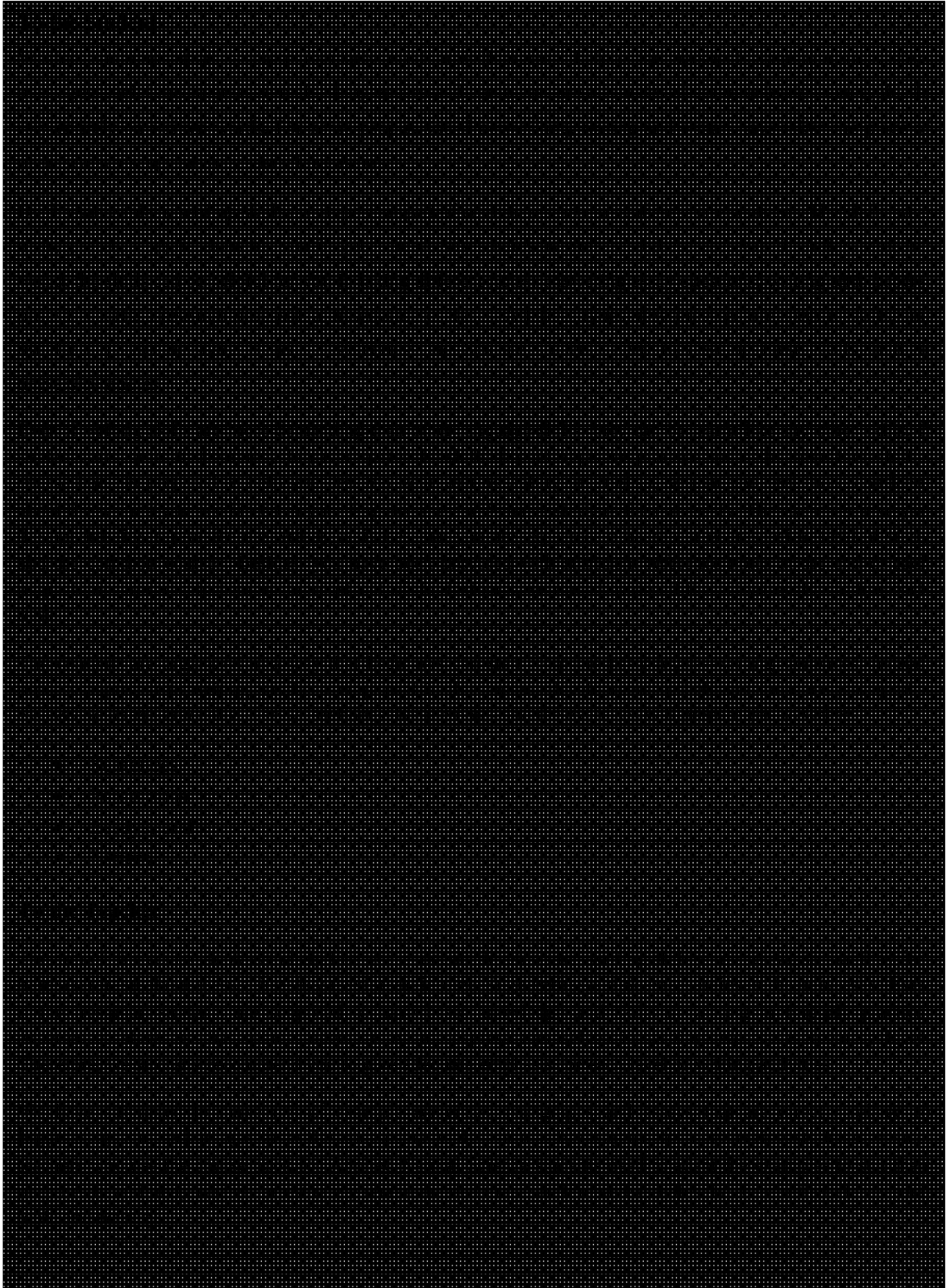




Objectives of the Course

At the end of the course, students will be able to:

- **write grammatically correct sentences;**
- **combine sentences to form different types of sentences;**
- **identify major common sentence errors and correct them in paragraphs and essays;**
- **write coherent, unified and complete paragraphs of different types;**
- **write different types of essays;**
- **write letters for different purposes.**

Unit 1: Sentence

Introduction

You have written sentences since you were in elementary school, so why take the space here to talk about writing good sentences? As paragraphs are the building blocks for every multi-paragraph essay, sentences make up the foundation to any kind of academic writing. You all know that if a foundation crumbles, the building blocks come crashing down. So, you need to master writing various types of sentences before you embark on writing a paragraph or an essay. Therefore, this unit mainly deals with definition of a sentence, components of a sentence, and types of sentences. Each topic in the unit is accompanied with activities which you are expected to do according to the instructions.

Objectives of the Unit

At the end of this unit, you will be able to:

- **define sentence;**
- **identify sentence structure;**
- **identify the types of sentences;**
- **write different types of sentences.**

1.1 Definition of Sentence

Brainstorming: Work in pair. Answer the following questions.

1. What is a sentence?
2. What are the major components of a sentence?
3. Which of the following structure can be considered as a sentence? How can you change the faulty structure into a complete and meaningful sentence?
 - a. The lab technician who assists the professors at the lab.
 - b. Material Engineering is an emerging field of study in ASTU.
 - c. First year students who are admitted to the university withentrance examination.
 - d. To transform their country, the young need to strive hard.

Exercise 1A: Underline the subject and predicate of the following sentences.

1. The Sputnik was the first satellite launched into the orbit.
2. Bicycle rims are usually made of aluminum.
3. There are many freshman students at the registrar office.
4. The mechanic who repaired my car is a graduate from Adama Polytechnic College.
5. Trevor Baylis, the inventor of clockwork radio, is the owner of several patents.
6. What Martin Cooper invented has changed telecommunication.

1 B: Write five sentences of your own about your observation of the campus freshman courses and their lab activities.

1. _____
2. _____
3. _____
4. _____
5. _____

A sentence is a group of words which conveys complete, meaningful and acceptable thought or idea.

1.2 Types of Sentences

Brainstorming: **Work in pair. Answer the following questions.**

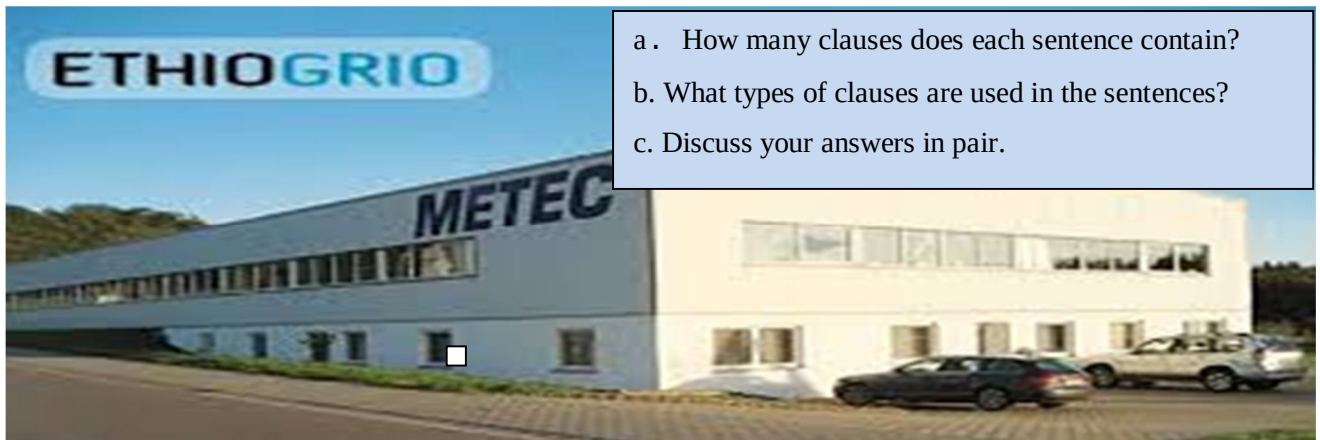
1. What is a clause? Give examples.
2. What are the two types of clauses? Give example for each.
3. How does a clause determine the types of sentences?
4. What types of sentences are the following?
 - a. Only outstanding students were admitted in Materials Engineering Department in 2016.
 - b. Beka was interested in joining Materials Engineering Department, but he was not admitted.
 - c. The batteries must be charged when the capacity falls to 10%.
 - d. It is difficult to get into game designing industry because you have to show success, and you cannot do that without experience.
 - e. The furniture is made of plastic.

1.2.1 Simple Sentence

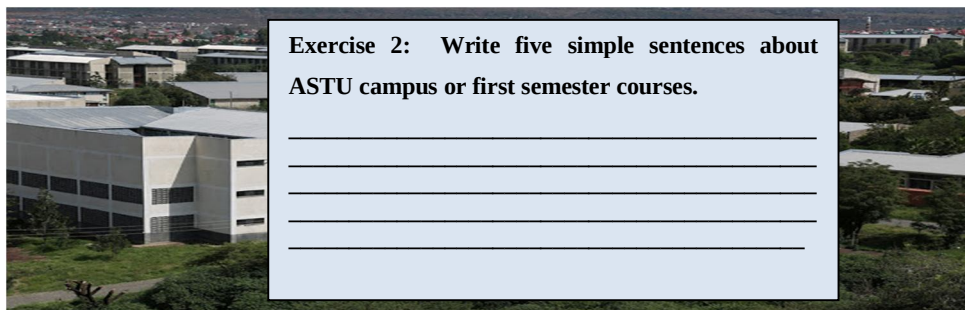
Read the following example sentences and answer the questions that follow.

Example:

1. METEC is manufacturing hi-tech machineries.
2. The New Jersey Institute of Technology has developed a new system for hand guns.
3. Having experimented thousand times, Thomas Alva Edison made the most valuable invention in the world.
4. Dr. YosephBenti, the NASA scientist, studied Electrical Engineering at AAU.



- a. How many clauses does each sentence contain?
- b. What types of clauses are used in the sentences?
- c. Discuss your answers in pair.



1.2.2 Compound Sentence

Read the following example sentences and answer the questions that follow.

Example: 1. Ethiopia is not an economically advanced country, yet it is striving to launch its own satellite by 2020.

2. The developed countries are resorting to green energy; consequently, the price of fossil fuels is slumping rapidly.
3. A hybrid vehicle has both a petrol engine and an electric motor; the petrol engine is the main power source.

- a. How many clauses does each sentence contain?
- b. What types of clauses are used in the sentences?
- c. What kinds of connectors are used to join the clauses?
- d. Can you mention other connectors that can be used to join clauses in compound sentences?
- e. Discuss your answers in pair.



Exercise 3: Write five compound sentences by joining the clauses in column A with the clauses in column B with appropriate connector.

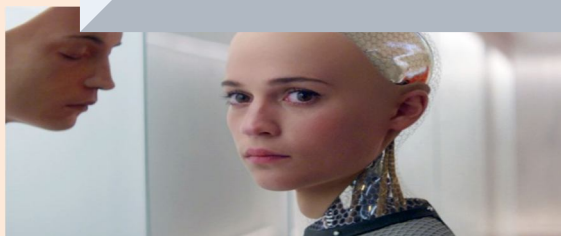
Column A

1. Hydrogen is the cleanest form of energy.
2. Ethiopia has not encountered several cyber-attacks.
3. Bitania has graduated in Electrical Engineering with great distinction.
4. An e-commerce is trending in Ethiopia.
5. Beka's laptop doesn't take CD.

Column B

- A. Some companies have started selling their products online.
- B. Beka's laptop doesn't take flash disk.
- C. Hydrogen fuel doesn't emit any pollutant into the atmosphere.
- D. Technology students can ask for transfer to AASTU.
- E. Ethiopia is institutionally well prepared to defend

Example: Technology students can finish their studies in ASTU, or they can ask for transfer to AASTU.

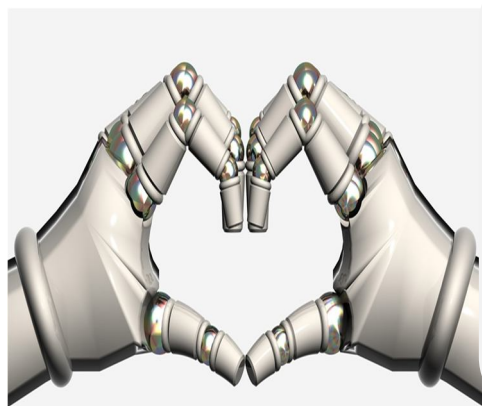


A compound sentence contains two or more independent clauses joined by coordinating conjunctions, conjunctive adverbs or semi-colon.

1.2.3 Complex Sentence

Read the following example sentences and answer the questions that follow.

- Example: 1. Before robots can act like humans, they need to have brains like humans.
2. When Lelise left college, she got a job through an agency which provided online support to local businesses and individuals.
3. BSc degree in technology provides the high level of technical skills which are needed by many companies.
4. Although Beki is a smart student, he seldom earns good grades because he spends most of his time by reading literary books.



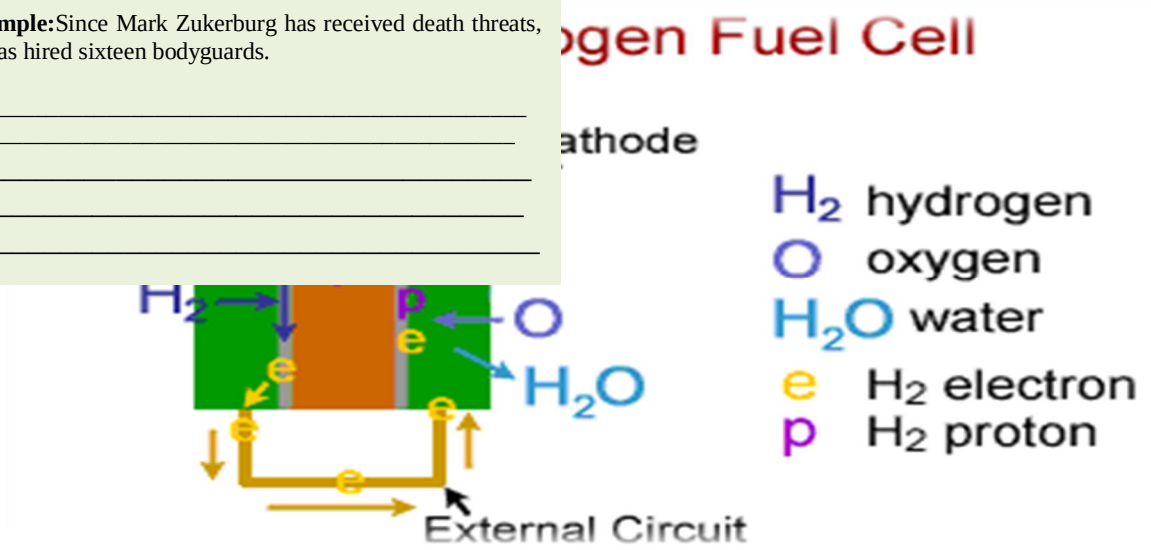
- How many clauses does each sentence contain?
- What types of clauses are used in the sentences?
- What kinds of connectors are used to join the clauses?
- Can you mention other connectors that can be used to join clauses in complex sentences?
- Discuss your answers in pair.

Exercise 4: Write five complex sentences by joining the clauses in column A with the clauses in column B with appropriate connector.

Column A	Column B
1. Hydrogen may not be widely used as fuel.	A. Ethiopia has built a Space Observatory at Entoto.
2. There will be convertible furniture.	B. The house is capable of withstanding earthquake.
3. Mark Zuckerberg has received death threats.	C. Mark Zuckerberg has hired sixteen body guards.
4. Ethiopia is at infant stage in Space Science.	D. The battery cells are very expensive.
5. Scientists will develop a house.	E. The glass becomes opaque when a current is passed through it.
6. Some partitions will be made of glass.	F. The furniture can be folded up when they are not needed.

Example: Since Mark Zuckerberg has received death threats, he has hired sixteen bodyguards.

1. _____
2. _____
3. _____
4. _____
5. _____



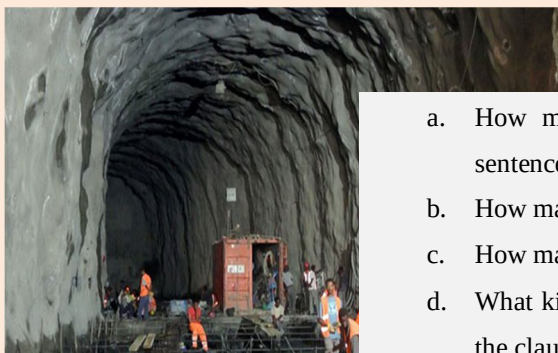
A complex sentence contains one independent clause and one or more dependent clauses colon.

1.2.4 Compound Complex Sentence

Read the following example sentences and answer the questions that follow.

Example: 1. Mechanical Engineering is a promising field of study in a country where industrialization is at infant stage, yet most freshman students in ASTU prefer to study Civil Engineering.

3. There are always dangers in tunnel construction, but there were only two incidents when the tunnel of Gilgel Gibe III was constructed.
4. Medical devices that are used to treat patients are non-durable; besides, they are very expensive.
5. When Ahmed won internship at Ericson's Research Center, he was not that much impressed, but his career life was totally transformed after one year stay in the center.



- a. How many clauses are used in the above sentences?
- b. How many of them are dependent clauses?
- c. How many of them are independent clauses?
- d. What kinds of connectors are used to connect the clauses?
- e. Discuss your answers in pair.

Exercise 5: Write five compound complex sentences in column A with the clauses in column B with appropriate connector.

