

What is called sentence?

A sentence is a grammatically complete idea. All sentences have a noun or pronoun component called the subject, and a verb part called the predicate.

A sentence is the basic unit of language which expresses a complete thought. It does this by following the grammatical basic rules of syntax. For example: "Ali is walking". A complete sentence has at least a subject and a main verb to state (declare) a complete thought.

Examples of general sentences-

The sky is blue.

Today is Monday.

Tomorrow is Tuesday.

The baby is smiling.

Sheila is reading a book.

This is the road to take.

## What is a Paragraph?

A paragraph is a brief piece of writing that's around seven to ten sentences long. It has a topic sentence and supporting sentences that all relate closely to the topic sentence. The paragraph form refers to its overall structure, which is a group of sentences focusing on a single topic.

There are three main parts of a paragraph:

- Topic sentence - it has the main idea
- Supporting sentence - details that relate to and support the topic sentence
- Concluding sentence - a brief reflection or statement about the main idea

The topic sentence is usually the first sentence but it can appear at any point in the paragraph. The main thing is to be sure you have a topic sentence because it gives your paragraph its focus, similar to a thesis statement in an essay.

In Detail-

The Topic Sentence serves two functions: first, it functions as the thesis of your paragraph; second, it pushes the thesis of your essay forward and presents an arguable point. The topic sentence is usually the first or second sentence of a paragraph. Occasionally, you may find it interesting or necessary to place the topic sentence at the end of the paragraph, but don't make a habit of it!

Supporting Evidence/Analysis makes your claim digestible. You need to find a balance between evidence you provide (facts, quotations, summary of events/plot, etc.) and analysis (interpretation of evidence). If your paragraph is evidence-heavy, you haven't presented an argument; if it is analysis-heavy, you haven't adequately supported your claim.

The Concluding Observation closes your paragraph with an observation that is more than just summary of the contents of the paragraph. The concluding observation provides a final idea that leads to the next step in your argument. The observation is usually the last or second-to-last sentence in the paragraph.

## types of paragraphs

The four different **types of paragraphs** are **descriptive, narrative, expository, and persuasive**. These four types allow you to write about absolutely anything that you want! By understanding these different types of paragraphs and what they are used for

### The descriptive paragraph

The descriptive paragraph describes something and shows the reader what a thing or a person is like. The words chosen in the description often appeal to the five senses of touch, smell, sight, sound, and taste. Descriptive paragraphs can be artistic and may deviate from grammatical norms.

#### An example of a descriptive paragraph:

*The lights grow brighter as the earth lurches away from the sun, and now the orchestra is playing yellow cocktail music, and the opera of voices pitches a key higher. Laughter is easier minute by minute, spilled with prodigality, tipped out at a cheerful word. The groups change more swiftly, swell with new arrivals, dissolve and form in the same breath; already there are wanderers, confident girls who weave here and there among the stouter and more stable, become from a sharp, joyous moment the center of a group, and then, excited with triumph, glide on through the sea-change of faces and voices and color under the constantly changing light.*

This excerpt is taken from *The Great Gatsby* by F. Scott Fitzgerald. In this paragraph you can hear, see, and feel the setting in which the story takes place. When you practice writing a descriptive paragraph yourself, you should address all aspects of the physical world.

### The narrative paragraph

The narrative paragraph tells a story. There's a sequence of action or there's a clear beginning, middle, and end to the paragraph.

#### An example of a narrative paragraph:

*It's been almost ten years since I first ran for political office. I was thirty-five at the time, four years out of law school, recently married, and generally impatient with life. A seat in the Illinois legislature had opened up, and several friends suggested that I run, thinking that my work as a civil rights lawyer, and contacts from my days as a community organizer, would make me a viable candidate. After discussing it with my wife, I entered the race and proceeded to do what every first-time candidate does: I talked to anyone*

*who would listen. I went to block club meetings and church socials, beauty shops and barbershops. If two guys were standing on a corner, I would cross the street to hand them campaign literature. And everywhere I went, I'd get some version of the same two questions.*

This opening paragraph from Barack Obama's *The Audacity of Hope* tell an interesting story about how a man entered the arena of politics. It has a beginning, a middle, and an end, and it raises the reader's curiosity about what will happen next.

