

IT1040 & EN1073

Communication Skills

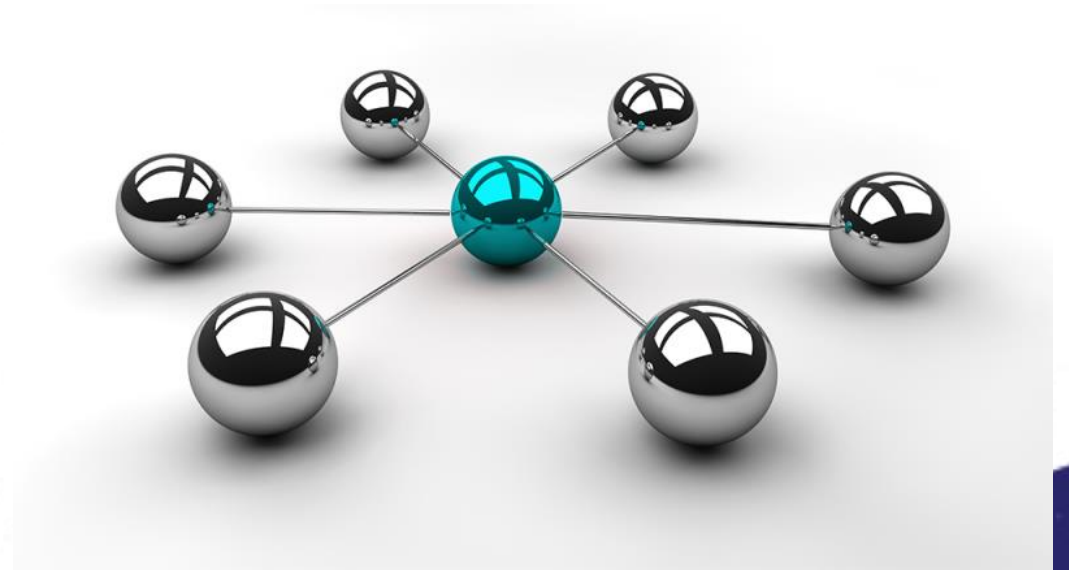
Lecture 06

Paragraph writing II

Learning Outcomes

- Define unity and coherence
- Identify the features of unity and coherence
- Create a paragraph with unity and coherence
- Identify the types of paragraphs

What is unity?



Unity means that a paragraph discusses only one **main idea** from beginning to end.

Every supporting sentence must directly **explain or prove the main idea**.

Locate the topic sentence and **cross out** the **sentences that break the rule of unity**.

California is a state with every type of geography. It has mountains where you can enjoy the winter sports of skiing, snowboarding, and snowshoeing. It has deserts where temperatures can reach 110°F (43°C) in the summer. It has beaches where you can surf, swim, and fish. It has forests where the world's tallest trees grow. Finally, it has farmland where a lot of the nation's fruits and vegetables grow. ~~California also has Hollywood and Disneyland, which are world-famous centers of entertainment. California is a popular place to live, so many people move there every year.~~ Indeed, California has it all: mountains, deserts, beaches, and farms.

What is coherence?



- For coherence in writing, the sentences must **hold together**; that is, the movement from one sentence to the next must be **logical** and smooth.
- There must be no sudden jumps.
- Each sentence should **flow smoothly into the next one**.

How to achieve coherence?

**Repeat
key
nouns**

**Use
consistent
pronouns**

**Use
transition
signals**

**Arrange
ideas in a
logical
order**

Repeat key nouns

- There is no fixed rule about how often to repeat key nouns or when to substitute pronouns.
- You should repeat a key noun instead of using a pronoun **when the meaning is not clear.**
- If you do not wish to repeat a key noun again and again, you **can use synonyms or expressions with the same meaning.**

Activity

- The key noun in this paragraph is gold.
- Circle the word gold and all pronouns that refer to it.

