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**UNIT THREE
PARAGRAPH WRITING
AND DIALOGUE WRITING****3.1 PARAGRAPH WRITING****INTRODUCTION**

A paragraph can be defined as a series of sentences elaborating a central idea. The paragraph should reveal the main idea and should not express anything out of context. In short, a paragraph is a piece of composition expressing a single idea. In simple words, a paragraph comprises a number of sentences.

Structure

As far as its structure is concerned, it should be in brief and in such a manner that reader should get the complete sense of the idea expressed in the paragraph. Its brevity should sum up the questions, doubts and assure the reader that he has nothing to demand more. Hence it should have the basic structure mentioned below.

- (a) Introductory Sentence,
- (b) Elaboration of an idea,
- (c) Conclusion.

Introductory Sentence

A paragraph should have a topic sentence which expresses the central thought which has been elaborated with major and minor details. Sentences are intimately linked together. The main idea of the paragraph should be expressed in the first two sentences. Generally a paragraph begins with a topic sentence.

Elaboration of an Idea

The topic sentence is supported by subsequent sentences without going out of the context. Any remark which is not related to the topic disturbs the progression of the thought expressed together. Hence the examples or illustrations should underline the thought expressed in the topic sentence. It gives proper order and logical coherence to the paragraph.

The unity of the paragraph can be achieved if there is a smooth transition from one thought to another. To make thoughts clear, linking words and phrases like 'hence', 'as', 'since', 'because', 'therefore', 'however', etc. should be used. They help to bind the sentences together. Moreover, variety of sentences should be used in a paragraph.

Conclusion

A good paragraph always concludes with the central idea expressed in it. It leaves no grey area for the reader. The reader's anticipation should come to an end. The paragraph should be concluded in such a manner that it should satisfy the urge of the reader for explanation or illustration. There should be no loose ends or distractions at the end of the paragraph.

Types of Paragraph

- (1) **Descriptive** : We can describe a person, a scene or a thing in descriptive paragraph. The reader is not left with the free imagination as it has details of the topic in discussion. Important and necessary details help to build the picture in front of the readers. The paragraph conveys the topic in such a manner that the reader actually visualizes the scene.
- (2) **Narrative** : In narrative paragraph, we narrate an event or a story in chronological manner. The narration should build the suspense in such a way that the reader anticipates and reads further. It can be narrated in a dramatic way to arouse the interest of the readers. Vivid description is a must.
- (3) **Comparative and Contrastive** : We can describe the object highlighting the similarities and differences. In this type of paragraph, we can compare and find the contrast at the same time. We can point out the differences by using the opposite words like 'on the contrary', 'on the other hand', 'where as'. The object of the paragraph is not to superiority of one thing over the other. On the other hand, this type of paragraph should achieve the objective stand.
- (3) **Technical paragraph** : This type of paragraph provides the information about technical things. We have to define the objects in such a way that the reader is able to understand the technicality of the things in simple manner. Hence while writing such paragraph one must be precise about the use of words and sentences. Ambiguity has no place in the writing of such paragraphs. To make the object user friendly brevity should be achieved.

Some Examples

(1) Engineering as a Career.

Ans. : One takes education and follows a career as per his or her interest. One can pursue Engineering as a career as this discipline promises a bright future. We can render service to the industry and nation at large. Being an engineer, one has to be dedicated and precise to follow the deadlines of the project. As there have been new challenges, an engineer has to bite the bullet as situation demands. There is always a scope for creativity and ingenuity if one takes up engineering as a career.

(2) My Dream.

Ans. : My dream is to be a renowned painter. To follow and attain my dream, I will strive hard. I should have a bird's eye for the details and wild imagination. Leonardo da Vinci is an ideal for me. I

believe that painters can create their own world. Though it would be a replica of the real world, it gives peerless pleasure. My obscure paintings will be relished by the common mass. I want to put the intangible matters into substantial manner. One should tread on the untraded path. I know that one day I will pull off my dream

(3) Duties of Students.

Ans. : There are some duties for students. Nowadays we see that teachers have to contend with the outrageous behavior of the students. Students should gain knowledge by various sources and enhance their skills. Students should follow the path of righteousness and ingenuity. Cultured and well mannered students can build an ideal civilization. This edifice can only be built if we are loyal to our duties and deeds. Students' endeavours should reflect the respect towards parents, teachers and elders.

