

IT1040 & EN1073

Communication Skills

Lecture 05

Paragraph writing 1 & Practice

Listening



Elements of a Good Paragraph

- What is a paragraph?

A group of sentences which develops and supports one central/main idea.

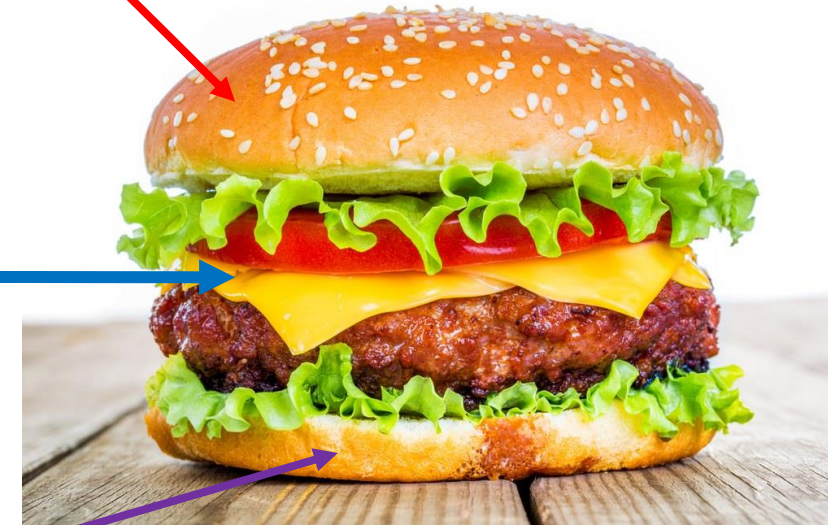
It has

- A topic sentence / key statement
- Supporting sentences
e.g. explanation/evidence/analysis
- A concluding sentence



Flight attendants have three important characteristics.

First of all, flight attendants are friendly. They enjoy greeting passengers and making them feel comfortable. Sometimes passengers are afraid of flying. A friendly flight attendant can talk to them and help them feel calm. For example, he or she can explain strange noises made by the aircraft. Second, flight attendants are self-confident. They give instructions to passengers, and they must be firm enough so that passengers obey them. This characteristic is especially important in emergencies. Third, flight attendants are physically strong. They push heavy carts of food and drinks up and down the aisles. They also have to open and close the heavy doors of airplanes. In short, flight attendants are friendly, self-confident, and strong.





What is a topic sentence?

- The most important sentence in a paragraph.
- It tells the reader what the topic of the paragraph is.
- A topic sentence has two parts:

a topic

a controlling idea

- The topic part names the topic.
- The controlling idea part tells what the paragraph will say about the topic.

- The television is a major source of home entertainment.
- The television is an effective educational tool.
- The television has become smaller since its initial invention.



Topic



Controlling Idea



Where to find the topic sentence in a paragraph?

1. As the first sentence

2. Within the paragraph



3. As the last sentence

4. Implied from
the paragraph



Identify the topic and controlling idea of the following topic sentences.

Learning a foreign language is also about learning the culture of that country.

Hobbies provide people with many benefits.

Writing a Topic Sentence

Must be a complete sentence
with a subject and a verb

Should be neither too
general nor too specific

Should not have unrelated
controlling ideas



- Everyone can benefit from exercise. No, this is *too* general.
- There are three reasons why I exercise everyday. Yes
- My hometown is famous because it is located by Wheaton River, which is very wide, and because it is built near an unusually steep hill called Wheaton Hill. No, this contains too many details.
- Healthy life. No, this is not a sentence.

Find the topic sentence and the controlling idea.

Beaches

Beaches differ in various parts of the world. Thailand has miles of empty beaches. They are beautiful, clean, and uncrowded, even in summer. You can spend the whole afternoon on a beach and not see another person. In Japan, on the other hand, the beaches are very crowded. You can hardly find a place to sit down at the more popular Japanese beaches. The beaches in Northern Europe differ in another way. The water is cold, so most people go to the beach only to sunbathe. Along the French Riviera, the beaches are rocky, not sandy as they are on tropical islands. Each type of beach-empty or crowded, sandy or rocky-has its own special characteristics to enjoy.