Column A	Column B
1. Robots will be the right hand of human beings.	A. The furniture can be folded up when they are not needed.
2. There will be convertible furniture, such as sofa beds.	B. The majority of Ethiopians do not afford to travel by air since our income is quite meager.
3. Air transport is the safest mode of transport.	C. I would be grateful if you let us have technical details of the furniture you ordered.
4. I work for Finfine Furniture Company.	D. The technicians do not know the location where the cameras should be fitted.
5. The owner of the mall has planned to install CCTV cameras at important places in the mall.	E. There was a serious power shortage which did not seem to be alleviated in the near future.
6. Currently, Ethiopia is exporting electric energy to the neighbouring countries.	F. Robots will carry out tasks such as carpet cleaning and dusting because this saves time.

Example: Air transport is the safest mode of transport; however, the majority of Ethiopians do not afford to travel by air since our income is quite meager.

1. _____
2. _____
3. _____
4. _____
5. _____

A compound complex sentence contains two or more independent clauses and one or more dependent clause.

.Exercise 6: Work in pair. Identify what types of sentences are the following.

1. I have planned to join Mechanical Engineering Department. _____
2. Having visited the laboratories of different departments, I have decided to study Materials Engineering.

3. Steve Jobs, the founder of Apple, died of pancreatic cancer. _____
4. Medical robots will carry out operations, controlled by surgeons who may be hundreds of kilometers away, yet scientists are still experimenting on the accuracy of the procedure. _____
5. America was forced to overhaul its education system when Russia had launched the Sputnik Satellite. _____
6. Before you use a two-stroke engine, you have to fill the fuel tank with petrol and oil in the right ratio. _____
7. Security gadgets have been enormously sophisticated, so it is getting very difficult for shop lifters to pass security checks. _____
8. Although CCTV cameras are visible deterrent to thieves, their images may not be clear; therefore, manual checkup is often carried out at the till. _____
9. Volkswagen had become the leading car seller in the world; however, the emission scandal has had a big blow on its market. _____
10. The Federal Government of Ethiopia is always encouraging investors to invest in the manufacturing sector, but investors are more interested in the service sector. _____

A clause is a group of words which contains subject and verb. There are two types of clauses: independent (main clauses), dependent (subordinate clauses).

An independent clause contains subject and verb and expresses a complete thought. It is equivalent to a simple sentence.

Example: The Hawassa Industrial Park has been inaugurated by the Prime Minister.

A dependent (subordinate) clause contains subject and verb but does not express a complete thought.

It is dependent on a main clause for context and meaning.

Example: Although Ethiopia is a poor country, it has been financing mega projects on its own.
(In this example sentence, the underlined clause is a dependent clause which needs to be attached with the independent clause to give complete meaning.)

Unit Two: Combining Sentences

Introduction

Using shorter sentences is an easy strategy for writing down your idea quickly, for producing your first drafts, and for avoiding grammar mistakes. But in the sentences you produced this way will not be effective, for they become choppy. Hence, to avoid such weakness, you need to combine the sentences with appropriate cohesive devices. Besides, you need to combine sentences to connect ideas/thoughts, to communicate more content to your audience, to eliminate repetition and to create sentence variety. In addition, when you combine sentences, you can show your readers the relationships between/among different ideas. Because such skill is important, this unit mainly deals with the methods of combining sentences. The techniques of coordination and subordination have been thoroughly discussed in this unit. Each topic in the unit is accompanied with activities, and you are expected to do all the activities according to the instruction.

Objectives of the unit

At the end of this unit, you will be able to:

- **identify the techniques of coordination and subordination;**
- **identify the punctuation marks used with coordinating conjunctions; and subordinating conjunctions;**
- **combine simple sentences by employing the techniques of coordination and subordination.**

2. Combining Sentences



Brainstorming: Work in groups of three. Answer the following questions.

1. What kinds of sentences are combined?
2. Why do you combine sentences?
3. How do you combine sentences?

Exercise 1: Combine the following pair of sentences.

1. The construction of Angereb Dam is completed. Water is not diverted into the dam.
2. Counterfeit products have inundated our market. The country's product quality control system is loose.
3. Samsung has got a very efficient RD Department. The company usually develops sophisticated new electronic gadgets.
4. The light train project in Addis Ababa is completed. The city's transport problem has not been alleviated.
5. Hybrid cars are the most fuel efficient cars. They cut down pollution a lot.

2.1 Coordination

2.1.1 Coordinating Conjunctions

Read the following examples and answer the questions that follow.

Example: 1 Mark Zuckerberg does not donate to humanitarian aid. Mark Zuckerberg does not donate to the politicians running for Public Office.

Combined: Mark Zuckerberg does not donate to humanitarian aid, nor does he donate to politicians running for Public Office.

2. An electric bike runs with chargeable battery. Electric bike can run with manual force.

Combined: An electric bike runs with chargeable battery, or it can run with manual force.

3. Motor bikes are designed to carry two persons. In some rural areas of Ethiopia, motor bikes carry up to four persons.

Combined: Motor bikes are designed to carry two persons, yet in some rural areas of Ethiopia, motor bikes carry up to four people.



4. Our Engineering Mechanics instructor had an accident this morning. We will not have a class in the afternoon.
5. **Combined:** Our Engineering Mechanics instructor had an accident this morning, so we will not have a class in the afternoon.
6. Samsung recalled over 2 Million of their Note 7. Many customers in the US had reported battery explosion.
Combined: Samsung recalled over 2 Million of their Note 7, for many customers in the US had reported battery explosion.
7. KAMAZ is an ideal military vehicle for Ethiopian terrain. Its fuel consumption is unaffordable.
Combined: KAMAZ is an ideal military vehicle for Ethiopian terrain, yet its fuel consumption is unaffordable.

- a) What kinds of clauses are coordinated in the example sentences?
- b) What types of connectors are used in the examples?
- c) What kinds of punctuation marks are used with the connectors?
- d) Discuss your answers in pair.

Exercise 2: Combine the following sentences using coordinating conjunctions.

1. Bekure was trained as civil engineer. He is working as a manager of garment manufacturing firm.

2. The accident did not hurt Abdulbasit. He was wearing safety shoes and helmet.

3. You can send your document via EMS. You can fax your document.

4. One of the condominium buildings at Akaki Site was not constructed with proper grade bar. The building has tilted to the left side after two years.

5. The graduating students of Mechanical Engineering students did not take entrepreneurship course. They did not take Economics course.

Combining Sentences

There are two common ways of combining simple sentences: **coordination** and **subordination**.

Coordination

Coordination is a method by which two or more equally important independent clauses (simple sentences) are combined with coordinating conjunctions, semi-colon, correlative conjunctions and conjunctive adverbs.

Coordinating Conjunctions

The coordinating conjunctions used for combining sentences include: for, and, nor, but, or, yet, and so.

Coordinating conjunction	Relationships
For	Combines two simple sentences to show one of the clauses is a reason for the other
And	Combines two simple sentences to show one of the clauses is an addition to the other
Nor	Combines two simple sentences to create the meaning of not both
But	Combines two simple sentences with contrasting ideas
Or	Combines two simple sentences to show one of the clauses is an alternative for the other
Yet	Combines two simple sentences with contrasting ideas. It also combines two simple sentences with surprising relationship
So	Combines two simple sentences which have a cause and effect relationship



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2.1.2 Correlative Conjunction

Read the following examples and answer the questions that follow.

Example: 1. Toyota hybrid cars are fuel efficient. Toyota hybrid cars are very comfortable to drive.

Combined: Toyota hybrid cars are not only fuel efficient but they are also comfortable to drive.

2. Aregawi has joined Materials Engineering Department. Aregawi's brother is a junior at Materials Engineering Department.

Combined: Both Aregawi and his brother are studying Materials Engineering.

3. Local business persons are shying away from the manufacturing sector. Foreign investors are reluctant to invest in the manufacturing sector.

Combined: Neither the local business persons nor the foreign investors are interested in investing in the manufacturing sector. (Both ... and can be used here.)

4. The Managing Council is debating on sending some students abroad for internship. The Managing Council is debating on assigning all students to local firms.

Combined: The Managing Council is debating on whether to send some students abroad for internship or to assign them to local firms.

- What kinds of clauses are coordinated in the example sentences?
- What types of connectors are used in the examples?
- What kinds of punctuation marks are used with the connectors?
- Discuss your answers in groups of three.

Exercise 3: Join the following simple sentences using correlative conjunctions.

1. You can fill petrol using credit card. You can fill petrol using liquid cash.

2. The engineer designed the product. The engineer supervised the mass production of the product.

3. Bill Gates was a college dropout. Mark Zuckerberg was a college dropout.

4. I am troubled to decide; I want to study Civil Engineering. I also want to study Materials Engineering.

5. Gold is used for ornament. Gold is used for industrial application.

Correlative conjunctions

Correlative conjunctions are pairs of conjunctions which are used to connect two equal grammatical items

Correlative conjunctions	Meaning
Neither ...nor	None of the two
Either ...or	One of the two
Both...and	The two of them
Whether ...or	Choice or doubt between two or more alternatives
Not only ... but also	Both are the cases

2.1.3 Conjunctive Adverb

Read the following examples and answer the questions that follow.

Example: 1. CCTV cameras are very helpful for security. CCTV cameras' images may not be clear.

Combined: CCTV cameras are very helpful for security; however, their images may not be clear.

2. In computer integrated manufacturing (CIM), computers control the assembly line. They monitor the supply of materials.

Combined: In computer integrated manufacturing (CIM), computers control the assembly line; moreover, they monitor the supply of materials.

3. The graduating students of Engineering will take exit examination. They will not be given a work license.

Combined: The graduating students of Engineering will take exit examination; otherwise, they will not be given a work license.

4. Volkswagen has been hit by emission scandal. Its sale in Europe and the USA has tumbled.

Combined: Volkswagen has been hit by emission scandal; consequently, its sale in Europe and the USA has tumbled.

Exercise 4: Combine the following simple sentences using conjunctive adverbs.

1. HUAWEI is the leading mobile phone seller in Africa and Asia. It has failed to enter into American Market.

2. Google has evaded tax in the UK. The British Government has levied huge fine on the company.

3. Ato Samuel, the owner of Sunshine Construction Company, is a generous philanthropist. He has built several elementary schools in rural areas of Ethiopia.

4. You need to lock your computer with power on password. The office users can easily access your private documents.

5. The internet has changed the way people do their job. It has created a virtual world.

- What kinds of clauses are coordinated in the example sentences?
- What types of connectors are used in the examples?
- What kinds of punctuation marks are used with the connectors?
- Discuss your answers in pair.

Conjunctive Adverb

A conjunctive adverb connects two independent clauses to show relationships of cause and effect, sequence, contrast, comparison, or other. The most common conjunctive adverbs are shown in this table.

Purpose	Adverbs
Addition	besides, moreover, furthermore, in addition
Contrast	however, nonetheless, nevertheless; conversely
Cause and effect/Result	therefore, consequently, thus, hence, accordingly
Alternative	instead, otherwise
Emphasis	indeed, in fact
Sequence	meanwhile, subsequently
Similarity	similarly, likewise

2.2 Subordination

Read the following examples and answer the questions that follow.

1. Although she has a Civil Engineering degree, she is working as a retail clerk.
2. Senior year courses have been finished early in order that students will get time to prepare for graduation.
3. The white woman who is wearing blue jeans trousers is a research associate at our department.
4. The Tower Bridge, which is the landmark of London, was officially opened on June 30, 1894 by The Prince of Wales.

- a. What kinds of clauses are connected in the sentences?
- b. What kinds of connectors are used to connect the clauses?
- c. Discuss your answers in pair.



2.2.1 Subordinating Conjunction

Read the following examples and answer the questions that follow.

Example: 1. A massive fire broke out in the Hydraulics Laboratory. The technicians immediately put it out using the fire hose in the wall.

Combined: As soon as a massive fire broke out in the Hydraulics Laboratory, the technicians put it out using the fire hose in the wall.

2. Toyota Hilux is a luxurious car. Rich engineers in Ethiopia crave to have one.

Combined: Toyota Hilux is such a luxurious car that rich engineers in Ethiopia crave to have one.

3. Hummer SUV is the most beautiful car. Its fuel consumption is quite unmanageable even for rich Ethiopians.

Combined: Although Hummer SUV is the most beautiful car, its fuel consumption is quite unmanageable even for rich Ethiopians.

4. Melat is the most hardworking student in Thermal Engineering Department. She has earned the highest CGPA this semester.

Combined: Since Melat is the most hardworking student at Thermal Engineering Department, she has earned the highest CGPA this semester.

- a) What kinds of clauses are connected in the sentences?
- b) What kinds of connectors are used to connect the clauses?
- c) Discuss your answers in pair.



Exercise 5: Join the following simple sentences using subordinating conjunction.

1. The president's car has been taken to MOENCO. Service for Toyota cars is mainly given by MOENCO.

2. You should be careful when buying lubricants for your lathe machine. The market is full of counterfeit lubricants.

3. Pay sixty percent of the car price. Own the car right away.

4. More than half of the freshman students have chosen Civil Engineering field. The department has planned to receive only sixty students.

5. CCTV cameras have been fitted around crime infested areas of Addis Ababa. The police can easily catch criminals.

Subordination

Subordination is another way of combining sentences. It is a method of attaching a dependent clause to an independent clause. In subordination, subordinating conjunctions and relative pronouns are used to transform independent clauses (simple sentence) into subordinate (dependent) clauses. Subordinate clauses are subordinate to the independent clause(s) to which they are linked.

Subordinating Conjunction

A subordinating conjunction is a word that joins a subordinate clause to a main clause. It is a conjunction (a connecting word or phrase) that introduces a dependent clause. The following are the lists of subordinating conjunctions.

Relationships	Subordinating conjunctions
Time	when, whenever, while, before, after, as soon as, until, till, since
Concession/Contrast	though, although, even though, even if, no matter how, however
Condition	if, unless, provided(that)
Purpose	in order that, so that, lest, for fear, in case
Place	where, wherever
Result	so... that, such... that
Manner	as, as if; as though
Reason	since, because, as

2.2.2 Relative Pronoun

Read the following examples and answer the questions that follow.

Example:

1 An engineer was involved in the theft of steel bars at Jomo Site. The engineer was detained by the police.

Combined: The engineer who was involved in the theft of steel bars at Jomo Site was detained by the police.

2. A reconnaissance drone was shot down by the Turkish force. The drone was being tested by Russian military engineers.

Combined: The reconnaissance drone which was shot down by the Turkish force was being tested by Russian military engineers.

3. Julian Assange was accused of stealing classified electronic data. Julian Assange is living in Ecuadorian Embassy in London.

Combined: Julian Assange, who was accused of stealing classified electronic data, is living in Ecuadorian Embassy in London.

4. The Pentagon's classified documents have been repeatedly stolen by Chinese hackers. The Pentagon is a victim of recurrent cyber-attack.

Combined: The Pentagon, whose electronic information has been repeatedly stolen by Chinese hackers, is a victim of recurrent cyber-attack.



- What kinds of clauses are connected in the sentences?
- What kinds of connectors are used to connect the clauses?
- Discuss your answers in pair.

Exercise 6: Join the following simple sentences using relative pronoun.

1. Addis Ababa is being rebuilt. The city has attracted many foreign developers in the construction sector.

2. Several graduating class students have been sent to Korea for internship. The students have earned above 3.89 CGPA.

3. A building in Bole KifleKetema was confiscated by the government. The building was owned by a corrupt government employed engineer.

4. A technician repaired my laptop. The technician is a graduate from Addis Ababa Institute of Technology.

5. TeklebirhanAmbaye is the owner of a big construction company in Ethiopia. He has started investing in the mining sector in Oromia Regional State.

Relative Pronouns

A relative pronoun is used to join a relative clause with a main clause. It is used to introduce a relative clause in a complex or a compound complex sentence.

Subject	Object	Possessive
Who	who(m)	whose
which	which	whose
That	that	

These are the
common
relative
pronouns.

Unit Three: Common Sentence Errors

Introduction

Novice writers frequently produce incorrect sentences that may affect the quality of their messages. As beginner writers, students experience similar problems, producing erroneous sentences. Thus, bringing such errors to the attention of students through varieties of activities will help to raise students' awareness and enable them to construct sentences with minimal errors. This unit, therefore discusses the most common sentence errors which include: fragment, run on, comma splices, misplaced modifier, dangling modifier, faulty parallelism, faulty reference of pronoun, faulty agreement and shifts. Each topic in the unit is accompanied with activities, and you are expected to do all the activities according to the instructions.

Objectives of the Unit

At the end of this unit, you will be able to:

- **identify the common sentence errors;**
- **correct common sentence errors;**
- **edit common sentence errors at sentence level.**

3.1 Fragment

Brainstorming: Work in pair. Answer the following questions.

1. What is a fragment?
 2. How do fragments occur in sentences?
 3. Which of the pair of structures is a fragment?
-
- a) When Osman graduated from Defense Engineering College. He joined METEC.
 - b) The American drone which fell in Somaliland. The drone was retrieved by Ethiopian army.
 - c) Some Engineering students at AASTU buy very expensive gadgets. To impress their classmates.
 - d) Ethiopia is striving hard to attract foreign investors to. But could not achieve as desired.
 - e) The man who set his foot on moon for the first time. He is a Russian astronaut.

Exercise 1: Correct the fragments in the following sentences.

1. The contemporary generation is adept at using complicated gadgets. Such as X BOX and Play Station. They can easily adapt themselves with the latest innovations.

2. Sofia is the most intelligent student in Hydraulic Department. So recruited to be a graduate assistant.

3. Although many universities graduate engineers every year. Graduates from ASTU will be more privileged in the near future.

4. The mechanic wearing jeans overalls. He is the owner of the garage.

5. The Ministry of Education has summoned all the university presidents. To brief them on the planned Engineering Education overhaul.



