

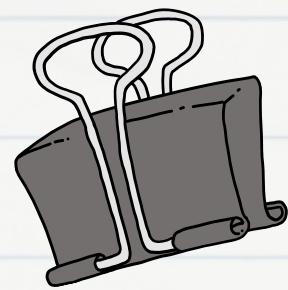
# Writing Skills

Prepared by: Miss Lalain Ehtesham

WEEK: 11 & 12

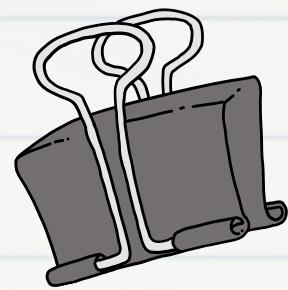
# Paragraphs





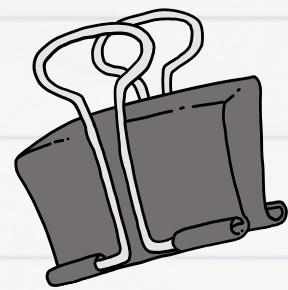
# Paragraph

- A paragraph is much more than a collection of connected sentences. It is a building block of essay development, and paragraphs provide the structure needed to develop the thesis of a paper.
- In fact, a useful way to think about a paragraph is as a “mini-essay,” or an essay within an essay, with its own mini-thesis (the topic sentence), middle or body (the supporting details) and end or conclusion (the concluding sentence).



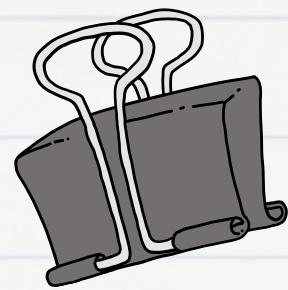
# Paragraph

- There is no set length for a paragraph in an academic paper. A paragraph might be two sentences long (in which case it would do few of the things mentioned above), or it might stretch for a full page or longer.
- To determine if the length of a paragraph is appropriate, answer the questions:
  - Does it adequately develop its main idea?
  - Does this paragraph fulfill its purpose in my paper as a whole?
  - Can my readers keep the paragraph's main idea in sight over the course of the paragraph?



# Paragraph

- A disadvantage of longer paragraphs is that both readers and writers may lose track of the main idea. 5- 7 sentences is often recommended as a suitable paragraph length in college writing. If an idea is very complex, you may wish to break your discussion of it into several shorter paragraphs.
- A paragraph usually comprises of three types of sentences.
  1. Topic Sentence
  2. Supporting Detail/Sentence
  3. Concluding/Closing Sentence



# Topic Sentence

- **What is the topic sentence?**

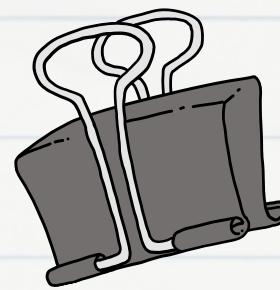
The topic sentence is the first sentence in a paragraph.

- **What does it do?**

It introduces the main idea of the paragraph.

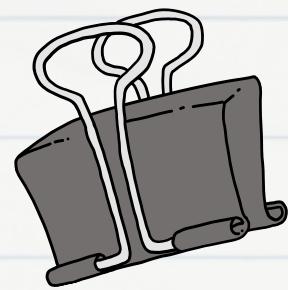
- **How do I write one?**

Summarize the main idea of your paragraph. Make clear what your paragraph will be about.



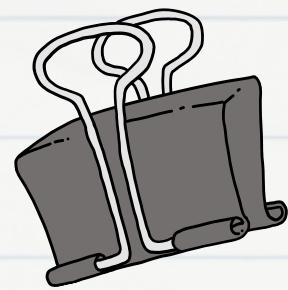
# Topic Sentence – Example

Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.



