# AYD) I EST.

Open Learning 5 Translation

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#### HELLO EVERYONE!

The main focus of this course is on practicing how to write an essay.

It is not easy to think in English as Arabs because they are totally different mentalities. This course is about practice.

If you do not write, how would you know if you are good or not? We will practice, but it is your responsibility to write and know the mistakes you make.

We will not going to discuss the paragraph in detail because you did it in the first semester, but of course we will make a revision of it. In this course, we will deal with the **five-paragraph essay**; we have an introduction, three body paragraphs, and a conclusion.

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#### What is a paragraph?

If you do not know how to write a paragraph, you are surly not going to know how to write correct and coherent essay.

A paragraph is a group of sentences which fit together to present and develop a single idea.

I must think of what I am writing about; the answer of this question is the *Topic sentence* of my paragraph.

I also should ask myself another question "What I know about this idea?" the answer is the details of the topic.

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Let us make a revision of the structure of the paragraph and the types of paragraph that we have.

## Every paragraph has three parts:

- 1- Topic sentence: the main idea.
- 2- Body/ Details sentence.
- 3- Concluding sentence/ idea.

<u>NB</u>: When we talk about a sentence, we say *Concluding*. While when we talk about paragraph, we say *Conclusion*.

Topic sentence, in general, is the first sentence of the paragraph, and the most important sentence in it. This sentence tells us the reason behind writing the paragraph, and what it is about. The topic sentence

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must be effective to capture the readers' eyes in order to make them read the rest of the paragraph.

The Topic Sentence in a paragraph should be supported by other sentences, and this can be done in several ways:

- 1- Supporting sentences must explain and support the topic sentence.
- 2- These sentences should not contain new ideas different from the topic.
- 3- I must just support the topic sentence and develop it, by examples and facts.

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Notes while you are writing in the Exam:

Each sentence you want to write in English has to have a purpose. That is why we have a topic sentence and thesis statement.

- In the case of the paragraph, I need to have a clear idea of what I am writing about.
- Specify: to say (travelling) and stop, they are too general; also by saying (journey) is not enough because the journey can be to anywhere; then you say "I want to go on trip to Armenia". The paragraph is about the trip to Armenia.
- "My trip to Armenia was really exciting". This is the topic sentence of the paragraph.

Now, I want to ask you, if I came to you and I wanted to tell you "My trip to Armenia was really exciting", what do you expect from my paragraph? To talk about why it was exciting, how it was exciting, what places I visited, what things I liked the most, etc.

If you do not start with a clear introduction of what you are going to say, this means that you are not going to be able to have a conclusion. It is better to conclude your paragraph with a recommendation or a message.

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#### Types of paragraphs:

#### 1- Narrative paragraph:

This is when the writer is narrating an incident or story, or something in the past through the essay. When writing narrative

paragraphs, the aim is to involve the readers in them as if they were right there when it was happening. So, make them as vivid and real as possible. One way to make this possible is to follow the principle of 'show, don't tell'. So, you must involve the readers in the story.

By "show, don't tell", we mean you show a vivid image of what you are telling us about.

It can be long as a page, or short 5-7 lines. That depends on the content of your story. English readers like short sentences and going straight to the point.

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I want you to write a paragraph starting with the topic sentence "My trip to Armenia was really exciting". Please leave a space under the title, and an indentation at the beginning of the paragraph, and do not forget the margins.

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Look at the following example,

#### **Europe - Here I Come**

My first trip abroad was very exciting. When I was planning my trip, I looked for the cheapest airfare to Europe. Once I booked my flight, I concentrated on getting the things I needed for my month long adventure, including a passport and a Eurail pass. I decided that a backpack was the only luggage that I would need, so I bought a big one and jammed everything into it. On the day I left, I was excited and also a bit nervous because this was going to be my first trip without my parents. The flight there was much longer than I had expected, but once I arrived, I was hooked on Europe. I landed first in Amsterdam, and over the next month, I visited ten European cities from London to Rome. Everywhere I went, there were lots of young people from all over the world. We often traveled together, and we had some great times. We traveled by train and stayed in cheap hotels and youth hostels. My parents were horrified when I returned home and told them some of my stories, but I will

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never forget that trip. Although trips like this have become common for people of my generation, it was an unforgettable adventure for me.

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The writer introduces you to what she did first. She was excited because it is the first trip without her parents.

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#### Difficulties while writing:

Many of you start writing one word and then stop. There is a technique that is called "Brainstorming" which helps you generate ideas.

