

**Open Learning**  
**Translation Department**

**Second Year**  
**First Term**

# *ESSAY*

Ms. Ghufra Al-Sheikh Omar

2



G F Q J D N M D U B F G W O M L E A  
C C F R Z B D D T P C T V E X R R A

Y M F C A  
R D C X  
J N Y P O I U  
Y J Z V P A U  
L N K R Z B A C  
U B A C C  
O M L E A  
R R A

# Good morning everyone!

اليوم سوف نتحدث عن اخطاء شائعة يرتكبها الطالب عند كتابة المقال او عند كتابة نص صغير .

There are several types of linking words:

- 1) Coordinating conjunction
- 2) Subordinating conjunction
- 3) Transitions

## 1) The Coordinating Conjunctions:

First, we will talk about **independent clause**: it's a group of words containing at least a subject and a verb that can stand alone as a sentence.

الجملة المستقلة هي مجموعة من الكلمات تحوي على الاقل فاعل و فعل و تعطي معنى كامل.

Example: *It was raining heavily.* (Independent clause)

Example: *When it started raining* (Dependent clause)

The second Example can't stand as a sentence because the meaning is incomplete.

Now, the **coordinating conjunction** is used to combine two independent clauses and the resulting sentence is called a **Compound Sentence**.

The Coordinating conjunction would therefore be preceded by a comma.

The Coordinating conjunctions are: **for, and, nor, but, or, yet, so (FAN BOYS)**.

PS: if the coordinating conjunction is not followed by an independent clause, no comma follows and the sentence is considered a simple sentence:

Example: *She rushed to the airport but couldn't get there in time to catch her flight.*

ملاحظة : عندما the Coordinating conjunction لا يتبع بجملة مستقلة لا نكتب الفاصلة .

## 2) Subordinating conjunction:

These are conjunctions that precede dependent clauses and link them with independent clauses to form Complex Sentences.

The clauses determine what type of subordinating conjunction to use.

هذه ال conjunction تسبق الجمل غير المستقلة و تربطهم مع الجمل المستقلة لتشكيل جملة معقدة.

There are two types of dependent clauses:

A) Adverbial Clauses

B) Adjective Clauses

### A) Adverbial Clauses:

An adverbial clause is a dependent clause preceded by a subordinate conjunction and functions as an adverb. Adverbs typically answer the questions: **When, Where, or Why** in a sentence.

Example: *When I arrived at the railway station, the train had already left.*

Adverbial Clause هي جملة غير مستقلة تسبق ال subordinate conjunction و تعمل عمل الظرف. الظروف عادة هي جواب لهذه الأسئلة : أين ؟ متى ؟ او لماذا ؟

### B) Relative (Adjective) Clauses:

An adjective is used to modify a noun by supplying details about it.

Example: *I need to buy my friend a present that is nice and reasonable in price.*

The dependent clause here is related to the noun it modifies 'present', by the pronoun 'that'; we call it a **relative pronoun**.

### 3) Transition:

Transitions are linking words that serve to connect independent sentences. Transition can appear at the beginning of a sentence, the middle, or the end. Wherever they appear, they are set off from the rest of the sentence by commas.

التحويلات ( Transitions ) هي كلمات ربط تربط بين الجمل المستقلة .  
التحويلات يمكن ان تظهر في بداية الجملة ، في وسطها ، او في اخرها .  
في اي مكان تظهر ، يفصلهم عن بقية الجملة فاصلة .

### Punctuation problems:

#### 1) Fragments:

A fragment is a phrase or part of a sentence which is incomplete and can't stand alone. It has to contain at least a **Subject and a Verb**. Students sometimes make mistakes by putting a period at the end of the fragment considering it a sentence.

#### Fragment

هي عبارة او جزء من جملة لا تكون كاملة ولا تعطي معنى كامل لوحدها. يجب ان تحتوي على الاقل على فعل او فاعل . احيانا يقوم الطلاب بأخطاء من خلال وضعهم لنقطة في اخر ال fragment يعتبرونها انها جملة كاملة .