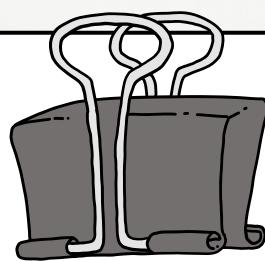
# Topic Sentence

- When writing the topic sentence, try to state the main point of the paragraph as clearly and as accurately as possible. Do not make the topic sentence too general or too specific.
- **Too General** - Studying overseas was considered to be very difficult.
- **Too Specific** - Studying overseas was considered to be very difficult for 63% of the people surveyed who cited a range of difficulties including homesickness, loneliness, difficulty making Australian friends, changes to diets, health problems, weight gain, and difficulties with money and jobs.



# Topic Sentence

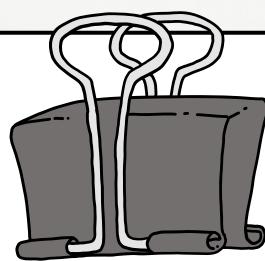
- **Good #1** - Studying overseas was considered to be very difficult in three main respects for 63% of the people surveyed.
- **Good #2** - Studying overseas was considered to be very difficult for 63% of the people surveyed due to the impacts of culture shock, financial concerns and health concerns.



# Activity

**Activity 1: Read the following paragraph and try to identify the topic sentence. Also, suggest a suitable title for the paragraph.**

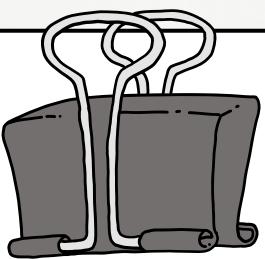
1. Synonyms, words that have the same basic meaning, do not always have the same emotional meaning. For example, the words “stingy” and “frugal” both mean “careful with money.” However, to call a person stingy is an insult, while the word frugal has a much more positive connotation. Similarly, a person wants to be slender but not skinny, and aggressive, but not pushy. Therefore, you should be careful in choosing words because many so-called synonyms are not really synonymous at all.



# Activity

**Activity 1: Read the following paragraph and try to identify the topic sentence. Also, suggest a suitable title for the paragraph.**

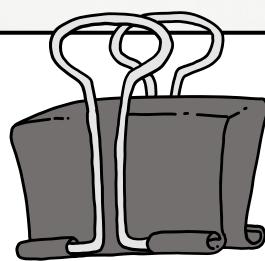
2. HRM policies affect certain immediate organisational outcomes and have longterm consequences. For example, policy choices made by managers affect the overall competence of employees, the commitment of employees, the degree of congruence between the goals of employees and those of the organisation, and the overall cost effectiveness of HRM practices. These four Cs are not exhaustive of the criteria that HRM policy makers may find useful in evaluating the effectiveness of human resource management. However, they are reasonably comprehensive.



# Activity

**Activity 1: Read the following paragraph and try to identify the topic sentence. Also, suggest a suitable title for the paragraph.**

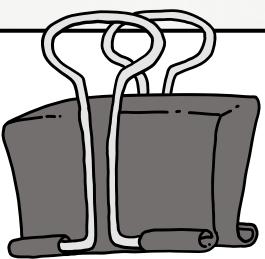
3. Gold, a precious metal, is priced for two important reasons: it is both beautiful and useful. First of all, gold has a lustrous beauty that is resistant to corrosion. For example, a Macedonian coin remains as untarnished today as the day it was minted twenty three centuries ago. Another important characteristic of gold is its utility in industry and science. The most recent application of gold is in astronauts' suits.



# Activity

**Activity 1: Read the following paragraph and try to identify the topic sentence. Also, suggest a suitable title for the paragraph.**

4. Albert Einstein, one of the world's geniuses, failed his university entrance examinations on his first attempt. William Faulkner, one of America's noted writers, never finished college because he could not pass his English courses. Sir Winston Churchill, who is considered one of the masters of the English language, had to have special tutoring in English during elementary school. These few examples show that failure in school does not always predict failure in life.