Gold

Gold, a precious metal, is prized for two important characteristics. First of all, gold has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, an ornamental purposes. Gold never needs to be polished and will remain beautiful forever. For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago. Another important characteristic of gold is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. The most recent use of gold is in astronauts' suits. Astronauts wear gold-plated heat shields for protection when they go outside spaceships in space. In conclusion, gold is treasured not only for its beauty but also for its utility.

Use consistent pronouns

- Make sure that you use the same person and number throughout your paragraph.
- Don't change from “you” to “he or she” (change of person) or from “he” to “they” (change of number).

It is always important for one to be on alert when driving because you never know when another driver might come into your lane, or when a pedestrian might cross the street illegally.

When a sentence uses "one" as a neutral third-person pronoun, the sentence should not then switch to using "you" instead of "one." Therefore, "you never know" contains the error in this sentence.

If you are being attacked, it is important not to provoke the other person because one never knows whether the attacker has weapons. No error

If a sentence is describing how "you" should behave, it creates discontinuity if it then begins to use the word "one" in place of "you" later in the sentence. Therefore, "one" should be replaced by the word "you" to correct the sentence's error.

Use transition signals to link ideas

- Tell your reader when to go forward, turn around, slow down, and stop.
- Give a paragraph coherence because they guide your reader from one idea to the next.

Underline all the transitions you see in this paragraph.

One difference among the world's seas and oceans is that the salinity varies in different climate zones. For example, the Baltic Sea in northern Europe is only one-fourth as saline as the Red Sea in the Middle East. There are two reasons for this. First of all, in warm climate zones, water evaporates rapidly; therefore, the concentration of salt is greater. Second, the surrounding land is dry; consequently, it does not contribute much freshwater to dilute the salty seawater. In cold climate zones, on the other hand, water evaporates slowly. Furthermore, the runoff created by melting snow adds a considerable amount of freshwater to dilute the saline seawater.

Transitions

To introduce an additional idea

- in addition
- furthermore
- and
- moreover

To introduce an opposite idea

- in contrast
- however
- although
- but

To introduce a choice or alternative

- otherwise
- or
- if

To introduce a restatement

- in fact
- indeed
- that is

To list in order

- first
- second
- next
- finally

To introduce an example

- for example
- for instance
- such as

To introduce a conclusion

- in brief
- in conclusion
- in summary

To introduce a result

- as a result
- accordingly
- therefore

Arrange your ideas in logical order

- Logical order **depends on your topic and your purpose.**
- **May combine two or more** different logical orders in the same paragraph.

