

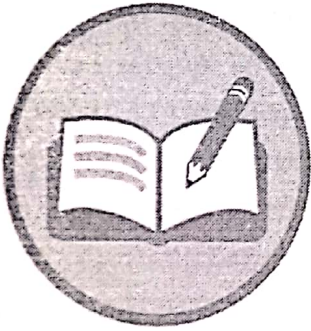
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Open Learning & Translation

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## **HELLO EVERYONE!**

Capitalization is very basic knowledge. But it's common to find capitalization mistakes in your writing. For example, you'd capitalize a letter in the middle of a word, which is a big mistake.

It's not acceptable to start with a capital letter. You start a sentence with a capital letter only after a full stop.

The personal pronoun "I" is always written as a capital letter.

The names of cities and countries should always start with a capital letter.

**Student:** I have a question. How do I write a thesis statement?

**Instructor:** The thesis statement is the whole idea of your essay.

Suppose you have a compare and contrast essay about two people, and it consists of four paragraphs. The first step you have to take is that you have to introduce the two people to me. Let's say they are your best friends. So introduce your best friends, and why they are your best friends, or introduce the context of your friendship with them.

**Student:** In my university I have two best friends, and they are different from each other, then I may mention their name and describe them in terms of physical appearance.

**Instructor:** No, not in the introduction. Just introduce them in context. They are two friends of yours. They are college friends. They are both your friends, but they have different characters. So you can deal with both of them in your essay despite their differences... So what is your thesis statement? Choose an easy one.

**Student:** I would say: In this essay/article, I'll talk about the difference between my two friends.

**Instructor:** So you can say that you love them both, but in this essay, you'll discuss the differences between them. So you're telling me what you're going to do. That's a correct essay. You do not necessarily have to discuss the similarities. You are the master of your essay. As long as your thesis statement matches the topic that you will cover in the body paragraph, then it's fine. So the thesis statement is the general idea of the whole essay. So your thesis statement could be something like: "My two friends have different personalities, yet I love them both." So this is the general idea, and your thesis statement indicates that you just want to discuss the differences between them in your essay.

The topic sentences of your body paragraph will get into more specifics. And in the body paragraphs you're going to talk about their personalities. For example, we have Mohammed and Samer, and let's say, Mohammed



is funnier than Samer. He's a bit of a joker. He likes to make jokes. He deals with life lightly. While Samer is more serious. You can discuss serious topics with him, and you can trust his words. So this can be the first body paragraph. In the second body paragraph, you can for example compare them in terms of their physical appearances, but it's actually preferable to compare their physical appearances in the first body paragraph, and compare their personalities in the second body paragraph... And as usual, the conclusion would be either restatements, or paraphrasing.

You don't have to follow this exact method in the thesis statement. Be creative.

So our parents, how are they similar?

**Student:** They both love us.

**Instructor:** Yes, very good. They care about us and love us. That's the similarity between them. How are they different?

**Student:** Can we say "They both love us, but they each have their own way to express their love for us."

**Instructor:** Yes, very good. This is a creative thesis statement. So how am I going to write this essay? First of all, I'll discuss the similarities. What are some similarities that we could mention, in terms of how they express their love for us?

**Student:** They both want us to be the best in the world. They both care about our education.

**Instructor:** And in times of sickness and hardship they both support us.

Now we come to the second body paragraph. Where do they differ? They differ in their parenting methods. And actually it's not actually it's not always the case that the mother is the easy one and the father is the tough one. So you choose how to describe them according to your own household. Generally, it's like bad cop, good cop.

In the second paragraph you can for example narrate a hardship that you went through, and the different attitudes of your mother and father towards it. Or you can just describe the difference by stating it directly.

It's very helpful to practice like this. And when you go home you should practice as well.

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## Comparatives

### Using Comparatives in Comparison and Contrast Essays

Comparison and Contrast essays often use comparatives. Comparatives are

used with adjectives, adverbs and nouns to show differences between two subjects (people, objects, ideas, places or actions).

### Comparatives with Adjectives and Adverbs

- To form the comparative of one-syllable adjectives and adverbs, add *-er*. If the adjective or adverb ends in a single vowel and consonant, double the consonant.

