

PEL 131 UNIT 5

COMMUNICATION SKILLS II



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UNIT 5

Paragraph Writing & Presentation

I. Introduction to Paragraph Writing

Paragraph writing remains one of the most important parts of writing. The paragraph serves as a container for each of the ideas of an essay or other piece of writing. Paragraphs are versatile and can take many forms that strengthen your writing, provide variety for readers, and help readers to organize the ideas you present.

Key elements of Paragraph Writing:

- **Topic sentence**, which includes the topic and a controlling idea.
- **Supporting ideas (usually 1 - 3)**, which support the topic sentence.
- **RENNS (reasons, examples, names, numbers, senses)**, which develop the supporting ideas by giving details and explanation.
- **Optional concluding sentence**, which expresses the importance of the information in the paragraph, may summarize the supporting ideas if the paragraph is long, or provides a transition to the next paragraph of the essay.
- **Unity**, which means that all sentences in the paragraph directly support the topic sentence.
- **Coherence**, which means that all the information of the paragraph, is well-organized, logically ordered and easy to follow. This is accomplished by:
 - Repetition of key words and phrases (often from the topic sentence)
 - Parallel grammatical structure
 - Transition words and phrases.

Process of Writing a Paragraph:

1. Compose your topic sentence. Think of a topic and a controlling idea that will narrow the topic enough to support it well in one paragraph.
2. Brainstorm supporting ideas. Choose 2 - 6 supporting ideas that do a good job supporting your topic sentence.
3. Write your paragraph in topic outline form as follows. Don't actually write sentences in the outline, except for the topic sentence.

Topic sentence:

A. Supporting idea 1.

- 1.
- 2.
- 3.

B. Supporting idea 2.

- 1.
- 2.
- 3.

C. Supporting idea 3.

- 1.
- 2.
- 3.

Concluding sentence:

4. Put your supporting ideas in a logical order.
5. For each supporting idea, think of RENNS that further explain the idea. For balance, each supporting idea should have about the same number of RENNS.

6. Think of a concluding sentence.
7. Write your paragraph using sentences. Use the coherence strategies to make your paragraph easy to follow.

Here is an example:

Topic sentence: Choosing a college or university can be difficult.

Supporting ideas: 1. Good Location, 2. Affordability, 3. Good preparation for major

Topic sentence: Choosing a college or university can be difficult for high school graduates.

- A. Good preparation for your major
 1. Thorough, solid curriculum
 2. Qualified professors
- B. Affordability
 1. Ability to pay tuition and living expenses
 2. Possibility of scholarships
- C. Good Location
 1. Study environment
 2. Possibilities of part time job in major

Concluding sentence: Students should consider these points carefully so they can choose the most appropriate college or university for them.

Choosing a college or university can be difficult high school graduates. The most difficult part is finding a university that prepares them well for their future career. In order to get a good job, the curriculum that is taught must be thorough and up-to-date. In addition, the professors must be highly qualified and respected in their fields. Another difficulty in choosing a university or college is affordability. Students need to be able to pay not only the tuition fees but also the living expenses. Fortunately, some institutions might be able to offer scholarships if students cannot afford the fees. Of course, a good location is also very important when choosing a school. The environment should be safe and quiet to facilitate studying. Moreover, there should be possibilities near the school for part time or summer jobs related to major to provide some practical work experience. High school graduates should consider all of these points carefully so they can choose the most appropriate college or university for them.

II. Collocations

What is Collocation?

A *collocation* is a familiar grouping of words, especially words that habitually appear together and thereby convey meaning by association.

