

Tut 1: Presentation skills

- The speaker should:
 -
 - Keep eye contact with the audience
 - Do a lot of rehearsal before presenting to know what to say for each key points.
 - Smile at the audience
- What makes a presentation exceptional?
 - OPEN UP
 - Organized
 - Passionate
 - Engaging
 - Natural
 - Understanding your audience
 - Practice
- How to make you into attractive
 - Be in time
 - Smile & look at the audience
 - Start slowly
 - Use a genuine opening
 - Look organized
 - State the main objective(s) of your presentation
 - Dress nicely
 - Have a good voice
 - Body language
 - Smile
 - Maintain eye contact
 - Smooth and natural gestures
 - Keep your hands out of your pockets
 - Keep your shoulder straight

Tut 2: Writing & Speaking

- Comma splice
- Run-on sentence

A. Decide if the sentence is a run-on or a complete sentence

3.) Emily broke her ankle on the weekend; now she is in a great deal of pain.

4.) Driving the car is fast and comfortable, riding the bicycle is better for one's health.

5.) When a student likes his class, he is more likely to achieve good grades.

6.) After I was paid last week, I was able to do the grocery shopping.

7.) Due to the fact that I am busy this week, I don't have time for sports.

8.) Whenever Janis does not sleep enough, she gets a horrible migraine.

B. Decide if the sentence is a run-on or a complete sentence.

1.) My academic advisor told me not to take 18 credit hours for the fall semester I'm regretting not having listened to her.

2.) My cat was upset all day he didn't get canned food for breakfast.

3.) Organizations that promise students a scholarship if they pay an extraordinarily high application fee are most likely scams.

4.) Because Rose was late for the all-you-can-eat buffet, she had to order from the main menu.

5.) The student fell asleep in class everyone thought this was rude behavior.

6.) Although an immigration lawyer might help me to stay in this country, his fees are too

- 4.) Because Rose was late for the all-you-can-eat buffet.
- 5.) The student fell asleep in class everyone thought this was rude behavior.
- 6.) Although an immigration lawyer might help me to stay in this country, his fees are too expensive for me to afford.
- 7.) I like the history class because the material is explained so well.
- 8.) We followed the map ^I we ended up in Canada instead.

C. Decide if the sentence is a fragment or a complete sentence.

1. While I was driving to work and there was an accident on the road.
2. When I took my exam today, I was very nervous.
3. Wherever I go, I take my cell phone with me.
4. If I don't take my cell phone, and I need to make a call.
5. Because I didn't have time to write my paper and the computer was broken anyway.
6. Before I go to the mall or maybe I will see a movie instead.

- **Introduction (2/3 Sentences) Moving from general to specific**
- **Body**
 - **TEECL paragraph one of 8 sentences**
 - **TEECL paragraph two of 8 sentences**
 - TEECL paragraph three of 8 sentences

TEECL = Topic Explanation Evidence Comment Link
- **Conclusion (2/3 Sentences) Moving from specific to general**

Topic: Advantages & Disadvantages of AI

No one can deny that we live in an AI propelled era, but in which way it is used lies the issue. As we all know, machines are capable of benefiting us, but at the same time harming us. There is a need to identify the advantages and disadvantages of AI, in order to utilize it wisely.

Artificial Intelligence, in a sense, is a technology that enables us to simulate human-like intelligence, problem-solving, and decision making on computers. Geared with that technology, computers can perform tasks in a prompt and methodical manner that let humans gain efficiency and productivity. Having such a right-hand at your fingertips is for sure positive, but both surfaces must be evaluated.

On the other side of the coin, blindly using its prowesses could negatively impact its usefulness as when we're being assisted by AI, we miss training ourselves by looking up multiple views of a topic, as we're just extracting information from pre-trained models.

With that being said, to stabilize both sides, users should learn to balance their use by weighing both advantages and disadvantages of the technology, so as to take part in its numerous positive aspects without approaching its downsides. This can be achieved through a healthy curiosity that can enlighten us about the technology's benefits while also letting us be aware of its potential downfalls.

AI today can be modeled as a wave, coming with high velocity and sweeping through nearly every field it passes through. Rather than lagging behind, we should surf it, balancing its advantages and disadvantages along the way.

Tut 3: Essay Writing Techniques

- **Understand the essay question**
 - Plan before you write:
 - Brainstorm ideas
 - Outline your essay
 - **Thesis statement at the end of the introduction:**
 - **Clear sentence that sums up your main argument.**
 - **Craft a strong and funnel introduction**
 - **Background information**
 - **Thesis statement**
 - Write clear, coherent body paragraphs (3 ideas per body paragraphs)
 - Develop a strong argument
 - Write a powerful conclusion by restating your thesis in diff words & summarizing your main arguments.
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As of today, we live in a world that is connected via smartphones that act as bridges to distant realms. Students within this world utilise their handheld devices to stay updated with all what's happening around them. Depriving them from such tools can cause important debate, especially within the young generation.

Upon walking through school hallways, you'll surely meet students having their eyes fixed on their smartphones, and that's by no means a sign of useless distraction necessarily. In fact, nowadays, much of the official communication goes through numerically. Besides, it has now become trivial that the rich knowledge of the internet can be accessed through a mobile device. Why would we then deprive students in quest of continuous learning from that treasure trove?

While there are, for sure, advantages, a number of negative aspects of smartphone uses come to light. Primarily, these devices can cause a major distraction for young students that can be easily diverted. Having the abundant doors of the internet, open at your fingertips, can lead students astray, if they are not monitored to some extent.