- To form the comparatives of most two-syllable adjectives and adverbs add *more*, however, if the adjective ends in *-le*, use *-er*. If the adjective ends in a consonant plus *y*, change *y* to *i* and add *-er*.

### Comparatives with Nouns

To form the comparative of nouns, use *more*.

So before forming the comparative of a word, it's important to identify which part of speech the word is.

If the adjective is a two-syllable adjective, you use *more*, or you could add *-er*. It's optional. However, if it ends in *y*, you turn the *y* into *i* and add *-er*. For example:

**Sleepy becomes sleepier.**

Here are some examples:

Adjectives		
ONE SYLLABLE	TWO SYLLABLES	THREE OR MORE SYLLABLES
Tall – taller	Simple - simpler	Beautiful – <b>more</b> beautiful
Cold – colder	Happy – happier	Expensive – <b>more</b> expensive
Cute – cuter	Famous – <b>more</b> famous	Creative – <b>more</b> creative
Big – bigger	Polite – politer/ <b>more</b> polite	Intelligent – <b>more</b> intelligent

Adverbs Regular Forms	
ONE SYLLABLE	TWO SYLLABLES
Hard – harder	Quickly – <b>more</b> quickly
Late – later	Clearly – <b>more</b> clearly

Nouns			
COUNT NOUN	COMPARATIVE	NON-COUNT NOUN	COMPARATIVE
A book	<b>More</b> books	Homework	<b>More</b> homework



Write the comparative form of the following adjectives and adverbs, using *-er* or *more*.

- 1- Difficult      more difficult
- 2- Challenging      more challenging
- 3- Smart      smarter
- 4- Tired      more tired
- 5- Sleepy      sleepier/ more sleepy
- 6- Energetically      more energetically

### Using Comparatives in Sentences

When we use a comparative in a sentence, we sometimes delete the second subject and verb. We also sometimes use the comparative without *than* when the context is clear. Look at the examples below:

People in Xela are **less** stressed than New Yorkers are.

New Yorkers are always rushing around. People in Xela are **less** stressed.

### Comparatives with than and subjects

	COMPARATIVE	THAN	SUBJECT (+VERB OR AUXILIARY)
Lisa is	Taller	than	Her brother (is)
Tony works	Harder		You (work).
We read	More books		They (do)

### Comparatives with than and object pronouns

	COMPARATIVES	THAN	OBJECT PRONOUN
Lisa is	Taller		Him.
Tony works	Harder		You.
We read	More books		Them.

Underline the comparative in the sentences below.

- 1- Time passes more slowly in Xela than it does in New York.
- 2- The colonial buildings of Moreda street are more beautiful than those in Willowbrook Mall.
- 3- The buildings in New York are taller than the building in Xela.
- 4- The parents on Moreda streets are more vigilant than the parents at Willowbrook Mall.
- 5- The clothing is more colorful in Xela than in New York.
- 6- The ice creams are bigger at Willowbrook Mall than in the cafes on Moreda street.

**Underline the correct form of the comparative in each sentence.**

1- She was (exciteder / more excited) than he was about the party.

2- Franz spoke (enthusiasticallier / more enthusiastically) than Sabina about New York.

3- New York is much (cleaner / more clean) than it was a few years ago.

4- In Quelzaltenango the buildings are (older / more old).

5- My brothers are (taller / more tall) than I am, but my sisters are (shorter / more short).

6- Some people think that a beach vacation is (relaxier / more relaxing) than an adventure vacation.

**Complete each sentence using a comparative. Use *-er*, *-ier*, *more*, or *less*.**

1- A skyscraper is taller than a sand dune.

2- Canada is larger than Singapore.

3- A Pizzeria is cheaper than a four-star restaurant.

4- A baseball is heavier than a tennis ball.

5- A hospital is bigger than a medical clinic.

6- A library is quieter than a dance club.

