

HUM231 - Presentation Skills and Technical Writing

Lecture 7 : Writing a paragraph



Step 1 of Writing

- Before you start writing your report body, you should start thinking about breaking the report topic into several correlate ideas.
- Then, write the main headings, and subheadings. This would save you time and effort.
- The following step is to write the body of your headings and subheadings into paragraphs.



Paragraph

- A paragraph is a group of sentences that all focus on one main idea or topic.
- It helps organize information so that it's easier for the reader to understand.
- Each sentence in a paragraph must give information about the topic

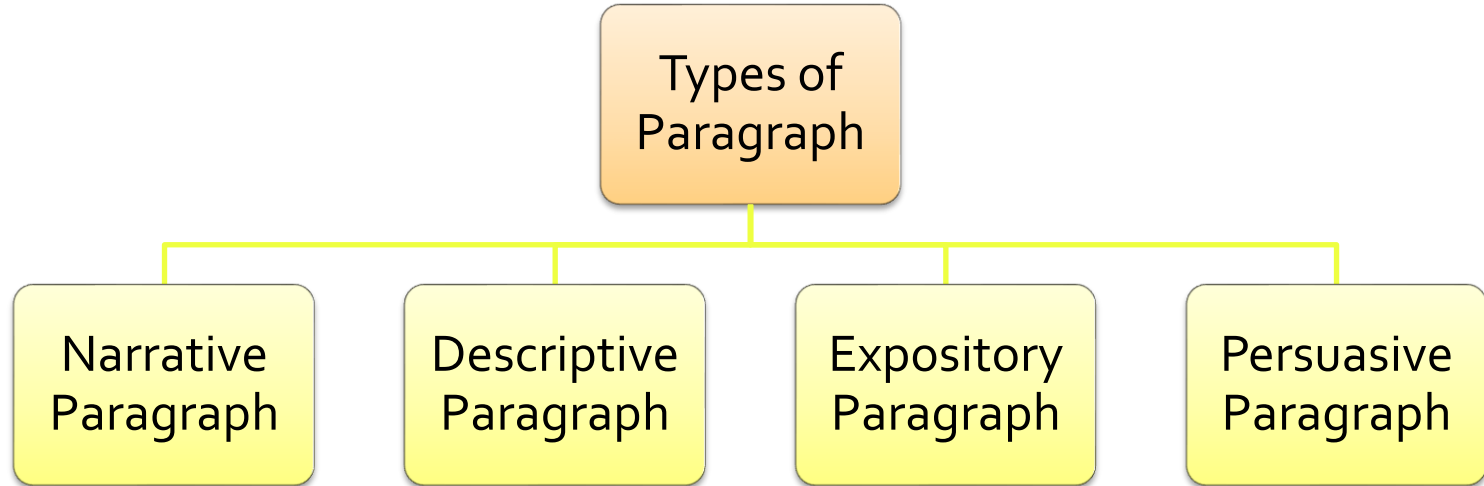


Purpose of writing a Paragraph

1. Keeping Ideas Organized.
2. Making Information Easier to Understand.
3. Highlighting Important Points.
4. Helping Ideas Flow Smoothly.



Types of paragraph



Types of paragraph

1. **Narrative Paragraph**: it tells a story or describes a sequence of events in chronological order.
Ex: "Last weekend, we went to the zoo. We saw lions, elephants, and playful monkeys. It was a day filled with fun and laughter."
2. **Descriptive Paragraph**: it Paints a bright picture of a person, place, object, or event using sensory details.
Ex: "The garden was alive with vibrant colors—roses in full bloom, daisies swaying in the breeze, and the scent of lavender filling the air."

Types of paragraph

3. **Expository Paragraph:** it explains or informs about a topic clearly and concisely. This includes cause-and-effect, process, and comparative writing styles.
Ex: "Recycling is essential because it reduces waste in landfills, conserves natural resources, and lowers pollution."
4. **Persuasive Paragraph:** it convinces the reader to agree with a viewpoint or act, using arguments and evidence.
Ex: "Everyone should exercise regularly because it improves physical health, boosts mental well-being, and increases energy levels."

Characteristics of Effective Paragraphs

1. **Unity**: Each paragraph should focus on a single idea. All sentences should support the main point introduced in the topic sentence.
2. **Coherence**: Sentences should flow logically from one to the next. Use **transitions words** to connect ideas.
3. **Conciseness**: Avoid unnecessary words or repetition. Each sentence should add value and be as clear as possible.

Transition Words

- They help the paragraphs to flow together. They link ideas so that they relate to one another.

In the same way	As a result,
Similarly	Therefore
Likewise	Finally,/Lastly
While	In conclusion
On the other hand	In summary
Although	Furthermore/ Moreover
However	In addition,/ Additionally

Tips for Conciseness


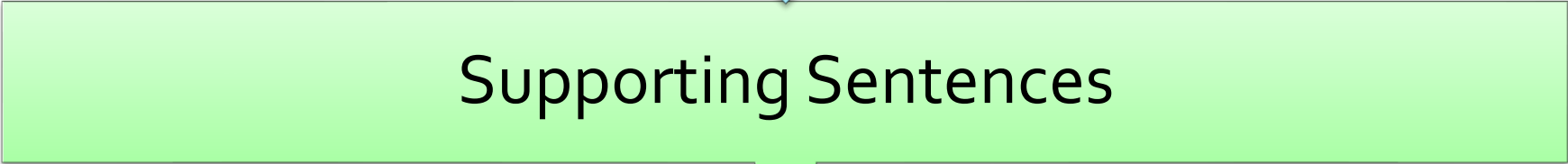
1. **Avoid Redundancies:** Remove words that mean the same thing.
2. **Use Simple Words:** Prefer simpler, more direct words over complex ones.
3. **Cut Unnecessary Details:** Only include details relevant to your main point.
4. **Using the Active Voice:** When possible, use the active voice to make sentences more direct.