Here are the usual collocations: *a light wind, a faint smell, a heavy smoker, wide awake, sound asleep, fast asleep, broad accent, broad agreement, broad daylight, broad grin, broad shoulders and wide appeal, wide area, wide experience, wide interests, wide margin.*

Collocations

Meanings

- | | |
|------------------|--|
| 1. below normal | <i>below average</i> |
| 2. pick you up | <i>give you a ride in a car, give you a lift</i> |
| 3. What's up | <i>what's new/ what's going on</i> |
| 4. take a chance | <i>take risk</i> |
| 5. do your hair | <i>comb your hair</i> |
| 6. make trouble | <i>create a problem</i> |
| 7. catch fire | <i>When something comes in contact with fire & starts to burn.</i> |
| 8. make a noise | <i>create disturbance</i> |
| 9. break down | <i>To cry, to weep</i> |
| 10. Key issue | <i>important issue</i> |

11. Keep fit	<i>stay fit</i>
12. come close	<i>almost achieve or do</i>
13. get along with	<i>able to make friendship or bond with someone</i>
14. make room	<i>create space</i>
15. break a promise	<i>not keeping up with the promise made</i>
16. make a mess	<i>to ruin something</i>
17. catch sight of	<i>to catch a glimpse of something or someone</i>
18. pay attention	<i>listen to something carefully</i>
19. go bankrupt	<i>have no money at all</i>
20. bring about	<i>to cause to take place</i>
21. keep the change	<i>keep the balance of the money</i>
22. pay the bill	<i>to pay an amount for the services used</i>
23. dismiss an offer	<i>reject an offer</i>
24. keep quiet	<i>refrain or prevent someone from speaking or from disclosing something secret</i>
25. make my bed	<i>tidy someone's bed</i>
26. go astray	<i>become lost</i>
27. round of applause	<i>a show of appreciation</i>
28. take an exam	<i>write an exam</i>
29. keep in touch	<i>stay in contact with someone</i>
30. richly decorated	<i>Beautifully decorated</i>
31. burst into tears	<i>to cry</i>
32. run out of time	<i>to have no time left</i>
33. save a seat	<i>reserve a seat</i>
34. come to a decision	<i>making a final decision about something</i>
35. a quick meal	<i>a meal that does not require much time to get prepared</i>
36. Take time	<i>make time for something</i>
37. Take charge	<i>become responsible</i>
38. get over something	<i>to forget something</i>
39. right on time	<i>being exactly on time for something</i>
40. pay back	<i>to repay</i>
41. save water	<i>not wasting water unnecessarily</i>
42. call back	<i>returning a call</i>
43. save money	<i>A reduction in expenditure or cost.</i>
44. draw a conclusion	<i>coming to a final conclusion</i>
45. draw your attention to	<i>catch someone's attention</i>
46. take a taxi	<i>hire a taxi</i>
47. keep in mind	<i>remember</i>
48. run along	<i>go away</i>
49. walk away	<i>move away from a place</i>
50. absolutely necessary	<i>very important</i>
52. bad temper	<i>getting angry easily</i>
53. Accept a request	<i>to officially accept or approve a request or a proposal</i>
54. get ready	<i>to be going to do something immediately</i>
55. accept a challenge	<i>take up a challenge</i>
56. utterly stupid	<i>very foolish</i>
57. filled with horror	<i>get scared</i>
58. make trouble	<i>create a problem</i>
59. close a deal	<i>to bring negotiation to an end by agreeing to a point</i>
60. make my bed	<i>tidy someone's bed</i>
61. Owe an apology	<i>someone needs to feel sorry or a need to apologize to someone</i>
62. make way	<i>to make progress; to move ahead.</i>
63. Early riser	<i>someone who has a habit of getting up early</i>
64. Whispering softly	<i>speaking softly</i>
65. Tread carefully	<i>to avoid saying or doing anything that could cause difficulties</i>
66. Take charge	<i>become responsible</i>
67. Surge of anger	<i>extreme anger</i>
68. Make a move	<i>take measures, take the initiative</i>
69. hang out	<i>to spend a lot of time in a place or with someone</i>
70. slept off	<i>To get rid of something while sleeping</i>
71. Sound sleep	<i>peaceful sleep</i>

