

1. Writing Paragraph

1.1. Definition of Paragraph

A paragraph is a collection of **connected** sentences that develop **one theme**. The theme of the paragraph is commonly stated in the **topic** sentence.

1.2. The Structure of Paragraph

The structure of paragraph is classified by sentences as:

A. Introductory sentence

- is the sentence that opens the paragraph.
- is more general that can brake down into details.
- is called a topic sentence.

B. Body(Supporting Details)

- are sentences that develop the topic sentence.

- are presented as **examples**, **definitions**, **statistics**
- the number of details and sub-details in a paragraph depends on the nature of the message the writer wants to explain his idea and the kind of readers/audiences in mind.

C. Concluding Sentence

- is a sentence that **concludes** the paragraph.
- it **restates** the topic sentence.

1.3. Planning a Paragraph

A. Choosing a manageable topic

B. Writing a manageable topic sentence

C. Developing relevant and sufficient detail

D. Arranging details in a logical order

When writing a paragraph, you need to follow some steps:

- ☐ Choosing a **manageable** topic
- ☐ Writing a **manageable** topic sentence
- ☐ First, **brainstorm/outline** on the idea(in pairs or groups).
- ☐ Then, make some **re-order** of the ideas from most important to least important, from known to unknown, from earliest to latest, etc.
- ☐ Next, write out the paragraph on a rough paper (**first draft**).
- ☐ You may need to make some **editing**.
- ☐ Read your paragraph **again(proofread)**
- ☐ Finally, write it in your **final** task book.

1.4. Principles of paragraph writing

Basic elements or principles of paragraph writing are:

- A. **Paragraph Unity:** is oneness of ideas in a paragraph.
 - B. **Paragraph Organization:** is about how logically you develop your ideas in a paragraph. You may organize in accordance with the occurrence of the events **space**, **size**, **importance** and **category** or class of the notes to be developed in a paragraph.
 - C. **Paragraph coherence:** is a linkage and appropriate relationship b/n sentences in a paragraph. To achieve this, cohesive devices (linking words) play a significant role.
- **A paragraph could be unified but incoherent unless the proper devices are used.**

E.g. however, although, consequently, therefore....

1.5. kinds of paragraph

There are four kinds of paragraphs:

A. Descriptive paragraph

We describe **people**, **things**, **situations**, etc. in this kind of writing, an attempt is made to give a **mental picture** about the people, things and situations we describe.

E.g. My bedroom

B. Narrative Paragraph

It develops the **occurrence** of events/**happenings** sometime in the past. It begins from the earliest and develops it up to the latest.

E.g. When I was about five years old, I remember doing a lot of exciting things.

C. Expository Paragraph

In expository paragraph, we **explain** about something. The length of your explanation depends upon the intention and nature of the writing. Types of Expository paragraphs are:

- I. **Definition** – defines a concept or a term E.g. democracy
- II. **Cause and effect** – cause effect relationship E.g. the causes of smoking cigarettes
- III. **Contrast** – differences/dissimilarities E.g. University education is d/t from high school education.
- IV. **Analogy** – we compare one thing to another thing e.g. the president is head of institution. In the same way Dawit is head of the family.

V. Problem and solution paragraph – we state problem and its solution.

VI. Opinion/Reason Paragraph – E.g. One should be cautious when selecting a partner.

VII. Process Paragraph – explains the steps to do sth.

E.g. How to make coffee

VIII. Analysis and classification paragraph – we classify one thing into its various components and analyze the parts. E.g. Language has more than one purpose.

IX. Exemplification/Illustration Paragraph – developing one paragraph using examples that support a topic sentence.

D. Argumentative Paragraph

In this kind of writing, we write in **support of** or **against** a certain proposition or issue. In this kind of writing, we are expected to reason out why we **go for** or **against** a view or idea. E.g. Should laws restrict where people can smoke?

Part Two

Writing Essay

2.1. Definition of Essay

An **essay** is an **extended** writing on a particular topic/subject. At this level of writing, a writer has **ample opportunity** to develop his ideas in detail when compared with paragraph writing which limits a writer to develop only one major idea.