Main parts of a Paragraph

Topic Sentence



Supporting Sentences



Closing Sentence



Main parts of a Paragraph

- **Topic Sentence:** This is the first sentence that introduces the main idea of the paragraph. It tells the reader what the paragraph will be about.
- **Supporting Sentences:** These sentences provide details, explanations, or examples to support the main idea introduced in the topic sentence. They are the main body of the paragraph.
- **Closing Sentence:** This is the last sentence in the paragraph that wraps up the idea or transitions to the next paragraph. It may summarize the key point or lead into the next section of the text.

Main parts of a Paragraph

**Topic
Sentence**

The ancient Egyptians believed in many different gods and goddesses and each one had their own role to play in maintaining peace and harmony across the land.

Some gods and goddesses took part in creation. Other gods and goddesses brought the flood every year. Some offered protection, and some took care of people after they died. Egyptians had local gods who represented towns, and minor gods who represented plants or animals.

**Supporting
Sentences**

**Closing
Sentence**

The ancient Egyptians believed that it was important to recognize and worship these gods and goddesses so that life continued smoothly.



Exercise (1)



Exercise: Creating Topic and Closing Sentences

- Now, Let's try to write a paragraph from the following details.
 - Penguin Moms lay the eggs and afterwards leave to get food for 2 months.
 - Penguin dads incubate the egg until it hatches.
 - They take turns caring for their chick and feeding in the sea.
 - Once the egg hatches, The young stay sheltered in the pouch of the mother while the father brings food.



Exercise: Examples of Topic Sentences

- Penguins' parents share in taking care of their young.
- Mother and father penguins play a very important role in raising their young.
- Penguin mom and dads are very good parents.
- Penguin parents are very protective of their young.

Exercise: Examples of Closing Sentences

- I think penguins are the most loving parents.
- Penguins are for sure the most caring parents.
- Penguins are so amazing creatures, and they surely know how to take care for their young.
- No other creatures can share in caring for their children as penguins.

Exercise (2)



Exercise: Creating Closing Sentences

- Now, Let's try to choose a proper closing sentence for the following paragraph.
- Egypt is most famous for their pyramids. There are over 100 pyramids in Egypt, but that information is unknown to many people. The most popular and well-known pyramids are the Pyramids of Giza. They are in Cairo. Pyramids were tombs for pharaohs. To complete the pyramids, workers hauled and lifted millions of limestone blocks that weighed an average of 2 and 1/2 tons each. They didn't have iron tools or wheeled vehicles. The workers carried each stone by hand, pulled them on sleds, and lifted them up mud ramps to be placed on the slowly rising structure.

Exercise: Examples of Closing Statements

- Now we are glad that the Egyptians worked so hard so that we can admire the beauty.
- The pyramids have been standing in Egypt for a long time, and they still stand for people to see.
- You can see why the Egyptian would be proud of all this hard work.
- We hope that someday scientist will be bale to figure out how Egyptians built these ancient structures.

Exercise (3)



Exercise: Creating Supporting Sentences

- Now, Let's try to write the detailed paragraph from the following topic sentence.

➤ **Topic Sentence:**

- Arizona has been thinking about extending the school year from May to June, but I think that they should not extend the school year.

What are some details you would expect to see in this Paragraph?



Exercise: Ideas of Supporting Sentences

- Why Arizona is extending the school year
- When they plan to extend the school year
- Reasons why it is a bad idea

Exercise: The paragraph

- **Arizona has been thinking about extending the school year from May to June, but I think that they should not extend the school year.** They thought about this to improve the student's performance and help them get ready for the final exams. **Also**, some students are participating in the school play which needed them to skip some classes. **Consequently**, they need to give these students a chance to make up for what they skipped. **However**, I really think it is a bad idea. Extending the school year would make summer break shorter for students, which is important for their rest and relaxation. After a long school year, students need time to recharge before the next year begins. **Moreover**, teachers also need a break to plan for the next term and avoid burnout. **Finally**, Arizona already has a high temperature in June, and schools would have to deal with heat-related issues, which could make learning uncomfortable. **For these reasons, I believe that extending the school year is not a good idea.**

Group Activity



Group Activity

1. Best Egyptian food.
2. The Perfect Pet .
3. An interesting place to visit.
4. How to save money.
5. The Best Sport played.
6. A health tip.
7. The impact of Social Media
8. Benefits of good friends.

Course Task (1)



Task (1)

- You must work with your group to write a report on a topic of your selection.
- The deadline for submitting your report is Thursday 5th of December 2024.
- The deadline for sending the title of your report is Thursday 21st of November 2024

Task (1): Requirements

1. The report should follow the **technical writing rules**.
2. It should include the proper **front matter**.
3. Max. number of pages for report body: **4**
4. Font type: **Times New Roman/Arial/Calibri**
5. Font size: **12 for body text** and **18 for title**. Consider **size degrading**.
6. Proper **sizes and resolution** for figures and tables.

Task (1): Type of Report

1. **General topic report:** Renewable Energy, Social Media, Ferroresonance, etc.
2. **Lab Experiment report:** Choose a lab experiment and write the appropriate background, objectives, components,...etc.
3. **Field trip/Internship report:** write about a field trip or the internship you had. You should include a background on the company/factory, the technical details of the things you learned, etc...

Questions??