#### There are FOUR kinds of Fragments:

- A dependent clause: Ex. Because I overworked
- A phrase without a verb without a tense: Ex. He gone to work

• A phrase without a subject: Ex. Went to college yesterday

• A noun phrase without a verb: Ex. A long-haul flight

The way to avoid these problems in punctuation could be either of the following ways:

• Do not use a dependent clause alone. Attach it to an independent clause: Ex. Because I am overworked, I can't go out for a picnic.

• Change the verb form to include a tense: Ex. He has gone to work

• Add a subject: Ex. I went to college yesterday.

• Add a verb and decide if the noun phrase subject needs an object: Ex. A long-haul flight makes me sick.

## 2) Run-on Sentence:

A run-on sentence occurs when two independent clauses follow each other without punctuation. Run-ons could be separated and punctuated probably.

Run-on Sentence تحدث عندما تأتي جملتين مستقلتين خلف بعضهما  
من دون علامة ترقيم. Run-ons يمكن ان يفصل و ان يضع فيه علامات الترقيم  
بشكل صحيح.

## 3) Comma Splice:

A comma splice is used between two independent clauses. In order to correct this kind of mistakes, we do the following:

- Use a full stop rather than the comma.
- Use a semicolon instead of the comma.
- Join the independent clauses by a coordinating conjunction.

- Use a subordinate conjunction to turn one of the clauses into a dependent one, and use proper punctuation.

### Exercises:

1) Combine the following pairs of sentences with an appropriate coordinating conjunction.

Make sure to use a comma between the sentences.

- I was overloaded with work. I didn't go to the party.

✍ **Answer:** *I was overloaded with work; and/so I didn't go to the party.*

✍ \* \* \*

- You can watch a movie at night. You can listen to music at night.

✍ **Answer:** *You can watch a movie at night, and/or you can listen to music at night.*

✍ \* \* \*

- My brother loves to celebrate when he passes his exams. He is far too busy to celebrate this year.

✍ **Answer:** *my brother loves to celebrate when he passes his exams, but he is far too busy to celebrate this year.*

✍ \* \* \*

- The roses in the garden are dying. They are not getting enough water.

✍ **Answer:** *the roses in the garden are dying, for they are not getting enough water.*

- My photograph is not particularly good. It is not too bad to use for the passport.

✍ **Answer:** *my photograph is not particularly good, yet/nor it is not too bad to use for the passport.*

✍ \* \* \*

2) Combine the following pairs of sentences by making one an adverbial clause. Vary the position of the adverbial clause and use a comma when necessary.

- The 17<sup>th</sup> of April is Syria's Day of independence. We do not have to go to work.

*Answer: Since the 17<sup>th</sup> of April is Syria's Day of independence, we do not have to go to work.*

\*\*\*

- Fireworks are always used for celebration on New Year's Eve. I do not like them.

*Answer: fireworks are always used to celebration on New Year's Eve. However, I do not like them.*

\*\*\*

- There will be too many people in the world. People keep having babies.

*Answer: there will be too many people in the world because people keep having babies.*

\*\*\*

- I was on the phone. My friend came for a visit.

*Answer: I was on the phone when my friend came for a visit.*

\*\*\*

3) Combine the following pairs of sentences by making one of them adjective clause. Make sure to place it immediately after the noun it modifies and use commas if needed.

- I went to visit an old friend of mine. My friend is in hospital.

*Answer: I went to visit an old friend of mine who is in hospital.*

\*\*\*

- We all went to the airport to receive my brother. He has been studying abroad for four years.

*Answer: we all went to the airport to receive my brother, who has been studying abroad for four years.*

\*\*\*

- My mother is fond of classical music. My mother is going to concert tomorrow evening.

*Answer: my mother is fond of classical music; she is going to concert of which tomorrow evening.*

✍ \*\*\*

- We all celebrated Jane's birthday in a restaurant. It was the only place we could all meet freely.

*Answer: we all celebrated Jane's birthday in a restaurant, which was the only place we could all meet freely.*

4) Connect the following pairs of sentences by using a suitable transitional word. Use appropriate punctuation marks.

- Egypt has many kinds of attraction for tourists. There are the Pyramids, the Sphinx, the Royal Cemetery, and many other historical sites.

