otherwise, conversely, etc.)
- Cause and effect (because, as a result, consequently, then, so, since, etc.)
- Conclusion (thus, therefore, in conclusion, in short, etc.)

### 1. Repetitions -
(repetitions of main ideas keep continuity and highlight important ideas) -it could be a word, a phrase, or a full-sentence, or a poetical line repeated to emphasize its significance in the entire text

1. If you think you can do it, you can do it.
2. The boy was a good footballer because his father was a footballer, and his grandfather was a footballer.

### 2. Synonyms -
(these are words similar in meaning to important words or phrases that prevent tedious repetitions)

Words similar in meanings; a word means exactly or nearly the same as another word in the same language. For example, the words begin, start, commence, and initiate synonyms of one another; they are synonymous.

### 3. Pronouns (words that connect readers to the original word that the pronouns replace)

Ma. Isabel Climaco-Salazar is the mayor of Zamboanga City. She is a resident of Sta. Maria.

### LANGUAGE USE -
Words and Phrases one must avoid to use to practice appropriate Language

1. Too informal- The interviews were a bit difficult to schedule. (difficult/somewhat)
2. Too unsophisticated - This model gets attention. (receives)
3. Too vague - People are concerned about their stuff. (belongings/possessions)
What I Can Do

Let's test the skills. I will be presenting the same excerpts or examples taken from WHAT'S MORE”; you will try to determine what property of a well-written text is present/used , but this time you have to add what arrangement of details or signal devices being used. For example: Crizelda took the children with her.

Answer:  Coherent and cohesion: pronoun

Question # 1: This morning was crazy. My alarm clock was set for PM instead of AM, so I woke up late. I just threw on some clothes and ran out the door. I rode my motorbike as fast as I could and thought that I would be late for sure, but when I got there, everyone was outside, and there were fire trucks all lined up in front of the school. I guess somebody pulled the fire alarm before class started. It worked out, though, because nobody noticed or minded that I was tardy.
Answer : _________________________

Question no. 2 (Aside from transitions) During the early twentieth century, in addition to industrialization, urban growth, and technological development, Australian society experienced a transformation of the domestic ideal.
Answer : _________________________

Question # 3 ALTERNATIVE: A poor or negative result Instead of: A bad result
Answer : _________________________

Question # 4:  During the early twentieth century and industrialization, urban growth, and technological development, Australian society experienced a transformation of the domestic ideal. Consequently, people were subject to an increasing array of government and professional programs to manage and regulate life, particularly family life. Some of these programs were.
Answer : _________________________

Question # 5 Incorrect: This variable's value is used to determine when to pause during long display output, such as during a software dump. Its value is reset each time the ok prompt is displayed. Correct: This variable's value is used to determine when to pause during long display output, such as during a software dump. The variable's value is reset each time the ok prompt is displayed.
Answer : _________________________
Directions: Read each item carefully and answer the following questions. Choose the letter that corresponds to the correct answer.

1. Which of the statements is **TRUE** about a well-written text?
   a. the writer's knowledge of the fundamental properties of grammar
   b. has a complete thought
   c. constitutes proper organization and effective coherence of textual conventions
   d. established both the different aspects of the organization and other textual aspects

2. Which property of a well-written text facilitates textual continuity?
   a. Organization
   b. Coherence and Cohesion
   c. Language use
   d. Mechanics

3. Which of the following is **NOT** true about mechanics as one of the properties of a well-written text?
   a. it only focusses on grammar
   b. it has to do with proofreading most of the time
   c. it only emphasizes the proper use of punctuation marks in a text
   d. focusses on the technical structure of the text

4. Language use features the appropriateness of words used. Which of the following levels of language use does this situation evoke?
   "PO1 Julie presented the result of the crime investigation on the latest bombing in Marawi to her colleagues."
   a. Informal/Personal
   b. Standard Academic
   c. Business/Technical
   d. Slang

5. Which property of a well-written text refers to the established writing conventions for words that use?
   A. Organization
   B. Language use
   C. Cohesion and coherence
   D. Writing mechanics

6. Which property is best employed in the passage shown in the picture?
   A. Organization
   B. Language use
   C. Cohesion and coherence
   D. Writing Mechanics

7. This refers to the "grammatical" aspects of writing and is focused on the degree to which sentences (or even different parts of a sentence) are connected so that the flow of ideas is easy to follow.
   A. Organization
   B. Language use
   C. Cohesion
   D. Coherence

8. This refers to the overall understandability of what you write or say. It involves summarizing the overall argument, putting separate, major points
5. What transitional device is used in the sentence below?
   "I was having a hard time understanding the article that I am reading because I have not done background research about it."
   a. Comparison
   b. Cause and Effect
   c. Contrast
   d. Illustration

10. Which property of a well-written text refers to ideas that are logically and accurately arrange.
   A. Organization
   B. Language use
   C. Cohesion
   D. Coherence

**Additional Activities**

*Activity: Create a short well-written text paragraph (about anything) that employs the properties of a well-written text.*
**Answer Key**

### What's More

1. Coherence and cohesion
2. Coherence and cohesion
3. Coherence and cohesion
4. Mechanics
5. Language use

### What I Know

1. C
2. B
3. A
4. C
5. B

### What I Can Do

1. Coherence and cohesion: Signal device: Transitions
2. Mechanics: Chronological order
3. Language Use
4. Coherence and cohesion
5. Mechanics

**Assessment**

- 5. B 10. A
- 4. C 9. A
- 3. D 8. D
- 2. B 7. A
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