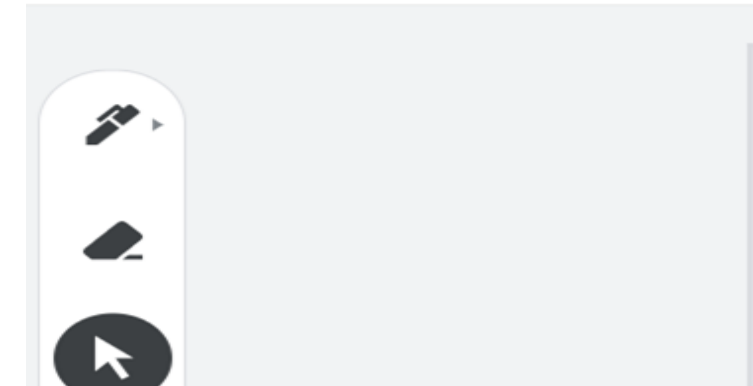
Read the paragraph. Then choose the best topic sentence.

_____ . First, living in a foreign country helps you learn another language faster than studying it at school. Second, you can learn directly about the history, geography, and culture of a country. Third, you become a more tolerant person because you experience different ways of living. Fourth, living in a foreign country makes you appreciate your own country better.

- a. Living in a foreign country helps you learn.
- b. Everyone should live in a foreign country for a while.
- c. Living in a foreign country has four benefits.



<https://jamboard.google.com/>



Read each sentence below, highlight the topic and underline the controlling idea.

- 1) Running provides many health benefits.
- 2) Disneyland is the happiest place on Earth.
- 3) When writing a laboratory report, you must complete four sections.

1. **Running** provides many health benefits.
2. **Disneyland** is the happiest place on Earth.
3. When writing a **laboratory report**, you must complete four sections.

Add two different controlling ideas to these topics to make complete topic sentences.

- **Sports**

- Different sports are played at different times of the year.
- Each country has its own favorite sport.

- **Bollywood movies**

- Bollywood movies have beautiful songs.
- Bollywood movies use many special techniques.

Write a topic sentence for the topic “Social media”

The screenshot shows a Padlet board interface. At the top left, the word 'padlet' is visible. Below it, the user 'Jayathri Kalinga' is listed with a '1m' (1 minute) timestamp. The board title is 'Topic sentence', and the subtitle is 'Write a topic sentence for the topic "Social media"'. In the top right corner, there are icons for a heart, 'REMAKE', 'SHARE', a gear, and a user profile. A single pink sticky note is placed on the board, containing the text: 'Learning a foreign language' followed by 'Learning a foreign language has four benefits.' on the next line. A red circular button with a white plus sign is located in the bottom right corner of the board area.



What are supporting sentences?

- The **middle** sentences of a paragraph.
- **Explain or prove** the idea in the topic sentence.

Details, facts, statistics, examples, opinions, personal experience

- They are the "**filling**" in a paragraph "burger."
- The biggest part of a paragraph.

Flight Attendants

1 Flight attendants have three important characteristics. 2 First of all,
flight attendants are friendly. 3 They enjoy greeting passengers and
making them feel comfortable. 4 Sometimes passengers are afraid of flying. 5 A friendly flight
attendant can talk to them and help them feel calm. 6 For example, he or she can explain
strange noises made by the aircraft. 7 Second, flight attendants are self-confident. 8 They give
instructions to passengers, and they must be firm enough so that passengers obey them. 9 This
characteristic is especially important in emergencies. 10 Third, flight attendants are physically
strong. 11 They push heavy carts of food and drinks up and down the aisles. 12 They also have
to open and close the heavy doors of airplanes. 13 In short, flight attendants are friendly, self-
confident, and strong.



What is a concluding sentence?



- A concluding sentence **closes** the paragraph so that the reader is not left expecting more.
- **Paragraphs that stand alone** (that is, paragraphs that are not part of a longer composition) **often have a concluding sentence** at the end.

Writing a Concluding Sentence

reminds the reader of the main point by restating the topic sentence in different words

Indeed, a beach is a place to have fun all year.



summarizes the main points.

In short, flight attendants are friendly, self-confident, and strong.

Flight Attendants

1 Flight attendants have three important characteristics. 2 First of all, flight attendants are friendly. 3 They enjoy greeting passengers and making them feel comfortable. 4 Sometimes passengers are afraid of flying. 5 A friendly flight attendant can talk to them and help them feel calm. 6 For example, he or she can explain strange noises made by the aircraft. 7 Second, flight attendants are self-confident. 8 They give instructions to passengers, and they must be firm enough so that passengers obey them. 9 This characteristic is especially important in emergencies. 10 Third, flight attendants are physically strong. 11 They push heavy carts of food and drinks up and down the aisles. 12 They also have to open and close the heavy doors of airplanes. 13 In short, flight attendants are friendly, self-confident, and strong.

Choose the best concluding sentence.