A fragment is a phrase or a dependent clause standing as if it were a sentence. It is a collection of words which does not express a complete thought.

3.2 Run-on Sentence

Brainstorming: Work in pair. Answer the following questions.

1. What does run-on sentence mean?
 2. How does the error occur in a sentence?
 3. How many independent clauses do the sentences below contain?
 4. How can you correct the errors?
- a) The new lab technician instituted several procedures some were impractical.
 - b) The advantages of Intranets are clear the challenge is persuading employees to share information.
 - c) I didn't know which field of study I wanted I was too confused to decide.
 - d) INSA is a government agency established to build National Cyber Power capable of protecting the national interest it provides technical intelligence pertaining to national interest.
 - e) The instructor corrected the subjective assignment fairly some students are unhappy about their mark.

3.3 Comma Splice

Brainstorming: **Work in groups of three.** Answer the following questions.

1. What does comma splice mean?
2. How does the error occur in a sentence?
3. How can you correct the errors in the following sentences?
 - a) The office engineer refused to sign on the delivery document, some of the aluminum frames were not up to standard.
 - b) Computerized grammar checkers do not catch every error, however, they may be useful as a first check before an editor reads the material.
 - c) Salini has played a big role in the electric power development of the country, it has built several hydroelectric dams in different regions.
 - d) I always find writing essays difficult, I hate to buy commercial essays online.
 - e) Samri is a hard working student, his parents do not commend his diligence.

Exercise 2: Rewrite the following sentences by correcting the run-on and comma splice.

1. I shall never write other run-on sentences I know it is unacceptable.

2. Do not buy Chinese made vehicles their maintenance cost is expensive.

3. You should not buy the car for its look, you should consider the availability of spare parts.

4. My SUV is quite luxurious it consists of a built in LED TV and a refrigerator.

5. Waqtola did not like to buy a Hummer SUV, its fuel consumption was unaffordable for him.



A run-on sentence error occurs when you write two or more simple sentences (independent clauses) as a single sentence without appropriate conjunction or punctuation mark.

Comma splice is a form of run-on sentence in which two simple sentences (independent clauses) are separated with a comma.

Run on and comma splice sentence errors can be corrected in four ways.

1. Using full stop at the end of the first sentence; (Separation)
2. Using semi colon at the end of the first sentence; (Separation)
3. By changing one of the independent clauses to dependent clause; (Subordination)
4. Using coordinating conjunctions and conjunctive adverbs. (Coordination)

3.4 Misplaced Modifier

Brainstorming: **Work in pair. Answer the following questions**

1. What is a modifier?
 2. What is the function of a modifier in a sentence?
 3. Where do you place modifiers in a sentence?
 4. What are the modifiers in each sentence below?
 5. Which position is appropriate for the modifier in the following sentences?
- a) The slab in the first floor nearly was broken.
 - b) A national stadium has been built by a Chinese contractor with sixty thousand seats.
 - c) Almost all Architecture Department students have bought laptop computers that learn at Adama Science and Technology University.
 - d) They bought from Addis Ababa a boiling machine made of reused metal sheets.
 - e) The two engineers talked quietly in the lobby room drinking wine.

Exercise 3: Rewrite the following sentences by placing the modifiers at the appropriate position.

1. The labourers at the construction site nearly worked for ten hours a day.

2. The slab was reinforced before it broke down by the site engineers.

3. The engineers built a prefabricated house near the site that had two bed rooms.

4. The Technical Report Writing course had enabled us to do our final project which we took in the first semester.
5. The site engineer was supervising the buildings wearing yellow helmet.



Misplaced Modifier

A misplaced modifier is a word, a phrase, or a clause that is improperly separated from the word it modifies/describes. Because of the separation, sentences with this error often sound awkward, ridiculous or confusing.

3.5 Dangling Modifier

Read the following example sentences and answer the questions that follow.

Example: 1. Dangling Modifier: Having fixed the brake problem, the car was tested by the mechanic.

Correct: Having fixed the brake problem, the mechanic tested the car.

2. Dangling Modifier: Cutting a sheet metal in the garage, the grinder nicked Olana's palm.

Correct: Cutting a sheet metal in the garage, Olana nicked his palm with the grinder.

Dangling Modifier: To impress the students in your dormitory, an Apple tablet should be bought.

Correct: To impress the students in your dormitory, you should buy an Apple tablet.

Dangling Modifier: With master's degree in Mechanical Engineering, job seeking did not cross my mind.

Correct: With master's degree in Mechanical Engineering, I did not think of seeking a job.

1. What does to dangle mean?
2. What does the modifier in each sentence modify?
3. Where does a problem lie in each sentence?
4. Discuss your answers in groups of three.

Exercise 4: Correct the dangling modifiers in the following sentences.

1. Rushing to the waiting car, the architect's tools fell all over the ground.

2. To use the quantity survey software, the computer must have high-level computational capacity.

3. After unlocking the password, the bio data was stolen by a hacker.

4. When only seven years old, my elder brother would take me to high-tech aviation expos.

5. Before embarking on designing the product, a contractual agreement is essential.



Exercise 5: Rewrite the following sentences by correcting the faulty parallelism error.

1. The salary of a civil engineer is larger than a university lecturer.

2. There are two ways to get promotion in Virtual Construction Company: working hard or make a friend in higher echelon.

3. When trying to impress a prospective employer, you should pay attention to your clothing, your skill, and that you do not use too much slang.

4. The technician's workshop was filled with dilapidated manuals and television sets that do not work.

5. Freshman technology students were told to study hard, attend classes, and that they must learn to use the library.

3.6 Faulty Parallelism (FP)

Read the following examples and answer the questions that follow.

Example: 1. Bill Gates enjoys riding a horse, mowing a lawn and climbing a mountain.

2. A battery powered by aluminum is simple to design, clean to run and inexpensive to produce.

FP: Formerly, Fluid Mechanics was taught by the textbook method, but these days the laboratory method is employed.

Parallel: Formerly, Fluid Mechanics was taught by the textbook method, but these days it is taught by the laboratory method.

FP: Designing a product is more demanding than to develop the prototype of a product.

Parallel: Designing a product is more demanding than developing the prototype of a product.

FP: Mekoya has worked as a resident engineer, a project manager, and she has served as a quantity surveyor.

Parallel: Mekoya has worked as a resident engineer, a project manager, and a quantity surveyor.

- a) What does parallelism mean?
- b) What are the similar forms used in sentence 1& 2?
- c) Which forms (structures) are dissimilar in sentence 3, 4 and 5?
- d) Discuss your answers in small group.

Parallelism

Parallelism refers to the use of similar forms when a sentence contains a list, a series or a compound structure.

By convention, items in a series appear in parallel grammatical form: an adjective is listed with other adjectives, an -ing form with other -ing forms, and so on. In writing, failure to express such items in similar grammatical form is called faulty parallelism.

3. 7 Faulty Reference of Pronoun (FRP)

Read the following examples and answer the questions that follow.

Example: 1. FRP: After downloading the software in the tablet, Motuma sold **it**.

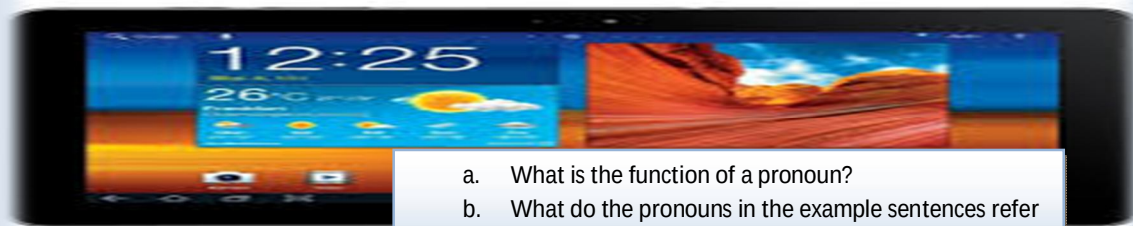
Clear: After downloading the software in the tablet, Motuma sold the tablet.

2. FRP: Mark Zuckerberg and Dustin Moskovitz were founders of Facebook Company, but **he** was shrewd.

Clear: Mark Zuckerberg and Dustin Moskovitz were founders of Facebook Company, but Dustin was shrewd.

3. FRP: There was a police station in downtown AratKillo, and we called **them** when we saw the workers sabotaging the properties at the construction site.

Clear: There was a police station in downtown AratKillo, and we called the police when we saw the workers sabotaging the properties at the construction site.



- What is the function of a pronoun?
- What do the pronouns in the example sentences refer to?
- Discuss your answers in groups of three.

Exercise 6: Rewrite the following sentences by correcting the faulty references of pronouns.

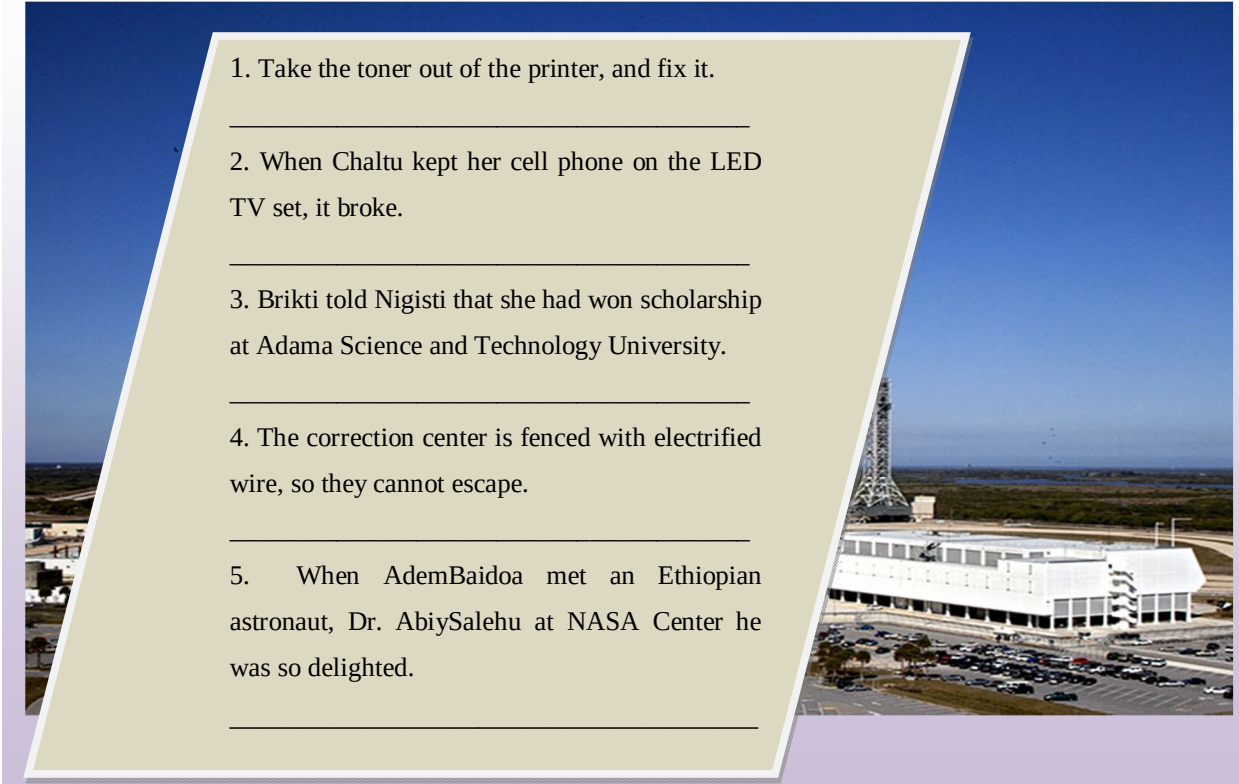
1. Take the toner out of the printer, and fix it.

2. When Chaltu kept her cell phone on the LED TV set, it broke.

3. Brikti told Nigisti that she had won scholarship at Adama Science and Technology University.

4. The correction center is fenced with electrified wire, so they cannot escape.

5. When AdemBaidoa met an Ethiopian astronaut, Dr. AbiySalehu at NASA Center he was so delighted.



Faulty Reference of Pronoun (FRP)

A pronoun, as a part of speech, is a word that takes the place of a noun. So, in order to use a pronoun, you need to have a reference noun.

Faulty pronoun reference error occurs in two situations: when you have two or more ambiguous antecedent references and when you use a pronoun for an implied but not clearly stated antecedent noun.



3.8 Shift

Discuss the following questions in pair.

1. What does shift mean?
2. How does shift error occur in sentences?

Read the following examples and answer the questions that follow.

Example 1. S.P.V: One of the fringe benefits of my designing job is that you can use the company's credit card for accommodation in three star hotels.

Correct: One of the fringe benefits of my designing job is that I can use company credit card for accommodation in three star hotels.

2. S.P.V: When **we** enter into the hydraulic lab, **you** can see a big river simulator in front of the entrance.

Correct: When we enter into the hydraulic lab, we can see a big river simulator in front of the entrance.

3. SIV: The construction workers will drill a succession of holes in this floor and thin pipes will be extended through the holes.

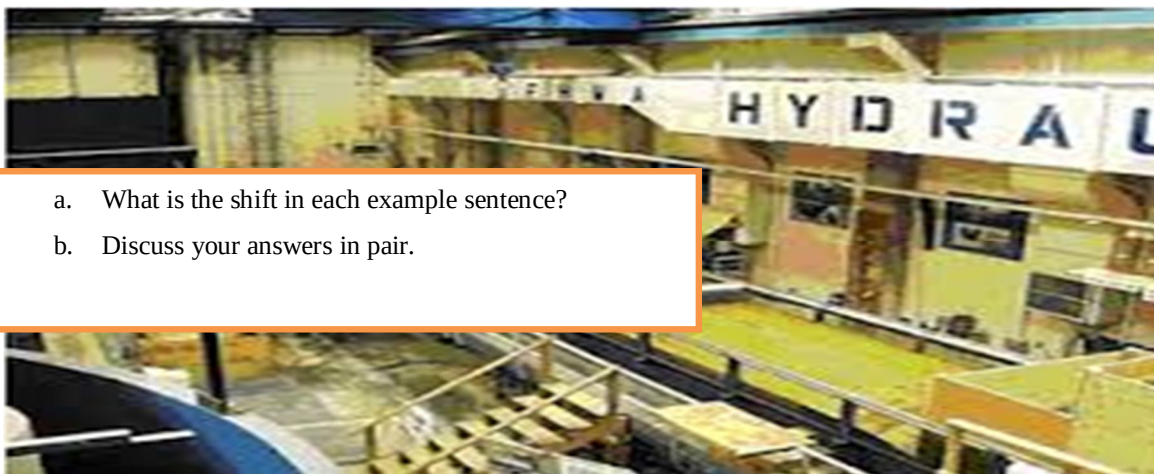
Correct: The construction workers will drill a succession of holes in this floor, and they will extend thin pipes through the holes.

4. SIT: The site engineer entered into the building, and she visits the finishing workers on duty.

Correct: The site engineer entered into the building, and she visited the finishing workers on duty.

5. SIM: Stop the car at the lay by, and you will check the front light.

Correct: Stop the car at the lay by, and check the front light.



- a. What is the shift in each example sentence?
- b. Discuss your answers in pair.



Fukushima Nuclear Power Plant

Exercise 7: Correct the shifts in the following sentences.

1. A student should submit their assignment on time.

2. When we complained about the grading system in ASTU, you could feel the president's angry reaction.

3. The electricians fixed all the power transmission problems in the building, but the leaking pipes were repaired by the project manager.

4. Read the manual carefully, and you must assemble the equipment correctly.

5. The engineer explains the design to the owners who asked questions after the explanation.

Shift

A shift refers to unnecessary change in pronouns or verbs within a sentence or in a paragraph. The unnecessary change of pronouns within a sentence or in a paragraph is referred to as shift in point of view, while the shift in verbs may result from unnecessary changes in tense, voice and mood of verbs within a sentence or in a paragraph.

Shift in Point of View

Point of view expresses the perspective from which something is written. Generally, a writer should establish a point of view (first, second, or third person) in the opening clause or sentence and maintain that point of view consistently throughout his or her work.

Although there are occasions when a shift in point of view is appropriate, unnecessary and inconsistent shifts—especially within a sentence—are distracting to the reader and can cause a confusing change in perspective.

Shift in Voice

Shift in voice occurs when you unnecessarily change the voice of verbs within a sentence or in a paragraph. If you begin a sentence in active voice, you are expected to use active voice consistently, and if you unnecessarily shift to passive voice you may confuse your readers.

Shift in Tense

Shift in tense error occurs when you unnecessarily change the tense of verbs within a sentence or in a paragraph.

Shift in Mood

Shift in mood error occurs when you unnecessarily switch from one mood to another in a sentence which contains more than one verb.

3.9 Faulty Agreement

Read the following example sentences and answer the questions that follow.

Example. **1. Faulty agreement:** The software in the laptops were bought from a licensed company.

Correct agreement: The software in the laptops was bought from a licensed company.

2. Faulty agreement: Fluid Mechanics were my favorite course during the first semester.

Correct agreement: Fluid Mechanics was my favorite course during the first semester.

3. Faulty agreement: One of the students have not submitted the lab report.

Correct agreement: One of the students has not submitted the lab report.

4. Faulty agreement: Everybody were surprised to see Bill Gates at the street of AratKillo.

Correct agreement: Everybody was surprised to see Bill Gates at the street of AratKillo.

5. Faulty agreement: A pair of tweezers were used to pull out the broken screw.

Correct: A pair of tweezers was used to pull out the broken screw.

6. Faulty agreement: Everyone must discharge their responsibility.

Correct agreement: Everyone must discharge his or her responsibility.

- What are the basic subject and verb agreement rules in English?
- What are the basic pronoun and antecedent agreement rules in English?
- State the exceptions to the basic rules based on the above examples.