Chronological order

- order by **time-a sequence** of events or steps in a process

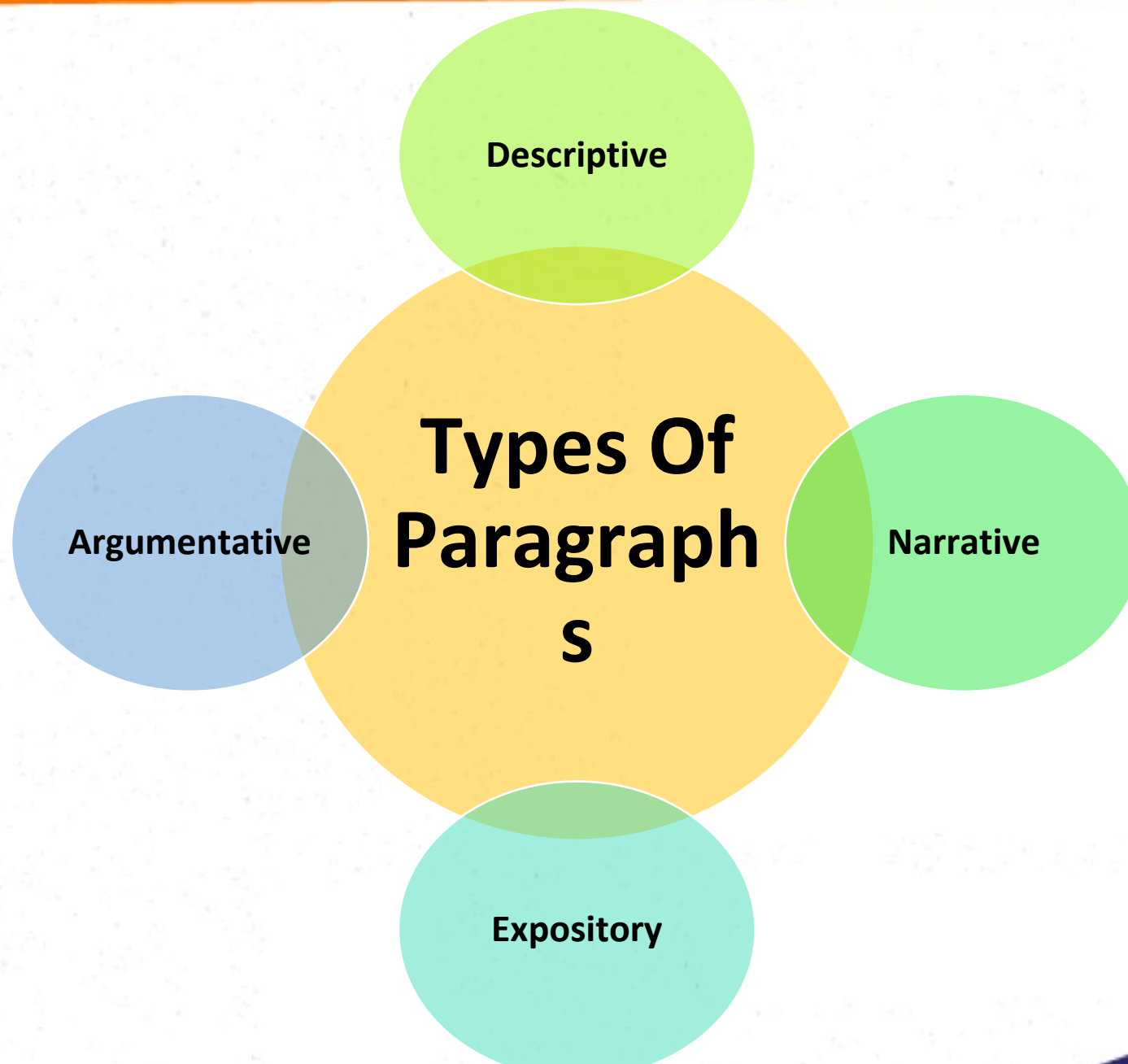
Logical division of ideas

- a topic is divided into parts, and each part is **discussed separately**

Comparison/contrast

- the **similarities and/or differences** between two or more items are discussed

- Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university.
- Canada is one of the best countries in the world to live in.
- Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live.
- As a result, Canada is a desirable place to live.
- Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price.



Narrative

My girlfriend and I went on vacation to Hawaii about a year ago. We spent a week there and had a great time. We stayed at a very nice hotel right on the beach in Honolulu. We spent a lot of time on the beach, of course, swimming, walking, and soaking in the sun. At night we always went out to a fine restaurant for a romantic dinner on the beach. One day we went snorkeling. That was fantastic! The numbers and varieties of brightly colored fish we saw were just amazing. On another day, we did the typical vacationer's tour; we went to a Marine Museum, a traditional Hawaii market, and The Arizona War Memorial. One night we went to Luau. The food at the Luau was delicious, as were the tropical drinks. The organizers of the Luau taught all women how to do the hula; all the men sat back, watch the dancing, and drank Mai Tai's. Luau was fun, but I thought it was over-crowded. There were a least 150 people there. In spite of the crowds, Hawaii certain is a vacation paradise.

