

“When you write down your ideas you automatically focus your full attention on them. Few if any of us can write one thought and think another at the same time. Thus a pencil and paper make excellent concentration tools”.

Michael leboeuf

“Write down the thoughts of the moment. Those that come unsought for are commonly the most valuable.”

Ideas don't stay for long. We need to capture them fast otherwise they are gone in the wind. A well written thing having good style always a powerful remainder. Clear thinking and good writing style proves a problem-shooter.

A writer's style is reflection of his or her personality, unique voice and way of approaching the audience and readers.

Each person has their own style. There are four types of writing—*expository*, *persuasive*, *descriptive and narrative*. *Argumentative and analytical*.

(1) EXPOSITORY OR EXPLANATORY WRITING

- Get reader's attention
- Transition to topic
- Clearly state your topic

State your first main point in one clear sentence

- ☐ Explain and define as necessary
- ☐ Provide facts, examples etc. for support.
- ☐ Use creative, interesting, clear, specific support.

State your second main point in one clear sentence

- ☐ Explain and define as necessary
- ☐ Provide facts, examples etc. for support.
- ☐ Use creative, interesting, clear, specific support.

Conclusions

- ☐ Transition to closing.
- ☐ Summarize your main support.
- ☐ Restate your topic in different words.
- ☐ Make a personal statement and release the reader.
- ☐ Don't expand here using expository facts or statistics.
- ☐ Don't introduce new ideas here.
- ☐ It is a rhetorical writing.
- ☐ Purpose of out or is: to inform, to explain and define the subject.
- ☐ Expository text is meant to 'expose' information.
- ☐ It remains focused on its topic and lists events in chronological order.
- ☐ Students in colleges and universities most frequently use expository writing.
- ☐ Cooking instructions, performing a task and driving directions are examples of this type of writing.
- ☐ Such sequential writing usually contains keywords such as: first, after, next, then and last.
- ☐ Wherever necessary personal pronoun may be used in expository writing.
- ☐ Most of us encounter in our daily lives expository writing.
- ☐ When you pick up and read a non-fiction book magazine or newspaper—author uses expository writing to inform research papers—memorandums and business research report.

EXPOSITORY PARAGRAPHS

Expository writing style is non-fiction writing. It's purpose is to give information in an organized format to the readers. To support a main idea, reasons, facts or details are given by the writer.

For example,

Karuna is my best friend for many reasons. First, she is always helpful. Also she is a good listener. Whenever I have a problem she hears my worries and helps me decide what to do. Finally, she is funny. Karuna always tells the most hilarious jokes that make me laugh. All in all, I couldn't ask for a better friend than Karuna.

It has three parts:

1. Topic sentence
2. Reason, facts and details
3. Conclusions.

1. Topic Sentence

Number: Statements contain a number in the topic sentence to draw the attention of readers.

For example:

Two, plenty of, a number of, a few, three, some, many, several, a couple, various.

2. Transition Word: (Reason, fact and details)

Transition words are used to let the writer/reader know that a new reason, detail, or fact is being introduced.

For example,

1st Supporting Word

First, the, first, first of all, started when, one way, for example, to start.

2nd Supporting Word

Another, alongwith, in addition, also, after, the second, next, after that, also, the next, in addition, as a result, another way, also.

3rd Supporting Word

Next, likewise, finally, last, the last step, another, therefore, all in all.

3. Conclusions

It is the last sentence in expository paragraphs conclusions should use keywords or synonyms. To summarize information, encourage readers, convince the audience or challenge them to think is the purpose of conclusions.

For examples:

All in all, definitely, obviously, clearly, certainly, in conclusion, surely, in fact, to sum up, truly.

(2) DESCRIPTIVE WRITING

The purpose of this type of writing is not to inform but to entertain. This, style tends to use more adjectives and adverbs, as well as figurative language and imagery. It describes place, people, events, situations or locations in a highly-detailed manner. It is often poetic in nature. The writer is free to use his senses. Poetry, journal or diary writing, nature writing are the examples of this writing.

EXAMPLES OF DESCRIPTIVE WRITING

Sun Temple

'Konark Sun Temple' is a 13th century Sun Templet at Konark, in Orissa. It is also known as the 'Black Pagoda'. The name Konark is derived from the Sanskrit word Kona (meaning) corner and word Arka (means sun) in reference to the temple which has dedicated to the Sun god Surya. The Temple is one of the most renowned temples n India and is a World Heritage Site.

Konark Sun Temple is also a paragon of Oriya art and architecture. The temple was build by the Ganga dynastry ruler, Narsimha Dev I in 13th century. It took 12 years to complete this temple.

Rabindra Nath Tagore described it as 'poetry in stone'.

Narrative: This is writer's actual life experience. The goal of the writer is to entertain the readers and to avoid listing events.