There are two reasons I love big cities. First of all, big cities are alive 24/7. You can go shopping, see a movie, exercise at a gym, get something to eat, or go roller skating at any time of the day or night. Second, I love big cities because of their anonymity. You can be completely invisible in big cities. No one watches your daily comings and goings.' Neighbors don't bother you as long as you don't bother them. You can stay out all night or stay home all day, and no one cares.

- To sum up, I love big cities because you can be independent.
- In short, big cities attract me because there are so many things to do.
- In brief, I like big cities because of their energy and anonymity.

References

- Houge, A. (2008). First steps in academic writing level 2 (2nd ed.). NY: Pearson Education, Inc.
- Oshima, A., & Hogue, A. (2006). Writing Academic English. Pearson Longman

Listening Comprehension Skills



Listening Test

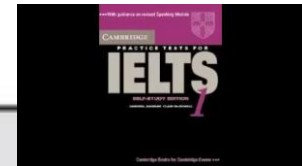


Types of Questions

- Form/note/table Completion
- Labeling a Diagram or Map
- Sentence Completion
- Short Answers
- Multiple Choice
- Matching



Section 01 – Question 01 to 12

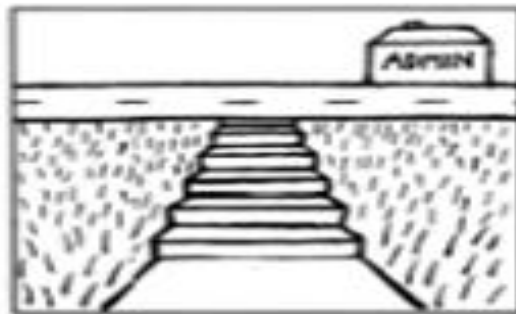


Questions 1-5 Circle the appropriate letter

Example What are the students looking for?

- (A) Main Hall C Old Hall
B Great Hall D Old Building

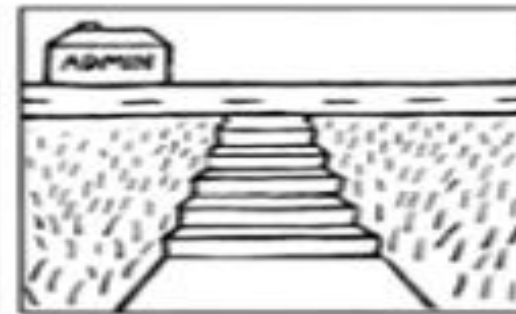
1. Where is the administration building?



A



B



C



D

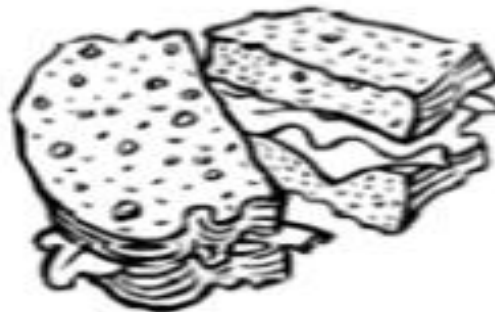
2. How many people are waiting in the queue?

- A 50 B 100 C 200 D 300

3. What does the woman order for lunch?



A



B



C



D

4. What does the woman order to drink?



A



B



C



D



5. How much money does the woman give the man?

A \$2.00

B \$3.00

C \$3.50

D \$5.00

*Complete the registration form using **NO MORE THAN THREE WORDS**.*

Name of student: (6)

Address: (7) Flat 5/

Town: (8)

Tel: (9)

Course: (10)

Questions 11-12

11. What did the man buy for her to eat?



A



B



C



D

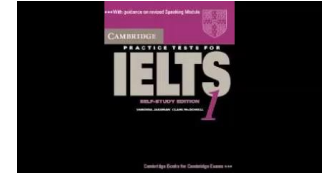
12. What must the students do as part of registration at the university?

A Check the notice board in the Law Faculty.

B Find out about lectures.

C Organise tutorial groups.

D Pay the union fees.



Section 02 – Question 11 to 20

Section 2: (Questions 11-20)

Complete the table below.

Write **NO MORE THAN THREE WORDS OR A NUMBER** for each answer.



MEMBERSHIP OF SPORTS CENTRE	
Cost	11 £..... per 12.....
Where?	13.....
When?	2 to 6 pm, Monday to Thursday
Bring:	Union card Photo Fee

Questions 14-16 Complete the table below.

Write ***NO MORE THAN THREE WORDS*** for each answer.

