

Course: English-I (6468)

Semester: Spring, 2021

ASSIGNMENT No. 2

Q. 1 Write a note on importance of paragraph writing.

When writing articles, the paragraph is probably the most important unit of composition. A paragraph is a group of sentences that, when put together, discuss one main idea. Paragraphs have three main parts: the topic sentence, body sentences, and the concluding sentence. Let's cover how a paragraph should be put together by you or a content writer.

Paragraph Structure

Paragraph structure simply refers to the arrangement of sentences that make up a paragraph.

Topic Sentence

The topic sentence is normally the first sentence in a paragraph. This sentence gives the reader an idea of what is coming up in the paragraph, and it is normally the most general of the paragraph's sentences. There won't be a whole lot of detail in this sentence, but it is there to introduce the main idea.

Body Sentence

The body sentences (or supporting sentences) reinforce the topic sentence by fleshing out the details. If something in the body sentences does not support your paragraph, it needs to go somewhere else in the article—probably in a new paragraph. If your topic sentence is the “what” of your paragraph, the body sentences are the “whys.”

Concluding Sentence

The concluding sentence is not always necessary, but if you have a longer paragraph, it is something that should be included. The concluding sentence will summarize your topic sentence and reinforce it.

Sometimes you can picture your paragraph like a hamburger. The topic sentence is the top bun. The body sentence are the meat, cheese, condiments and veggies that make the whole thing taste delicious. The concluding sentence bottom bun helps keep the whole thing from falling out all over the place and making a mess. You can go further with the analogy by noticing that the top and bottom bun of a hamburger are very similar, just like the topic and concluding sentences. Build your paragraphs like a hamburger, and you won't make a literary mess all over the page!

Here is a sample paragraph that contains all three parts described above:

(Topic Sentence) My hometown of Oregon, Illinois, is known for its abundance of landmarks. **(Body Sentences)** One of the most famous landmarks is “The Eternal Indian” sculpture that stands over 75 feet high and looks out over the Rock River. Also looking out over the river is Castle Rock, a massive natural rock formation that gives hikers to the top a fabulous view of surrounding landscape. Speaking of castles, Stronghold Castle was built by one of the former owners of the Chicago Tribune and is an exact replica of an ancient fortress in Germany. **(Concluding Sentence)** All these landmarks make Oregon, Illinois, a great place to visit. A well-crafted paragraph makes it easy for a reader to access the facts you are trying to convey. Read over your article before submitting to make sure that your paragraphs are a juicy hamburger of written information.

Sentence Structure

The sentence is one of the most basic building blocks of communication, so making sentences clear, concise, and complete is fundamental. Common problems with sentence structure involve sentence fragments, sprawling sentences, and run-on sentences.

Sentence Fragments

A sentence fragment is a grouping of words that fails to contain even one independent clause. (Note: an independent clause contains both a subject and a predicate/verb.) The editors at Constant Content often see sentence fragments in short summaries; errors like this always lead to a submission being rejected.

Examples:

An article dealing with widgets and gadgets. (This has the makings of a sentence, but it doesn't have an auxiliary to complete an independent clause.)

Better: **This is** an article dealing with widgets and gadgets.

In space, after the moon landing. (This fragment does a good job of setting the stage, but it doesn't contain a subject or a verb.)

Better: In space, after the moon landing, **Buzz Aldrin ate his celebratory astronaut ice cream.**

Sprawling Sentences

A sprawling sentence contains too many equally important independent clauses in a single sentence. Since they're all independent clauses, this error has an easy fix. Just review your articles or web site content writing and break the sprawl up into more easily digestible sentences.

Example:

Johnny Depp played Captain Jack Sparrow, and he also acted in the movie Blow, but he doesn't let his numerous famous roles affect his personal life; he loves tattoos, so he has a lot of ink all over him. (It's pretty obvious that this sentence has way too much going on. It's sprawling and wordy.)

Better: **Johnny Depp played Captain Jack Sparrow and acted in the movie Blow. He doesn't let his numerous famous roles affect his personal life, though. He loves tattoos and has been inked many times.**

Run-on Sentences

Run-on sentences contain independent clauses that are incorrectly connected to each other. Usually, you need a comma with a coordinating conjunction, a semicolon, or a colon to properly glue these clauses together.