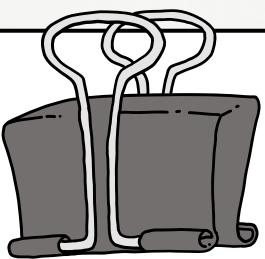


# Activity - Topic Sentence

**Write topic sentences for the following paragraph (you will need to read the supporting sentences very carefully).**

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For example, paragraphs could be structured in terms of comparison and contrast. They could also be structured to show a process. Furthermore, the organization of a paragraph may be based in the writer's need to describe. In this particular case, the structure is one which is based in the writer's need to enumerate.

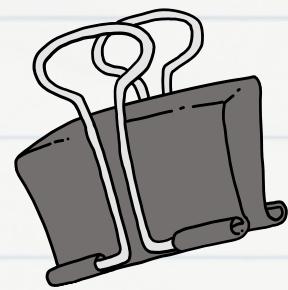


# Activity - Topic Sentence

**Write topic sentences for the following paragraph (you will need to read the supporting sentences very carefully).**

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This is not always necessary. However, the concluding sentence can be useful in reminding the reader of the main point of the paragraph (especially useful in a long paragraph). It can also leave the reader with a thought which may provoke further reflection on the topic.



# Supporting Detail/Sentence

- **What are supporting sentences?**

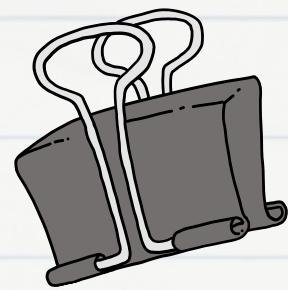
They come after the topic sentence, making up the body of a paragraph.

- **What do they do?**

They give details to develop and support the main idea of the paragraph.

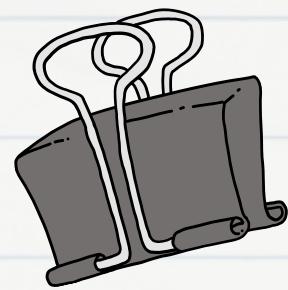
- **How do I write them?**

You should give supporting facts, details, and examples.



# Supporting Detail- Example

Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.



# Concluding/Closing Sentence

- **What is the closing/concluding sentence?**

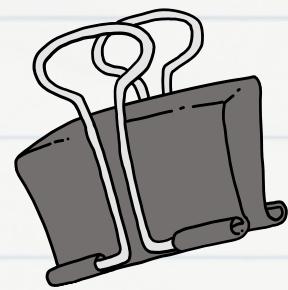
The closing sentence is the last sentence in a paragraph.

- **What does it do?**

It restates the main idea of your paragraph.

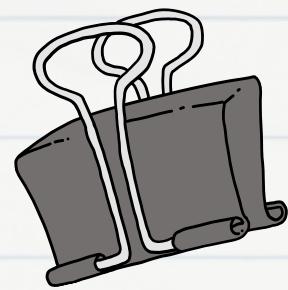
- **How do I write one?**

Restate the main idea of the paragraph using different words.



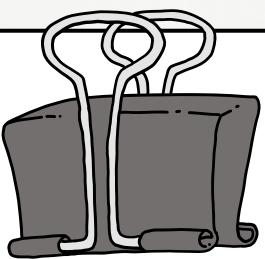
# Concluding/Closing Sentence

- Concluding sentences are optional, but can sometimes help by summarizing the main point of the paragraph. You may begin a concluding sentence with such signals as:
- In short,
- In summary,
- Indeed,
- Therefore, it is clear that...



# Concluding Sentence – Example

Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. **As a result, Canada is a desirable place to live.**



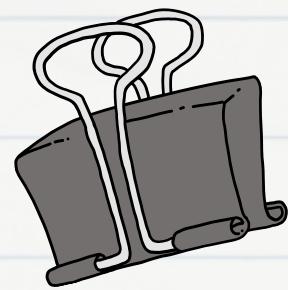
# Activity

**Provide a suitable topic sentence (TS) and Concluding Sentence (C.S) for the given paragraph.**

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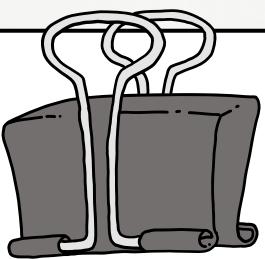
We are communicating in writing as never before; we are now able to speak instantly across cultures and among languages, and millions are alert to the importance of written words in a way once restricted to in intellectual elite. Words are surging around and across the world in an extraordinary, unstoppable blizzard, written and read at a rate and on a scale that is mind-boggling and quite new: more than 100 billion entries a day on Facebook and more than one billion tweets a week.