(3) NARRATIVE WRITING

It can be used for many purposes, such as to inform, instruct; persuade, or entertain. This language is more descriptive and imaginary, because the writer wants the reader to imagine the characters, scenes... In narrative writing, a person tells a story. It has characters and dialogues. It has definite and logical beginning, intervals and endings. It describes everything like actions, motivational events and disputes or conflicts with their eventual solutions.

EXAMPLES OF NARRATIVE WRITING

My Horrible Day

Have you ever had a bad day that you could never forget ? I have. You should listen. March 19th was the worst day of my life. It all started after school. Right when I walked through my house door my mom made me make my sister, Tailia, a bottle. Then when Tailia finished drinking her bottle, I had to wash it! I was so made that I wanted to punch a hole in the wall! After I finished washing Tailia's bottle, I had to get ready for my mean cousin's birthday. She would always make fun of me. When we arrived to the party, I only got two swings at the pinata but everyone else got five. Then when my cousin blew out the eight candles on her cake, everyone put frosting on my face. Once I got home I took a shower. The water felt so cold it was like I was in the ice age. Brrrr! The coldness woke me up so when I went to bed, I couldn't sleep until 3:00 in the morning! All in all, July 4th was the wrost day of my life. I hope I never ever have a day like that again!

FORTY TOPIC SUGGESTIONS: DESCRIPTION

To help you get started, here are forty topic suggestions for a descriptive paragraph.

1. A waiting room

2. A basketball, baseball glove, or tennis racket
3. A cell phone
4. A treasured belong
5. A laptop computer
6. A favorite restaurant
7. Your dream house
8. Your ideal roommate
9. A closet
10. Your memory of a place that you visited as a child.
11. A locker
12. An accident scene
13. A city bus or subway train
14. An unusual room
15. A child's secret hiding place.
16. A bowl of fruit.
17. An item left too long in your refrigerator.
18. Backstage during a play or a concert.
19. A vase of flowers.
20. A rest room in a service station.
21. A street that leads to your home or school.
22. Your favorite food.

(4) ARGUMENTATIVE WRITING

In this type of writing, the writer gives her own opinion and then tries to convince the reader with reasons and examples. This style of writing is seen in editorial columns:

1. This type of writing begins by introducing the debate topic in your own words.
2. Then the writer writes if you agree or disagree with the arguments.
3. Now you have to tell the people why you hold that opinion and come up with ideas and examples to back up your arguments.
4. Try to put these ideas in an order with the most important ideas first.
5. Think about why people might have a different opinion and try to show why they are not important.
6. Conclude with a brief summary and try to make a strong last sentence that people will remember.

(5) ANALYTICAL WRITING

In this type of writing, the writer makes a critical analysis of the subject and then develops his own view point. For example: Gender discrimination in the Indian context.

In the end, writer will take a stand either in favour of or against the same topic.

Analytical writing requires comprehensive knowledge of the subject and clarity of thought. The writer must be well informed and adopt a persuasive style of writing. The mental skills involved in this type of writing which help students to develop as critical thinkers and as learners. It helps student to solve problems, extend our understanding of subject.

Process or How-to Paragraph

Process: I am going to explain the **PROCESS** of cleaning and organizing your room.

OR

How-to: I am going to describe **HOW-TO** clean and organize your room.

Here is the perfect system for cleaning your room. First, move all of the items that do not have a proper place to the center of the room. Get rid of at least five things that you have not used within the last year. Take out all of the trash, and place all of the dirty dishes in the kitchen sink. Now find a location for each of the items you had placed in the center of the room. For any remaining items, see if you can squeeze them in under your bed or stuff them into the back of your closet. See, that was easy!

Compare and Contrast Paragraph

Compare/Contrast: I am going to **COMPARE** and **CONTRAST** an ocean and a lake.

Oceans and lakes have much in common, but they are also quite different. Both are bodies of water, but oceans are very large bodies of salt water, while lakes are much smaller bodies of fresh water. Lakes are usually surrounded by land, while oceans are what surround continents. Both have plants and animals living in them. The ocean is home to the largest animals on the planet, whereas lakes support much smaller forms of life. When it is time for a vacation, both will make a great place to visit and enjoy.

Critical Paragraph

Critique: I am going to **CRITIQUE** the Blue Whales' first baseball game of the new season.

The Blue Whales just played their first baseball game of the new season; I believe there is much to be excited about. Although they lost, it was against an excellent team that had won the championship last year. The Blue Whales fell behind early but showed excellent teamwork and came back to tie the game. The team had 15 hits and scored 8 runs. That's excellent! Unfortunately, they had 5 fielding errors, which kept the other team in the lead the entire game. The game ended with the umpire making a bad call, and if the call had gone the other way, the Blue Whales might have actually won the game. It wasn't a victory, but I say the

Blue Whales look like they have a shot at the championship, especially if they continue to improve.

