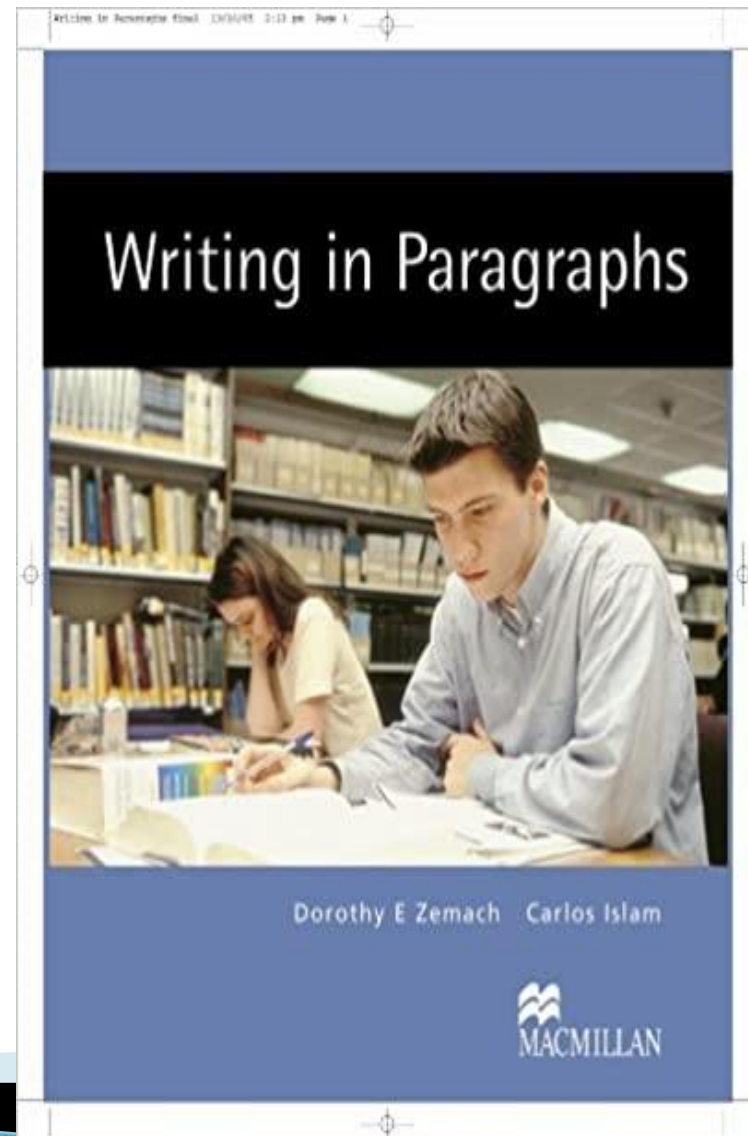


Writing in Paragraphs

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Layout/Formatting

- ▶ Paragraph: A piece of writing that starts on a new line and contains several sentences.
- ▶ Title: The name of a piece of writing.
- ▶ Margin: The space at the side of the page where nothing is written.
- ▶ Indent (v): To start a paragraph further in from the edge of the page than the rest of the text.
- ▶ Double line spacing: A style of spacing where there are two blank lines between each line of text.
- ▶ Font: A set of letters in one size and style used for printing and computer documents



Biography



Dorothy Zemach is an author, editor, teacher, and teacher trainer in the field of English Language Teaching (ELT). She taught English, French, and Japanese for over 20 years in Asia, Africa, and the US and holds an MA in TESL from the School for International Training in Vermont.

Now she concentrates on writing and editing English language teaching materials and textbooks and conducting teacher training workshops. Her areas of specialty and interest include teaching writing, teaching reading, business English, academic English, testing, and humor. She is a frequent plenary speaker at international conferences and active on social media.



Process Writing

- ▶ Good writers go through several stages when they write. **Process writing** will guide you through these stages so your final paper is really your best effort.
- ▶ The 1st stage is **getting ideas**. Learn and practice different ways to get ideas.
- ▶ An important stage is **sharing your ideas** with your classmates to see how other writers handled the same assignment, have good ideas from them , and how they understand yours.
- ▶ When finished, your assignment should be **put away for sometime** to be looked at again later on. Revising your writing improves it.
- ▶ Before you deliver the paper to your teacher, **check it carefully**. Read it aloud to make sense of it.
- ▶ Do quiz 3 on p.4



I. Beginning to Work

The objectives are to

- ▶ Recognize and write complete sentences.
- ▶ Learn how to begin and end a sentence.
- ▶ Learn the common features of a paragraph.
- ▶ Identify strong and weak paragraphs
- ▶ Do exercises 1, 2, 3, 4,5, and 6



