

WEEK 4

LECTURE 1

Writing to Argue: ONLINE GROCERY

- Just as we speak, we often write to argue.
- Policies are rarely undisputed.
- There always are two sides, or even more.
- Language of argument is different. Here we need to talk at least about two competing issues.
- Language, therefore should be appropriate. One often finds words and expressions like

Gamma

"on one hand and the other", "as far as", "as well as", "point of view", "in view", "on considering", etc.]

- Documents of this kind frequently use adjectives of comparison, such as,

Gamma

"solar power is the least polluting option"]

- We can also have most, more, less, little, much, many.

- Adjectives in various degrees of comparison may be there. So might there be adverbs.

Eg:

Mass rapid transport systems are not only the most cost effective options, but actually that is the only future of big cities.]

- So may there be nouns, particularly non proper nouns like the following:

Majority groups have always been ignored unless they have assured profit.
Half of the population in metro cities never works...]

- Then there are expressions demanding consideration such as

"before you conclude", "while we are at it", "one can as well see", "in totality", etc.]

- There are other characteristics of writing to argue, you can better read on some currently debated subjects you are interested in. You can easily make a glossary of such terms.

"increasingly", "no longer", "likely", etc]

Writing To Argue - 2

HOME ALONE

Structure Of Argument

- Usually, statement of situation is given first, followed by arguments for one side against the other.
- But third or fourth paragraph it is arguments in favour of the other side and against the one stated earlier.
- Final part usually takes an overview and reaches an acceptable conclusion.

Language of Argument

- Often complex sentences
- Even simple sentences occur in contrast :

"Stars twinkle, planets do not."

- Basically, this is how an essay making arguments is structured. Examples can often be statistical at larger policy levels.
- But similar occasions in social circles among friends and family have anecdotal rather than a statistical

evidence.

- Then there are language issues.
- Documents of this kind often have complex sentences using:
 - 1) if ..., then ...
 - 2) while ..., this ...
 - 3) whereas ..., there ...
 - 4) of ..., so ...

LECTURE 3

Lab Manual :

MAKING TEA

- Many students work in laboratories, write and use manuals of what they do and later write reports on what they do and see, what they observe.
- Manuals are generally in the nature of recipes we often come across in learning to cook.
- From the point of view of language, this is not a very complex piece of writing, but it is a very interesting one, and it demands greatest possible accuracy (in terms of words for
 - (a) things & actions, i.e nouns & verbs, etc.

- (b) sequence of their use
- (c) duration of their use
- (d) changes that may occur

• It is possible that we know words for these things, but either through inattention, distraction, oversight, or sometimes even confusion about what to write first and what next, etc.

EXAMPLE: Making Tea

Ingredients : 1. A cup of water
2. Half a tea-spoonful of tea leaves

- Steps :
- 1. Take a pan or kettle or percolator to boil water
 - 2. Pour a cup of water into it
 - 3. Keep the kettle / pan on stove
 - 4. Light the stove
 - 5. Let the pan .. be there until water boils in it.
 - 6. Meanwhile warm the teapot, keeping it near the stove.
 - 7. Put the tea leaves in the pot.
 - 8. After bubbles settles down in the boiled water, pour this hot water gently upon the pot, such that the falling water does not break the leaves.

9. Let the leaves soak water and sink at the bottom of the pot.
10. After the leaves sink, pour tea through a strainer into your cup.
11. Tea may look yellow or red. And will be ready for drinking.
12. If you like your tea with sugar and milk, or honey and lime, then you can add them to your tea according to your taste at this stage.

LECTURE 4

Writing to Influence.

examples

- Some important words or phrases that you should use when you are writing to influence people:

- (1) finally , (2) how many , (3) recent weeks,
- (4) numerous , (5) several , (6) a strong preference,
- (7) continuing to rise , (8) a strong indication
- (9) several factors , (10) preference

Essays on Reflection-1

- # Do not start writing at once.
- # Create a synopsis of relevant points.
- # You can also think of examples, illustrations, different kinds of evidence and ideas to further clarify the subject.
- # For a good essay, a good synopsis is important:
- # What is SYNOPSIS?
A synopsis is an overview, like you stand on the rooftop and look at the entire city or village.
- # A good essay for reflection cannot include everything, but it must dwell upon some important things.
- # Designing a good synopsis can help you write the best essay you are capable of writing.
- # If you have only 30 minutes to write an essay, as in many national and international tests, spend atleast five minutes writing a synopsis.
- # This will save your time, it will help you produce as good an essay as you are really capable of.

NOTE that :

- # Many of us do not look at all possible aspects of a topic that makes only a partisan essay.
- # A good synopsis should reflect such a comprehensive thought.
- # ~~In the synopsis of~~

Example : Make a synopsis for writing an essay on the following topic:

Should one have unlimited freedom? Should there be no censorship for mass media. Write an essay in about 200 words presenting your views on the subject. You can use any ideas, examples and evidence in support.

SYNOPSIS 1

Print media - electronic media - new media - movies - creative freedom - freedom of press - surveillance - certification - emergence of online streaming sites post covid.

- # In the synopsis above, the writer intends to say nearly all about censorship in public life; but the writer says nothing about individual - should one have unlimited freedom.

SYNOPSIS 2

Meaning of freedom - constraints on freedom - limits of freedom in personal life - question of suicide - print media - electronic media - new media - movies - creative freedom - freedom of press - surveillance - certification - emergence of online streaming sites post covid.

Essays on Reflection-2

- A good essay is not possible without revision.
- Revision will help you get rid of those little mistakes that happened because of oversight, because of taste and because of slip of hand, etc.
- On the whole, if you have 30 minutes for an essay, you should keep at least five minutes for revising it.
- A good essay must also have some stories, anecdotes, etc.
- This story can be included in synopsis in the form of instances and illustrations. While writing at least about 20-25 percent of time and words may be given to illustrations, instances from your

experience.

- The final draft must be easy and interesting to read.
- Sentences and paragraphs there must not remain unconnected.
- One must lead to the other , the other must follow from the preceding which means you should use lots of cohesive devices connecting sentences and paragraphs.
- Some of these devices are as follows :
As ; example ; for example ; here ; henceforth ; hence ; illustrating ; nevertheless ; so ; however ; how so ever ; thus ; therefore ; that is why , etc.
- Using these markers , using prepositions properly , using pronouns only after nouns , etc . strings the sentences into meaningful paragraph.