Persuasive Paragraph and Argumentative Paragraph

Persuade: I am going to **PERSUADE** my neighbors to buy tickets to the school fair.

The school fair is right around the corner, and tickets have just gone on sale. We are selling a limited number of tickets at a discount, so move fast and get yours while they are still available. This is going to be an event you will not want to miss! First off, the school fair is a great value when compared with other forms of entertainment. Also, your ticket purchase will help our school, and when you help the school, it helps the entire community. But that's not all! Every ticket you purchase enters you in a drawing to win fabulous prizes. And don't forget, you will have mountains of fun because there are acres and acres of great rides, fun games, and entertaining attractions! Spend time with your family and friends at our school fair. Buy your tickets now!

Argue: I am going to present a logical **ARGUMENT** as to why my neighbor should attend the school fair.

The school fair is right around the corner, and tickets have just gone on sale. Even though you may be busy, you will still want to reserve just one day out of an entire year to relax and have fun with us. Even if you don't have much money, you don't have to worry. The school fair is a community event, and therefore prices are kept low. Perhaps, you are still not convinced. May be you feel you are too old for fairs, or you just don't like them. Well, that's what my grandfather thought, but he came to last year's school fair and had this to say about it: "I had the best time of my life!" While it's true you may be able to think of a reason not to come, I'm also sure you can think of several reasons why you must come. We look forward to seeing you at the school fair!

Cause and Effect paragraph

Cause/Effect: I am going to explain the **CAUSES** that had the **EFFECT** of making me a high achieving student.

I do well in school, and people think I am smart because of it. But it's not true. In fact, three years ago I struggled in school. However, two years ago I decided to get serious about school and made a few changes. First, I decided I would become interested in whatever was being taught, regardless of what other people thought. I also decided I would work hard every day and never give up on any assignment. I decided to never, never fall behind. Finally, I decided to make school a priority over friends and fun. After implementing these changes, I became an active participant in classroom discussions. Then my test scores began to rise. I still remember the first time that someone made fun of me because "I was smart." How exciting! It seems to me that being smart is simply a matter of working hard and being interested. After all, learning a new video game is hard work even when you are interested. Unfortunately, learning a new video game doesn't help you get into college or get a good job.

EXERCISE OF WRITING STYLE**Exercise 1: Narrative**

1. A journey by train.
2. A ghost story.
3. My favourite summer holiday.
4. A visit to the Taj.
5. A bad dream.
6. An uninvited guest.
7. A visit to the theatre.
8. An adventure with a wild animal.
9. A day in bed.
10. A famous battle.
11. The career of a King or Queen in Indian history.
12. My first interview for a job.
13. An account of a walking or a cyclic tour.
14. An excursion.
15. A street fight.
16. The most tiring day of my life.
17. The first ten minutes of a party.
18. A night out of doors.
19. The story of one of Shakespeare's plays.
20. The adventures of a new car-owner.

Exercise 2: Descriptive

1. The sun.
2. A rainy day.
3. Dolls.
4. Those people next door.
5. The historical personage whom you would most like to have met.
6. Monkeys.
7. A quarrelsome man.
8. Snake-charmers.
9. College elections.
10. A true friend.
11. Travelling in an aeroplane.
12. Birds.

13. Simple pleasures.
14. Earthquakes
15. Things one cannot get rid of.
16. Indian beggars.
17. An ideal home.
18. A village.
19. My favourite book.
20. Ships and boats.

Exercise 3: Argumentative

1. The evils and benefits of competition.
2. Is popularity a criterion of merit ?
3. Co-education.
4. Science and religion.
5. Novel-reading is a waste of time.
6. Dangers of communalism.
7. Are millionaires a danger or a benefit to the community ?
8. Should people have secrets ?
9. Women and careers.
10. "It is more profitable to read one man than ten books."
11. Are scientific inventions and labour-saving devices making us happier and more contented ?
12. "There are falsehoods which are not lies."
13. Are proverbs a safe guide to conduct ?
14. The uses and abuses of advertisement.
15. "Manners Maketh Man."
16. Should corporal punishment in schools be abolished ?
17. Democracy versus dictatorship.
18. Examinations.
19. Is the system of "tipping" morally defensible ?
20. Liberty cannot exist without discipline.

Exercise 4: Expository

1. The management and care of a dog or horse.
2. Photography as an aid to science.
3. The game of football.
4. The work of a farmer.
5. The use of electricity.

6. International disarmament.
7. Public schools.
8. International exhibitions.
9. Slavery in modern times.
10. My favourite hobby.
11. Forecasting the weather.
12. The future of aviation.
13. Flattery as a fine art.
14. Arotic exploration.
15. Wonders and use of the microscope.
16. Student indiscipline.
17. Ancient and modern warfare.
18. Autobiographies.
19. Printing.
20. Strikes.