(4) Importance of Discipline in Life.

Ans. : Discipline is very important in all walks of life. If we want to maintain the equilibrium in our life, discipline is mandatory. Discipline can mould our life in such a shape that we can set an example for others. Discipline means abiding oneself to the norms and rules set up by the family, society and nation. Being a member of the family, one has to carry out the responsibility. Some people entertain the wrong belief that discipline is a constraint on liberty and self-fulfillment. They are reluctant to discipline and they reach very sharply whenever some restrictions are imposed. This is not correct. We must realize that discipline alone can ensure all-round progress and advancement of the country.

(5) Importance of Sports.

Ans. : We have been noticing a growing demand to include sports as subject in school curriculum. It is essential for students to get acquainted with the age old and traditional sports of our country. Apart from teaching technical subjects, sports can be taught at school level and college level. Sports will help to inculcate the teamwork, interpersonal skills, team building spirit among the students. Sports has been marginalized in our society. People envisage that the technical knowledge will fetch them handsome salary and a cozy job. But they hardly give it a shot that sports can also become the source of earning name and fame.

(6) Merits and demerits of Cell Phone.

Ans. : There are pros and cons of everything in life. Cell phone is not an exception. People used to write letters to communicate with each other. But it was very slow and people couldn't contact in emergency situation. Using cell phone makes the communication easy and fast. It is also cheaper to convey your message. It is handy and portable means of communication. We can communicate whenever we want. On the contrary, cell phone spread electromagnetic waves which can cause serious health problems like cancer. In addition to that cell phone can affect the automatic break systems in car which can cause accident.

(7) Pollution.

Ans. : Pollution is the introduction of the contaminants into the natural environments, causing adverse climatic changes. Pollution has become a popular issue these days. Global warming is at an alarming state now. Untoward and unwanted materials are thrown on the street. Industries are emitting vicious gases in the environment. Seepage of dirty water into the rivers is grabbing the attention. Hence pollution has been taking many shapes in the form of water pollution, air pollution, soil pollution and the list goes on. Industrialists are reluctant about the issue. Civilians can't deny individual responsibility towards society and the environment. Social activists and common mass should confront with burning issue of global warming so that the next generation can breathe healthy air.

(8) Traffic Problem in Metros.

Ans. : In the course of time, villages have grown into cities and cities turned into metros. As there is the growth in its size there is the rise of problems. One of them is a traffic problem. Motor cyclists and private car owners have helped to aggravate the issues. Though government is continuously working in the betterment of urban life style, it has failed to tackle the issue of increasing traffic on the road. It has been affecting common mass in every sphere of life. Instead of using private vehicles, people should prefer public transport in the benefit of society.

(9) An Accident.

Ans. : It was a sunny day I was getting late to school so I was walking a little bit fast than usual. I came to the main cross of the city which was as usual crowded. When I was trying to cross the road, I heard a horrible sound of break and bump, soon after I heard people shouting, crying and running here and there. Everybody was screaming, "Help! help!" It did not take much time for me to understand that it was an accident. A school van and a truck collided on each other. The accident was much severe and many children got injured. I ran to the scene and started to help those children. Someone called police and ambulance. Injured ones were taken to hospitals. I remembered what my mother always keeps telling me, "Be careful on the road!"

(10) A Scene at The Railway Station.

Ans. : I like to observe people and a railway station is my favourite place where I get a lot of things to observe. Passengers are waiting for their trains. Some are rushing towards the booking window to book tickets. Fruit seller is shouting in a particular rhythm so that he can attract people's attention. People are running after collies carrying their luggage. A boy is selling newspapers. Children are demanding to their parents for toys and sweets. A lady was crying and waiting for train. It seemed that she is going to visit someone who is not feeling well. Really a scene at railway station is a live portrait of all the human emotions and actions.

(11) Specifications of Cell Phone

Ans. : S -84 is a full touch screen cell phone with a dual sim card operator. The cell phone comes with a rear and a front HD camera inbuilt in it. It has a facility to play polyphonic ring tones and MP3 files with the help of MP3 player. It can record one hour video in HD quality. GPS system is an additional feature of this model. A strong and long life battery supports the cell phone operations.

