



University of Tikrit

College of Education for Women

English Department

Subject: Writing in Paragraphs

1st year

Lecturer: Sahar Azzam Neimah

SAHAR.ZA@tu.edu.iq

Introduction

Introduction

Lecture 1

In this unit, we will learn

- definitions of basic terms related to formatting for assignments .
- about process writing .
- how to write complete sentences .
- how to begin and end a sentence .
- how to distinguish between weak and strong paragraphs .

Definitions of basic terms

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

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

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

Indent [v] : To start a paragraph further in from the edge of the page than the rest of the text.

Title : The name of a piece of writing.

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

Process writing

- Process writing' means writing in several stages (steps).
- Before you begin to write, you should get some ideas.
- Your teacher may ask you to read a classmate's paper and answer some questions about it. This is because you can learn a lot by reading your classmates assignment.
- Your teacher may ask you to write another draft. This is because you can make your paper better by making some changes.
- Before you hand in your paper for a grade, you should check it carefully.

How to write complete sentences

A complete sentence in English needs two words : a subject (a noun or pronoun) and a predicate (a verb). **Ex: She sits.**

Most English sentences are longer than just two words, but every sentence tells a complete thought . Groups of words that do not make complete sentences are called phrases.

How to begin and end a sentence

Sentences in a paragraph...

1- Start with a capital letter

Ex: *Part-time jobs can be stressful.*

2- End with a period (.) question mark (?) or exclamation mark (!)

Ex: *Many students work as tutors.*

How old were you when you got your first job?

I will never work in a restaurant again!

How to distinguish between weak and strong paragraphs

In a strong paragraph:

- There is a clear topic sentence and
- The supporting sentences are all about the same topic.

While in a weak paragraph:

- There is no topic sentence.
- The sentences are not all about the same topic.
- There are not enough sentences.
- Some sentences say the same thing.

Look at these examples. Here we have weak and strong paragraphs :

Example no.1:

When I need a good place to study, I go to the library. It's always quiet there, so I can concentrate. It's easy to find the books I need, and I can search for information on the internet because there are several computers. The other people in the library are also reading or working, so the mood is good for studying. I study better and faster in the library than in any other place.

This paragraph is strong because there is a clear topic sentence; the supporting sentences are all about the same topic.

Example no.2:

I need to buy a motorcycle. With a motorcycle, I could get to my job more quickly. It takes two hours to get to work by train. I could save a lot of time. Taking the train is not fast enough for me.

This paragraph is weak because some sentences say the same thing.

Example no.3:

Firs, insert a blank CD into the computer. Then, select the song list that you want to copy. You will see a button that say, "click here to burn." Click on that button. Then just wait a few minutes. That's all!

This paragraph is weak because there is no topic sentence.

Example no.4:

Sports instructor is a good part-time job. You can enjoy your favorite activity and earn money at the same time. Some other jobs pay better. You can also volunteer as an instructor. I had a difficult time learning to swim, because my instructor wasn't very good. My tennis instructor was much better. If you get a lot of experience as a sports instructor, you can get a job at a gym or as a coach in the future.

This paragraph is weak because the sentences are not all about the same topic.

Example no.5:

Cell phone are very popular0 They are really convenient. They're small and light.

This paragraph is weak because there is no topic sentence, there are not enough sentences.

Now write a paragraph about having a part time-job in high school. Check your writing before you hand in your paragraph to your teacher did you :

- Include a heading on your paper?
- Format the paragraph properly ?
- Start and end each sentence correctly ?
- Give the paragraph a title ?