



Tikrit University

College of Education for Women

English Department Subject : Writing in Paragraph

1ST year

Lecturer: Noor Ismail Khalil

mr.noorkhalil@tu.edu.iq

Layout /Formatting

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-**Paragraph:** A piece of writing that starts on a new line and contains several sentences.

- **Title:** The name of a piece of writing.

- **Margin:** The space at the side of the page where nothing is written.

- **Indent (v):**To start a paragraph further in from the edge of the page than the rest of the text.

- **Double line spacing:** A style of spacing where there are two blank lines between each line of text.

☒ **Font:** A set of letters in one size and style used for printing and computer documents

Process writing.

☒ Good writers go through several stages when they write.

Process writing will guide you through these stages so your final paper is really your best effort.

☒ The 1st stage is getting ideas. Learn and practice different ways to get ideas.

☒ An important stage is sharing your ideas with your classmates to see how other writers handled the same assignment, have good ideas from them , and how they understand yours.

☒ When finished, your assignment should be put away for sometime to be looked at again later on. Revising your writing improves it.

☒ Before you deliver the paper to your teacher,

a- Musicians practice their pieces many times before a concert. Athletes work out before a competition. In the same way, good writers go through several stages when they write process writing will guide you through these stages so your final paper is really your best effort.

b-The first stage of process writing is getting ideas. In this course, you will learn and practice several different ways to get ideas. Try them all and see which way works best for you.

c- An important stage in process writing is sharing your writing. You can see how other writers like you handled the same assignment, and you can get some good ideas from them. You can also see how well someone else understands your ideas.

d-After you finish your assignment, put it away for some time. When you look at it again, you may have new ideas. Your classmates may help you find new ideas, too. Writing your paper again (called 'revising') gives you the chance to improve your paper.

e- Before you give your teacher your paper, check it carefully. Read it aloud. Does it sound natural? Did you forget any words? Did you remember to write the heading correctly? Does your paper look neat? Remember to give your teacher your best effort!

Writing focus: What is a paragraph?

A paragraph is a group of about 6-12 sentences about one topic. Every sentence in a strong paragraph is about the same topic. All of the sentences explain the writer's main idea (most important idea) about that topic. When the writer wants to write about a new main idea, he / she begins a new paragraph.

A paragraph can give information, tell an opinion, explain something, or even tell a short story. The sentences are arranged logically, so the reader can easily understand what the writer wants to say,

In academic writing, a paragraph has a topic sentence that directly tells the reader the main idea. The other sentences in the paragraph, called supporting sentences, give more information about the topic. They add specific details and explanations. In academic English, the topic sentence is usually (but not always) first or last.

Learning Responsibility

1 My first job was as a sales assistant in a small clothes shop. 2 It wasn't a difficult job, and it wasn't really a very interesting job. 3 My best friend had a more exciting job. 4 Every weekend I had to open the shop at 10.00 a.m. 5 I couldn't be late. 6 Now at weekends I like to sleep late. 7 I helped customers find clothes, and I kept the shop clean and tidy. 8 My parents' house was very clean, too. 9 I used the cash register and handled credit cards, so I had to be very careful. 10 These things all taught me responsibility. 11 Now I work in a research laboratory. 12 I don't work which clothes anymore, but I still use that important skill I learn in my first job.

13 - Cross out the sentences that are not connected to the topic.

14 -Which additional sentences could be connected to the paragraph? write C (connected) or U (unconnected).

- a. I answered the phone and opened the post.
- b. On weekdays I did my homework for school
- c. I once worked delivering pizza, too.
- d., I learned how to choose and order new clothing,
- e. Dressing neatly and professionally was an important part of the job.
- f. A lab assistant is a good job for me.
- g. ,....., In the future, I would like to take some business trips.