**Read the paragraph. Correct the mistakes with comparatives. There are eight mistakes.**

My old home is very different from where I live now. My old home was a house, but my new home is an apartment. My new apartment is more small than my old house, but the rooms are more large. Everyone in my family feels differently about this. My parents liked my old house because it was spaciouser, but I like the apartment because my room is more big. My brothers don't like the new apartment so much because they have to share a room. My old brother is more independent    my younger brother, and so he wants his own room. My new apartment is also more close to the bus stop, so it is convenient than my old house, but it is also noisy.

1- More smaller : **smaller**

2- More large : **larger**

3- Spaciouser : **more spacious**

4- More big : **bigger**

5- More independent my younger brother : more independent **than** my younger brother.

6- More close : **closer**

7- Convenient than my old house : **more** convenient than my old house

8- It is also noisy : it is also **more** noisy.



# Capitalization and Punctuation Rules

## Capital Letters

A ways use a capital letter for...

the first word of a sentence	Thank you for the letter.
the first word in a quotation	She said, "Today is beautiful."
the greeting and closing in a letter	Dear John Sincerely, Sherry
the names of days, months, and holidays	Thursday November Thanksgiving
people's first and last names, their initials, and their titles	Mrs. Smith and Phil were seen by Dr. Lee
the word that names yourself - I	My friend and I love horses.
the names of streets, cities, and states	Palm Avenue Mesa, Arizona
the names of specific buildings and monuments	Statue of Liberty Empire State Building
the titles of stories, movies, TV shows, video games, etc.	Night at the Museum Star Wars

## Quotation Marks

Use quotation marks...

before and after words that are spoken by someone	"I love to read chapter books," said Sharon.
around words that are being discussed or emphasized	A man-made lake is called a "reservoir."
newspaper articles, titles of poems, songs, short stories, etc	"Hot and Cold" by Katie Perry

## End Punctuation

Use a period, a question mark, or an exclamation point ...

<b>period</b> -when you end a statement	I like cookies.
<b>question mark</b> -when you ask a question	Do you like cookies?
<b>exclamation point</b> -when you have an excited or emotionally charged statement	I absolutely love cookies!

We use a full stop when we have a complete sentence and thought. If we have two sentences that are connected in meaning, we can join them by a semicolon.

## Commas

<b>Always use a comma to separate...</b>	
a city and a state	Miami, Florida Mesa, Arizona
the date from the year	December 25, 2009 April 15, 2010
the greeting and closing of a letter	Dear Jane, Sincerely,
two adjectives that tell about the same noun	Shawn is a clever, smart boy.
<b>Use a comma to show a pause...</b>	
between three or more items in a series	Jim likes pizza, spaghetti, and lasagna.
between the words spoken by someone and the rest of the sentence	"I know," answered Mary.
after a short introductory phrase	After all that candy, nobody was hungry for cake.

We will read more about the comma, colon, and the semicolon after we talk about some common sentence errors.

## Apostrophe (s) 's

<b>Add an apostrophe...</b>	
when there is one owner, add an apostrophe first, and then add an s	The cat's dish is empty.
when there is more than one owner, add an s first and then an apostrophe	All of the cats' dishes were empty.
when you put two words together to make a contraction	Now he's on the table.

## Colons

### Add a colon...

after the salutation of a business letter	Dear Ms. Matthews:
between numerals indicating time	Meet me at the park at 12:35.
to introduce a list	Please bring the following items to class: pencil, paper, eraser, and folder.

In the exam, I will not be strict about punctuation. However, you have to write properly especially when using the commas and full stop. For example, if you put a comma instead of a full stop, you will lose some



marks. Just abide by the rules. You are not required to use all the punctuation marks in your writing, but I need you to use the commas and the full stops and they have to be correct.

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## COMMON SENTENCE ERRORS

*It is a very important handout to read and understand.*

*I will bring questions about them in the Exam.*

### Run-on Sentences

A run-on sentence results from two or more **complete sentences** being connected **without any punctuation**.

(×) I ran across the road it was very dangerous

Two independent clauses (I ran across the road) (it (the road) was dangerous).

#### Fix run-on sentence using a period

✓ I ran across the road. It was very dangerous.

(×) I ran across the road. it was dangerous.

