

Paragraph Writing of an essay

- Topic Sentence
- Supporting Details
 - 2 Major Supporting Details
 - 2 Minor Supporting Details

Topic Sentence

- First sentence in a paragraph
- The **topic** then **what you want to say (controlling idea)/Stance** about the topic.
- Topic Sentence = **Topic** + **Controlling Idea**
- Examples =
- People can avoid plagiarizing by taking certain precautions.
- People can avoid **plagiarizing** **by taking certain precautions**.
- There are several advantages to online education.
- There are **several advantages** to **online education**.
- Leadership requires specific qualities that anyone can develop.
- **Leadership** **requires specific qualities** that anyone can develop.

Explaining the controlling idea (Supporting Details)

- After stating topic sentence it is necessary to further elaborate your controlling idea to complete a paragraph
- The writer explains his/her thinking about the main topic, idea, or focus of the paragraph
- The writer either use major details for further explanation or use both major and minor details for elaboration of controlling idea

APPLICATION

January 8, 2022. (Focus on space after Date)

Recipients Designation &
Address

Dr. Fehmida Ijaz
Principal (Always mention Designation)
Fatima Jinnah College for Women/(FAST-NUCES),
Lahore.

Subject: Application for Leave (First letter of each word is capital)

Dear Dr. Ijaz:

Explain Purpose

I am a student of management sciences department and would like to apply for leave from the college.

Give reason for leave

My mother has been recently diagnosed with epilepsy. The doctors have advised her to leave for the United States immediately. Since my mother has no relatives in the United States, it is imperative that I accompany her when she goes as it is necessary for someone to be with her for moral and physical support.

Details of leave including dates.

I shall be grateful if you would sanction me leave from the college for three weeks, that is 1 Sept. to 27 Sept 2020 (Instigate action)

Closing para

I would appreciate your viewing my application favourably.

Yours sincerely,
Signature
Name
Section
Roll Number
Phone Number

EMAIL



Subject: Suggestions for English Language Lab

Dear Mr. Iqbal: (**Salutation-Last Name**)

I am writing this email to suggest different strategies that can be adapted in English lab sessions for better learning of language and communication skills. (**Purpose**).

English lab sessions have been very helpful from the beginning of semester. All the new things and concepts that we learn in the course become easy, because in lab sessions we get an opportunity to implement them practically. However, all the students do not belong to a common background, therefore it gets difficult for some students to adapt to such high level English course very quickly. (**Reasons**)

Therefore, it is suggested to give more time so that students can understand the concept more thoroughly, and hence be able to meet the difficulty criteria. It is also proposed to provide guidelines for preparing PowerPoint slides for formal presentations. (**Action/request**)

Thank you for your time, I hope you will find these suggestions worth adopting. (**Closing**)

Regards

Name

Roll #

Section

Contact:



- **Introduction:**

- Detail about the author and his work
- Summary (Main Ideas)

- **Analysis**

- Tone
- Pattern of organization
- Style
- Purpose of the author
- Main idea major details
- Negative and positive points
- Topic relevance
- Discussion of appeal to a particular audience

- **Conclusion**

- Opinion
- Summary of the analysis
- The significance of the essay/article & Is it relevant?

A large, thin, black right-facing curly bracket that spans the vertical height of the list items on the left, grouping them under the title on the right.

Template for Critical Analysis

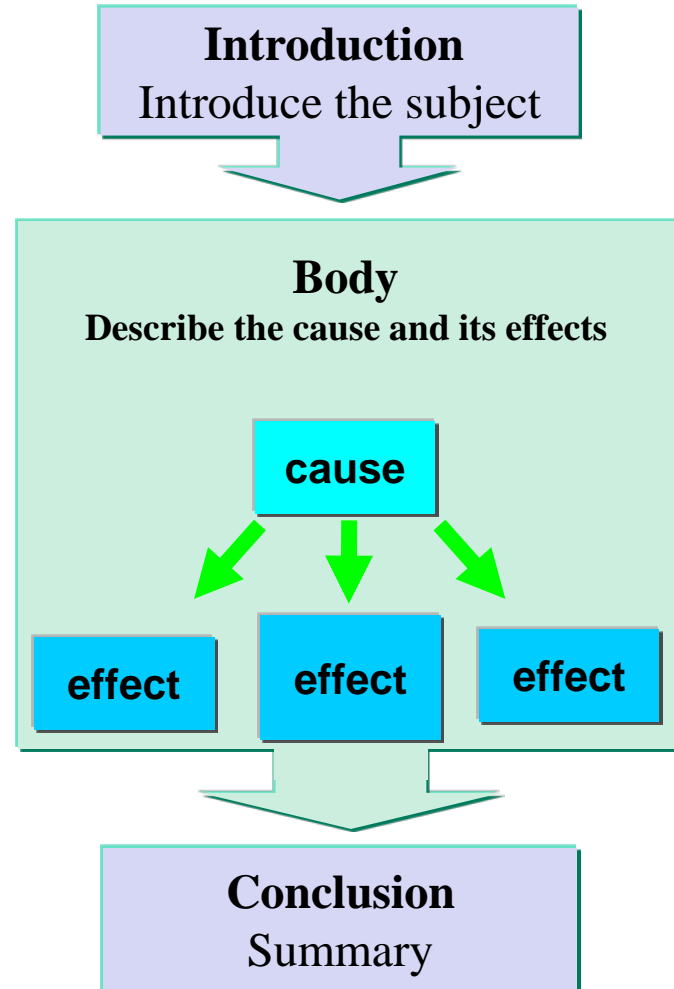
The 3 Steps to Writing Your Introduction

Step 1: Grab your readers' attention with a general statement about your topic. This is the **HOOK**.