2.2. The structures of Essay

A. Introductory Paragraph

- Introduces the reader about a subject/topic.
- the reader will be made to know why the writer writes on that specific topic
- the reader will be made to know what points would be included in the essay.

B. Developing Paragraphs

- develop the major ideas of the essay; one major idea in a paragraph.

C. Concluding paragraph

- ends the essay by summarizing the main points, making generalizations/or by making some recommendations which the writer thinks should be done.

Tips of Good Essay

The purpose of writing are: to inform, to convince and to entertain. So, essay must include several important components to make it flow in a logical way:

Introduction, **body** and **conclusion**.

- 1. Introduction:** should contain attention holder for readers.
 - Make the essay sound interesting
 - Move the essay from general to specific.
 - Provides the reader a road-map of the essay in a logical order.

Cont...

Body: includes the evidence and support of the paper in addition to the writer's ideas; Paragraphs must include a topic sentence which relates the discussion back to the thesis

statement; logical ordering of ideas:

Conclusion: this section should wrap all of your arguments and points; should restate the main arguments in a simplified manner; ensures that the reader is left with something to think about, particularly if it is an argumentative essay.

Cont...

Ways of developing/ordering ideas in an essay and/or a paragraph:

1. **Chronological order**- order of time, good for narratives;
2. **Spatial order**-good for descriptions of locations; top to bottom.
3. **Emphatic order**- it is a technique of ordering ideas from least important to most important ones; most common in high school writing; includes substantial examples and evidences to support your argument and uses transition sentences to create a good flow to the essay. But it always important to remember the examples/illustrations are relevant and sources are properly cited.

2.3. Strategies/Steps in Essay writing

A. Choosing manageable topic

B. Writing strong thesis statement (states the aim of the writing and may give insight into the author's examples and evidences)

e.g. Saving for house (**topic**)

It is harder than ever now for a couple to buy that first house(**theses statement**)

C. Developing relevant and sufficient details that develop the theme

e.g. In order to make our dream of being home owners come true, we decided to take **certain steps**.

D. Outlining – is arranging details in a logical order.

E. Begin writing your paper(writing first draft)

F. **Editing**- correcting errors in the first draft

G. **Revising**- is reading again to see errors for the last time.

H. Writing a **finished draft**- writing error free essay.

2.4. Kinds of Essay

There are four kinds of paragraphs:

A.Descriptive Essay

We describe people, things, situations, etc. in this kind of writing, an attempt is made to give a mental picture about the people, things and situations we describe.

E.g. My bedroom

Such kind of writing provides readers a clear picture of people, places, objects, or events. In descriptive writing, the writer does not tell readers what was seen, felt, tested, smelled or heard. He/she rather makes readers see, feel, test, smell or hear through the use of clear language and accurate sensory details. Use of figurative language, adjectives, adverbs and modifiers is common in descriptive writings.

Note: Follow the following steps to write your descriptive paragraph.

- Brainstorming
- outlining
- drafting
- redrafting
- writing
- editing

B. Narrative Essay

It develops the occurrence of events/happenings sometime in the past. It begins from the earliest and develops it up to the latest.

E.g. When I was about five years old, I remember doing a lot of exciting things.

Cont...

Note: A narrative essay tells a story. You should follow some steps:

- Think of the topic
- Plan (what to include, what words, phrases and sentences you should use to make the writing inspiring)
- Sequence your ideas, phrases and sentences in logical order that help you tell a story.
- Write first draft
- Check for spelling, punctuation and grammar errors.
- Write the final draft

C. Expository Essay

In expository paragraph, we explain about something. The length of your explanation depends upon the intention and nature of the writing. This writing states facts or information about a topic.

Types of Expository paragraphs are:

- I. **Definition** – defines a concept or a term E.g. democracy
- II. **Cause and effect** – cause effect relationship E.g. the causes of smoking cigarettes
- III. **Contrast** – differences/dissimilarities E.g. University education is d/t from high school education.
- IV. **Analogy** – we compare one thing to another thing e.g. the president is head of institution. In the same way Dawit is head of the family.

D. Argumentative Essay

In this kind of writing, we write in **support of** or **against** a certain proposition or issue. We are expected to reason out why we **go for** or **against** a view or idea.

E.g. Should laws restrict where people can smoke?