Example:

It's raining outside, take an umbrella.

Better: It's raining outside. Take an umbrella.

It's raining outside; take an umbrella.

It's raining outside, **so** take an umbrella.

Making sure sentences are complete is an excellent first step in proofreading your own writing. Businesses hire Constant Content article writers because of the quality of your writing. Well-written sentences are the foundation of good writing, so compose clear, concise, and complete clauses.

Q. 2 Why is the use of full stop in writing.

A full stop (or period) is primarily used to mark the end of a sentence. The main issue with them in academic writing is that many students **do not use them enough**. There is an assumption that long sentences are more academic. This is not true. Some academic concepts are difficult to describe in a simple sentence but the majority of sentences do not need to be complicated or overlong. See our page on Overlong sentences for guidance. See also Comma splices.

Full stops in abbreviations

A full stop is the standard punctuation to use after or between many abbreviated phrases and words. For example five p.m., Prof. Smith, Sgt. Jones. George W. Bush. However, the conventions are changing with many abbreviations no longer needing such punctuation. See our page on Abbreviations for more information on this. Note that if a sentence ends with an abbreviation that normally has a full stop, you would only put one, never two together:

The samples were taken at regular intervals finishing at 8 p.m. <----- Only one full stop

In-text citations and full stops

If you are using Harvard or APA referencing styles and wish to include a citation at the end of a sentence, you should include it **before** the full stop:

Groups of captive elephants **show** more variation than their wild counterparts (Schulte, 2000).

If using a footnote referencing style, including OSCOLA, the citation should come **after** the full stop:

Proportional representation enables better representation of minority groups.

Commas

Separating lists

In lists of three or more items, commas separate the elements:

The elements of the nursing process are categorised as assessment, planning, implementation and evaluation.

A note on the 'Oxford comma'

An Oxford comma precedes the 'and' before the last entry of a list. It is common in American English but is **not used** when writing in the UK. There is an exception - where the entries in a list may also contain the word 'and' and it clarifies which are the actual list entries:

The colour options available are grey scale, black and white, and full colour.

In citation lists

Commas are used between the author surname and the date AND to separate citations from the same author.

Semi-colons are used to separate citations from different authors:

Separating supplementary elements in a sentence

Supplementary elements are those that can be removed without changing the overall meaning of the sentence.

Commas are used at either side to to separate them from the main element:

The research, which took place in America, suggested that age was a significant factor.

Edward VII, the eldest son of King George V and Queen Mary, was one of shortest-reigning monarchs in British history.

Between adjectives

If you are including more than one adjective, separate them with a comma:

The young, well dressed, well educated woman was clearly discriminated against.

Before co-ordinating conjunctions

If you are using conjunctions such as and, but, for, nor, yet, or, so to link two independent clauses (clauses that could grammatically stand alone as full sentences) you separate them by adding a comma before the conjunction:

She had no reason to complain, **but** she decided to sue the authority.

The political landscape was changing, **so** it was decided to leave the decision until a later date.

An exception is the conjunction because. It is not usually necessary to precede it with a comma:

Sir Thomas More was among many who suffered execution because he could not subscribe to the Act of Supremacy.

Unless it helps clarify the relationship between the clauses:

I knew I would be able to retrain, because I had consulted the website and found an appropriate course.

It was not consulting the website that was necessary to get the knowledge - but finding the appropriate course.

To separate a dependent and independent clauses

This is only necessary when the dependent clause is used as an introduction as illustrated by the punctuation and text within these two sentences:

If the subordinate clause comes first, a comma is needed to separate the clauses.

You do not need any additional punctuation if the main clause comes first.

Independent clauses start with subordinate conjunctions (although, where, despite, since, as a result etc.), or relative pronouns (which, that, whether etc.). They can also start with verbs taking the -ing form:

Having spent so much time learning to use SPSS, I was reluctant to change to another statistical package.

To separate introductory words or short phrases

There are many times when you use a single word or short phrase as an introduction to a sentence. These are followed by a comma:

However, without further corroboration this is unconvincing.