Step 2: Briefly explain in 1-2 sentences what the essay will be about by providing relevant background information.

Step 3: End your introduction with a **strong thesis statement** that tells your reader what you intend to **prove** to him or her about your topic.

Cause-Effect Essay



Comparison or Contrast or both C & C

Point by Point Outline

Thesis Statement: (Contrast only)

In contrast to dogs , cats make excellent pets because they are more compatible with owner's lifestyle , more manageable in terms of finances and more conducive to living in apartments.

I- Topic sentence

II- Details:

First body...point 1 (Aspect 1 from thesis)

subject 1 (Cats)

subject 2 (Dogs)

Second body...point 2 (Aspect 2 from thesis)

subject 1 (Cats)

subject 2 (Dogs)

Third body...point 3 (Aspect 3 from thesis)

subject 1 (Cats)

subject 2 (Dogs)

Topic Sentence - Aspect 1 :*Cats make less of an impact on an owner's lifestyle (Aspect 1).*

Subject 1 - Aspect 1: *Cats*

- **Major Detail 1:** Cats do not have to be watched during the day
- **Minor Detail 1:** It is easier to get care if owner travels
- Whereas,

Subject 2 - Aspect 1: *Dogs*

- **Major Detail 2:** Pack animals should not be left alone
- **Minor Detail 2:** Harder to get care when away

This information is to be covered in one body paragraph & same pattern is to be followed in all body paragraphs

Comparison and Contrast Sample thesis statement

- One similarity and two differences
- Although both traditional and virtual means are used to provide education, but in contrast to virtual, traditional classroom is better in terms of learning environment and student-teacher interaction.

Comparison and Contrast Transition Words

- One similarity
- Another similarity
- Similarly
- Like
- Both
- As well as
- Too
- In addition
- One difference
- Another difference
- In contrast
- Unlike
- Although
- But, yet
- Instead of
- On the other hand
- Whereas

Parallel Structure in thesis statement

1. The new computer games entertain, educate, and amaze.
2. The novelty shop sells hand buzzers, plastic fangs, and fake insects.
3. Adam convinced most of the audience because he argued logically, calmly, and reasonably.
4. Steven prefers books that are short, scary, and suspenseful.
5. Aunt Darlene's hobbies include reading cookbooks devoted to spicy food, learning folk dances from other countries, and painting cat faces on medium sized socks.

Argumentative Essay

Organizing Your Argument

- Introduction (Hook+ Lead in+ Thesis)
 - Thesis statement (One counterclaim and 2 claims)
- Body Paragraphs
 - Counterclaim including refutation (talk about both of them equally)
 - Claim 1
 - Claim 2
- Conclusion (Restate thesis +Overview of 3 body + Opinion)

PARAPHRASING

How does a paraphrase differ from a summary?

The summary:

- tells the main idea of a piece of writing.
- is always shorter than the main text
- eliminates details, examples, and supporting points.
- always written in our own words.
- is an abridged version of the original text.

A paraphrase:

- takes the main idea and puts it into our own words.
- both the words and the word order needs to be changed
- the source is included in a citation
- can be shorter or longer than the original text.
- describes the original text in different words.
- does not omit details.

What is a Bad Paraphrase?

Synonyms of certain words are substituted, while the structure of the original quotation is maintained.

For a good paraphrase, borrow only the idea conveyed by the author.

Express the sentiment in your own words, in your own way.

ORIGINAL TEXT FROM SOURCE:	<p>“...several provincial governments are actively considering or adopting full-day kindergarten (FDK) programs. Such enthusiastic cross-Canada embrace of one specific policy instrument is counter-intuitive since FDK is more expensive to deliver than tax breaks or subsidizing parents’ child care expenses” (White & Prentice, 2016, p. 27).</p>
(1) Author last names, year, and page number in brackets at the end of the sentence:	<p>Paraphrase (re-worded):</p> <p>Full-day kindergarten is a more expensive policy option for provinces in Canada than funding and tax credits for child care (White & Prentice, 2016, p. 27).</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px 5px; margin: 0 10px;">Authors</div> <div style="border: 1px solid red; padding: 2px 5px; margin: 0 10px;">Year</div> <div style="border: 1px solid red; padding: 2px 5px; margin: 0 10px;">Page number</div> </div>
(2) Beginning with author last names in a signal phrase with year and page number in brackets at the end:	<p>Quote (copied):</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px 5px; margin: 0 10px;">Authors</div> </div> <p>White and Prentice stated that the “enthusiastic cross-Canada embrace of one specific policy instrument is counter-intuitive since [full-day kindergarten] is more expensive to deliver than tax breaks or subsidizing parents’ child care expenses” (2016, p. 27).</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px 5px; margin: 0 10px;">Year</div> <div style="border: 1px solid red; padding: 2px 5px; margin: 0 10px;">Page number</div> </div>
(3) Beginning with author then year in brackets and page number in brackets at the end:	<p>Quote (copied):</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px 5px; margin: 0 10px;">Authors (Year)</div> </div> <p>White and Prentice (2016) stated that the “enthusiastic cross-Canada embrace of one specific policy instrument is counter-intuitive since [full-day kindergarten] is more expensive to deliver than tax breaks or subsidizing parents’ child care expenses” (p. 27).</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px 5px; margin: 0 10px;">Page number</div> </div>