Exercise 8: Rewrite the following

sentences by correcting the agreement errors. Some of the sentences are error free.

- The project manager, with his assistants are visiting the site.
- Neither the project manager nor the site engineers was responsible for the delay of the finishing.
- The number of highly qualified engineers has dramatically increased in Ethiopia.
- A number of engineers are graduating from universities all over the country every year.
- A pair of safety shoes have been given to the site manager.
- One of the technicians who have been working at the substation is a graduate from ASTU.
- Neither of the students have submitted their assignment.

Faulty Agreement

Faulty agreement error can occur in two ways: faulty subject-verb agreement and faulty pronoun-antecedent agreement.

A subject-verb agreement error occurs when the writer does not know whether the subject is singular or plural. There are many situations in which differentiating the number (singular or plural) could be confusing.

A pronoun-antecedent agreement error occurs when the number of a pronoun and its antecedent is inconsistent.

The error is usually associated with indefinite pronouns like everyone and everybody. In addition to the number inconsistency, the error can also entail gender agreement problem.

Unit 4 Paragraph Writing

Introduction

In the preceding units, you have learned how to construct different types of grammatically correct and meaningful sentences, how to combine simple sentences using coordination and subordination techniques and how to identify and correct common sentence errors. In this unit, you will learn how to write unified and coherent paragraphs of different types. The unit thoroughly discusses the essence of a paragraph, components of a paragraph (topic sentence, supporting sentences, concluding sentence), characteristics of effective paragraph (unity, coherence and completeness) and the steps in writing a paragraph. Each topic in the unit is accompanied with activities that you are expected to do according to the instructions.

Objectives of the Unit:

Up on completion of this unit, you will be able to:

- **define a paragraph;**
- **identify components of a paragraph;**
- **identify qualities of an effective paragraph;**
- **select topics, create topic sentences and supporting sentences of a paragraph;**
- **identify steps in the process of writing a paragraph;**
- **draft and your paragraph;**
- **write unified and coherent paragraph.**

4.1 Paragraph Writing

Brainstorming: **Work in groups of three.**

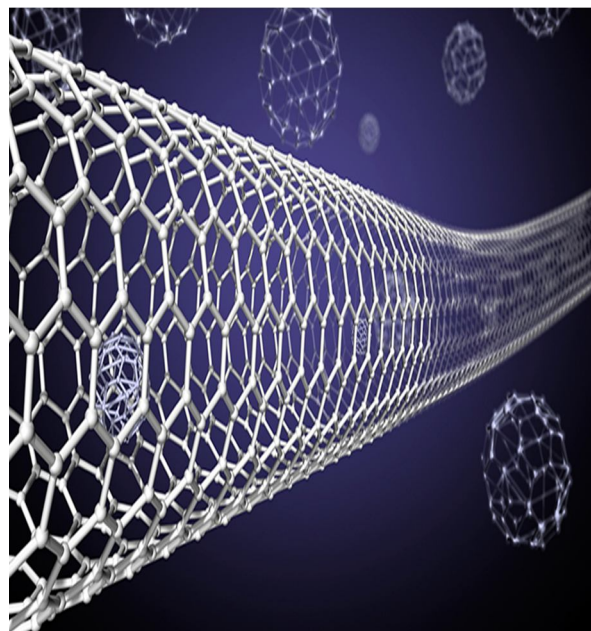
Answer the following questions

1. What is a paragraph?
2. What are the main components of a paragraph?
- 3 Which one of the following pieces of writing fulfills the definition of a paragraph?

Nanotechnology holds some answers on expanding the capabilities of electronics devices while reducing their weight and power consumption. These include improving display screens on electronics devices and increasing the density of memory chips. Nanotechnology can also reduce the size of transistors used in integrated circuits. Researchers believe it may be possible to put the power of all of today's present computers in the palm of your hand. Generally, nanotechnology can transform electronic devices in several ways.

Paragraph 2

Nanotechnology is being used in several applications to improve the environment. This includes cleaning up existing pollution, improving manufacturing methods to reduce the generation of new pollution, and making alternative energy sources more cost effective. Transportation remains a huge and growing industry. It enables economic advancements, global trade, worldwide investment and leisure industry. Consequently, it is central to the globalization experienced among many industries.



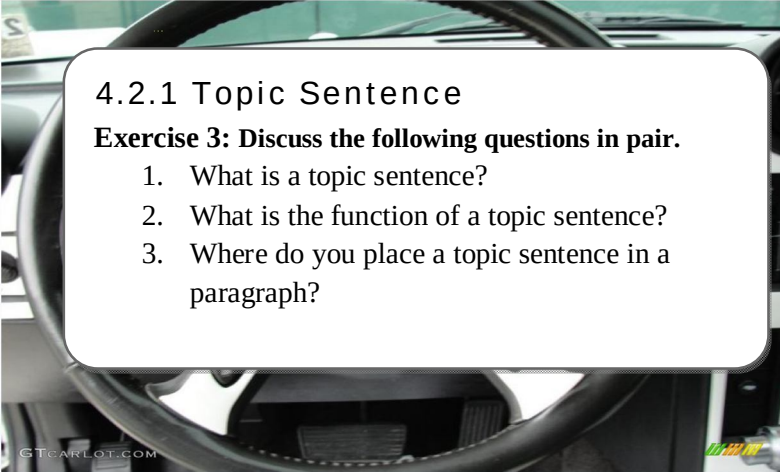
4.2 Parts of a Paragraph

Brainstorming: **Work in groups of three.**

Answer the following question.

- a. Identify the major components in the following paragraph.

Known and highly valued since ancient times, gold is found in nature as the free metal and in telluride. ⁽²⁾It is widely distributed and is almost always associated with quartz or pyrite. ⁽³⁾It occurs in veins and alluvial deposits, and is often separated from rocks and other minerals by sluicing and panning operations. ⁽⁴⁾The metal is recovered from its ores by cyaniding, amalgamating and smelting processes, while refining is carried out by electrolysis. ⁽⁵⁾To sum up gold is a highly prized gift of nature.



4.2.1 Topic Sentence

Exercise 3: Discuss the following questions in pair.

1. What is a topic sentence?
2. What is the function of a topic sentence?
3. Where do you place a topic sentence in a paragraph?

4. 2.1.1 Position of Topic Sentence

Exercise 1: Identify the topic sentences in the following three paragraphs.

Paragraph 1

Technology is undoubtedly a mixed package; it has its benefit and its disadvantage. It cannot be denied that advances in technology have had tremendously beneficial impact on food production, health care, housing, education and other important sectors of life. Human life has been rendered easier and more comfortable by technology. Turning to the other side of picture, we find that technology has led to pollution of environment. The concentration of humans and material resources at a few centers has resulted in large scale migration of rural population to urban areas. The import of technology at prohibitive costs has the additional disadvantage of widening the gap between the rich and the poor.

Paragraph 2

Science is not impersonal construction. It is no less, and no more personal than any other form of communicated thought. This book is not less scientific because my manner is personal, and I make no apology for it. Science searches the common experience of people and it is made by people and it has their style. The style of a great man marks not only his own work, but through it , the work of others for generations. The style of Newton's work as much as the content, dominated science for monopoly of the great , nor is its appreciation a vintage reserved for experts. But style is not the schoolboy who can tell a neat proof from the dull one knows the style and takes pleasure in it. Indeed he finds it easier to appreciate the style of science than the style of Shakespeare.

Paragraph 3

People do it every day. They log on to their favorite website and browse for hours, checking out bargains. They dump every possible wish into their shopping carts, knowing they can cast each one aside before they finalize their purchases. On the way, they may enter a sweepstakes in the hopes of winning a trip to Acapulco, or maybe even a new SUV. And then, when they have decided on their purchases, they enter private information without giving it a thought. With a keystroke, they release their personal data into what may or may not be a secure zone. Despite what much of the public believes, internet shopping is not safe.

Exercise 2: Supply topic sentences for the following paragraphs.

Paragraph 1

T.S _____

In fact, the efficiency and the economics of the engineering products depend on the efficiency of welding. Correct and intelligent use of the principles of welding can slash the manufacturing cost of engineering goods. Thus when we look back we can see how much crucial welding is for joining metals. To a country frantically trying to raise its export of engineering products, welding is particularly important.

Paragraph 2

T.S _____

With no colleges and universities offering Cosmetic Engineering programs, Addis Ababa Science and Technology University's new Cosmetic Engineering option is the first of its kind in the country. The new program offers ten unique courses, which will not only prepare students for the cosmetic field but also the pharmaceutical and food industries. With the BSc program lasting five years, prospective graduates will have immense career opportunity in untapped industry. Therefore, freshman students should consider venturing on this new opportunity.

Paragraph 3

T.S _____

First of all, gold has lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. Gold never needs to be polished and will remain beautiful forever. For example, a Macedonian coin remains untarnished today as the day it was minted twenty-three centuries ago. Another important characteristic of gold is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications. The most recent use of gold is in astronauts' suits. Astronauts wear gold-plated heat shields for protection outside spaceships. In conclusion, gold is treasured not only for its beauty but also for its utility.

Exercise 3: Write a topic sentence for each of the following topic.

1. The internet
2. Technology
3. University
4. Transportation
5. Communication



A paragraph is a group of closely related and logically arranged sentences that develops a single idea. It is a self-contained unit of discourse dealing with a particular point or idea. A paragraph could stand alone, or it could be part of a longer written passage.

A formal academic paragraph contains three parts: a topic sentence, supporting sentences and a concluding sentence.

Topic Sentence

A topic sentence contains the central idea of a paragraph. It acts as a kind of summary for the paragraph and offers readers an insightful view of the writer's main ideas in the paragraph. A topic sentence must be general enough to express the paragraph's overall subject, but it should be specific enough in order to be developed at paragraph level. Although it is usually the first sentence in a paragraph, it could be placed in the middle or final position of a paragraph.

A topic sentence contains two parts: a topic and a controlling idea. The controlling idea shows the direction the paragraph will take.

Example: 1. **Browsing the internet** is a **rewarding** experience.

2. **Effective designers** possess some **common personalities**.

In the first examples, the topic is browsing the internet, while the controlling idea is a rewarding experience. Similarly, in the second example, the topic is to be an effective engineer, while the controlling idea is certain characteristics.

4.2.1.2 Qualities of Good Topic Sentence

When you write a topic sentence you need to consider the following points.

A. Avoid a topic sentence that states the obvious and does not interest your reader.

Example: Weak: Dr. Kitaw Ejigu was born in Ethiopia.

Better: Dr. Kitaw Ejigu was a model Ethiopian NASA scientist.

Note: In the above examples, the first example simply presents a fact which does not require further explanation, whereas in the second example, you can tell your readers the qualities that qualify Dr. Kitaw Ejigu as a model scientist.

B. Avoid a topic sentence which is too general or too specific. When you write your topic sentence, you need to make sure that the topic should be covered at single paragraph level. That is a single paragraph may optimally contain seven to ten sentences. Hence, the topic you raise in your topic sentence must be developed within these sentences range. Similarly, your topic sentence should not be too specific because if it is too specific you may not support it with adequate detail. Therefore, you need to strike a balance about the breadth of the topic.

Example: 1. Too broad: Cyber-crime is posing a big threat on the sovereignty of many countries.

2. Better: INSA is working hard to regulate cyber-crime in Ethiopia.

3. Too narrow: Almost 50% of Ethiopians own cell phones.

4. Better: Ethiopians own and use a wide variety of cell phones, depending on their work and personal needs.

Note: In the first example, the topic cyber-crime is too broad to be discussed at paragraph level since it has many aspects. Furthermore, the topic sentence promises to tell you how cyber-crime is threatening **MANY COUNTRIES**. In fact, you can write a long essay even if you write how the cyber-crime is posing a threat on a single Western country.

C. Avoid beginning your topic sentence with phrases like there is/are, here is/ are, I'm going to tell you about, this is about, I am going to write about, etc.

Example: Weak: There are several reasons why I have chosen to join ASTU.

Better: I have decided to join ASTU for several reasons.

Weak: I'm going to tell you why I should be allowed to study Chemical Engineering.

Better: I should be allowed to study Chemical Engineering.

4.2.2 Supporting Sentences

Brainstorming: Work in groups of three. Answer the following questions.

1. What does to support mean?
2. What is the function of supporting sentences?

Exercise 4: Write the number of the major and the minor supporting sentences in the following paragraph.

(1) Success in a university depends on many things, but one of the most important is having a positive attitude. (2) There are many ways to develop a positive outlook. (3) You can try using encouraging self-talk to motivate yourself. (4) For example, if you tell yourself that you are smart and can be successful, you are more likely to do well in your classes. (5) Helping others to be successful is also a way of maintaining a positive attitude. (6) When you see that a university is not a competition, you will see success come to you and those who work closely with you. (7) Finally, you can develop a positive attitude by viewing difficult situations as opportunities to grow. (8) For example, if you are struggling in a class because the material is challenging, don't let yourself feel down about it. (9) Instead, take action! Visit with your professor or form a study group. Getting help will enable you to learn the material and therefore do better in your class. (10) By using encouraging self-talk, helping others, and utilizing difficult moments as an opportunity to grow, you will have the optimistic outlook that will enable you to succeed in a university—and in life!

Major Details: _____

Minor Details: _____

Exercise 5: Write four supporting sentences for the following topic sentences.

Topic sentence 1: The WIFI service in ASTU campus is quite beneficial for freshman students.

S.S. 1. _____
S.S. 2. _____
S.S. 3. _____
S.S. 4. _____

Topic sentence 2: Adama is a vibrant town with many places to visit.

S.S. 1. _____
S.S. 2. _____
S.S. 3. _____
S.S. 4. _____

Topic sentence 3: Taking addictive drugs can have several negative impacts on university students.

S.S. 1. _____
S.S. 2. _____
S.S. 3. _____
S.S. 4. _____

Exercise 6: Identify the topic sentence and the purpose of the supporting details in the following paragraphs.

Passage One

The topic of this paragraph is personal digital assistants.

Personal digital assistants (PDAs) are small, hand-held electronic organizers that come in a range of prices and capabilities. These lightweight computers are usually operated with a stylus, a special "pen." The most basic, inexpensive PDAs have monochromatic screens. They can be used to organize and store contact information, such as names, phone numbers, and email addresses. More expensive models have color screens and offer computer-like applications. For example, you can manage email and create documents. In addition, they include a calendar function that allows you to keep track of appointments and events. They feature the ability to play video and audio files. The most expensive PDAs also offer a phone function, including text messaging.

1. The topic sentence is _____.
2. The purpose of the supporting sentences is to give _____.
 - a. reasons to buy a color PDA.
 - b. differences between inexpensive and expensive PDAs.
 - c. the procedure for buying a PDA

Passage Two

The topic of this paragraph is prepaid debit cards for teenagers.

A growing number of parents are using a new way to teach their teenagers to handle money wisely: a prepaid debit card. Parents put a certain amount of money on a Visa® or Mastercard® debit card, for example. Teens use it instead of cash. Purchases show up on their parents' monthly statement, so parents can monitor how the money is being spent and how fast it is being spent. When the money is used up, parents can "reload" the card. Depending on the plan, parents may pay initial set-up fees, monthly fees, or transaction fees. They feel the safety, monitoring capability, and convenience are worth it.

1. The topic sentence is _____.
2. The purpose of the supporting sentences is to give _____.
 - a. an explanation of how teen debit cards came into existence.
 - b. examples of several popular teen debit cards.
 - c. an explanation of how prepaid teen debit cards work.

Supporting Sentences

Supporting sentences provide details that develop the topic sentence. ‘Support’ means that the sentences either explain the idea by providing details or by giving examples. The kinds of the supporting details that you use to develop your paragraph depend on the kind of paragraph that you intend to write.

For example, in descriptive paragraph, details will expand on the main idea in your topic sentence: they describe the colors, smells, textures and size of things. If your topic sentence claims that the new robot is helpful at home, you would include the size and dexterity of the robot, the tasks they carry out, how they carry out their tasks, how they are ordered etc. Description can include emotional details as well.

Similarly, in an argumentative paragraph you may include details that could help you win the argument. So, you need to include details which bear facts, statistics, examples, anecdotes, etc.

The supporting sentences (or details) are determined by the nature of the topic sentence that needs to be developed or discussed. There are major and minor supporting details in a paragraph. Generally, you can create supporting details with explanations, descriptions, examples, reasons, facts, explanations, definitions and comparisons.

4.2.3 Concluding Sentence

Exercise 7: Work in pair. Answer the following questions.

- A. What is a concluding sentence?
- B. What is the function of a concluding sentence?

Read the following paragraphs and answer the questions that follow.

Paragraph 1

Development, whether it is human development or country development, is linked to the proper growth and development of the technology in many ways. Technological advancement happens when there become new inventions in the science by highly skilled and professional scientists. We can say that technology, science and development are equally proportional to each other. Development in the science and technology is very necessary for the people of any nation to go hand in hand together by the people of other countries. Development of the science and technology depends on the analysis and proper understanding of facts. Therefore, we cannot think of any development without technology.

Paragraph 2

The developmental paragraph contains three parts: the subject, the topic sentence and the support. The subject is what one writes about. It is likely to be broad and must be focused or qualified for specific treatment. The topic sentence contains both the subject and the focus—what one will do with the subject. It carries the central idea to which everything else in the paragraph is subordinated. For example the first sentence of this paragraph is a topic sentence. Even when not stated, the topic sentence as underlying idea unifies the paragraph. The support is the evidence on reasoning by which a topic sentence is developed. It comes in several basic patterns and serves any of the four forms of expressions: narration, description, exposition and argumentation. Usually combined in writing, these forms will be presented with both students and professional example in the following chapters. The developmental paragraph, therefore, is a group of sentences, each with the function of supporting a controlling idea called the topic sentence.