Parts of Speech and their functions in sentences

- ▶ Nouns(N.) as Ahmed, Hasan, Adel...etc. ,
Pronoun(pron.) as . He, she, they...etc.
- ▶ Verbs (V.) as learn, study, dream, work,...etc.
- ▶ Adjectives (adj.) as happy, brave, strong,...etc.
- ▶ Adverbs (adv.) as happily, well, at six o'clock.
- ▶ Prepositions, Conjunctions , determiners, interjections

Ex:

- ▶ In some countries, *smoking* is banned on buses and trains, and in all public buildings.



Writing focus: What is a sentence?

- ▶ Except for one-word commands (sit!), a complete sentence in English needs two words:
- ▶ **a subject** (N. or Pron.) and **a predicate** (V.); ex. He sits.
- ▶ Most English sentences are longer than just two words, but every sentence tells a complete thought.
- ▶ Groups of words that do not make complete sentences are called phrases; ex. At two o'clock.
- ▶ Do exercise 8 on p.7



Types of Sentences

❑ Simple sentence

- Nadia works hard.
- John doesn't work enough.

❑ Compound sentences (and, but, or, so, nor)

- Nadia works hard but John doesn't (work enough).

❑ Complex sentences

- Nadia works hard to get the Ph.D. degree.
- Ali couldn't attend the lecture because he had stuck in the traffic jam.



Capital Letters and Final Punctuation

- ▶ Sentences in a paragraph...
 1. **Start** with **a capital letter**; ex.
 - ▶ **P**art-time jobs can be stressful.
 1. **End** with **a period(.)**, **question mark (?)** or **exclamation point (!)** (**not common in academic writing**); ex:
 - ▶ I will never work in a restaurant again!
 - ▶ The curfew is in force between 7:00 p.m. and 4:00 a.m. .
 - ▶ Who offered you a part-time job?
- ▶ **Do exercises 9 and 10 on p. 8**



Writing focus: What is a paragraph?

- ▶ A paragraph is a group of about 6–12 sentences about one **topic**.
- ▶ Every sentence in a **strong** paragraph is about the **same topic**.
- ▶ All the sentences explain the writer's main idea (most important) about that topic.
- ▶ When the writer wants to write about a new main idea, he begins a new paragraph.



- ▶ A paragraph can give information, tell an opinion, explain something, or even tell a short story.
- ▶ The sentences are **arranged logically**, so the reader can easily understand what the writer wants to say.
- ▶ In academic writing, a paragraph has a **topic sentence**; that directly tells the reader the **main idea**.
- ▶ The other sentences in the same paragraph are called **the supporting sentences**; that **give more specific detailed information** about the topic.
- ▶ In academic English, the **topic sentence** is usually (but not always) **first or last**.
- ▶ Do exercises 11, 12, 13, 14, and 15 on p. 9–12



Ex11: Read the following paragraphs and assign the strong one. If the sentences make a weak paragraph, choose one or more of the following reasons to say why it is weak:

- ▶ The sentences are not all about the same topic.
- ▶ There are not enough sentences.
- ▶ There is no topic sentence.
- ▶ Some sentences say the same thing.



When I need a good place to study, I go to the library. It's always quiet there, so I can concentrate. It's easy to find the books I need, and I can search for information on the internet because there are several computers. The other people in the library are also reading or working, so the mood is good for studying. I study better and faster in the library than in any other place.



I need to buy a motorcycle. With a motorcycle, I could get to my job more quickly. It takes two hours to get to work by train. That's very slow. A motorcycle is much faster. If I had a motorcycle, I could save a lot of time. Taking the train is not fast enough for me.

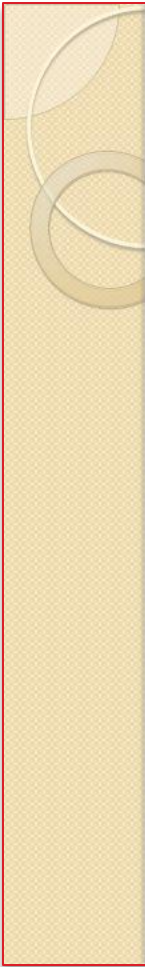


First, insert a blank CD into the computer. Then, select the song list that you want to copy. You will see a button that says, “click here to burn.” Click on that button. Then just wait a few minutes. That’s all



Cell phones are very popular. They are really convenient. They're small and light.





Thank you
for your attention!

Any questions or comments?