72. blow chances	<i>To ruin, mishandle, or fail to capitalize on an opportunity</i>
73. stay out	<i>stay away from a particular matter</i>
74. hang up	<i>end a telephone conversation by cutting the connection</i>
75. Sense of pride	<i>being filled with pride/ego</i>
76. chill out	<i>intended to induce or enhance a relaxed mood</i>
77. smell funny	<i>smell unfamiliar or stinky</i>
78. Let go off	<i>release something</i>
79. make money	<i>earn money</i>
80. far cry from	<i>very different from</i>
81. catch cold	<i>become infected with a cold</i>
82. going fishing	<i>To undertake a search for facts, esp. by a legal or quasi-legal process like a grand-jury investigation</i>
83. flushing out	<i>to remove,</i>
84. heavy fire	<i>a continuous or destructive cannonading, or discharge of small arms</i>
85. break a habit	<i>To end a habit</i>
86. payout	<i>a huge amount of money</i>
87. Keep fit	<i>stay fit</i>
88. Pose a threat	<i>make something dangerous</i>
89. cover blown	<i>to reveal someone's secret/truth</i>
90. key in	<i>to enter</i>
91. see it coming	<i>recognize a person who can be fooled or deceived</i>
92. Badly in need	<i>requires something urgently</i>
93. Breaking News	<i>a newly released piece of information</i>
94. Bright idea	<i>a new idea</i>
95. Burning issue	<i>latest topic of discussion</i>
96. Cast vote	<i>to vote</i>
97. Go blind	<i>unable to see</i>
98. Changing world	<i>something that changes and does not remain the same</i>
99. Closely linked	<i>closely related</i>
100. Do Dishes	<i>wash the dishes</i>

What are Presentations?

PowerPoint presentations are a mode of visual representation of data. It offers slides, which can be used to narrate a story (about your product, brand or any sellable commodity). You can use varieties of graphics, charts, images, styles, videos and other tidbits to make your information more pleasing to readers.

Importance of Presentations

What pleases your eyes pleases your mind. This concept is literally universal. Whether you talk about food, place, products or the digital market, the first sensation happens in your eyes before it impresses your mind. Our world today involves more and more data than ever before. This brings forth, the challenge of making this enormous sea of data pleasing and easy to understand to the readers or consumers. This is where eye-sticking presentations come in role.

II. Dos and Don'ts of Power Point Presentation

DO'S

Text

- Keep slides concise
- Font size should range between 18 to 48 (according to importance)
- Use fonts that are easy to read, such as Arial, Helvetica, Times New Roman, etc.
- Use uppercase letters for the first letter
- Leave space between the lines of text
- Use statements, not sentences
- Use keywords to help the audience focus on your message

Color

- Limit the use of color to 2 to 4 colors/shades
- Use colors that will stand out and will be easy on the eyes (dark backgrounds and light text is best)
- Remember, the colors projected from a data projector will look different than the colors on your computer screen

Images and Shapes

- Include images that make the issue you are presenting more true to life, so your audience will understand and identify with it
- Only include 1 to 2 images per slide
- Use shapes to illustrate complex topics

Graphs and Charts

- Include graphs and charts that show relationships, comparisons, and change
- Illustrate your point by verbally discussing the graph or chart

DONT'S

Text

- Don't include too many details and data (no more than 7 words to a line and 7 lines to a slide)
- Don't crowd the information
- Don't use flashy or curvy fonts
- Don't use all uppercase letters (they are difficult to read and will appear to your audience that you are yelling)
- Don't use abbreviations
- Don't use punctuation marks for bulleted items

Color

- Don't have multiple color schemes
- Don't use dark colors on a dark background (red, blue, and black should not be used together as text and background)



Images and Shapes

- Don't use too many graphics (can be distracting)
- Don't use low-quality images (images should not be pixelated) (Pixelated images appear unprofessional)

Graphs and Charts

- Avoid meaningless graphs that are difficult to read

Good Layout

HEADING

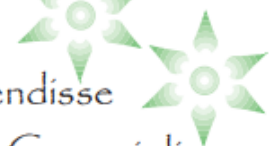
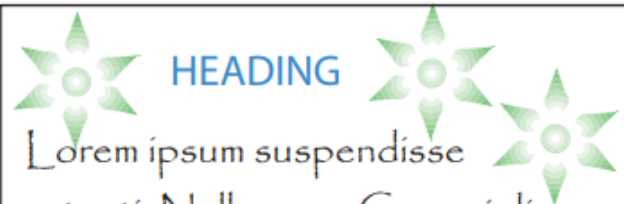
Fact 1
Fact 2
Fact 3