Paragraph 3

If we are going to bring an end to climate change, we need to continuously adjust our habits so that we are using less energy and creating less waste. Simple changes, like recycling and turning off the lights when we leave a room are a good place to start, but we can't stop there. For example, when we are out shopping, we should carefully evaluate our purchases. A great deal of the Earth's resources are put into producing and transporting goods, and when we buy things we do not need or things that are of poor quality, they quickly end up in the landfill, which is a waste of resources. With this in mind, we should all make an effort to buy fewer items of better quality based on our needs rather than our wants. It is also important to look for ways to further reduce our consumption at home. Any time we use disposable items, we should ask ourselves if there is a reusable alternative. For example, paper towels could easily be replaced with cloth rags. We can also look for ways to minimize our use of other valuable resources by shifting our daily habits towards more sustainable practices, like taking shorter showers, eating less meat and walking to nearby locations rather than driving. If we all make an effort to continuously re-evaluate our habits, we can live greener and greener lifestyles that will reduce our demands on the environment and help stop climate change.

Paragraph 3

The ELIC Centre in ASTU is a busy place. One reason is that many students come to the ELIC Centre to get tutoring help. They come for help with writing, study skills and course concepts. Often there are three to five tutoring pairs working together in the ELIC Centre at any one time. Another reason the ELIC Centre is so busy is that many students like to use its ten computers. They write papers, do research, check their email and use WebCT. So many people want to use the computers that there are often people standing around and waiting for a free computer. Finally, the reception desk is often busy. People come to the desk to make and change appointments, to ask for resources and to ask for information about the ELIC Centre. People often have to line up to get help at the reception desk, especially when classes have just ended. Taken together, then, the tutoring, the computers and the reception desk all contribute to making the ELIC Centre a very active place

1. What are the concluding sentences in the three paragraphs?
2. What technique is used to conclude each paragraph?
3. Has the writer used conclusion signaling words in the paragraphs?
4. Discuss your answers in pair.

Exercise 8: Supply concluding sentences to the following paragraphs.

Paragraph 1

House construction in various parts of Ethiopia depends mainly on the availability of building materials. For example, the Tigrians, living in a region where there is plenty of stone build their homes using stone. Somali and Afar people who live in desert, on the other hand, use sticks and mats made of bushes to build their homes. In Southern and Eastern part of the country where there are plenty of trees, people use wood to construct their homes. In Benishangul and Gambela Regions where there are plenty of bamboos, people use these tough trees to build their homes.



Paragraph 2

A breakthrough in the area of engine and fuel will hopefully provide a means of relieving both the overstretched oil market and the environment. Researchers in the automobile industry are experimenting with different types of engines and fuels as alternatives to the conventional gasoline engines. One new type of engine, which burns diesel oil instead of gasoline, has been available for several years. Finally, several automobile manufacturers are experimenting with methanol, which is a mixture of gasoline and methyl alcohol, as an automobile fuel. A further type is the gas turbine engine, which can use fuels made from gasoline, diesel oil, kerosene and other petroleum distillates.

Paragraph 3

The Federal Government of Ethiopia has determined to advance science and technology in the country. In order to improve the power of science and technology in Ethiopia, the government has established a Ministry of Innovation and Technology, which is responsible for monitoring the development of science and technology in the country. Besides, in order to emphasize the growth of science and technology in the country, the government has established two distinguished universities which exclusively aim at Research and Development (RD). These two universities have been given the responsibility of spearheading the scientific and technological advancements in the country. Moreover, the government holds an annual event which aims at giving recognition to people who have contributed to the growth of science and technology in the country.



A concluding sentence is the last sentence of a paragraph. It concludes, or wraps up, a paragraph. It lets the reader know that you have finished discussing the idea introduced at the topic sentence. It is a clincher sentence that brings the paragraph to an end.

A concluding sentence is usually written by restating the main idea, briefly summarizing the major points treated in the supporting details and giving your own opinion or suggestion about the topic discussed in the paragraph.

A concluding sentence often begins with conclusion signaling words or phrases like:

- Generally,
- Finally,
- In conclusion,
- To summarize,
- In short, etc.

4.3 Characteristics of Effective Paragraph

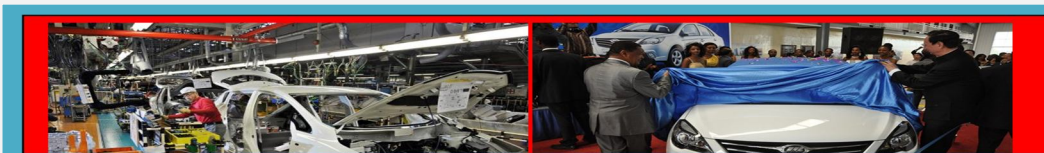
4.3.1 Unity

Brainstorming: **Work in pair. Answer the following questions.**

- What is unity?
- Which of the following paragraphs is unified?
- Which of the following paragraphs contains irrelevant sentence?

Managers' and employees' attitudes at Dukem Car Assembly should be improved. The workers do not feel that they are a working team instead of just individuals. If the workers felt they were a part of a team, they would not misuse the tools, or deliberately undermine the work of others. Management's attitude toward its employees should also be improved. Managers at Dukem Car Assembly act as though their employees are incapable of making decisions or doing their own work. Managers treat workers like objects, not human beings. Generally, the attitude of both workers and managers should be changed.

Managers' and employees' attitudes at Dukem Car Assembly should be improved. The workers do not feel that they are a working team instead of just individuals. If the workers felt they were a part of a team, they would not misuse the tools, or deliberately undermine the work of others. Indeed, some of the workers in the company are known for their innovative work. Management's attitude toward its employees should also be improved. Managers at Dukem Car Assembly act as though their employees are incapable of making decisions or doing their own work. Managers treat workers like objects, not human beings. Generally, the attitude of both workers and managers should be changed.



Exercise 9: Identify a sentence(s) which is/are not directly related to the topic sentence.

Paragraph 1

Like all energy sources, solar energy has its advantages and disadvantages. Solar energy is a renewable source of energy produced by the sun, and big advantage of solar energy is that it is clean energy. It does not emit carbon dioxide or any of the other greenhouse gases. It does not pollute the environment. Although the initial costs of setting up solar systems are high, they generally pay for themselves in a few years. Fossil fuels that currently pollute our land and water and threaten our health are non-renewable. Moreover, solar energy systems are virtually maintenance-free and can last for decades. Arab countries have big potential to export solar energy. The main disadvantage of solar power is the steep initial cost involved in setting up a solar system. Besides, the efficiency of the system relies on the position of the sun and is also influenced by weather conditions and pollution.



The irrelevant sentence(s) is/are

Paragraph 2

Not only are online courses convenient for students to learn an academic subject, they are also proven to be highly effective. For one thing, online courses have flexible schedules for busy students who hold part-time or full-time jobs. In addition to being flexible, online classes are really an effective way to study. Unlike in traditional classrooms, a student can manage his or her own time with online courses. This means that any student can study with his or her own pace according to their learning style. Online courses require students to be efficient in using computer applications. Students can take a break from studying to do some internet surfing. When they are ready to study again, they can go back to the online class without being punished by the teacher. Thus, online courses are efficient for me and can be for many other students.

The irrelevant sentence (s) is/are



Exercise 10: The following long paragraph contains an essay of five short paragraphs about wearable technology. So, decide the boundaries of the paragraphs using your understanding of UNITY and write the five paragraphs separately.

Wearable Technology

Wearable is a rather broad term, and can cover a number of different products that can all impact the electronics market. A wearable object is something that the user actively places on their body, without the need to hold or carry. While the word may conjure up images of clothes, there are many other wearable products that can be grouped together under the category. Watches are perhaps the wearable technology that is currently in the forefront of most consumers' minds. With smart watch launches and rumours, the technology has done well in highlighting the potential of wearable electronics, even if current offerings do not do the market justice. In addition, headsets like Google Glass can be brought into the same category. Google Glass is the controversial wearable that still has its sci-looking beta testers turning heads and being peppered with questions. How does it work? What does it feel like? And, of course the inevitable, well, can I try it? Clothing certainly plays a part in the future of wearable electronics – for instance, gowns, vests or smart patches for medical patient monitoring of vital signs; or fashion, where integrated electronics could communicate, help the wearer stand out, or allow for dynamic, changing styles. All of the above is being explored, today, by technology developers and multinationals alike. A smart wearable device cannot simply be technology for technology's sake – a device that is expected to be bought because it is a gadget. It has to be practical, and do something that the user needs; otherwise it will not be able to carve out a significant market of its own. Smartphones offered connectivity with social media, email and other applications in an easy-to-use interface. Smart wearables need to find their own proposition, around greater convenience or connectivity.



Paragraph 1



Paragraph 2

Paragraph 5

Paragraph 3

Paragraph 4

A paragraph is said to be unified if all the supporting sentences develop, discuss or explain the main topic/idea stated in the topic sentence. Unity is a paragraph's quality which is directly related to the definition of a paragraph itself—A paragraph is a group of logically arranged sentences which develop **A SINGLE IDEA**. In a unified paragraph only one main topic is discussed or

4.3.2 Coherence

Brainstorming: **Work in pair. Answer the following questions.**

1. What is coherence in a paragraph?
2. How do you create coherence in a paragraph?

Exercise 11: Read the following paragraphs and answer the questions below them.

Paragraph 1

Students who write academic essays need to provide effective transitions. Transitions allow writers to connect the main ideas that are present in an essay. Using conjunctive adverbs and other introductory elements allow a writer to connect one sentence to the next. The use of these words will make the writing more fluent and less choppy. Many students fail to use effective transitions, and the essay comes across as disconnected. Writers should always be aware of the need to connect both sentences and paragraphs together.

Paragraph 2

*Students who write academic essays need to provide effective transitions. **It is the use of these transitions** that allow writers to connect the main ideas that are present in an essay. **For example**, by using conjunctive adverbs and other introductory elements, a writer can easily connect one sentence to the next. **Moreover**, the use of these words will make the writing more fluent and less choppy. **Unfortunately**, students often fail to use effective transitions, and, **as a result**, the essay comes across as disconnected. **To avoid this**, writers should always be aware of the need to connect both sentences and paragraphs together, and they should strive to find creative ways*

1. What is the major issue discussed in the paragraphs?
2. Which of the two paragraphs is better in terms of the flow of ideas?
3. What is the difference between the two paragraphs?
4. Discuss your answers with your partner.

Notice how the paragraph above contains valuable information about the use of transitions, but the sentences seem disconnected. It reads as if there are several ideas that are simply thrown together. Now read the paragraph below and see how using a few minor transitions allows the sentences and the information in them to be more connected.

Coherence refers to logical and smooth flow of ideas in sentences within a paragraph. In a coherent paragraph ideas are so interwoven and interconnected together that the reader will be able to see the consistent relationship between/among them. A paragraph is said to be coherent when readers can move easily from one sentence to the next reading the paragraph as a connected whole. There are four common ways of creating coherence in a paragraph. These are: using transition words and phrases, repeating a key word, using parallel structure, and using personal pronouns and demonstrative pronouns.

4.3.2.1 Transitional Words and Phrases

Exercise 12: Read the following paragraph and answer the questions that follow.

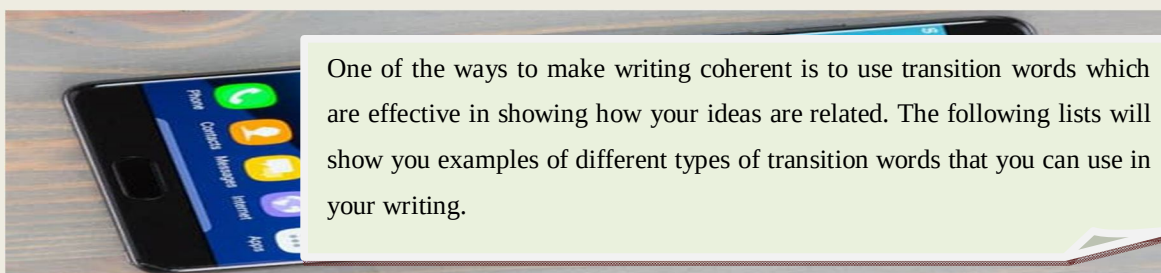
Chemical engineers interested in the environment are continually searching for ways to change useless waste products into precious energy; biotechnology is the most promising process. In fact, the basic problem of converting waste to energy by conventional processes is cost: the conversion involves much energy, many chemicals, and many difficult techniques. However, biotechnology, the use of biological organisms to break down the structure of waste, can be used to adapt a waste product to the energy process of converting sugars to alcohol. For example, wood chips, after being reduced in size, are heated in water. Then the cellulose is separated from the mixture of water and wood by the use of a microorganism. Finally, fermentation, a form of biotechnology, is used to convert the cellulose sugars. If the techniques for changing wood chips into energy can be perfected and used on a commercial scale, the entire ethanol market in the western states could be supplied by that single waste product.

- What is the major issue discussed in the paragraphs?
- What do you call the underlined words and phrases?
- What is their function in the paragraph?
- Discuss your answer in small group.



Exercise 13: Read the text and fill in each blank with the correct linking word. (unless, although, because, therefore, whether, unlike, however, whereas, in spite of)

A number of arguments are raised against a ban on mobile phones in places where they might irritate other people. To begin with, it's really difficult to stop people bringing their mobile phones into public places, and 1_____, it would be nearly impossible to enforce any ban. Some people would see this as a violation of their rights, 2_____ other people would say they need them in case of emergency. And 3_____ they are asked to turn their mobile phones off, some people insist on leaving them on, or simply forget to silence them. Perhaps the most important point is that, 4_____ all the disadvantages, many people these days simply feel that they can't live without their mobile. It seems to me that a ban on mobile phones would be pointless 5_____ people would always find a way round any ban. Despite this, people should be discouraged from using them in places like restaurants 6_____ it is absolutely necessary. People should be made aware that it's very bad manners to use them at certain times. 7_____, there will always be someone who thinks their call is much more important than other people's peace and quiet



Purpose	Transition words and phrases
Addition	also, in addition, too, moreover, and, besides, furthermore
Example	for example, for instance, thus, as an illustration, namely, specifically
Contrast	but, yet, however, nevertheless, nonetheless, conversely, in contrast, still, at the same time, on the one hand, on the other hand
Comparison	similarly, likewise, in the same way
Result	therefore, thus, as a result, hence, so, accordingly
Summary	in short, in brief, in summary, in conclusion, to sum up, as a whole
Time	first, second, third, next, then, finally, afterward, before, after, soon, since, till, until, later, meanwhile, subsequently, immediately, eventually, currently
Emphasis	indeed, in fact, of course, even so

4.3.2.2 Repeating Key Word

Exercise 14: Read the following paragraph and answer the questions that follow.

E-money is a digital equivalent of cash, stored on an electronic device or remotely at a server. E-money is the money balance recorded electronically on a stored-value card. These cards have microprocessors embedded which can be loaded with a monetary value. One common type of e-money is the 'electronic purse', where users store relatively small amounts of money on their payment card or other smart card to use for making small payments. Another form of e-money is network money, software that allows the transfer of value on computer networks, particularly the internet. E-money is a floating claim on a private bank or other financial institution that is not linked to any particular account. Examples of e-money are bank deposits, electronic funds transfer, direct deposit, payment processors, and digital currencies. E-money will inevitably be a primary means of transaction in the world.

1. What is the major issue discussed in the paragraphs?
2. Which word is repeated in all the sentences of the paragraph?
3. For what purpose has the word been repeated in all the sentences?
4. Discuss your answers in pair.

Repeating a key word is one of the strategies that can be used to achieve coherence in your paragraph. A key word is an important word that is central to the main idea of the paragraph. The word that you assume to be key first appears in the topic sentence of the paragraph and then it will be repeated throughout the paragraph. The idea of key-word repetition is to keep a concept in front of the reader. Indeed, you need to use this technique sparingly to avoid being monotonous. Also, limit your selection of a key word to one or at the most two words. The shorter a paragraph, the more likely a repeated key word will seem repetitious, and the less likely it will be effective. In a longer paragraph, however, the repetition of a key word can be effective.

4.3.2.3 Using Pronouns and Adjectives

Exercise 15 A: Read the following paragraph and answer the questions that follow.

Disposable razor blades were invented by Gillette at the beginning of the twentieth century. They were a simple idea but at first he found it very hard to sell them. This was because nobody had marketed a throw-away product before. However, his use of advertising to stimulate demand gradually increased sales and before long he became a millionaire.



1. What is the major issue discussed in the paragraphs?
2. What is the function of the underlined words in the paragraph?
3. Discuss your answers in small group.

Exercise 15 B: Use the most appropriate pronouns in the following paragraph.

Carry your life with you on your wrist. _____ Celestech smartwatch offers _____ an easy way to do so. _____ is a smartwatch that does more than just tell time. _____ comes with two working modes, company and network mode. The company mode lets _____ connect with other devices using Bluetooth. The network mode lets _____ use _____ smartwatch as a phone. With _____ mode on, _____ can receive and take calls and even send messages with _____ smartwatch.



Coherence can be established in a paragraph by showing the relationships of ideas using personal pronouns, demonstrative pronouns and demonstrative adjectives. A pronoun used for an antecedent in a sentence can clearly indicate the link between the preceding sentence and the current sentence.

4.3.2.4 Using Parallel Structure

Exercise 16: Read the following paragraph and answer the questions that follow.