Standby time of the battery is about six to seven hours. The attractive body makes this model one and only in its class.

(12) Effects of Water Pollution

Ans. : Nature is full of life. Water is one of the important ingredients for all the living things on the earth. But today the water pollution is one of the serious problem we are facing. Dumping of chemical waste and sewage into water has contaminated the water. The effects of water pollution can be very serious. Various diseases are spread through polluted water. It also degrades the

EXERCISE

Exercise 3.1 Develop a paragraph on the given topics in about 75 words.

ii. Waiting Room at the Railway Station

Yes, the waiting room at a railway station is a place where we can observe the human behaviour. I would like to describe such an experience when I was too early for the train and had to spend some time in the waiting room of the railway station. So, as it was my first train journey I was a little nervous. When I found that I was so early for the train and there's almost an hour for the arrival of the train I couldn't know what I was going to do next. I went inside the waiting room and sat near the window. I was feeling very strange there as nobody except me was present and it was very early morning. Within a minute the quiet waiting room was filled with noise and hustle bustle when people started entering. One family was a Punjabi family with their two cute daughters. Then there was also a group of friends who were listening songs and absorbed with their mobile phones. They were all strangers to me but yet I felt nice to look at them and to observe them. It was another great experience of my journey.

iii. Microwave

A microwave oven (commonly called a microwave) is a machine that cooks food using microwaves, a type of radio wave. The idea was invented when a scientist who was experimenting with radio waves saw his chocolate bar, which he was holding at that time, melt. He then knew that radio waves could cook food and invented the microwave oven. Food is placed inside the oven, and buttons on the screen or on the outer surface of the appliances are pressed to set how long the food should be cooked. These days a microwave oven is one of the fastest ways of cooking, it is in great trend.

Metals tend to spark in microwaves, rather than heating. The reason why is that metals like to give away electrons, so when the microwaves "push" at their magnet-like electrons, instead of turning, they just give the electrons away. A bunch of electrons running off on metal is called electricity, and we see it in the form of sparks.

iv. My Treasured Belonging

Have you ever had a photograph that you have always treasured? I have a photograph of my grandparents that is a treasured belonging of mine. The photo is glossy and radiant with an antique finish that gives a feel of a rare treasure. They are holding hands and standing by a delicious, sweet,

savory apple tree. The sun is beating down on a pleasantly windy day. My grandmother's long coarse hair is blowing in the air. She looks luminous as my grandfather looks affectionately at her. They are staring intently into each other's misty eyes. The feeling of the photo is shiny with a deep fondness for each other. As I glance at the photo, I reminisce at how beautiful and wonderful my grandparents were. The photograph will be a lasting memory of what wonderful grandparents I have been blessed with.

v. Laptop

A laptop, often called a notebook or "notebook computer", is a small, portable personal computer with an alphanumeric keyboard on the lower part of the "clamshell" and a thin LCD or LED computer screen on the upper part, which is opened up to use the computer. Laptops are folded shut for transportation, and thus are suitable for mobile use. Although originally there was a distinction between laptops and notebooks, the former being bigger and heavier than the latter, as of 2014, there is often no longer any difference. Laptops are commonly used in a variety of settings, such as at work, in education, in playing games, Internet surfing, for personal multimedia and general home computer use.

vi. My Favorite Restaurant

My favorite restaurant is **Hotel Paradise**, in this place serves South Indian food. It is a small and comfortable place located in Pune downtown. In others words, it is safe, calm and relaxed place. I love to eat Dosa, I really like Idali for this reason it is my best option to choose. However, in this place served delicious food like Dal Rice, Sweets and others. After the university, when I get hungry, immediately I think in this place to eat. Almost always, I eat supreme Dosa with a cold Ice tea. Is so excited energetic to continuous my day. Also, It is my favorite place to eat because in others place I don't like the way that the waitress take the orders, when served the food long time after or they are miserable, for me is so stressed out and irritable to go it again.