With that being said, It becomes evident that smartphone use needs to be controlled, for it to become a positive addition. But, blindly banning them, would lead to a definite loss on the numerous benefits they come with. Therefore, rather than banning them, It'd be wiser to educate the younger generations on how to utilise their devices without interfering with their learning pathway.

Smartphones are here to stay. Educating students on how to use them is the right approach to balance their use, rather than forcefully confiscating them to limit their negative impact.

Tools of Persuasion

Persuasion is the art of convincing someone to agree with your point of view. According to the ancient Greek philosopher Aristotle, there are three basic tools of persuasion: ethos, pathos, and logos.

Ethos is a speaker's way of convincing the audience that she is a credible source. An audience will consider a speaker credible if she seems trustworthy, reliable, and sincere. This can be done in many ways. For example, a speaker can develop ethos by explaining how much experience or education she has in the field. After all, you would be more likely to listen to advice about how to take care of your teeth from a dentist than a firefighter. A speaker can also create ethos by convincing the audience that she is a good person who has their best interests at heart. If an audience cannot trust you, you will not be able to persuade them.

Pathos is a speaker's way of connecting with an audience's emotions. For example, a speaker who is trying to convince an audience to vote for him might say that he alone can save the country from a terrible war. These words are intended to fill the audience with fear, thus making them want to vote for him. Similarly, a charity organization that helps animals might show an audience pictures of injured dogs and cats. These images are intended to fill the viewers with pity. If the audience feels bad for the animals, they will be more likely to donate money.

Logos is the use of facts, information, statistics, or other evidence to make your argument more convincing. An audience will be more likely to believe you if you have data to back up your claims. For example, a commercial for soap might tell you that laboratory tests have shown that their soap kills all 7,000,000 of the bacteria living on your hands right now. This piece of information might make you more likely to buy their brand of soap. Presenting this evidence is much more convincing than simply saying "our soap is the best!" Use of logos can also increase a speaker's ethos; the more facts a speaker includes in his argument, the more likely you are to think that he is educated and trustworthy.

Although ethos, pathos, and logos all have their strengths, they are often most effective when they are used together. Indeed, most speakers use a combination of ethos, pathos, and logos to persuade their audiences. The next time you listen to a speech, watch a commercial, or listen to a friend try to convince you to lend him some money, be on the lookout for these ancient Greek tools of persuasion.

Tut 4: Formal letters Vs Informal letters

Essay Writing Error Practice Worksheet

Exercise 1: Identify the Error

Read each sentence and identify the type of writing error (e.g., grammar, punctuation, structure, clarity). Then correct the sentence.

1. The teacher, which had a very strict policy, gave us a lot of homework.

Error Type: grammar

Correction: The teacher who had

when we can't
delete the part, we
add commas

2. People should always be honest, they will gain more respect that way.

Error Type: punctuation

Correction: .

3. Although the weather was bad, We decided to go on a trip.

Error Type: punctuation

Correction: was bad, we

4. Technology have improved our lives in many ways.

Error Type: X

Correction: has improved.

5. In conclusion, the main idea is important.

Error Type: _____

Correction: _____

Exercise 2: Rewrite the Paragraph

Rewrite the paragraph below by correcting grammar, punctuation, and sentence structure.

Many people enjoy to travel. They goes to different places and experiencing new things. Traveling can be very excited, and it help people learn more about the world. For example, I go to France last year. I learn a lot about the culture and food. Traveling is good for learn.

Your Revised Paragraph:

Exercise 3: Thesis Statement Practice

Identify if each thesis statement is strong or weak. If weak, rewrite it to make it stronger.

1. In this essay, I will talk about pollution.

Weak / Strong? Weak

Revised Version: Pollution is a part in urban areas, needs strong decision

2. Pollution is bad.

Weak / Strong? Weak

Revised Version: _____

3. Air pollution causes health problems, harms the environment, and should be addressed through stronger regulations.

Weak / Strong? Strong

Exercise 4: Add Transitions

Improve the flow of this paragraph by adding appropriate transition words (e.g., first, next, moreover, finally).

Exercise is important for health. It helps reduce stress. It can also improve sleep. People who exercise regularly are happier. It is good for the heart.

Rewritten Paragraph with Transitions:

Exercise 5: Choose the Better Sentence

Circle the better version and explain why.

1.

A. The movie was boring, I slept through most of it.

B. The movie was so boring that I slept through most of it.

Why? _____

2.

A. There are many reasons why pollution is a problem.

B. Pollution threatens human health, harms wildlife, and degrades air and water quality.

Why? _____

The main differences between **formal** and **informal** letters are based on tone, structure, language, and purpose. Here's a clear comparison:

Aspect	<u>Formal Letter</u>	<u>Informal Letter</u>
<u>Purpose</u>	Official, professional, or business communication	Personal communication with friends or family
<u>Tone</u>	<u>Polite, respectful, and serious</u>	<u>Casual, friendly, and conversational</u>
<u>Language</u>	Formal vocabulary, no slang or contractions	Informal language, can include slang and contractions
<u>Greeting</u> (Salutation)	"Dear Sir/Madam", "To Whom It May Concern", etc.	"Hi [Name]", "Dear [Name]", or just "Hey"
<u>Structure</u>	Strict <u>format</u> : <u>sender's address</u> , date, <u>subject</u> , etc.	Flexible format, often skipping addresses or dates
<u>Signature</u>	Full name, job title, and sometimes contact details	First <u>name</u> or <u>nickname</u>
<u>Examples of Use</u>	Job applications, business letters, complaint letters	Letters to friends, family, or pen pals