One reason why I prefer running over bicycling is the cost involved. Which form of exercise requires purchasing a helmet and bicycle which can cost more than \$1,000? Which form of exercise requires purchasing an expensive mile-counting computer? Which form of exercise requires purchasing expensive pants, shirts, and gloves and other forms of safety equipment to make the rider visible while sharing the road with automobiles? Bicycling requires all of these things. In contrast, running does not require the purchase of helmets, bicycles, mile-counting computers, and expensive apparel. It requires the purchase of a few items: shoes, shorts, singlets, and watches. Comparatively speaking, if I want to run, I can probably purchase everything I need for as little as \$150.00, which is a lot less than what I would spend if I want to bicycle. Therefore, I prefer running since it is a lot less expensive than bicycling.

1. What is the major issue discussed in the paragraphs?
2. What is the purpose of repeating the same structure?
3. Can you identify the similar structure repeated in several sentences?
4. Discuss your answers in small groups.



Using parallel structure or similar grammatical forms can help you to establish coherence in your paragraph. Remember the parallelism that you discussed in unit 3 was limited to using parallel structure within a sentence, while the parallelism here is referring to using similar structure in several of the sentences in the paragraph.

Note: Notice how the writer highlights the high costs of bicycles by using a series of grammatically similar questions (i.e., “Which form...?”) right after the topic sentence. And, it is this use of parallel structure that helps to cohesively tie the ideas together in the above paragraph.

Exercise 17: Read the following paragraphs and identify the dominant techniques used to establish coherence in the paragraphs.

Paragraph 1

Before the days of television, people were entertained by exciting radio shows such as Superman, Batman, and "War of the Worlds." Of course, the listener was required to pay careful attention to the story if all details were to be comprehended. Better yet, while listening to the stories, listeners would form their own images of the actions taking place. When the broadcaster would give brief descriptions of the Martian space ships invading Earth, for example, every member of the audience would imagine a different space ship. In contrast, television's version of "War of the Worlds" will not stir the imagination at all, for everyone can clearly see the actions taking place. All viewers see the same space ship with the same features. Each aspect is clearly defined, and therefore, no one will imagine anything different from what is seen. Thus, television cannot be considered an effective tool for stimulating the imagination.

The dominant technique is _____.

Paragraph 2

Painless needles are one way technology is improving society. Needles are always scaring young children and even adults. Now with the new painless needle pediatricians can give vaccinations pain free. Researchers at Georgia Institute of Technology call these new painless needles micro needles. They are made from silicon, metal, glass or biodegradable polymer. The painless needles are 500 times smaller than ordinary hypodermic needles, which are too small to irritate nerve endings. The new painless needles will consist of 400 embedded micro needles glued to a patch that will gently puncture the skin. Now with this new technology society can have pain free shots.

The dominant technique is _____.

Paragraph 3

Applied Digital Solutions of Palm Beach Florida is betting its future on the success of its two new high-tech products, the Digital Angel and the VeriChip. It is undertaking a risky strategy to reinvent itself with today's new market for personal security devices. The company officials hope that they will help them sell their new products which allow people to monitor the whereabouts of their relatives at all times. They believe that these products can be very useful for patients with Alzheimer's disease, who often wander off and forget where they are. They also expect them to be very popular in countries where kidnapping is a big problem.

3. The dominant technique is _____.

Paragraph 4

Innovation and creativity have played a very important role to the development of technology. The two have mostly had a very close link with human life. Creativity has served as a very significant survival skill beginning from the time human beings came in to existence. It has helped human beings to move beyond what worked in the past in each and every undertaking, and discovering fresh approaches. More recently, there have been significant changes in the global economy, which make it completely vital for any country to make its technological competitiveness to be sharper, and this is a direct product of the nation's innovative ability. In essence, innovation and creativity have enabled human beings to come up with solutions to the problems that arise or to deal with the necessities facing them. Over time, there has been advancement in technology and this has come up as a result of making appropriate efforts to be creative and innovative.

The dominant technique is _____.

4.3.3 Variety

The third quality of an effective paragraph construction is variety. As it goes with the cliché--“Variety is the spice of life”, variety seasons up your paragraph and makes your paragraph appealing to read. That is to say, if you maintain variety in your paragraph, readers could easily be motivated to read your paragraph. In addition, if you maintain variety, you can avoid monotony or boredom on the part of your readers.

You can maintain variety in a paragraph using different techniques. The most common ways of maintaining variety in a paragraph are varying sentence beginnings, varying sentence length, varying sentence type and varying sentence rhetoric.

4.3.3.1 Varying Sentence Beginnings

Instead of beginning your sentence with the normal word order—SVO time and again, you can start your sentence with prepositional phrases, participial phrases, infinitive phrases, etc.

Example 1 (a) The Site Engineer, in supervision, realized she forgot her safety helmet.

(b) With much chagrin, the site engineer in supervision realized that she forgot her safety helmet.

2. (a) Research and Development (RD) units are established in manufacturing firms with huge budget in order to create improved products.

(b) With the aim of improving products, manufacturing firms establish Research and Development units with huge budget.

3. (a) Bereket started looking for investors who could mass produce the products after he had developed the prototype of his product.

(b) Having developed the prototype of his product, Bereket started looking for investors who could mass produce the products.

Exercise 18: Rewrite the following sentences by starting with the elements specified below each sentence.

1. Beki was extremely happy, as he had just designed his first website.

Example: A present participle: Having just designed his first website, Beki was extremely happy.

A dependent clause: As he had just designed his first website, Beki was extremely happy.

2. The site manager entered into his office with a smile on his face.

A prepositional phrase_____

A present participle_____

3. The company manager interviewed her because her CV impressed him.

A past participle_____

A present participle_____

4. The company moved offices so that they could reduce expenses.

A dependent clause_____

An infinitive phrase_____

5. The project manager rudely dismissed all the site workers without telling them the reason.

A prepositional phrase_____

An adverb_____

6. I never bought Chinese made goods as I knew that they were counterfeits.

A dependent clause_____

A present participle_____

4.3.3.2 Varying Sentence Length and Sentence Types

Exercise 19: Read the following paragraph and answer the questions that follow.

There are many ways to abuse or take advantage of technology and information systems, but by applying ethics to these technologies people can hopefully make ethical decisions. (2)When using information think about privacy, accuracy, property, and access to ensure ethical use.(3) Even though email is informal, people still must remember it is permanent after you send it to another person and almost all of the time can be found again even if deleted, so people should always use ethics in writing their emails. (4)The Ten Commandments for the ethical use of computers are rules everyone can use to make sure what they are doing is ethical. (5)Ethics or morals can establish questions about what is right and wrong not only for individuals, but how their actions affect society. (6)Individuals can use information systems or technology in ways that are unethical, but there are ways to avoid these unethical uses.

1. What is the major idea discussed in the paragraph?
2. What kinds of sentences are used in the paragraph? Why?
3. Discuss your answers in small group.

Note: In the above paragraph, you can see that the writer has been able to maintain variety by using sentences of different length and different type. Sentence 1 is compound sentences, while sentence 3, 5 and 6 are compound complex. On the other hand, sentence 2 and 4 are complex sentences. In fact, the variation in the length of the sentences could easily be understood from the paragraph.

You can vary the length of the sentences in a paragraph through the techniques of coordination and subordination. Thereby, you can use compound, complex, and compound complex sentences in your paragraph.

Exercise 20: The following paragraph uses only simple sentences. Revise the paragraph by varying the sentence type.

Keeping things cool is one of the best inventions of this century. Air conditioners keep houses cool. Refrigerators keep food cold. Temperature controls keep cars cool. This may seem expensive. It requires a lot of electricity. Power is a commodity. Really, it saves money. Food lasts longer. People are more productive. Transportation is more effective. The ability to control cold is clearly important.

4.5.3.3 Varying the Rhetorical Structure of the Sentence

1. Rhetorical structure refers to the use of loose and periodic sentences.

A periodic sentence is a long and frequently involved sentence which withholds the most important idea until the end of the sentence in order to produce an effect of suspense.

Example:1 Now, after years of research and many modifications, METEC has manufactured multi-purpose drones.

2. Proper maintenance, like checking tire pressure, changing the oil and getting tune-ups, will ensure the best gas mileage for your car.

Note: In the above two periodic sentences the most important idea is placed at the end of the sentences with the objective of creating suspense on the readers.

A loose sentence is a sentence structure in which a main clause is followed by one or more coordinate or subordinate phrases and clauses. Loose sentence the most important idea of the sentence is placed at the beginning and it is followed by subsidiary details.

Example:

1. My antique car just had a full tune-up with a new air filter, an oil change, and new spark plugs.
2. Beka decided to major in Electronics Engineering, after a marathon discussion with his elder brother, despite his preference to study Automotive Engineering, or Mechanical Engineering.

Note: Unlike the periodic sentences, the most important idea is placed at the beginning of the above loose sentences. The technique of varying the rhetorical structure of a sentence can be effectively employed by somewhat advanced writers. In fact, this technique should be employed judiciously because its frequent use might affect the intelligibility of the paragraph.

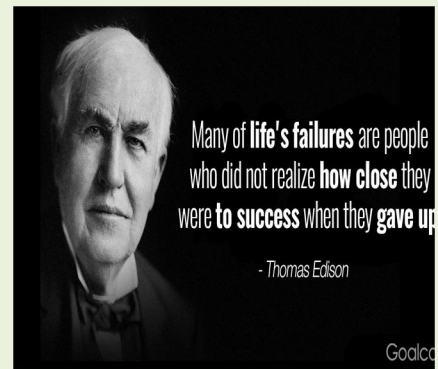
4.3.4 Completeness (Adequate Development)

A paragraph is said to be adequately developed or complete when the supporting sentences sufficiently develop, explain or discuss the major idea in the topic sentence. A complete paragraph answers all the questions readers ask when they read the topic sentence of a paragraph. A complete paragraph satisfies readers with enough details that meet their expectations.

Read the following paragraph and pay particular attention to the topic sentence.

Thomas Alva Edison is famous for his many useful inventions. The most useful certainly has to be the electric light bulb. Before this invention, people had to light their homes after dark with candles or gas lighting. Both of these could be dangerous. Another one of Edison's inventions was the motion picture projector. This invention was the beginning of the movie business, which employs millions of people and entertains millions more. In short, Edison contributed a lot to the world through his inventions.

Note: In the above paragraph the writer has promised with his topic sentence that he/she is going to tell readers about the many inventions of Thomas Alva Edison, but he/she tells you only two inventions, and you know that only two inventions cannot be considered as many inventions. As a result, this paragraph lacks the necessary details that fully explain the topic sentence. But read the following improved version of the above paragraph in which more details are added



Thomas Alva Edison is famous for his many useful inventions. The most useful certainly has to be the electric light bulb. Before this invention, people had to light their homes after dark with candles or gas lighting. Both of these could be dangerous. Another one of Edison's invention was the motion picture projector. This invention was the beginning of the movie business, which employs millions of people and entertains millions more. In addition to these, Edison filed for patent for the Electrographic Vote Recorder at the age of 22. This device was made with the goal of helping legislators in the US Congress record their votes in a quicker fashion than the voice vote system. Indeed, even if the then decline in the price of iron ore led to the abandonment of his invention, Edison was able to invent a device which separates the usable iron ore from the low grade, unusable ores. In short, Edison contributed a lot to the world through his inventions.

Exercise 23: Complete the following paragraph by providing sufficient details.

The Internet has brought us many benefits. We can have access to the latest news, weather, traffic, bid-and-asked quotations, etc. Another important benefit is that the Internet is a great means of communication.

4.4 Steps in Writing a Paragraph

Brainstorming: Work in pair. Answer the following questions.

1. Does writing a paragraph involve certain procedures?
2. Can you tell the steps involved in writing a paragraph?

An effective paragraph (or essay) may not be written haphazardly. Writing a paragraph is a process which involves different steps. By carefully undertaking what is required of you at each step, you can produce an effective paragraph that can effectively communicate the message you intend to convey. Scholars suggest that passing through the following steps will result in an effective and intelligible paragraph.

Step 1: Deciding on the Topic

Exercise 21 A: Discuss the following questions in pair.

1. How do you start writing a paragraph?
2. In what situation do you decide on a topic?
3. How do you choose a topic for a paragraph?
4. What kind of topic is suitable or unsuitable for a paragraph

Exercise 21 B: From the following lists of topics, choose five topics that are appropriate for writing a paragraph.

1. My Preparatory School
2. My First Semester Experience
3. Information Technology
4. Cloud Computing
5. Wearable Technology
6. Amphibious Vehicle
7. Drones
8. The Internet
9. My dormitory
10. Construction Technology

The first step in writing a paragraph is deciding on the topic of your paragraph. You can decide on the topic based on your background knowledge or based on the accessibility of information related to the topic you choose. In academic writing environment, you are often given alternative topics, and by and large you choose a topic that you are familiar with. If you are not familiar with the topics, you decide your topic based on availability of the details that you need to support your topic. In this case, you might be required to make a very brief search to different information sources—printed



Step 2: Developing a Topic Sentence

Exercise 22 A: Discuss the following questions in pair.

1. What do you need to write a topic sentence?
2. What does an effective topic sentence contain?
3. What are the important points that you need to take into account when developing a topic sentence?

Once you have decided the topic you intend to write on, your second step will be developing the topic sentence. You need to write your topic sentence by considering the qualities of good topic sentence.

Exercise 23 B: From the following lists of topics, choose five topics and write five topic sentences.

1. My Preparatory School
2. My First Semester Experience
3. Information Technology
4. Cloud Computing
5. Wearable Technology
6. Amphibious Vehicle
7. Drones
8. The Internet
9. My dormitory
10. Construction Technology

Topic: _____

Topic sentence: _____

Topic sentence: _____

Topic: _____

Topic sentence: _____

Topic: _____

Topic sentence: _____

Topic: _____

Topic sentence: _____

Topic _____

Topic Sentence _____

Step 3: Gathering Details to Support the Topic Sentence

Exercise 24: Discuss the following questions in pair.

1. Where do you get the details for your paragraph?
2. Can you mention some of the sources of details for your paragraph?
3. Do the sources of the details vary? How?
4. Depending on the kind of paragraph you intend to write, you can gather and utilize different sources of information.

Type of Paragraph	Kinds of details
Descriptive	sensory details—how things look, feel, sound, smell and taste
Narrative	details about the situation—how it began, what happened in the middle, how it ended, details about the setting, characters, conflict
Persuasive	Facts and statistics, figures, evidence and examples to back up or prove your opinion, anecdotes
Expository	Facts, examples, steps to explain the idea or process

Exercise 25. Supply at least five details for the topic sentence you developed in step 2.

Detail 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

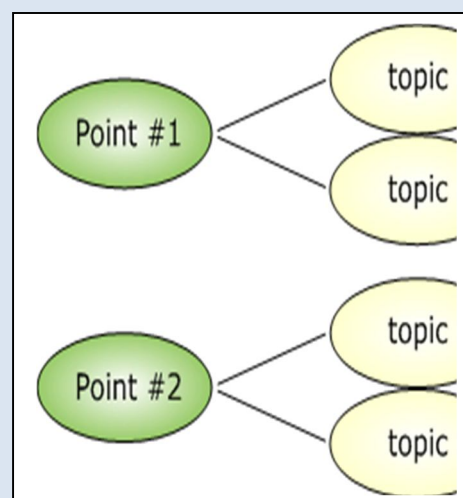
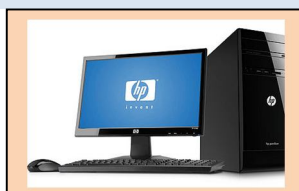
Step 4: Organizing the Details and Writing the First Draft

The details gathered from different sources will not be written haphazardly. Rather, they should be organized and presented to your readers in an easy to follow manner. Hence, at the organization stage, you will arrange details in logical and understandable manner. Organizing the details can be done in the following ways.

A) Topical Order

Exercise 26: Read the following paragraph and answer the questions that follow.

Computer system consists of two major elements: hardware and software. Computer hardware is the collection of all the parts you can physically touch. Some hardware components are easy to recognize, such as the computer case, keyboard, and monitor. The most critical component is the motherboard, a plastic board on which several components are mounted. These include the central processing unit (CPU), the main memory and expansion slot for the hardware components. The internal hard disc drive serves as mass storage device for data files and software applications. Computer software, on the other hand, is not something you can touch. Software is a set of instructions for a computer to perform specific operations. Computer software consists of computer programs, libraries and related non-executable data such as online documentation or digital media and others. Indeed, we need both hardware and software for a computer system to work.



1. What is the topic of discussion in the paragraph?
2. How many sub topics does the paragraph have?
3. How are the details related to each sub-topic organized?
4. Discuss your answers in groups of three.

Topical order pattern is the most commonly used format and will typically work when the other patterns do not. A topical pattern arranges information according to different sub-topics within a larger topic, or the "types" of things that fall within a larger category. For example, a definition of a computer includes the details related to hardware and the details related to software. If you decide to use the topical pattern of arranging details, you present the details related to the hardware first and when you finish writing about the hardware, you will present the details related to the software.

C) Chronological Order

Exercise 26: Read the following paragraph and discuss the questions that follow.

The process of machine translation of language is complex. To translate a document from English into Amharic; for example, the computer first analyses as English sentence, determining its grammatical structure and identifying the subject, verb and objects and modifiers. Next, an English Amharic dictionary translates the words and after that, another part of the computer program analyses the resulting awkward confused mixture of words and meanings. The machine then produces an intelligible sentence based on the rules of Amharic sentence structure and grammar and its understanding of the original English sentence meaning. Finally, a human bilingual editor polishes the computer-produced translation.

1. What is the topic of discussion in the paragraph?
2. What are the transitions used in the paragraph?
3. What are the functions of the transitions in the paragraph?
4. Discuss your answers in small group.

In chronological order or time order, items, events and ideas are arranged in the order in which they occur. Chronological order naturally fits in narration, because when you tell a story, you usually follow the order in which events occur. Chronological order applies to process in the same way, because when you describe or explain how something happens or works, you usually follow the order in which the different stages happen.



