

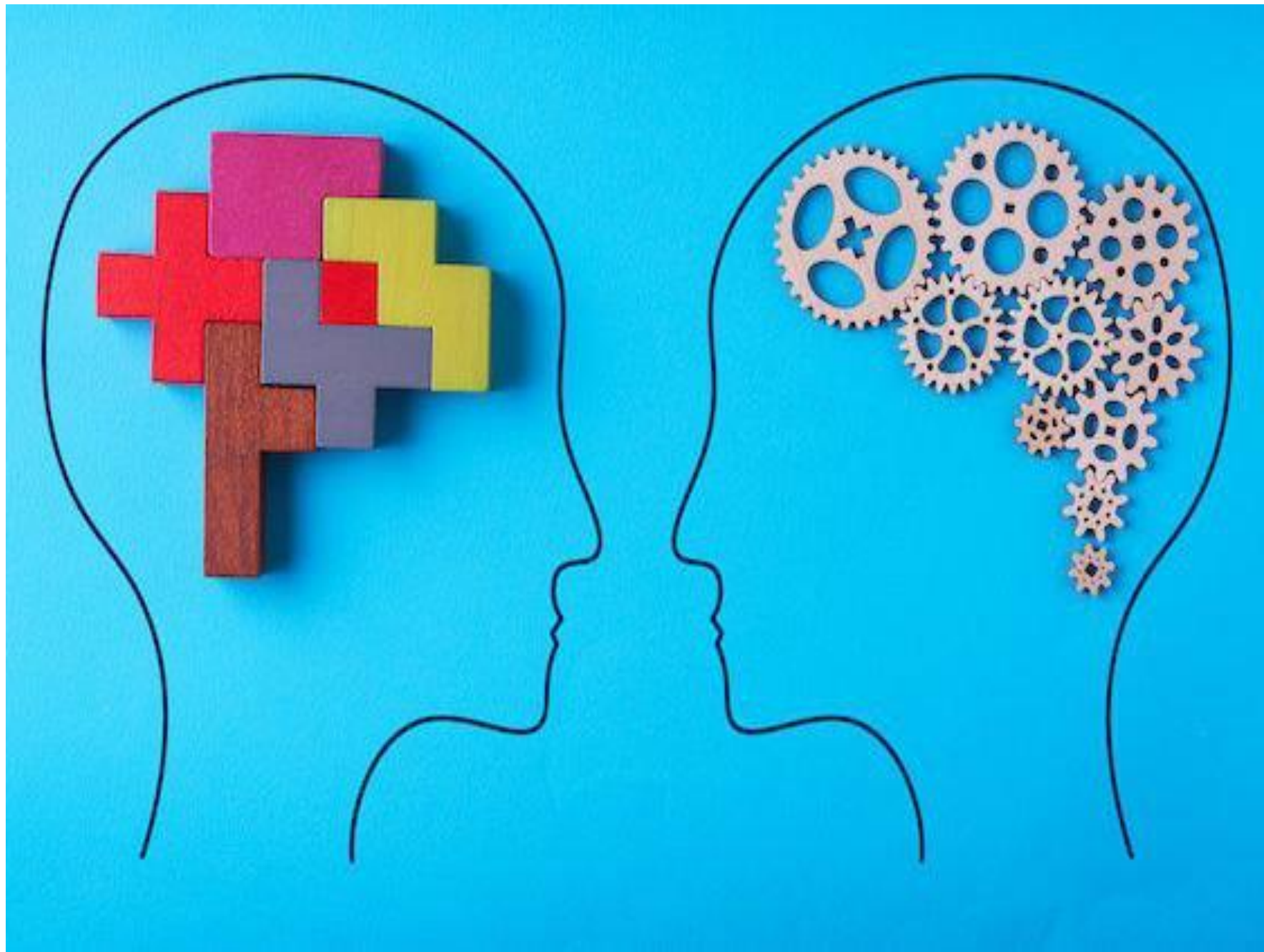
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وزارة التعليم العالي والبحث العلمي
جامعه المستقبل/كلية التربية
قسم اللغة الإنجليزية

Writing in Paragraph
First -year Students of English Department

How to write effective headings

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Introduction

In this unit, you will learn ...
formatting for assignment.

How to write headings about process writings.

Layout/ Formatting

- a. paragraph – 4. A section of a piece of writing that starts on a new line and contains several sentences.
- b. margin – 2. The space at the side of the page where nothing is written.
- c. double line spacing – 6. A style of spacing where there are two blank lines between each line of text.
- d. indent (v) – 1. To start a paragraph further in from the edge of the page than the rest of the text.
- e. title – 5. The name of a piece of writing.
- f. font – 3. A set of letters in one size and style used for printing and computer documents

There are no set rules about how you set out your paragraphs and they can be hand written or word-processed .It is down to personal preference whether you use indentation 'double line spacing or a certain font, unless your school or university has specific requirements. However, the general rule is that paragraphs should be clearly visible, easily readable and in one font, which is usually black

Writing focus: What is a sentence?

How many words are in the shortest English sentence? Except for one-word commands (Sit), a complete sentence in English needs two words as a subject (a noun or pronoun) and a predicate (a verb) (She sits). Of course, 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**.

Language focus: Capital letters and final punctuation

Sentences in a paragraph...

start with a capital letter

Part-time jobs can be stressful.

End with a full stop (.) question mark (?) or exclamation mark (!)

Many students work as tutors,

How old were you when you got your first job?

I will never work in a restaurant again!

Note: Exclamation marks are not as common in academic writing as they are in casual writing. Don't use them too often. Never use more }

Do not use an exclamation mark at the end of a sentence in academic writing.

The company offered me a part-time job!! = when writing to friends
The company offered me a part-time job. = when writing in school

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 could 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.

The homework

Work with a partner. Read the groups of sentences below and on page 10. Circle the letters of the strong paragraphs. If you think the sentences make a weak paragraph, say why. Choose one or more of these reasons:

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

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.

Thank you for
your time.