Is the lady in the paragraph writing about her journey while she was there or after that? After. Did she tell general details? No, she was specific.

Brainstorming is about remembering the whole thing, from A to Z. the process of writing is about remembering exactly or choosing from the memory what you want to talk about. Do not just start writing immediately.

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We use a Chronological Order with the narrative essay.

#### **Chronological Order:**

It is the order in which the events occurred, from first to last. This is the easiest pattern to write and to follow.

Here, we order the events from the very beginning to the last event, like first, second, then third, etc.

You cannot follow this order in other types of essay. We should have a sequence of events.

Example:

It seemed like an ordinary day when she got up that morning, but Lynda was about to embark on the worst day of her life. First, she fell in the bathtub because her mother forgot to rinse out the bath oil. Then she spilled orange juice on the outfit she had spent hours putting together for school pictures. When she changed, she messed up the French braid

her mother had put in her hair. As she walked out the door, she dropped all of her school books and her math homework flew away. Once she made it to the car she thought everything would be all right. She was wrong; her father didn't look before he backed out of the driveway and ran into the neighbor's truck. Lynda's side of the car was damaged the most, and she ended up with a broken arm. That night, she cried herself to sleep.

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Redundancy is not about repeating words; it is about being (ركاكة).

#### Mistakes while writing:

- Do not leave blank space to fill them later.
- Stick to the rules.
- Do not apply the process of brainstorming while writing.

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#### Tips while writing:

- Staging.
- Order.
- Be smooth: By moving from one idea to another without interrupting, using tools like (then, after that, eventually, next, surprisingly enough).

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When you want to stick to one type of paragraph, your paragraph should have basic elements:

- 1- Unity: It means to talk about and develop one single idea. So, if you are writing a story, for example, you should stick to the main idea.
  - 2- Coherence: It means connecting ideas logically.
- 3- Cohesive devices: They are used to connect the sentences, according to the type of paragraph that you have chosen.

## Thank You

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## Additional Material

### **Punctuation Marks**

#### Period (.)

- Rule 1. Use a period at the end of a complete sentence that is a statement.
- Rule 2. If the last item in the sentence is an abbreviation that ends in a period, do not follow it with another period.
- **Rule 3.** Question marks and exclamation points replace and eliminate periods at the end of a sentence.

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#### SEMICOLON (;)

**Rule 1**. A semicolon can replace a period if the writer wishes to narrow the gap between two closely linked sentences.

**Examples:** Call me tomorrow; you can give me an answer then. We have paid our dues; we expect all the privileges listed in the contract.

**Rule 2.** Use a semicolon before such words and terms as *namely, however*, therefore, that is, i.e., for example, e.g., for instance, etc., when they introduce a complete sentence. It is also preferable to use a comma after these words and terms.

**Example**: Bring any two items; however, sleeping bags and tents are in short supply.

**Rule 3.** Use a semicolon to separate units of a series when one or more of the units contain commas.

Incorrect: The conference has people who have come from Moscow, Idaho, Springfield, California, Alamo, Tennessee, and other places as well.

Note that with only commas, that sentence is hopeless.

**Correct**: The conference has people who have come from Moscow, Idaho; Springfield, California; Alamo, Tennessee; and other places as well.

**Rule 4.** A semicolon may be used between independent clauses joined by a connector, such as *and*, *but*, *or*, *nor*, etc., when one or more commas appear in the first clause.

Example: When I finish here, and I will soon, I'll be glad to help you; and that is a promise I will keep.

#### COLON (:)

Rule 1. Use a colon to introduce a series of items. Do not capitalize the first item after the colon (unless it's a proper noun).

Examples: You may be required to bring many things: sleeping

bags, pans, utensils, and warm clothing.

I want the following items: butter, sugar, and flour.

I need an assistant who can do the following: input data, write reports, and complete tax forms.

Rule 2. Avoid using a colon before a list when it directly follows a verb or preposition.

Incorrect: I've seen the greats, including: Barrymore, Guinness, and Streep. **Correct**: I've seen the greats, including Barrymore, Guinness, and Streep.

Rule 3. When listing items one by one, one per line, following a colon, capitalization and ending punctuation are optional when using single words or phrases preceded by letters, numbers, or bullet points. If each point is a complete sentence, capitalize the first word and end the sentence with appropriate ending punctuation. Otherwise, there are no hard and fast rules, except be consistent.



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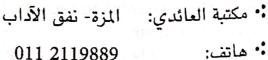
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