## **The expository paragraph**

The expository paragraph explains something or provides instruction. It could also describe a process and move the reader step by step through a method. This type of paragraph often requires research, but it's possible that the writer is able to rely on his or her own knowledge and expertise.

### **An example of an expository paragraph:**

*All toilet flush tanks work about the same. When the toilet is flushed, the trip handle lifts the tank ball, opening the outlet and letting water flow into the bowl. When the tank is nearly empty, the ball falls back in place over the outlet. The float falls with the water level, opening the water-supply inlet valve just as the outlet is being closed, and the tank is refilled through the filler tube. Water also flows through the bowl refill tube into the overflow pipe to replenish trap-sealing water. As the water level in the tank nears the top of the overflow pipe, the float closes the inlet valve, completing the cycle.*

This paragraph from Reader's Digest *Complete Do-it-yourself Manual* gives detailed information about how the water moves through a toilet when it is flushed. It's instructive, and if you like this kind of thing, it may even be interesting.

## **The persuasive paragraph**

This type of paragraph tries to get the reader to accept a particular point of view or understand the writer's position. This is the type of paragraph that many teachers focus on because it's useful when building an argument. It often requires the collection of facts and research.

### **An example of a persuasive paragraph:**

*Immigration contributes to the overall health of the American economy. Despite recent concerns related to the costs created by illegal and some legal immigration to the United States, this country has largely benefited from the skills, talents, and ambition that immigrants bring with them. American businesses gain from a good source of affordable labor, while towns and cities are revitalized by immigrant families who*

*strengthen communities through civic participation the generation of new economic activity. The United States must continue to welcome new arrivals and help those who already here; otherwise, the country will lose the advantages it has over other industrialized countries who compete against us in the global marketplace and seek to recruit from a vast pool of unskilled and skilled global workers.*

This is the paragraph that appeared on the page describing what a paragraph is. Your teacher wrote it. I have an opinion about a particular topic, and in this paragraph I want the reader to accept or consider my position. The persuasive paragraph is, perhaps, the most difficult to write but there is a good method I can show you in order to be successful in writing one.

### **What is Technical Vocabulary?**

Technical Vocabulary is the specialized vocabulary of any field which evolves due to the need for experts in a field to communicate with clarity, precision, relevance and brevity. Prior to developing your technical vocabulary, to improve your general vocabulary in English is very essential. The thirst to learn new words, should be a continuous process; whenever you learn new words, try your best to use them while you communicate so that the words register in your mind. There are different strategies you can adopt to learn the words. Learn by knowing their origin. A dictionary is an invaluable tool to build your vocabulary. Sometimes you infer the meaning of a word from the context; but the meaning may not be exact. Only the dictionary would provide with the exact meaning.

### **Impersonal Style of writing -**

Impersonal writing focuses **more on a 'thing' to be the subject rather than a person**. For example instead of 'I undertook the training...' it could be written 'The training was undertaken

## **Impersonal expressions**

There are several useful impersonal expressions that are commonly used in academic writing:

- There is/there are ...
- This essay/paper focuses on/examines/analyses ...
- The evidence suggests ...
- It would appear that/it seems that ...
- The topic for today's presentation is ...
- It is necessary

By avoiding the personal pronouns 'I' and 'you', and phrases such as 'in my opinion', these expressions allow writers to achieve an impersonal style and present their arguments and ideas objectively rather than subjectively.

## Indicators-of-scientific-attitudes

To be scientific mean that one has such attitudes as curiosity, rationality, willingness to suspend judgment, open mindedness, critical mindedness, objectivity, honesty and humility etc. attitude regulate behavior that is directed towards or away from some object or situation group of objects or situations .