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# Paragraph unity

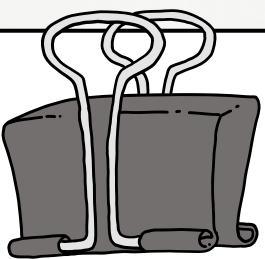
- UNITY = ONENESS
- All paragraphs should have unity.
- They should only discuss one idea.
- If you have more than one idea, start a new paragraph.



# Activity

**Read the following paragraph and identify where it could be divided into two paragraphs**

High emotional intelligence can help a manager improve workplace communication skills, employee motivation and organisational effectiveness. If a manager has high empathy, a key component of emotional intelligence, he or she will be able to listen to the concerns of employees and will be more understanding of their needs, wants and concerns. This will most likely translate into increased motivation and satisfaction of employees and ultimately will have a positive effect on the effectiveness of the business. It is important to note, however, that emotional intelligence is a concept that is not universally understood to have the same meaning and is not universally believed to be a key determiner of business success. Highly authoritarian, top down approaches are employed in many successful businesses today.

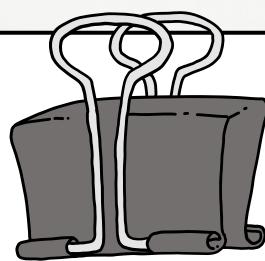


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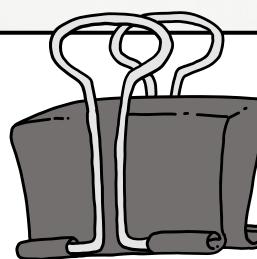
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# Activity

**Read the following paragraph and try to identify which sentence does not fit within it:**

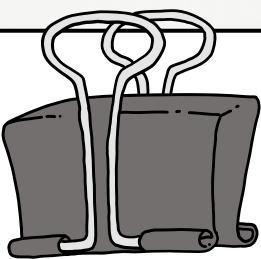
HRM policies affect certain immediate organisational outcomes and have long-term consequences. For example, policy choices made by managers affect the overall competence of employees, the commitment of employees, the degree of congruence between the goals of employees and those of the organisation, and the overall cost effectiveness of HRM practices. HRM policies have been subject to considerable change in throughout the western world in recent years. HRM policy makers may find the four Cs useful means to enhance effectiveness of human resource management in organisations.



# Activity

**Read the following paragraph and try to identify which sentence does not fit within it:**

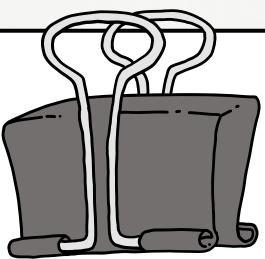
HRM policies affect certain immediate organisational outcomes and have long-term consequences. For example, policy choices made by managers affect the overall competence of employees, the commitment of employees, the degree of congruence between the goals of employees and those of the organisation, and the overall cost effectiveness of HRM practices. **HRM policies have been subject to considerable change in throughout the western world in recent years.** HRM policy makers may find the four Cs useful means to enhance effectiveness of human resource management in organisations.