C) Spatial Order

Exercise 27: Read the following paragraph and discuss the questions that follow.

The Automotive Engine workshop in ASTU is well organized with the principle of Kaizen. When you enter into the workshop, you are welcomed by a standing notice board on which all the materials in the workshop are portrayed. At the right wall of the entrance to the workshop is a large shelf which took up about one fifth of the room. Different vehicle engine parts have been displayed on the shelf. To the left of this shelf, in the middle of the workshop, a working truck engine on bodiless car is displayed with label posted on each component of the engine. Against the wall opposite to the entrance of the workshop is a big empty trolley which is used to move different car parts. To the left of the engine, against the left side of the wall stand several stools displaying different brands of engine lubricants. Everything in the work shop is meticulously set to create an attractive working environment.

1. What is the major idea discussed in the paragraph?
2. How does the writer show the location of things found in the workshop?
3. Do you think that the writer has effectively described the workshop?
4. Discuss your answers in small group.

Spatial order is another principle of organization in which items are arranged according to their physical position or relationships; i.e., where one thing exists in relation to another. This pattern works well when you intend to create a mental picture of something which has various parts distinguished by physical location.

When you employ spatial order, you can show the spatial relationship between items by arranging the details from:

Right ←————→ Left
Entrance ←————→ Exit
East ←————→ West
North ←————→ South
Top ←————→ Bottom, etc

Transitional words/phrases used in spatial order

above	through	across	center
to the side of	between	on the top of	front
against	at that point	here	middle
nearby	next to	beside	behind
beneath	below	on the other hand	into
attached to	on the right hand	on the left hand	opposite

D) Climactic Order (Order of Importance)

Exercise 28: Read the following paragraph and discuss the questions that follow.

The fire accident in the electronics lab at Ethiopian Institute of Technology resulted in serious damage. The lab technician hurled himself through the front window mirror; his throat was slashed and he bled to death before the emergency workers arrived. The janitor cleaning the room had both her legs broken. The professor giving a lecture in the lab's lecture room showed us his black and blue ribs hurt when he attempted to run out of the lecture room. A student, who was attending a lecture, bumped her face and had a swollen lip. The leg of the big TV stand crushed, and the LED TV had several scratches on its screen.

1. What is the topic of the paragraph?
2. How are the details in the paragraph arranged?
3. Discuss your answer in small group.



The fourth common principle of organization is climactic order or order of importance. In this pattern, items are arranged according to clearly defined pattern of increment or decrement. The pattern could be importance, size, price, familiarity, etc.

Note: In the above paragraph the writer arranged the details from the most serious damage—the death of the technician and the least serious damage is the breakage of the TV stand leg and the scratches on its screen.

Exercise 29: Read the following paragraphs and identify the dominant pattern used to arrange the details.

Paragraph 1

On July 16, 1969, the Apollo 11 spacecraft launched from the Kennedy Space Center in Florida. Its mission was to go where no human being had gone before—the moon! The crew consisted of Neil Armstrong, Michael Collins, and Buzz Aldrin. The spacecraft landed on the moon in the Sea of Tranquility, a basaltic flood plain, on July 20, 1969. The moonwalk took place the following day. On July 21, 1969, at precisely 10:56 EDT, Commander Neil Armstrong emerged from the Lunar Module and took his famous first step onto the moon's surface. He declared, "That's one small step for man, one giant leap for mankind." It was a monumental moment in human history!

The dominant pattern is _____



Paragraph 2

My dorm room at Seoul Science and Technology University is well equipped with necessary amenities. The room is painted white; the walls are bare with two pairs of black colored windows: one pair is next to the bed the other next to the TV. On the left side of the door, there is my closet which has cream colored doors that go from the ceiling to the floor. In front of my closet, there is the bed which is a full size; it is connected to the left side wall of the room with a pair of windows; on it there is a purple and green comforter with a pair of soft pillows that are the same color. Above the bed, there is an air conditioner which I hardly use. In front of the bed, there is a big black fan. On the right side of my room, I have my TV that is a medium sized black LED, which sits on a white drawer. Next to the TV, there is my average sized brown study desk with my silver laptop computer and a small blue lamp on it and books in its shelves. I always enjoy staying in my dorm room.

The dominant pattern is _____

Paragraph 3

People have different views and opinions about how technological advances have changed our lives. It is without a doubt that technological advances have made our lives easier with respect to staying in touch with people who live far away by the use of email, Skype, and Facebook. Since we can easily and inexpensively communicate with our loved ones no matter where we are in the world and since we can perform research and online banking efficiently, few can say that they would want to give up these benefits. On the other hand, technological advances can create a certain pressure on us because we try to accomplish too many tasks and therefore spend more time on computers and other devices instead of spending time with people. The technologically driven society spends countless hours in front of the computer on daily basis. This time spent using and communicating through technological devices takes time away from interacting face to face with others, socializing and maintaining our physical health. Therefore, there is no simple conclusion to this question because there are both positive and negative impacts that technological advances have had on our lives.

The dominant pattern is _____

Paragraph 4

All the necessary tools in the Vehicle Engineering Lab at ASTU have been gradually fulfilled. First of all, the lathe machine which is the heart and soul of the lab was donated by KOIKA. On the other hand, the impact extrusion machine which is used to make bodies of vehicles was bought by the university from an Italian machine dealer in Addis Ababa. Moreover, the oxyacetylene welding machine was provided by the Ministry of Science and Technology. Finally, the four toolsets in the lab were donated by an expatriate department staff. Therefore, currently the lab is operating with full capacity.

The dominant pattern is _____



Step 5: Editing the First Draft

Writing an effective paragraph is a process which requires writing and rewriting. Writers at all level, whether experienced or beginner cannot write an effective paragraph at once. So, editing is a very vital step in writing a paragraph.

At the final stage, you need to look into several aspects of the draft paragraph. Principally, you need to pay due attention to the following features.

- Mechanics (rules of spelling, punctuation, capitalization and grammar)
- Common sentence errors
- Unity of the paragraph
- Coherence of the paragraph
- Completeness of the paragraph
- Variety in the paragraph

Exercise 30 A: Underline the fragment and run on sentences in the following paragraph, and rewrite the corrected version in the space provided.

Standing upright and arranged in a circle. England's Stonehenge monument is an intriguing ancient structure. Whose appearance, history, and purpose attract the attention of about one million visitors each year. According to archaeologists, Stonehenge was built between 3100 and 1550 B.C., the monument probably underwent three phases of construction. The first phase included a circular ditch and a ring of pits. Those are known as the Aubrey Holes. In the second phase, thought to have occurred in about 2100 B.C., massive rock pillars from Wales were brought to the site, these immense stones were placed in two concentric circles. The last stage of construction was probably completed before 1500 B.C. Incredibly, thirty stones, each standing upright and weighing as much as fifty tons, were placed in a circle the circle ringed a series of stones shaped like a horseshoe.

Exercise 30 B: Identify the faulty parallel sentences in the following paragraph, and rewrite the corrected version in the space provided.

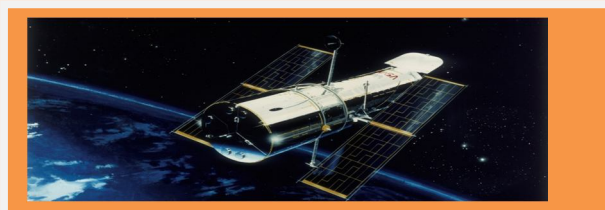
Calmex Corporation has announced it will award five ten thousand dollar grants to students enrolled in Materials Engineering and Mechanical Engineering programs. To be eligible, you must be a full time student, a resident of Addis Ababa and Ethiopian citizenship is required. In order to apply, you need to fill out the required form, submit a current transcript, and two letters of recommendation from instructors or former employers must be obtained. To learn more, view the grant website at www.calmexcorp.com/studentgrants.

Exercise 30 C: Revise the following paragraph to eliminate unnecessary shifts in person, number, tense, mood, and voice.

Some people are early adopters, which means technology is adapted by them when it is new. Other people are technophobes because you are afraid of technology, period. I am not an early adopter or technophobe, but a person has to see the value in technology before I use it. Technology has to be cheap, intuitive, reliable and truly helpful before you start using it. I let others work out the bugs and lay the high prices before a piece of technology is adopted by me. But when I decide it is time to get a new gadget or program, you buy it and use it worn out. Then I look for something else that is even cheaper and more intuitive, reliable, and helpful, which is then bought by me.

Exercise 30 D: Identify the punctuation mark and the capitalization errors in the following paragraph and rewrite the corrected version in the space provided.

The hubble space telescope (hst) a reflecting telescope that orbits Earth has returned the clearest images of any optical telescope the main mirror of the hst is only 94 in (2.4 m) across, far smaller than that of the largest ground-based reflecting telescopes turbulence in the atmosphere makes observing objects as clearly as the hst can see impossible for ground-based telescopes hst images of visible light are about five times finer than any produced by ground-based telescopes giant telescopes on Earth however collect much more light than the hst can examples of such giant telescopes include the twin 32-ft (10-m) keck telescopes in hawaii and the four 26-ft (8-m) telescopes in the very large telescope array in the atacama desert in northern chile often astronomers use space- and ground-based telescopes in conjunction.



Exercise 30 E: Identify the spelling and capitalization errors in the following paragraph and rewrite the corrected version in the space provided.

At the start of her freshman year betty was afraid of her new engineering mechanics Teacher. mrs.Mekoyaworku seemed nice, but she had so many rules for the class to follow. the rules would scare someone to pieces. As the Course continued, betty began to understand how the Teacher come up with the rules. The rules were their so students would be respectful of there teacher. By the end of the year, betty though mrs.Mekoya was the best Teacher she ever had!

Editing Symbols

	Under a letter means make a capital.	Example: ^T the girl is happy.
	Make a lowercase letter.	Example: The ^g girl is happy.
	Add. (This is a caret.)	Example: The ^{smart} girl is happy.
	Delete.	Example: The girl is is happy.
	Transpose.	Example: The is ^{girl} happy.
	Replace.	Example: The boy is happy.
	Add a period.	Example: The girl is happy .
	Close up extra space.	Example: The girl is [○] happy.
	Start a new paragraph.	Example: ¶ The girl is happy.
	Make a spelling correction.	Example: The girl is ^{sp.} hapy.

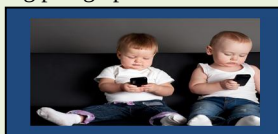
*There are many more symbols, but these should get you started.

Symbol	Meaning	Example
Ap	Apostrophe error	I check my <u>notes</u> every evening.
Cap	Faulty capitalization	We bought the computers from addisababa.
CS	Comma splice	Students must work hard, the country expects a lot from them
DM	Dangling Modifier	To utilize your time effectively, time management skills must be studied.
Frag	Fragment	When the students complained about their grade. The HOD gave them deaf ears.
Sp	Spelling error	This sentence is flaude with two misspellings.
SVagr/SVA	Subject/verb agreement error	Statistics are essential for scientists.
P/A	pronoun/antecedent agreement	A graduating Engineering student would be wise to see their advisor this month.
Pron	Problem with pronoun	My colleague and my instructor have forgotten her appointment.
VT	Verb tense: Indicates that there is no agreement in verb tense between two related actions.	When I am kid, I always wanted to be an astronaut.
WC	Word choice	Students should make their home work at night.

4.5 Types of Paragraph

Brainstorming: Work in pair. Answer the following questions.

1. What are the types of paragraph?
2. How do we determine types of paragraphs?
3. What type is the following paragraph?



Because toys have become electronic devices, some children today are unable to entertain themselves. Gone are the days when children invented their own adventures and used sticks as swords, cookie sheets as armor and refrigerator box as a fortress to defend. The electronic age has delivered children all sorts of gadgets and gizmos that are supposed to be realistic. Some toys even have buttons to push so prerecorded messages can be played to begin scripted adventures that require no imagination. No wonder some children today have short attention spans.

This is _____ Paragraph.

On the basis of the content and the purpose of writing, paragraphs can be divided into four.

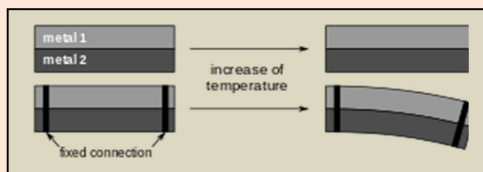
- a. Expository
- b. Descriptive
- c. Narrative
- d. Argumentative/persuasive

4.5.1 Expository Paragraph

Brainstorming: Discuss the following questions in pair.

1. What does expository mean?
2. What is the function of expository paragraph?
3. Mention some of the subtypes of expository paragraph.

Expository paragraph is used to explain or give information. The common modes of exposition include: definition, instruction, cause and effect, classification, comparison and contrast.



4.5.1.1 Definition Paragraph

Brainstorming :Discuss the following questions in pair.

1. What does to define mean?
2. What do we define?
3. Why do you write definition paragraph?

Exercise 31 A: Read the following example paragraph and answer the questions that follow.

Bimetals are components made up of two separate metallic units, each occupying a distinct position in the component. Bimetal rods or wires also called clad metal, duo- or dual-metal are made of dissimilar metals. The rod core, a cylindrical body made of one metal, is surrounded by a concentric, cylindrical sleeve of another metal. Some fibrous metals may also be regarded as bimetallic; for example, rods made by unidirectional solidification of some eutectic compositions contain a metallic or nonmetallic compound of fibrous filaments embedded in an almost pure metallic matrix. The two elements of a bimetallic product are usually intimately interlocked, so that they function in unison.

1. What is defined in the paragraph?

2. How is the definition developed?

You may not always define a term using a single sentence. There are situations in which you may be required to provide detailed definition of the term. So, you write a definition paragraph by including details that tell:

- the origin of the term;
- examples and facts ;
- what the term is not;
- the structure;
- the function;
- how it operates;
- compare and contrast the term with other terms of the same class.

The topic sentence of a definition paragraph contains the term to be defined as a subject and it is often agreed with verb to be.

E.g. Bimetals are components made up of two separate metallic units, each occupying a distinct position in the component.

Exercise 31B : Choose one of the following topics and write a definition paragraph.

1. Design brief
2. Technology
3. Ergonomics
4. Smart device
5. Cloud computing

4.5.1.2 Process Paragraph

Brainstorming: Discuss the following questions in pair.

1. What does process mean?
2. What is the function of process paragraph?

Exercise 32 A: Read the following example paragraph and answer the questions that follow.

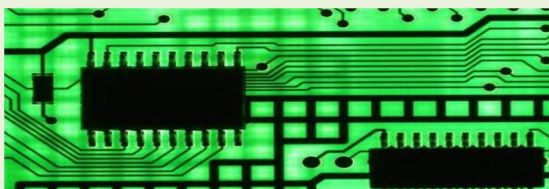
Relatively simple but exacting techniques for reducing the size of circuits have made it possible for people to bring computers with them wherever they go. Today a \$2 computer chip does the work of many ENIAC (the first computer, which contained more than 18000 vacuum tubes). These computer chips are produced by a process called photolithography. First electronic circuits are drawn to specifications. Then, these drawings are photographed and photographically reduced to a very small size. Next, through other procedures similar to ordinary photo-offset printing, these circuits are etched onto wafer thin slices of crystalline germanium or silicon. Finally, when these chips are connected to a power source, the lines of the original drawing become tiny transistors and wires holding and conducting electricity. Imagine the lines of your handwriting conducting very tiny pulses of electricity, and imagine this writing reduced to a very small size and transferred to a silver of stone. There you have it! Coming to computer age, we have gone back to writing on stone tablets.

1. What topic is discussed in the paragraph?

2. Which pattern of arrangement is used in the paragraph?

3. What are the transitions used in the paragraph?

4. What kinds of verbs are dominantly used in the sentences?



A process paragraph is written to explain how something is done or made. Besides, it explains how something works. The topic sentence of a process paragraph clearly states what you are going to explain. The supporting sentences present the steps which explain the process.

There are two basic kinds of process writings: directional and informational.

The directional type explains how to do something (for example, how to get from one place to another or how to withdraw money from ATM).

The informational type explains how something works or happens (for example, how a computer works, how oil is refined, how calculators are manufactured, etc.

Example: Following these steps, you can easily withdraw money from ATM.

When you write a process paragraph, you need to present the steps in the correct order. This helps you to avoid confusion. Besides, you must include the ingredients and the equipment needed to do (make) something. Chronological order is used to explain the different steps. Besides, transitional words like first, next, now, then, finally, etc. are used to tie up the steps.

Exercise 32 B: Choose one of the following topics and write a process paragraph.

- a) How to Register Online
- b) How to Borrow a Book from your Library
- c) How to Download pdf Document from a Website
- d) How to Create Gmail Account
- e) How to use Google Drive

4.5.1.3 Cause / Effect Paragraph

Brainstorming: Discuss the following questions in pair.

1. What does a cause or effect mean?
2. What is the function of cause/effect paragraph?
3. How can a cause/effect paragraph be arranged?

Exercise 33 A: Read the following example paragraph and answer the question that follows.



Much has been written about the dangers of Internet addiction. From pornography to merely surfing the web, the Internet is clearly the television of the 21st century, an electronic drug that often yanks us away from the physical world. Like any addiction, the real cost, for those of us who are truly addicted, is to the number and quality of our relationships with others. We may enjoy online relationships using social media sites like Facebook or Twitter, for example, but the difference between these kinds of interactions and interactions with people in the physical world is clearly vast. As long as we expect no more from these online relationships than they can give, no good reason exists why we cannot enjoy the power of social media sites to connect us efficiently to people we would otherwise not touch. The problem, however, comes when we find ourselves subtly substituting electronic relationships for physical ones or mistaking our electronic relationships for physical ones. We may feel we are connecting effectively with others via the Internet, but too much electronic-relating paradoxically engenders a sense of social isolation.