Bad Layout

HEADING

Lorem ipsum suspendisse
potenti. Nulla arcu. Cras mi diam,
cursus vitae, condimentum iaculis,
tincidunt in, nulla. Praesent
rutrum, leo ac porta porttitor,
lectus velit suscipit lorem, eget



III. Dos and Don'ts of Power Oral Presentation

The importance of presentation skills

It is very sad that so many influential, bright minded presenters with a deep expertise in their fields lose their audiences due to their poor presentation skills. It is also about respect for the audience.

WHEN YOU START YOUR PRESENTATION:

DO: Introduce yourself. Don't assume anything. Depending on time allowed, give a 30 second to 5 minute introduction of yourself.

DO: Ask questions. Asking the audience questions is a great way to make sure they are awake and keeping them feeling involved from the start.

DO: Tell them what you are going to tell them. Give them a quick introduction on the objective of your presentation and what are they going to learn or understand by the end of your presentation.

DON'T: Don't try to make jokes if you are not good at it. This can be very dangerous!

DURING THE PRESENTATION:

DO: Eye contact. Your firm eye contact will convey your confidence. Act like you own the room. Do not glance around the room too fast. Spend at least three to five seconds on each person. Each person wants to feel that you are only talking to them.

DO: Smile. Act like you are having a great time! Better yet, have a great time!

DO: Speak up. If don't have a microphone, project your voice a bit louder than you might think to make sure the back of the room can hear you. It's good to ask the people in the back of the room to make sure they can hear you; it's a nice courtesy and also helps them feel included.

DO: Use the right words. Try not to use too many acronyms or terms that few people may understand. Connect with your audience and explain in simple terms where possible.

DO: Show your excitement about the topic. Increase your voice volume and/or slow down your speech when you are presenting important points.

DO: Show your emotion when needed. Slow down when you are trying to present an important point.

DON'T: Watch your posture. Stand up straight. Don't walk around too much or do any non-purposeful movements. Unnecessary movements can distract your audience.