# Activity

**Identify which one these paragraphs is unified and which one is without unity.**

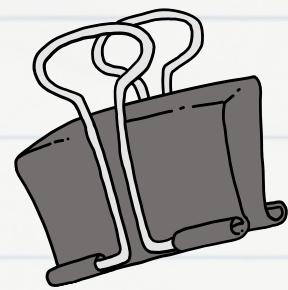
Example 1 - Robert Bee wrote, “The Zeeland massacre illustrates the need for greater control and vigilance.” This is related to the thesis. Some 20,000 people disappeared from the villages. Financial mishandling can lead to great misfortune. Corruption in the government was exposed repeatedly to no avail. A police force, under orders to eliminate suspected terrorists, grabbed political dissidents and their families



# Activity

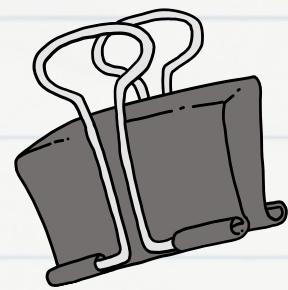
**Identify which one these paragraphs is unified and which one is without unity.**

Example 2 - The pogrom of May 3, 1987 exemplifies how foreign aid funds were appropriated for repressive rather than social development purposes. On that day, some 20,000 people were abducted from villages in the countryside, charged as traitors and summarily executed. Then governor-for-life Zeely Zeelafsun had recently used \$5 billion in aid to create a standing paramilitary police force. Without some restrictive control over the aid, human rights organizations were unable to prevent the buildup and unleashing of this disaster. Robert Bee, the director of the Development as Freedom Foundation wrote, “The Zealand massacre illustrates the need for greater control and vigilance.”



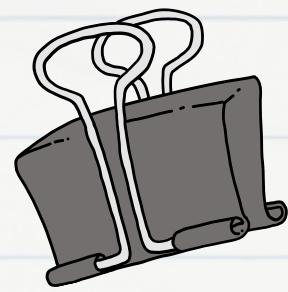
# Paragraph Unity

- PARAGRAH 1 - WITHOUT UNITY
- PARAGRAPH 2 - UNIFIED



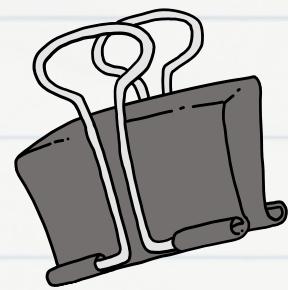
# Paragraph Coherence

- COHERENCE = STICK TOGETHER
- Sentences in a paragraph should flow smoothly and logically.
- Below are some ways you can make a paragraph become coherent:
  1. Use nouns and pronouns appropriately
  2. Arrange ideas in a logical order
  3. Use linking words
  4. Repeat key nouns regularly



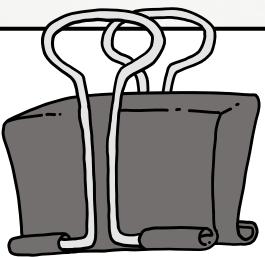
# Paragraph Coherence

- COHERENCE = STICK TOGETHER
- In a coherent paragraph, each sentence relates clearly to the topic sentence or controlling idea, but there is more to coherence than this.
- If a paragraph is coherent, each sentence flows smoothly into the next without obvious shifts or jumps.
- A coherent paragraph also highlights the ties between old and new information to make the structure of ideas or arguments clear to the reader.



# Paragraph Coherence

- Decide on an order for your sentences that will best develop the paragraph's main idea.
- Your supporting sentences are raw materials. They will not make sense to a reader unless they are put in order.
- This order could be based on several factors:
- **Chronological Sequence** - This is useful for describing a sequence of events.
- **Modified Chronology** - Sometimes a major idea presented early in a paragraph can be supplemented with necessary background information.



# Activity

**Write a unified and coherent paragraph on any one of the topic listed below consisting of Topic Sentence, Supporting Details and Concluding Sentence.**

- A new invention that you would create
- A holiday that you do not celebrate
- About a pet animal

# References

<https://www.csun.edu/sites/default/files/Auerbach-Handout-Paragraph-Writing-Examples.pdf>

[https://www.utoledo.edu/al/english/programs/composition/studio/pdf/Writing\\_Paragraphs.pdf](https://www.utoledo.edu/al/english/programs/composition/studio/pdf/Writing_Paragraphs.pdf)

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<https://www.american.edu/provost/academic-access/upload/paragraph-unity-and-coherence.pdf>

# Thank You