#### Fix run-on sentence using a semicolon (;)

✓ I ran across the road; it was very dangerous.

#### Fix a run-on sentence using a comma and a coordinating conjunction

✓ I ran across the street, for it was dangerous.

#### Fix a run-on sentence using a a semicolon and a conjunctive adverb

✓ Because the road was dangerous, I ran across the street.

### Comma Splices

Joining two **independent clauses with only a comma** creates a comma splice.

(×) The politician gave his speech, the crowd cheered and applauded. Two independent clauses (The politician gave his speech) and (he crowd cheered and applauded" are independent clauses).

#### Fix a comma splice using a period (.)

✓ The politician gave his speech. The crowd cheered and applauded.

#### Fix a comma splice using a semicolon (;)

✓ The politician gave his speech; the crowd cheered and applauded.

#### Fix a comma splice using a comma and a coordinating conjunction

✓ The politician gave his speech, and the crowd cheered and applauded.

#### Fix a comma splice using a semicolon and a conjunctive adverb

✓ The book was interesting; however, the conclusion was very abrupt.

### Sentence Fragments

Sentence fragments look like sentences, but they are actually **incomplete**.

Often sentence fragments are missing a subject or a verb, or they begin with a subordinating word that turns them into a dependent clause.

#### Sentence fragment: Missing a subject

(×) Went out to play.

✓ The child went out to play.

#### Sentence fragment: Missing a verb

(×) The girl in her house.

✓ The girl stayed in her house.

#### Sentence fragment: Dependent clause

(×) Because it was raining very hard.

✓ Because it was raining very hard, the car skidded on the road.

### Agreement Errors

The subject and verb in a sentence must agree in number (singular vs. plural) and person (first, second, or third person).

Pronouns need to agree with their antecedents in number and person.

#### A. Subjects and verbs must agree

(×) The **books** in the box **is** for sale.

✓ The **books** in the box **are** for sale.

Note: the subject in the sentence is "books". "Books" is plural and the verb in the sentence is "to be".

#### B. Pronouns must agree with their antecedents

(×) **Each student** collected **their** library card.

✓ **Each student** collected **his** or **her** library card.

✓ **All the students** collected **their** library card.

#### C. Pronouns must agree with each other

(×) Once **one** has read the article, **you** have to answer the questions.

✓ Once **one** has read the article, **one** has to answer the questions.

### Possessive Case

Apostrophes are often added to the end of a word to show possession. However, this is not always the case.

Check out each of these examples for the different ways possession can be shown.



Words that do NOT end with "s"

**Add "apostrophe s" ('s) to the end of the noun.**

(x) This is **Johns** house.

✓ This is **John's** house.

Singular nouns that end with "s"

Add an apostrophe (') or "apostrophe s" ('s) to the end of the noun.

✓ The bus' tire is flat

✓ The bus's tire is flat.

### **Plural nouns**

Add an apostrophe (') to the end of the word.

✓ These are the boys' shirts.

The above sentence means that the shirts belong to many boys.

"Its" versus "it's"

"Its" is the possessive form of "it".

"It's" is the contraction of "it is".

(x) The company held it's annual party in June.

This sentence actually says: The company held it is annual party in June.

The company held its annual party in June.

### **Pronoun Reference**

The word that pronoun replaces is called an "antecedent". For example:

"**Jester**" can be the antecedent for "**he**" or "**him**".

"**Shahad**" can be the antecedent for "**she**" or "**her**".

"**The table**" can be the antecedent for "**it**".

"**The books**" can be the antecedent for "**they**" or "**them**".

By the way, "the baby" can be the antecedent for "it".