No	Scientific attitude	Indicator
1	Curiosity	Actively asking questions about the material being studied Observe Look for answers enthusiastically Find out every step of the activity
2	Honesty	Write observations down as is. Do not see the observations of others Do not combine facts with opinions Receive observations No cheating
3	Cooperate	Appreciate friends' findings Do not feel arrogant with their own opinions Willing to listen other people's arguments Do teamwork in practicum Willing to change opinions based on strong evidence Have a discussion every decision making
4	Perseverance	Appreciate friends' findings Do not feel arrogant with their own opinions Willing to listen to other people's arguments Work with a team in practicum Willing to change opinions based on strong evidence Have a discussion every decision making
5	Thorough	Pay attention to empirical facts Work carefully in practicum Delay the decision until enough data is collected Follow activities based on instructions
6	Critical thinking	Find as much information as possible Pay attention to data even if it is small. Do not immediately accept conclusions without strong evidence Presenting a different report with other friends Change opinions in response to facts
7	Responsible	Dare to defend opinions about the results of practicum Gather reports and assignments on time Clean tools, materials, and laboratories after class practice

## Plain Statement-

The definition of plain is clearly understood, obvious, simple or not complicated. An example of plain is using basic language to describe something. An example of plain is unflavored yogurt.

## Description of a Process

A process is a series of actions, and fundamentally the description of a process is the description of action. The action may be either one of two types. One type is that in which attention is focused on the performance of a human being, or possibly a group of human beings. A simple example is filing a work piece by hand; in a description of this process, emphasis would fall naturally upon the human skills required. The other type involves action in which a human operator either is not directly concerned at all, or inconspicuous. An instance is the functioning of a contactor.

In describing almost any process, regardless of types there are problems that usually arises and these are:

1. adaptation of the description to the reader
2. overall organization
3. use of illustrations

A process description is organized as follows:

Introduction

Equipment

and

Materials

Step-by-step

description

of

the

action

Conclusion (if necessary)

Definition

an explanation of the meaning of a word, phrase, etc. : a statement that defines a word, phrase, etc.

a statement that describes what something is

What is the legal definition of a corporation? a definition of happiness

What is Description

a written or spoken statement about something that enables a reader or listener to picture it I recognized the place from your description of it. 2 : sort entry 1 sense 1, kind People of every description were there.

An example of description is a story about the places visited on a family trip.

What is a diagram?

A diagram is a symbolic representation of information using visualization techniques. ... Sometimes, the technique uses a three-dimensional visualization which is then projected onto a two-dimensional surface. An example of diagram is a chart showing how all the departments within an organization are related.

Technical Communication

Technical communication is used to convey scientific, engineering, or other technical information.

Technical communicators may put the information they capture into paper documents, web pages, computer-based training, digitally stored text, audio, video, and other media.

Technical communication uses a number of media platforms to provide information to a target audience. Sometimes, to really understand what something is, it's best to define what something is not. Technical communication is not journalistic writing, expressive writing, or creative literature. It does not use symbolism or vague literary references. Its purpose is not to entertain. Instead, technical writing is designed to inform or instruct an audience with a specific goal in mind.

Technical communication is clear, concise, and objective. Technical communication encompasses an expansive group of documents. It is not limited to information about computer systems or programming.

Simplicity in technical communication-

Simplicity is. a judgment made by people (e.g., readers & users) about whether a text or design of a product or app is as simple as possible given the complexity of the topic and rhetorical situation.

Why is simplicity important in technical writing?

Simple language is clearer for the reader and easier for the writer. Simple structures avoid confusion and complications. When it seems difficult to start a piece of writing, or to continue, using the simplest approach available makes it easier. Start with the one point you want your writing to say.

How do you concise a presentation?

Here are four simple ways to help you deliver a clear and concise presentation.

1. Use Precise Words. There are many ways to express one idea, but clarity shouldn't be sacrificed for novelty. ...
2. Use Familiar and Easy-to-Understand Words. ...
3. Use Short and Simply Constructed Sentences. ...
4. Provide Verbal Guideposts.

How to write concisely

1. Stay on topic. As you revise your work, check that the content of each sentence is both relevant and necessary. ...
2. Avoid wordy verbs. ...
3. Avoid unnecessary nominalisation. ...
4. Avoid expletive constructions. ...
5. Avoid low-value phrases. ...
6. Remove unnecessary prepositional phrases. ...
7. Check for redundant words and phrases.