*Answer: Egypt has many kinds of attraction for tourists, for there are the Pyramids, the Sphinx, the Royal Cemetery, and many other historical sites.*

\*\*\*

- He had drunk too much last night. He woke up this morning with a hangover.



**Answer:** *he had drunk too much last night; so/therefore/thus/as a result, he woke up with a hangover.*

\*\*\*

- It is dry in Syria in the summer. It is wet in the summer in India.

**Answer:** *it is dry in Syria in the summer. However/ on the other hand, it is wet in the summer in India.*

\*\*\*

- If you want to have a good holiday, you could go away with friends. You need to come back home by the end of the next week.

**Answer:** *if you want to have a good holiday, you could go away with friends. However, you need to come back home by the end of next week.*

---

### 1) The Paragraph :

A) Topic Sentence

B) Body (major support) (minor support)

C) Conclusion sentence.

---

### 2) The Essay :

A) Introduction (THESIS STATEMENT)

B) Body (MULTIPLE PARAGRAPHS):

- Topic Sentence:

- Supporting Sentences (Major & Minor sentences)

- Conclusion sentence

C) Conclusion

---

ملاحظة هامة : المقال يحتوي على عدة نصوص قصيرة (paragraph)

---

## A) The Thesis Statement (هاالم)

The essay has one main topic to discuss and develop. This is expressed in a sentence called the **Thesis Statement**. The thesis statement in the **ESSAY** is similar to the topic sentence in the Paragraph. Usually, thesis statement appears last in the introduction.

المقال تحوي على موضوع واحد رئيسي للمناقشة و التطوير . هذا يتجلى في جملة

تدعى . Thesis Statement .

The Thesis Statement في المقال مشابهه ل topic sentence في النص القصير (paragraph). بالعادة تأتي The Thesis Statement في نهاية المقدمة .

\*\*\*\*\*

The **Thesis Statement** has two main parts:

\* The **Topic**: which is the **subject** of the **ESSAY**.

\* The **Controlling Idea**: which is the writer's attitude or opinion about the topic

Example: *city living is hazardous to a person's health.*

*City living*: The Topic Sentence.

*Is hazardous to a person's health*: The Controlling idea.

.....  
\* **Predictor**:

The **predictor** is the part which tells the reader how many body paragraphs the essay includes and their main topics.

المتنبئ ( predictor ) هو الجزء الذي يخبر القارئ كم نص قصير (paragraph) سوف يحوي عرض المقال و عناوين هذه النصوص القصيرة .

EXAMPLE: *City living is hazardous to a person's mental, emotional, and physical health.*

*City living*: The Topic Sentence.

*Is hazardous to a person's*: The Controlling idea

**Mental, emotional and physical health: Predictor.**

The predictor helps the reader predict the structure and content of the ESSAY they are about to read.

The predictor يساعد القارئ على التنبؤ بهيكل و محتوى المقال الذي سوف يقرأه.

\*\*\*\*\*

### \*Rules for the Thesis Statement:

Every good Thesis Statement should follow certain rules:

- 1) A thesis statement should be expressed in a **complete Sentence**.
- 2) A thesis statement should be a **Statement** and not a question.
- 3) A thesis statement should not simply announce the topic of the ESSAY; it should **state the Controlling idea**, namely give an opinion or attitude.
- 4) A thesis statement should not express a **fact**; it should express an **opinion or attitude**.
- 5) A thesis statement should have **one** controlling idea, if there is more than one, the essay could **lack** unity and coherence.

كل (thesis statement) جيدة يجب ان تتبع قواعد معينة:

- 1) يجب ان تعبر عن جملة كاملة .
- 2) يجب ان تكون جملة وليس سؤالاً .
- 3) يجب ان لا تعبر عن موضوع المقال بسهولة ، يجب ان تصرح عن ال **Controlling idea** ، بمعنى اخر يجب ان تعطي رأي او موقف.
- 4) يجب ان لا تعبر عن حقيقة ، يجب ان تعبر عن رأي او موقف .
- 5) يجب ان تحوي على **Controlling idea** واحدة ، اذا كان هنالك اكثر من **Controlling idea** المقالة يمكن ان تفتقر الوحدة .

That is it for today; thank you everyone.

\*\*\*\*\*

Never give up