Conversely, the cost of business rent rose in the northern counties.

On the other hand, the provision could be said to be more equal per capita.

Note that if these were in the middle of a sentence, they should be preceded with a semi colon:

The argument was well made; however, without further corroboration it was unconvincing.

The cost of business rent fell in the southern counties; conversely, it rose in the north.

Q. 3 Discuss importance of simple present in sentence structure.

There is no denying the fact that the English language has become the dominant language around the world. Since it is also important as a global language of business, it is necessary to develop the effective communication skills of English language.

Effective communication skills of English language are necessary for the people of all professions. The concept of English verb tenses is very important in establishing effective communication. Hence, if you want to maintain both ways of communication better, that is, speaking and writing. You need to gain mastery over English tenses, because a command of twelve basic tenses of English language will aid you immensely in gaining effective communication skills.

The term, tense, has been derived from the Latin word “**tempus**” meaning time. Since there are many ways in which we express the time of action, we use tenses.

There are three main tenses, past tense, present tense and the future tense. It is important to note that each of

these tenses has four forms, they are: Simple, progressive or continuous, perfect and perfect progressive or perfect continuous.

As stated above there are three tenses, past tenses, present tense and the future. But the ways in which these three tenses are used with the forms of verbs, such as, present form, past form, past participle and ing-form, are different. It is therefore important to understand well how to use these tenses with the forms of verbs.

It must be borne in mind that in a given situation or in accordance with the time, one should use an appropriate tense so as to maintain effective communication. In this way, it is necessary to determine various aspects in terms of English verbs, such as, the state of being, continuing action or action completed. In doing so, you need to know how to conjugate verbs properly by focusing on the structures of tenses and modal tenses, so that you can create clear and effective sentences.

On the hand the correct use of tenses helps you speak with people clearly and effectively, it enables you to raise the level of readability of your business writings on the other by allowing your readers to comprehend accurately what you have written using English tenses.

Some languages do not put as much emphasis on tenses and the chronological order of events and actions. Instead, they stress (hierarchical) relationships between the people involved in the events and actions that are being described by the speaker/narrator. Japanese is one example for a language that puts much more emphasis on relationships. Thus, English learners whose first language is Japanese need to pay extra attention to the tenses in English and should work with visualization aids to move English tenses from the rather abstract realm of textbooks to a much more tangible and understandable medium. For example, why not take a wooden box and imagine that the past tenses need to placed within that box to symbolize how they describe events and actions that started and were completed in the past. This method works for tactile and visual learners alike.

Four Main Types of Verb Tenses

Past Tense

Present Tense

Future Tense

Perfect Tense

Four Forms of Verb Tenses

Simple

Progressive/Continuous

More About the Different Types of Verb Tenses

The four main types of verb tenses and two forms can be used in a variety of combinations to create unique meanings. With so many options, it can be hard to determine what type of verb tense to use at the appropriate time. Below, you'll find definitions of the different verb tenses and examples to help you understand how these could be used in your daily life.

Simple Form Verb Tenses

You can think of simple verb tenses as the building block of all other forms. In English grammar, simple form verb tenses do not have an auxiliary verb in affirmative sentences, which you'll find in other forms. Below, you'll find examples of simple present, past, and future phrases that you can use in conversation.

Simple Present Tense – Definition & Examples

The present tense can be used in two ways: to express a recurring action and to represent a common belief. Below, you'll find an example of how the present tense is used in each of these instances.

Example 1: The tallest buildings are on 42nd and E Street.

Example 2: On warm days, the students run home from the park.

Example 3: Plants process carbon dioxide through photosynthesis.

Simple Past Tense – Definition & Examples

If you're talking with a friend or a coworker and you want to explain that you started and finished an activity in the past, then you'd want to use a simple past tense verb. Regular past tense verbs end with -ed, but you'll also find irregular past tense verbs where the spelling of the root word changes.

Example 1: We jumped off the diving board and into the pool.

Example 2: We drove through the night to make it home after the party.

Simple Future Tense - Definition & Examples

In its simple form, the future tense signifies something that is going to happen in the future. You can identify or use the simple future tense by using will or shall (note: The latter is far less common than will). Aside from will and shall, you can also express the simple future tense with am, is, are + base verb + ing, going to, and the simple present.