vii. An Online Class compared to a Traditional Face-to-face Class

The traditional schooling experience requires you to attend classes in person and on campus. It makes sense to attend classes in person if you decide to live in the dorms or are an incoming freshmen who wants the real college experience. There are certainly more opportunities to join clubs, associations, or fraternities/sororities while taking classes on campus. Online education is also known as distance learning and consists of taking classes via the internet. More and more students are taking online classes because of the flexibility and convenience it provides. You can attend class sessions from the comfort of your home and complete assignments whenever it's convenient for you.

i. LED TV

An LED display is a flat panel display, which uses an array of light-emitting diodes as pixels for a video display. Their brightness allows them to be used outdoors where they are visible in the sun store signs and billboards, and in recent years they have also become commonly used in destination signs on public transport vehicles. LED displays are capable of providing general illumination in addition to visual display, as when used for stage lighting or other decorative (as opposed to informational) purposes.

ii. Wi-Fi Technology

Wi-Fi is the trade name for the popular wireless technology used in home networks, mobile phones, video games and other electronic devices that require some form of wireless networking capability. Wi-Fi technologies are supported by nearly every modern personal computer operating system, most advanced game consoles and laptops, and many printers and other peripherals. The purpose of Wi-Fi is to provide wireless access to digital content. This content may include applications, audio and visual media, internet connectivity, or other data. Wi-Fi generally makes access to information easier, as it can eliminate some of the physical restraints of wiring.

iii. Celebration of Cultural Event

Diwali (also Deepavali) is an important and popular festival of people belonging to Hindu religion. Many people observe the Diwali Festival to celebrate the return of Lord Rama (along with Sita and Lakshmana) back to Ayodhya after fourteen years. On their return after fourteen years of exile, the people of Ayodhya welcomed Rama by decorating the entire kingdom with lights (diyas, deep). Goddess Sita is the wife of Lord Rama while Lakshmana is his younger brother. On the occasion of Diwali, people worship Goddess Lakshmi and Lord Ganesha. Diwali is also known as the Festival of Lights. It is a five day long festival. People decorate their homes, streets, and buildings with decorative lights.

iv. My First Day in the Institute

Life is full of strange experiences—good and bad, happy and sad. Some of these experiences are just unforgettable. I can never forget my first day at college. It was a day of thrill, joy and excitement. But it turned out to be a real bad day indeed. Wearing new clothes, I entered the college gate. I was feeling proud of being a college student. I came to know that the classes were to be held after the principal's address to the new students. I also learnt that the address was to be delivered in the Lecture Theatre. But it did not know where the Lecture Theatre was. I asked a senior student the way to the Lecture Theatre. He immediately pointed to a door. No sooner did I enter that room than I heard a guffaw of laughter. It was not the Lecture Theatre but the girls common room. Soon a girl's voice reached my ears: 'Come in, please.' For a while I did not know what to do. I was feeling badly humiliated. I rushed out of that room. Then I requested another gentleman to lead me to the Lecture Theatre. He took me towards the bath rooms. I was befooled for the second time. It seemed to me that everybody was laughing at me. I could not stay any longer in the college. I soon came back home. I little knew what was in store for me on my very first day at college.

v. An Accident

Life is a vale of tears. It is a drama of pain. In this age of high speed vehicles, accidents are very common. It is the mad craze for speed which is generally responsible for all the accidents. Only last week, I saw a very serious accident on the Ludhiana-Chandigarh road. I was scootering down from Chandigarh. As I was nearing Mohali. I saw bus going at a high speed. A car was following it. The car driver wanted to overtake the bus as he tried to do so, the vehicle collided against another car coming from the opposite direction. Both the cars turned turtle. Four of the occupants of the car were killed on the spot while another three were badly injured. People working in the nearby fields rushed to the scene of the crash. A few passengers of the bus were also seriously injured as it had struck against a tree. I could not see the mutilated and blood-stained bodies. I rushed to a telephone booth and rang up the police and the hospital authorities. Medical rescue party and the police reached the spot in a short time. Some of the injured were provided first aid on the spot while others were sent to the PGI at Chandigarh. The relatives of the dead were informed. It was a heart-rending spectacle.

There were tears in every eye. Such accidents can certainly be avoided if the drivers observe the rules of the road. Speed, no doubt thrills, but it also kills. The golden rule to avoid accident is: 'Safety first, speed afterwards.'