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## **PUNCTUATION**

### **The Comma**

**Use commas to separate items in a series of three or more**

- I love to eat pineapples apples oranges and raspberries. ✗
- I love to eat pineapples, apples, oranges, and raspberries. ✓

**Use commas between two coordinate adjectives that modify the same noun**

The speaker delivered an insightful dynamic speech. ✗

The speaker delivered an insightful, dynamic speech. ✓

**Use commas between independent clauses joined by coordinating conjunctions**

The sun was shining but the air was very cold. ✘  
The sun was shining, but the air was very cold. ✔

### **Use commas after an introductory element**

In the spring I will plant my garden. ✘  
In the spring, I will plant my garden. ✔

*Introductory elements include: clauses, phrases, and transitional expressions.*

### **Use commas for non-restrictive elements in a sentence**

My friend who has brown hair called me last night. ✘  
My friend, who has brown hair, called me last night. ✔

*Non-restrictive elements are descriptors that provide additional non-essential information.*

### **Do NOT use commas to separate a verb from its subject**

The dogs, are jumping over lazy foxes. ✘  
The dogs are jumping over lazy foxes. ✔

### **Do NOT use commas with restrictive elements in a sentence**

Many provinces re-test drivers, who are over sixty-five, to check their driving competency. ✘

Many provinces re-test drivers who are over sixty-five to check their driving competency. ✔

*Restrictive elements are descriptors that provide essential information. You need to specify the type of driver because not all of them are re-tested.*

## **The Semi-colon**

**Semi-colons are used to connect independent clauses that are closely related in meaning. Use semi-colons between independent clauses closely related in meaning**

The sky turned grey, the wind died suddenly. ✘  
The sky turned grey; the wind died suddenly. ✔

**Use semi-colons between independent clauses when the second one starts with a conjunctive adverb or transitional expression.**

The man entered the shop however, he did not buy anything. ✘  
The man entered the shop; however, he did not buy anything. ✔

## **The Colon**

**Colons commonly introduce a list or a quotation. They can only be used at the end of an independent clause.**

**Use colons to introduce a list after an independent clause**

There are three parts to this essay an introduction, a body, and a conclusion. ✘

There are three parts to this essay: an introduction, a body, and a



conclusion. ✓

**Use colons to introduce a quotation after an independent clause**

Hamlet's speech in the graveyard speaks to the fragility of life "Alas, poor Yorick! I knew him, Horatio." ✗

Hamlet's speech in the graveyard speaks to the fragility of life: "Alas, poor Yorick! I knew him, Horatio." ✓

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### Exam Notes:

This is a very important lecture so please read it well.

In the exam, you will have:

- A Descriptive Essay
- Compare and Contrast Essay

You are only required to write one essay; it's one of the two types and of course the question will determine the kind of essay.

∴ There might be 30 marks on the theoretical questions.

∴ There might be 70 marks on the essay.

In the question, I will specify the number of words that you have to write. You can write 50 words more or less.

You have to write a good thesis statement and introduction.

If I asked you to *describe your weekend*, you have to tell me about your typical holiday.

In a descriptive essay, you can write: **In this essay, I will describe a typical weekend I spend at my grandfather's house.** You can write 'in this essay' in the descriptive essay. This kind of thesis statement is very clear.

You have to have good structure, unity, and coherence in your essay.

Read about the descriptive essay and the compare and contrast essay and follow their forms.

Remember to indent each paragraph. You can also leave a blank line between each paragraph.

Remember to follow the rules and the structure of writing an essay.

The margins are not so important.

Write the headline in the middle of the first line.

Concerning the theoretical questions, you will be asked about **everything** that we discussed in class, especially the common sentence errors and the punctuation marks.

## Thank You

...

# Additional Material

## Essay Samples

### مقالات نموذجية

Please, read the following essays and try to notice the structure, grammar and style used in these essays.

## Descriptive Essay

### My Home Town Is Still in My Heart

The most inimitable place to be, besides in my husband's arms, is Harrogate, Tennessee. The rolling hills, clean crisp air, and spaciousness all surpass the city life. The memories and joy I experience when I am there will always have a special place in my heart.

My house resided in the country. A cow field was my backyard, and I would play hide and seek with my friends behind the hay bales. From the moment we got home and put our Bratz Doll backpacks down until the moment the pinkish, yellow sun was setting, my friends and I were always in a new adventure. At times, the golden rays would shine and radiate without a cloud in the sky. The gentle breeze was just enough to make it comfortable. The grass had already dried from the early morning dew, making it look freshly cut and greener than ever. As we would run around making up games to play, my black and white English Springer Spaniel, otherwise known as Bubba, would follow us eagerly with his wet teeming tongue hanging out of his parched mouth and his tail wagging like a hammer in an on-going alarm clock. In Knoxville, the population and space is far too crowded to enjoy pleasures like those in Harrogate. In a way, it is suffocating here, and I miss the feeling of peace and contentment when at home.