Example 1: My team will finish the report on Friday.

Example 2: We're going to the mall on Saturday to find new clothes before the concert.

Example 3: The race starts early in the morning before the sun rises.

Perfect Verb Tenses

Not all events are clearly situated within a time frame, which is to say that some events happen at an indefinite time. Do you remember the specific time you drank coffee today? Probably not, because it stretched out over an indefinite period of time in the past. Perfect verb forms also apply to past and future tenses, where an event took place before another or will be completed in the future before another action.

Present Perfect Tense - Definition & Example

Communicating events with indiscrete times can be tricky in English. The present perfect tense is supposed to make this easier. If you want to explain an event that happened at an indefinite time in the past or that began in the past and continues into the present, then I've put together a few examples below. These will help you understand the basic rule of the present perfect.

Example 1: My friends have seen the movie so many times, they lost count.

Example 2: People have gathered together to celebrate each other's birthdays for hundreds, if not thousands, of years.

Past Perfect Tense - Definition & Example

If you're talking about multiple events that happened in the past, then the past perfect tense will be useful for you. This verb tense allows you to discuss or write about an event that took place in the past, but before another past action.

Example 1: All the cars had parked alongside the road to watch the meteor shower.

Future Perfect Tense - Definition & Example

Just like you can discuss the relationship between two events in the past, you can also do so for those occurring in the future. The future perfect tense describes an event that will occur before another in the future. You can identify future perfect tense verbs because they'll use the phrase, will have with a past participle.

Example 3: When I finally visit Japan, I will have traveled to every country.

Progressive Verb Tenses

If you want to signify something that is ongoing or discuss two events that overlapped in time, then the progressive verb tense is the best option to use. Both in writing and conversation, progressive forms help to show the duration of an event rather than just stating that it occurs, occurred, or will occur.

Q. 4 What are the main strategies while teaching using passive voice in writing skills.

In general, the **active voice** makes your writing stronger, more direct, and, you guessed it, more active. The subject is something, or it does the action of the verb in the sentence. With the **passive voice**, the subject is acted upon by some other performer of the verb. (In case you weren't paying attention, the previous two sentences use the type of voice they describe.)

But the passive voice is not incorrect. In fact, there are times when it can come in handy. Read on to learn how to form the active and passive voices, when using the passive voice is a good idea, and how to avoid confusing it with similar forms.

If you're writing anything with a definitive subject who's performing an action, you'll be better off using the active voice. And if you search your document for instances of was, is, or were and your page lights up with instances of passive voice, it may be a good idea to switch to active voice.

That said, there are times when the passive voice does a better job of presenting an idea, especially in certain formal, professional, and legal discussions. Here are three common uses of the passive voice:

Reports of crimes or incidents with unknown perpetrators

My car was stolen yesterday.

If you knew who stole the car, it probably wouldn't be as big a problem. The passive voice emphasizes the stolen item and the action of theft.

Scientific contexts

The rat was placed into a T-shaped maze.

Who places the rat into the maze? Scientists, duh. But that's less important than the experiment they're conducting. Therefore, passive voice.

When you want to emphasize an action itself and the doer of the action is irrelevant or distracting:

The president was sworn in on a cold January morning.

How many people can remember off the top of their heads who swears in presidents? Clearly the occasion of swearing in the commander in chief is the thing to emphasize here. In each of the above contexts, the action itself—or the person or thing receiving the action—is the part that matters. That means the performer of the action can appear in a prepositional phrase or be absent from the sentence altogether.

The above examples show some formal uses of the passive voice, but some writers take advantage of the shift in emphasis it provides for other reasons. Here are moments when the passive voice is a stylistic decision that suits the author's writing goals. Avoid getting blamed There are times when you want to get away with something without making it crystal-clear who's at fault. The classic example:

"Mistakes **were made**." —most politicians

Who made them? Is anyone taking responsibility? What's the solution here? One political scientist dubbed this structure the "past exonerative" because it's meant to exonerate a speaker from whatever foul they may have committed. In other words, drop the subject, get off the hook.