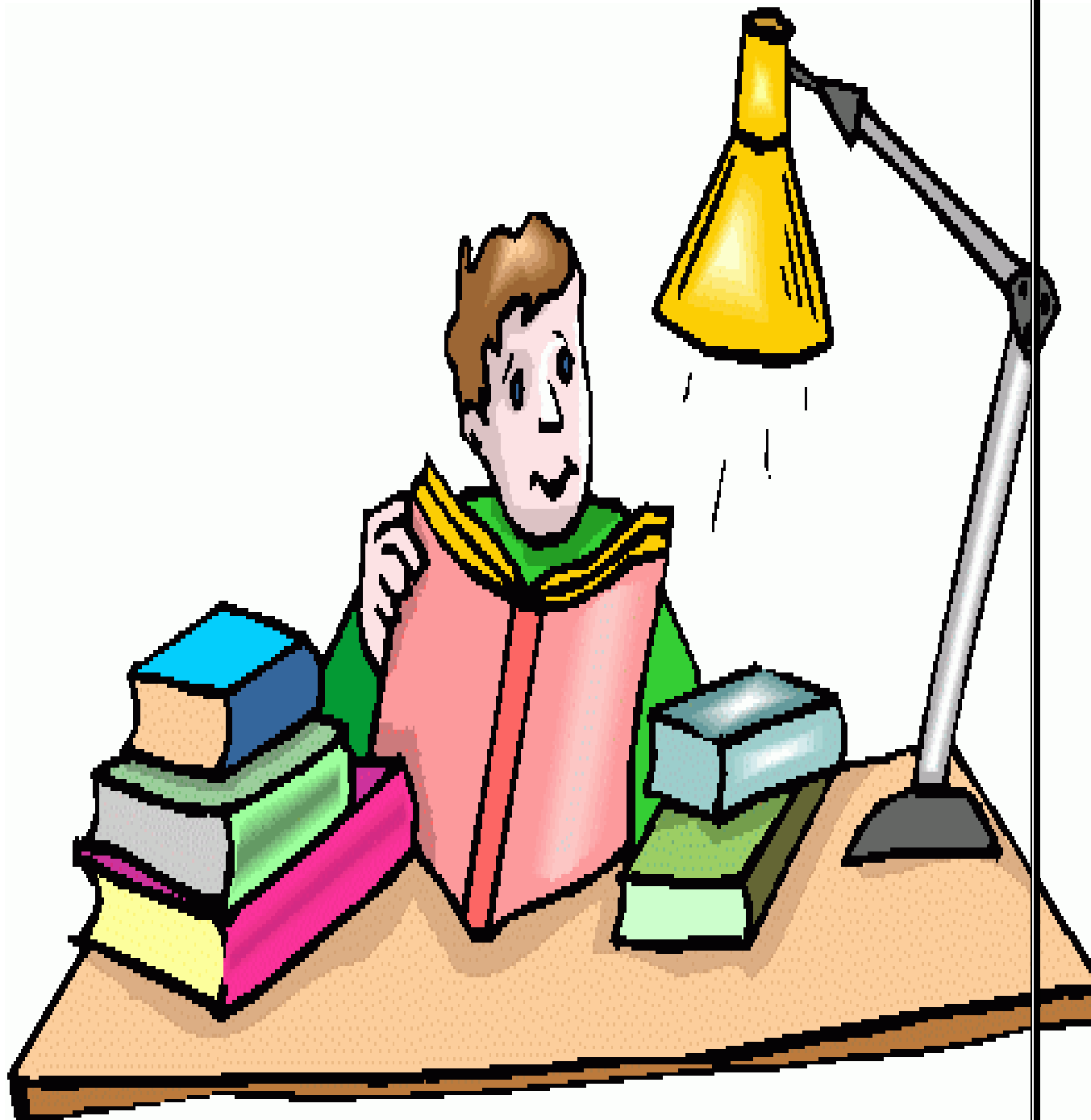
DON'T: Be careful with your hands. Again, move your arms and hands purposefully. If you don't need to use them, just rest them at your sides. Don't put your hands in your pockets.

ENDING THE PRESENTATION:

DO: Conclude by repeating your main points you covered during the presentation.

DO: Thank the audience. Show them your appreciation. Show them you want to be there.

PEL 131UNIT-5 Tutorial Exercises



COMMUNICATION SKILLS-II

Unit-V

Q5.1. Read the paragraph and fill in the missing words.

Word list: opinion, shin, rust, accomplish, respond, introduce, demonstrate silent, stroll, assist

Some of my friends and I decided to volunteer at a nursing home once a month. We walked into the home to _____ ourselves to the staff, who would then _____ what activities we would be helping with. We would be able to _____ the residents as they took a nice _____ around the outside of the building. They might want to talk, or stay _____. We could listen to their stories and _____, even if we don't agree with their _____. We could help clean _____ off of the water spouts. There was so much to do! I knew we could _____ a lot while we were there. I decided to start outside, since the weather was beautiful. I was skipping along the building, when I accidentally hit my _____ on one of the water spouts I was going to clean off. Luckily, it didn't hurt or dampen my helping spirit!

Q5.2 Directions: Read the following paragraph. Look for the important parts of a paragraph (main idea, topic sentence, details).

Music by Jessenia Corpus

I like playing the violin. I want to play the piano. I also want to play the drums. It takes a lot of time and practice to learn to play a new instrument.

