

LANGUAGE FUNCTIONS

AGREEING

- I agree 100%
- I couldn't agree with you more.
- That's exactly what I think.
- That's exactly how I feel.
- Exactly.
- Absolutely.
- That's so true.
- That's for sure.

DISAGREEING

- I don't think so.
- I beg to differ.
- I'm afraid I don't agree.
- I'm not so sure about that.
- That's not how I see it.
- Not necessarily.

Compare/Contrast

Comparison in writing discusses elements that are similar, while contrast in writing discusses elements that are different. A compare-and-contrast essay, then, analyzes two subjects by comparing them, contrasting them, or both.

The Structure of a Compare/Contrast

The compare-and-contrast essay starts with a thesis that clearly states the two subjects that are to be compared, contrasted, or both and the reason for doing so. The thesis could lean more toward comparing, contrasting, or both. Remember, the point of comparing and contrasting is to provide useful knowledge to the reader.

Phrases of Comparison and Contrast

Comparison	Contrast
one similarity	one difference
another similarity	another difference
both	conversely
like	in contrast
likewise	unlike
similarly	while
in a similar fashion	whereas

EMPHASIZATION

Emphasis can be attained through several means, one of which is the placement of important ideas in strategic positions—like, the beginning or at the end of sentences or paragraphs. One other means, is by creating ample space before the emphasized elements than those other ones considered less significant.

Examples

1. His speech emphasized the importance of unity.
2. She emphasized the need for more research before making a decision.
3. He emphasized that his priority was to promote the welfare of his employees.

GENERALIZATION

A generalization is a broad statement or idea applied to a group of people or things. It applies a general truth to everyone or everything in a group, simply because they're in that group. While faulty generalizations tend to forget about individuals or situations about whom the generalization doesn't apply, valid generalizations can help us draw a conclusion about our world.

Examples of faulty generalizations are:

- Every salesperson lies to make more money on a sale.
- Math homework is very easy.
- The United States is colder than Europe.

Examples of valid generalizations include:
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| <ul style="list-style-type: none">• Some salespeople lie to make more money on a sale.• Math homework is very easy for some people.• A few parts of the United States are colder than parts of Europe. |
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PARAPHRASING

Paraphrasing means putting someone else's ideas into your own words. Paraphrasing a source involves changing the wording while preserving the original meaning.

Paraphrasing is an alternative to quoting (copying someone's exact words and putting them in quotation marks). In academic writing, it's usually better to integrate sources by paraphrasing instead of quoting. It shows that you have understood the source, reads more smoothly, and keeps your own voice front and center.

Every time you paraphrase, it's important to cite the source. Also take care not to use wording that is too similar to the original. Otherwise, you could be at risk of committing plagiarism.

QUOTATION

A **quotation** is a word or statement that is taken from another source and are not original.

A quotation is when you use the exact language from a source and place that language into your own paper. This is significantly different from both paraphrase and summary, as you do not rephrase any part of the original language into your own words—in fact, it is important when directly quoting a source to be careful to exactly copy the source's original language word for word.