During winter season, it would snow fervently. My yard also consisted of a rather giant slope. Due to many hills and back roads that would get black ice very easily, school was called off frequently. My friends and I would get so excited and call each other to make plans to go sledding! I would jump in my thick, white leggings and blue nylon pants along with three pairs of socks and waterproof shoes. On top I would have two under shirts, two regular shirts, a small jacket, a large heavy jacket and a toboggan on. Layered and ready for



the cold, I would run outside and find my aqua green plastic sled from underneath the back porch. It was crisp and cold outside, and the snow was a clean white ready to be destroyed by the power of my sled. Hours later our paths would be perfectly carved in the snow, and we would be ready to go in and change to dry clothes, watch a movie, and drink a cup of hot chocolate. Snow doesn't fall in the city, and even if it did, there is no room to go sledding. These memories will not be forgotten.

When summertime came around again, the park was a popular place to be. I always made new friends, and there was always so much to do with these new acquaintances. Activities consisted of playing basketball at the court, playing in the sand, riding bikes, and rollerblading on the trail, playing on the jungle gym and tire swing, swinging, and so much more! Once my mom and I had our picture taken on the swings and put in the *Knoxville News Sentinel*. Sometimes the church congregation would have a picnic for everyone there, and we would grill and enjoy each other's company. Even family reunions have been held there. The people in Harrogate are country people, down to earth, and content with the simple life. They are not concerned with the greatest and latest of things. This made the events at the park so much more enjoyable.

If I could, I would go back and relive some of these memories. No matter where I go, Harrogate will be home in my heart. No matter my age, Harrogate holds some of the most memorable and cherishing parts of my life.

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## Comparison and Contrast Essay

### Consuming Fresh Foods Instead of Canned Foods

Eating is an activity that we as humans do at least two times a day. We live in a world where the variety of food is immense, and we are responsible for what we eat. We decide what we are about to eat and how it will affect our bodies. The purpose of this essay is to compare and contrast the differences between eating fresh foods instead of canned foods. The three main differences are flavor, health benefits, and cost.

The most notable difference between these two kinds of foods is their flavour. Fresh foods have great flavor and taste because they keep all their natural conditions. Canned foods however, lack a lot of its flavor characteristics because there are some other chemical products added to the natural foods. It is logical that the fresh foods will have a greater taste and

flavor when consumed just because of the time in which they have been prepared.

Comparing both types of foods we notice another difference. There is a health factor that affects both of them. Canned foods lose some of the original fresh food nutrients when stored, and also it has to be tinned with many conservatives and chemical factors that prolong the shelf life and apparent freshness of the food but could also become toxic if consumed too often.

Yet another difference between these two types of foods is the cost. Canned foods are much more expensive than fresh foods. Here the benefit of buying tinned foods is that they are easier to find, for example, in a supermarket instead of the market like the fresh foods, and they require less work to prepare than fresh foods, just open and serve.

Here are the main three differences between buying fresh foods and buying canned foods. As we can see it comes down to a personal choice, based on the time each person has, the money and the importance he/she gives to his/her nutrition and health. Therefore it is important that you consider your possibilities and choose the best type of foods for your convenience and lifestyle.

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## Wish you all the best

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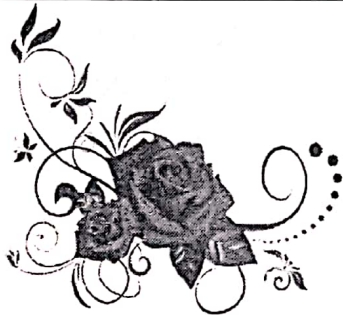


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مؤسسة العائدي للخدمات الطلابية

Group:

مكتبة العائدي - التعليم المفتوح - قسم الترجمة



مكتبة العائدي: المزة- نفق الآداب



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