1. What is the main idea of this paragraph?

2. Write the topic

sentence? _____

3. Add two more details _____,

Q5.3 Read the following and answer the questions

My older brother Tony, Helps me with my homework ,sticks up for me, lets me go places with him and his friends

Topic Sentence:

Main

Idea _____

Paragraph _____

Q 5.4 Look at the supporting sentences in the following short paragraphs and write the best topic sentence

a) _____ Mine is ten years old, and it is always breaking down when I need it. It costs a lot of money for repairs each year. Also, the heater doesn't work any more, so it is cold in the winter. I really wish I could change it.

b) _____ The furniture is very old and dirty. The rooms are not clean. There is no heating in them. Worst of all, it takes me two hours to get there. I wish I had gone to a different hotel.

Q5.2. Draft a paragraph in about 80-100 words by filling the gaps in the following:

a) Learning English is very difficult. Firstly,

_____. In addition,
_____.

Also, _____

_____. Finally,

_____. I think it will take a long time to learn English well.

b) I hate my job. For one thing,

_____. Another thing is that
_____. Also,
_____.

However, the worst thing is that

_____. I think it's time to look for a new job

Q5.3. Write a paragraph on the following using the given beginning

The Best Place To Live

If an extraterrestrial were to land on Earth, it would have its choice of over 190 countries in which to live. It would be a difficult decision, but one country is certainly a better choice than most of the

others. _____

Q5.6. Fill in the blanks using suitable collocations from the

given box:

Expecting	take	do	go	causes	made	took	make	keep	pay
-----------	------	----	----	--------	------	------	------	------	-----

1 The meeting took almost five hours so it was impossible to _____ attention all the time.

2 The problem is difficult to _____ under control.

3 It took us all day to clean up the office after the burglary – the thieves _____ a terrible mess.

4 I don't think we should _____ a decision yet; we should wait.

5 Only 31% of the students who _____ the final exam passed it.

6 I think we should look for a new supplier – the one we have at the moment _____ us too many problems.

7 Could you _____ me a favour and post these letters on your way home?

8 I've told him ten times that he's got the wrong telephone number. I'll _____ crazy if they call again.

9 The company offers its employees free language training but not many people _____ advantage of it.

10 Our personnel assistant is leaving next month - she's _____ a baby

Q5.7 Choose which one of the following verbs (Miss, Get, Do and Make) goes well with the expressions below:

a) _____ a goal
_____ peace

b)

c) _____ lost
_____ a home

d)

e) _____ an appointment
_____ a lesson

f)

- | | |
|--|----|
| g) _____ homework
_____ the cooking | h) |
| i) _____ ready
_____ progress | j) |
| k) _____ someone's help
_____ nothing | l) |
| m) _____ an effort
_____ one's best | n) |
| o) _____ furniture
_____ the shopping | p) |
| q) _____ trouble
_____ someone a favour | r) |

Choose the correct collocation:

1. He _____ laughter when he realised his mistake.
Exploded in b. broke in c. burst into d.
broke into
2. He assured me he was _____ sure where the house was.
A bit b. rather c. very d. quite
3. We didn't arrange to meet. It was _____ co-incidence that I
saw him.
clear b. pure c. clean d. great
- 4 Please! I'm trying to work here. Don't _____ my time with
stupid questions!
waste b. lose c. abuse d. break
- 5 He had to go to the hospital because it was a very _____ cut.
hard b. heavy c. deep d. wide
- 6 Our neighbour is a very _____ smoker - 2 packets a day.
ahard b. tough c. heavy d. strong
- 7 We managed to get up the steep hill only because our car is
very _____.

A hard aggressive b. powerful c. strong d.

8I don't know him that well. He's only a _____ acquaintance.

A loose b. casual c. weak d. poor

9I'm an honest and _____ citizen.

A law watching b. lawful c. law-abiding d. law

10Do you know where we are? If you ask me, we are _____ lost.

A Very b. rather c. totally d. absolutely

Q5.8. Draft a Power point presentation on the following topics:

- Online Banking
- The need of mentorship programs
- Blogging and its merits
- Recycling and its importance
- Role of technology in education
- Is Volunteering good for society?
- Quality of work life
- Natural resources
- Smart Cities
- Social network- A second life