Descriptive

Kangaroos are strange and amazing animals. There are three species of kangaroos and they can weigh between forty and two hundred pounds (18 to 95 kg) and range in height between three and nine feet (.9 to 2.7 meters). A kangaroo has two large hind legs (with four toes) and a long, powerful, tapered tail that is used for balance when hopping and leaping. Kangaroos can walk and stand upright and they move about by hopping on their hind legs. Their front legs are short and small, with hands and five unequal digits (fingers) similar to a human's. The digits are used for grasping objects and also have sharp claws that are used for fighting. Kangaroos have long pointed ears and a long and well-defined muzzle, with distinctive black and white patches on both sides of the muzzle. Their head resembles that of a deer. The fur of the kangaroos is soft and woolly and may have stripes on the head, back, or upper limbs. Depending on the species, the color of the fur can be reddish brown, grayish brown, or chocolate brown. One distinguishing feature of kangaroos is that the females have a pouch in which the babies reside until mature. To see these amazing animals up close one has to travel to Australia, as that is the only place kangaroos can be indigenously found.

Expository

Making tacos, a Mexican dish, is fast and easy. There are six basic ingredients: corn tortillas, ground beef (hamburger meat), lettuce, tomatoes, onions, and shredded cheese. For a serving of six, use these amounts of ingredients: six uncooked corn tortillas, one half pound of ground beef, one quarter head of lettuce, one large tomato, one medium sized onion, and four ounces of shredded Cheddar cheese. First, dice the lettuce, tomatoes, onions, and shred the cheese and put them into separate bowls. Second, brown the ground beef in a frying pan, being sure to mash the beef into small bits. Season the beef with salt and pepper to taste. Then, put in six to eight tablespoons of cooking oil in another small frying pan and cook the tortillas over medium to high heat. To make soft tacos, cook the tortillas for 30 seconds on one side and then turn over and cook the other side for 30 seconds. After cooking the tortillas, place the cooked tortilla on a paper towel to remove the excess grease. To make the taco, take the soft tortilla and fold it in half, spoon into the tortilla shell a tablespoon or so of the cooked ground beef. On top of this add small equal amounts of cheese, lettuce, tomatoes, and onions. The taco is now ready eat, just pick it up with your hands and chow down (no spoons or forks are required). Some people like to add a little zest to their tacos by adding a dash or two of hot taco sauce and a dab of sour cream or guacamole. Tacos make a fast, easy, and delicious meal.

Argumentative

Euthanasia is a merciful and humane termination of prolonged suffering, and not murder, as some proponents insist. There is no sane reason why a person with a terminal illness should have to suffer the agony, humiliation, and degradation of a slow, certain death when other alternatives are available. Certainly no one wants to die, but like taxes, it is unavoidable. Life is indeed a precious gift that should be cherished and celebrated. For those unlucky souls inflected with a painful terminal illness, they should have the option of passing quietly, peacefully, and quickly. What rational person would choose the never-ending torment that comes with the slow, excruciating death of a terminal illness? Loved ones too suffer from a prolonged terminal illness. They experience the grief, agony, and pain of losing someone every time they visit the hospital. This continued exposure creates emotional, physical, and psychological stress that is unnecessary and in most cases probably unwanted. Prolonged terminal illnesses also put a great burden on family's financial resources. With the high cost of medical care today, this could (and many times does) create a financial crisis that takes years to overcome. In addition, time and resources of the hospital are inefficiently utilized. Medical facilities may be turning away patients that need urgent care if their beds are filled with patients that are afflicted with incurable diseases. This in turn could create grave social problems for a community. We are all going to die, let us hope that we have the option of going out serenely.

References

- Houge, A. (2008). First steps in academic writing level 2 (2nd ed.). NY: Pearson Education, Inc.
- Oshima, A., & Hogue, A. (2006). Writing Academic English. Pearson Longman
- <https://www.time4writing.com/free-writing-resources/>

Read the following topic sentences. Decide which type of paragraph the author is writing.



- <https://activity.jumpstart.com/#/activity?view=detail&id=d555916f-8eb2-4b40-8fe9-36b0dbc81666&subPage=0>
- If the previous method doesn't work, please paste the above link in a new window → click sign in to your Edmodo account (this will automatically open Jumpstart) → Then click “Live challenge” individual mode → Host challenge .
- Click the “Copy” button. Then the link and activity code will be visible. Send it to the students to join. There must be at least two participants for the game to be activated.