Always bring sports 14.....when you come to 15.....or use the Centre's facilities.	
Opening hours	9 am to 10 pm on 16..... 10 am to 6 pm on Saturdays
50% 'morning discount'	9 am to 12 noon on weekdays

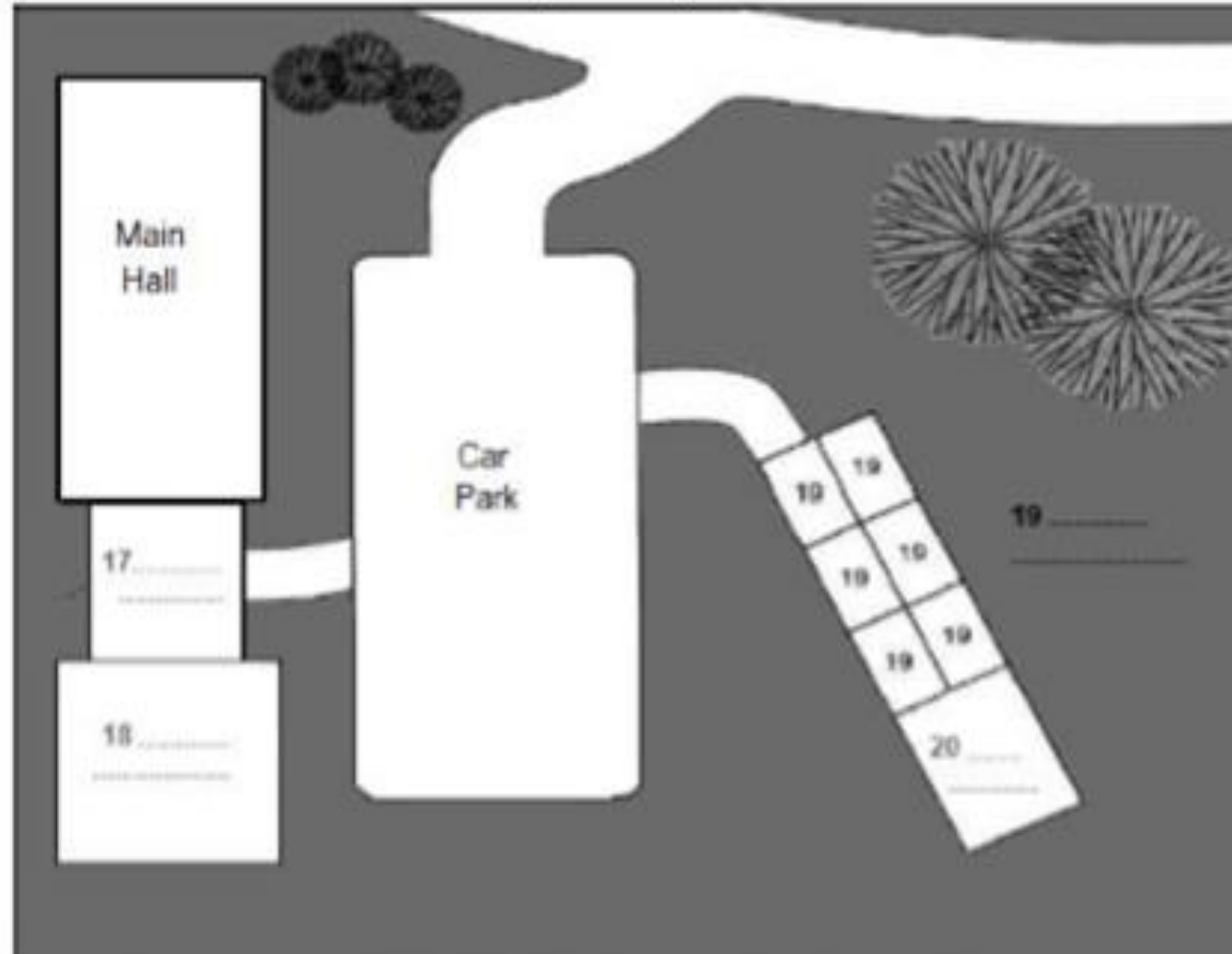


Questions 17-20 Look at the map of the Sports Complex below.

Label the buildings on the map of the Sports Complex.

Choose your answers from the below list and write them against Questions **17-20**.

Arts Studio
Football Pitch
Tennis Courts
Dance Studio
Fitness Room
Reception
Squash Courts



References

<https://aseanop.com/english-book-strategies-developing-listening-skills/>

https://www.google.lk/search?q=listening+strategies&dcr=0&source=lnms&tbm=isch&sa=X&ved=0ahUKEwjnxo7bxKfZAhVE6Y8KHZj1DIAQ_AUICigB&biw=1280&bih=893#imgdii=AQPx6PiOoRGodM:&i