Beat around the bush

Jane Austen is a master of poking fun at her characters so euphemistically that it seems almost polite, and the passive voice is one of her favorite methods for doing that.

"[He] pressed them so cordially to dine at Barton Park every day till they were better settled at home that, though his entreaties **were carried** to a point of perseverance beyond civility, they could not give offense."

—Jane Austen, *Sense and Sensibility*

Austen could have rephrased this sentence like so:

"Though Mr. Middleton carried his entreaties to a point of perseverance beyond civility, they could not give offense."

Though maybe she means something closer to:

"Mr. Middleton pushed his invitations beyond the point of politeness and into pushiness, but he still meant well."

In cases like this, the passive voice allows for more polite phrasing, even if it's also a little less clear.

Make your reader pay more attention to the something

This is like the president getting sworn in: the thing that gets the action of the verb is more important than the people performing the action.

"That treasure lying in its bed of coral, and the corpse of the commander floating sideways on the bridge, **were evoked by historians** as an emblem of the city drowned in memories." —Gabriel García Márquez, *Love in the*

Time of Cholera

Here, you could invert the sentence to say “Historians evoked that treasure (and so on).” But that would take the focus away from that oh-so-intriguing treasure and the corpse. And since the historians are less important here, the author makes the choice to stress the key idea of the sentence through the passive voice.

Here’s another famous example that puts the emphasis on what happens to the subject, instead of on what the subject is doing:

“We hold these truths to be self-evident, that all men **are created** equal, that they **are endowed** by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.” —The Declaration of Independence, 1776

“All men” (and these days, women, too) get boosted to the front of the phrase because their equality and rights are the focus. It makes sense that a statement declaring independence would focus on the people who get that independence, after all.

Q. 5 Put down the components of a Paragraph. In a paragraph, write your brief profile.

A paragraph is a collection of related sentences dealing with a single topic. In a paragraph, you will state one main idea and explain it. Paragraphs are extremely important because they help organize information in a way that is easy for your reader to follow, thus bettering the flow of your writing. To be as effective as possible, a paragraph should contain each of the following: Unity, A Topic Sentence, Supporting Sentences, and a Conclusion.

Unity

The entire paragraph should concern itself with a single focus. If it begins with a one focus or major point of discussion, the rest of that paragraph should expand on that focus and provide ideas as evidence to support your point of view.

Topic Sentence

State the paragraph’s main idea clearly in the first sentence. This is your topic sentence. A Topic Sentence = a main topic + a specific opinion or idea about that topic

Example:

MAIN TOPIC: Gardening

SAMPLE TOPIC SENTENCES: Gardening produces better organic food.

Gardening is good exercise.

Note: this is not an invitation to simply announce your topic. “Today I’m going to discuss the benefits of gardening” is not an effective topic sentence. You should be able to make your intentions clear without stating them explicitly.

Supporting Sentences:

These are the sentences that follow your topic sentence. They provide evidence and ideas that back up your main assertion in the topic sentence. Usually you can divide the supporting sentences into two categories: Main Points: ideas that support the assertion you made in your topic sentence

Supporting Details: evidence that backs up or explains each main point

Conclusion

The final sentence in your paragraph sums up the content of your paragraph. In essays, the conclusion sentence also provides a transition to the next paragraph.

Outline

Topic Sentence

1. Main Point One

Supporting Sentence

2. Main Point Two

Supporting Sentence

3. Main Point Three

Supporting Sentence

- **Conclusion**

Paragraphs – Length Consistency

Paragraphs are units of thought with one idea developed adequately. Listed here are some “rules of thumb” to use when paragraphing. As your writing improves, you’ll be able to break these “rules” to meet your own needs. Until then, these suggestions can be helpful:

- Put only one main idea per paragraph.
- Aim for 3 to 5 or more sentences per paragraph.
- Include on each page about 2 handwritten or 3 typed paragraphs.
- Make your paragraphs proportional to your paper.
- Since paragraphs do less work in short papers, have short paragraphs for short papers and longer paragraphs for longer papers.
- If you have a few very short paragraphs, think about whether they are really parts of a larger paragraph—and can be combined—or whether you can add details to support each point and thus each into a more fully developed paragraph