1. What does the paragraph explain?

2. What is the topic sentence of the paragraph?

3. Which sentences explain cause or effect?

A cause and effect paragraph explains how one action or event causes another action or event, or how one action can have an effect(s) on another action.

The cause and effect paragraph is organized as:

X (cause) produces Y (effect) or

Y (effect) is produced by X (cause).

Cause and effect paragraph answers two major questions.

- Why things happen? (Causes)
- What happens as a result? (Effects)

These are some of the common conjunctions that can be used to express cause and effect.

since as a result because of + noun phrase

because therefore due to + noun phrase

consequently for this reason so for

Exercise 33 B: Choose one of the following topics and write a cause/effect paragraph.

1. The cause or effects of peer pressure
2. The cause or effect of cheating on exams
3. The cause or effect of false news on the social networking sites.

4.5.1.4 Classification Paragraph

Brainstorming: Discuss the following questions in pair.

1. What does classification mean?
2. What can you classify?
3. What is the function of classification paragraph?

Exercise 34 A: Read the following example paragraph and answer the questions that follow.

A computer language used for creating web documents can be classified into three according to its purpose. The first type of computer language, HTML, is the basic language for creating an HTML, or web document. HTML or Hypertext Markup Language was developed in the 1980's and revised until it reached its current form. The second type of computer language, CSS, or Cascading Style Sheets is also a language used for creating web pages; however, its purpose is to describe a page's structure and style. An inline, embedded, or external style-sheet is used in accompaniment to HTML and indicates styles for features like fonts, colors, images and text. The third language, JavaScript, is a computer language used for creating executable applications in web documents. Like HTML and CSS, JavaScript is created with a text editor and displayed by a browser. An application is composed of objects like expressions, variables, values and operators. HTML, JavaScript, and CSS computer languages used for indicating the style, content, and formatting of elements within web pages are constantly being revised to improve usability for the programmer and the end-user and to offer endless options for web design.

What subject is classified in the paragraph?

What is the topic sentence of the paragraph?

What is the basis for classification?

A classification paragraph explains people, objects, ideas, etc. by grouping them into categories. The entity you classify can be categorized into more than one category, but the classification should be made only on one basis or criterion. For example, if you take computers, you can group them into different categories depending on your basis of classification. On the basis of processing capacity, computers can be divided into four: microcomputer, minicomputer, mainframe computer, and supercomputer. On the other hand, on the basis of where you place the computers, computers can be classified into three: desktop, laptop, palmtop.



After classifying the entity into different categories, you need to supply each category with sufficient detail. It is advisable to use two to three sentences for each category.

The topic sentence of a classification paragraph has two parts: the topic, and the basis of classification. The entity to be classified is often used as a subject of the topic sentence. Most of the times the topic sentence of a classification paragraph takes the form of:

- X can be divided into...
- X can be classified into...
- X can be categorized into...

Exercise 34 B: Choose one of the following topics and write a classification paragraph.

- Cell phones
- Television
- Vehicles
- Roads
- Students
- Social networking sites





4.5.1.4 Comparison/Contrast Paragraph

Brainstorming: Discuss the following questions

in pair

1. What does comparison or contrast mean?
2. What do you compare or contrast?

Exercise 35 A: Read the following two paragraphs and answer the questions that follow.

Although both microlight and light aeroplane are small aircrafts, they are different in many ways. The first big difference is engine handling. The common microlight engines universally have chokes, and they seldom have mixture controls. Moreover, the engines are well instrumented. Only few microlight engines with variable pitch props use electrical pitch mechanisms rather than constant speed mechanism. Virtually no microlights use yokes, and many have a single shared stick between the seats. Fuel planning in microlights tends to be much more accurate. Furthermore, most microlights have four point harnesses. On the other hand, the common light aeroplane engines do not use a choke for starting and they have mixture controls. Moreover, they are not as well instrumented as microlight engines. Most of the light aeroplanes using variable pitch props use constant speed devices, with hydraulic controls. In addition, most light aeroplanes have a pair of yokes, or occasionally a pair of sticks. Fuel planning in light aeroplane tends to be much more fluid and continuous than the pre-flight. Furthermore, most light aeroplane have three point harnesses. In short, microlight and light aeroplane have many differences.

1. What is the topic sentence of the paragraph?
2. What is the function of each sentence in the paragraph?
3. Which pattern of organization is employed in each paragraph?

A comparison/contrast paragraph explains the similarities or differences between two entities. A comparison paragraph compares two subjects and explains how they are similar. On the other hand, a contrast paragraph explains how two entities are different.

The entities to be compared or contrasted could be two people, objects or places that have similarities and differences. In fact, they should be entities of the same class (e.g. two cars, computers, cell phones, engines, etc). Besides, you need to develop a criterion by which the entities are compared.

The topic sentence identifies the subjects (the entities) to be compared and contrasted and suggests the degree of similarity or difference.

Useful Transitional Words and Phrases

For comparison: similar to, similarly, in the same way, like, equally, again, also, too, each of, just as . . . as,

For contrast: in contrast, on the other hand, different from, whereas, while, unlike, however, but, although, however, conversely, yet, unlike

In comparison/contrast paragraph, you can organize the details of the paragraphs either point by point or as a block (whole feature) pattern. In point by point pattern, you show the similarities or differences of the entities side by side. However, in block pattern, you first present the whole features of one entity and go on to present the features of the second entity

Single feature (Point by point)

Subject X

Feature 1 of X
Feature 2 of X
Feature 3 of X

Subject Y

Feature 1 of Y
Feature 2 of Y
Feature 3 of Y

Whole feature (Block)

Subject X

Feature 1 of X
Feature 2 of X
Feature 3 of X

Subject Y

Feature 1 of Y
Feature 2 of Y
Feature 3 of Y

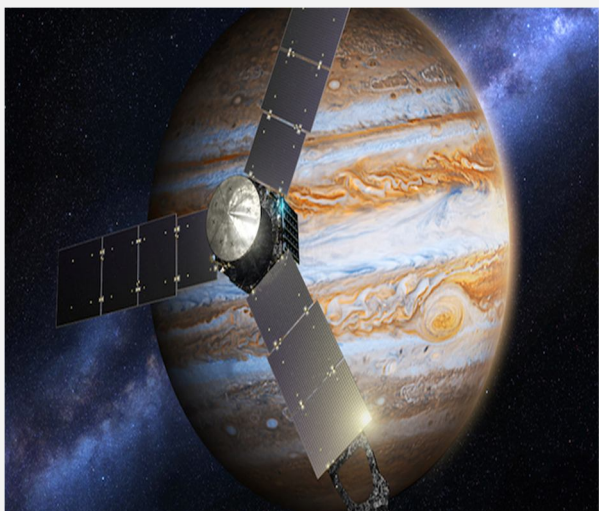
Exercise 35 B: Choose one of the following topics and write a Comparison/Contrast paragraph.

1. Indigenous knowledge and modern knowledge
2. CD and flash disc
3. Rural schools and town schools
4. A civil engineer and an architect
5. Facebook and twitter

4.5.2 Descriptive Paragraph

Brainstorming: Discuss the following questions in pair.

1. What does description mean?
2. What do you describe?
3. What is the purpose of descriptive paragraph?



Exercise 36 A: Read the following two paragraphs and answer the questions that follow.

Paragraph A

A sun-powered robotic explorer named Juno rocketed away today on a five-year journey to Jupiter. The spacecraft will operate in an unprecedented radiation environment. As a result, the electronics would need to be protected in titanium housing the size of a large cupboard. Juno is powered by solar power. As a result, to generate adequate power, the solar panels on Juno need to be comparatively large. Hence, each of the three solar panels is as high as a three-storey building. The speed of Juno as it enters the orbit of Jupiter on July 4 will be about 275 times that of a Boeing 747. Juno's science instruments include one to measure Jupiter's powerful magnetic fields and an infrared camera to observe the glowing auroras around the poles. Juno also carries a camera for taking the usual kind of photographs, not as part of its prime science mission but as a way to attract public participation. Anyone can sign into the Southwest Research Institute's Mission Juno website and suggest where the camera should be pointed and then vote on the choices. Also on board Juno are three Lego custom minifigures made of spacecraft-grade aluminum. One is Jupiter, the king of the Roman gods. The second is Juno, wife and sister of Jupiter in Roman mythology, and the third is Galileo Galilei, the Italian astronomer who discovered the four large moons of Jupiter through a telescope he made. The figurines were put on to "inspire children to explore science, technology, engineering and mathematics" according to NASA.

Paragraph B

One of the most beautiful people that I know is HintseteAssefa, an executive secretary in the Mechanical Engineering Department. Hintsete has curly hair and big beautiful brown eyes that she does not cover up with makeup. On her cheeks, she usually wears a little reddish make up. She always wears very nice smelling perfume. She always talks with low, but graceful voice. On the right side of her blouse, she wears an I.D. tag that indicates her name and her position at the department. Hintsete always wears unique earrings that her sister sends her from Abu Dhabi. Everyone agrees that Hintsete is a kind hearted woman since she always extends her hands when the department members need help. Hintsete is the most attractive woman liked by all department staff.

1. What is described in each paragraph?
2. What kinds of words are dominantly used in the descriptions?
3. To which sense organ do the details in the paragraph appeal?

A descriptive paragraph is a genre of writing which utilizes words in order to create images in readers' minds. When writing descriptive paragraph the writer employs sensory details such as sights, sounds, smells, tastes, feelings, and textures to create vivid images in the readers' minds. The details are usually expressed with adjectives and vivid verbs which explain how a person or something looks, sounds, or feels like.

There are two types of description: objective and impressionistic description. You choose one or both types of description depending on the reaction you intend to elicit in your readers. Objective description presents details in a matter-of-fact way to simply show the appearance or condition of a person, a place, or a thing. This kind of description is commonly used in academic writing, especially in scientific writing. Impressionistic description, on the other hand, is used when you intend to trigger certain feelings, or set a mood in your readers' minds. The use of highly connotative words and abstraction usually results in more impressionistic descriptions. This kind of description is often found in literary writings.

In descriptive paragraph, you arrange details in spatial order. The details could be ordered from left to right, from outside to inside, from top to bottom, from nearby to farther away, from entrance to exit, from center to peripheries, etc. Adjectives play a major role in descriptive writing; some of the descriptive adjectives that are used to describe a person are listed in the following table.

4.5.2.1 Adjectives for Describing a Person

Face Shape	square, oval, round, triangular, heart-shaped, thin, wide, chiseled
Skin and Complexion:	wrinkled freckled ruddy sallow tanned rosy or fresh-faced pale, fair, spotless, smooth, creamy, glowing
Eye Shape, size, and appearance:	large, small, almond-shaped, round, squinty, crinkly, bulging, heavy lidded, hollow, tear-filled
Nose	straight, flat, turned up, Chinese, flaring nostrils, broken
Lip shape and size:	thin, full, pouting, rosebud, pursed
Mouth expressions:	laugh, smile, beam, grin, frown, grimace, scowl, sneer, curl, pout, toothy, toothless, gap-toothed, dimpled
Hair texture or appearance:	wavy, curly, kinky, frizzy, straight, neatly-combed, cropped, shiny thick, full, wiry, stiff, scraggly, balding, bald, bald spot, receding, dyed, bleached
Hair styles	braids, ponytail, pigtails, bun, messy bun, twist, bob, ringlets, flip, cornrows
Facial Hair:	goatee, bearded, bushy, unshaven, beardless, clean-shaven, smooth, trimmed, neatly-trimmed
Build:	small, slim, thin, skinny, chubby, large, plump, round, stout, full-figured, muscular
Posture:	stand, sit, slouch, flop, lean, recline, rest, stretch, sprawl, curl up, roost, squirm, arch, slump, stoop, bend, hunch, scoot, walk, run, race, jog
Appearance:	attractive, good-looking, beautiful, handsome, pretty, cute, nice, plain, unattractive, ugly; well-dressed, nicely dressed, casually dressed, poorly dressed; neat, clean, untidy, dirty
Height	tall, very tall, quite tall, six feet tall, not very tall, short; average height, medium height, middle height
Character	good-tempered, good-natured, bad-tempered, ill-natured; friendly, sociable, outgoing, unfriendly, hostile; dependable, reliable, trustworthy, honest, unreliable, dishonest; reasonable; disciplined, organized; disorganized, careless; alert; thoughtful; considerate; aggressive; pushy; self-centered; selfish; shy; timid, modest, humble; arrogant; stubborn, obstinate; moody; melancholic; humorous, amusing, funny; interesting; dull; boring; generous; kind; thrifty, stingy; greedy; formal; odd; weird; eccentric, crazy

4.5.2.2 Common Prepositions of Location

In the descriptive paragraph, you show the positional relationships between/among details to be described using prepositions of location like:

above	ahead of	beneath	by	in
near	opposite	throughout	across	along
before	beside	close to	back of	next to
outside	under	after	among	behind
between	far from	in front of	on	over
with	against	around	below	beyond
from	inside	on top of	past	

Exercise 36 B: Choose one of the following topics and write a descriptive paragraph.

1. My Dormitory
2. Our Lounge
3. My Mother
4. My Father
5. Our Computer Lab
6. Our Cafeteria

4.5.3 Narrative Paragraph

Brainstorming: Discuss the following questions in pair.

1. What is narration?
2. What is the function of narrative paragraph?

Exercise 37 A: Read the following paragraph and answer the questions that follow.

It seemed like an ordinary day when she got up that morning, but Lydia, a graduating class Chemical Engineering student at Addis Ababa Institute of Technology, was about to embark on the worst day of her life. First, she fell in the bathtub because her mother forgot to clean the bath. Then she spilled coffee on the outfit she had spent hours putting together for graduation bulletin pictures. When she changed, she messed up the Tigrian braid her mother had put in her hair. As she walked out of the door, she dropped all of her books and her project draft flew away. Once she made it to the car, she thought everything would be all right. She was wrong; her father did not look before he backed out of the driveway and ran into the neighbor's truck. Lydia's side of the car was damaged the most, and she ended up with a broken arm. That night, she cried herself to sleep.

1. Who are the characters in the story?

2. Where is the setting of the story?

3. How many events are related in the story?

A narrative paragraph tells a story. It relates a series of events that happened in the past, are happening in the present, or will happen in the future. It can also be used to relate history. The story you narrate could be something that truly happened to you or fictitious that is an imaginary story.

Even if narrative paragraph is short by its very nature, it contains all the major elements of a narrative: characters, setting and conflict.

Characters are important elements of a story. A story usually contains a main character or protagonist that the story follows. Sometimes there is a character that goes against the protagonist, and this character is called an antagonist.

A narrative is set in specific time and place. These setting details are usually identified at the beginning of the story. Sometimes you tell the setting specifically with dates and real town or city names.

A narrative is always built on a conflict of some kind. Some common types of conflict include:

- conflict between one person and another person or between groups;
- conflict between a person and nature;
- conflict between an individual and the society in which she or he lives.

Narratives are usually written in the first person, that is, using I. However, third person Omniscient (all seeing) narrator can also be used. You need to use a consistent point of view, and you should not switch perspectives throughout the story.

A good narrative paragraph contains three parts: beginning, middle and end.

- The beginning provides background information about the characters, the setting and the conflict.
- The middle of a narrative relates the actions taken to resolve the conflict introduced at the beginning section. It also contains the climax of the story.
- The end part tells the final event after the resolution of the conflict.

Since you usually narrate past events or experiences, narrative paragraph should be written in past tense.

Narrative paragraph is organized in chronological order to tell a story in the order that the events happened.

Exercise 37 B: Choose one of the following topics and write a narrative paragraph.

- The Unforgettable Day in my Life
- My First Day in ASTU
- My First Class in ASTU
- The Day I Learned my Matriculation Result

4.5.4 Argumentative Paragraph

Brainstorming: Discuss the following questions in pair.

1. What does an argument mean?
2. Why do you write an argumentative paragraph?

Exercise 39 A: Read the following paragraph and answer the questions that follow.

Nuclear technology should not be banned because of its danger in the hands of rogue states. We cannot simply ban every technology that is dangerous. That was the all-or-nothing mentality at the height of the Cold War, when anything nuclear seemed to spell doom for humanity and the environment. In 1979, Jane Fonda and Jack Lemmon produced a frisson of fear with their starring roles in "The China Syndrome," a fictional evocation of nuclear disaster in which a reactor meltdown threatens a city's survival. Less than two weeks after the blockbuster film opened, a reactor core meltdown at Pennsylvania's Three Mile Island nuclear power plant sent shivers of very real anguish throughout the country. Nuclear fuel can be diverted to make nuclear weapons. This is the most serious issue associated with nuclear energy and the most difficult to address, as the example of Iran shows. But just because nuclear technology can be put to evil purposes is not an argument to ban its use. Over the past 20 years, one of the simplest tools -- the machete -- has been used to kill more than a million people in Africa, far more than were killed in the Hiroshima and Nagasaki nuclear bombings combined. What are car bombs made of? If we banned everything that can be used to kill people, we would never have harnessed fire.

1. What is the writer's claim?

2. What are the evidences used to support the claim?

3. What is/are the counterargument stated in the paragraph?



An argumentative paragraph is written to argue for or against a proposition, an opinion or a course of action. In argumentative paragraph you make a claim at the beginning and support the claim using credible evidences. Argumentative writing normally appeals to your readers' intellect, and you need to include fact based details that can convince or persuade your readers. Thus, you should include facts, statistics, figures, anecdotes and expert quotations that are related to your points of argument.

Argumentative paragraph is mainly written to:

- convince our readers;
- move our readers to action;
- change our readers' mind about a certain issue and
- warn our readers about the consequence of ill-considered actions.

When you write an argumentative paragraph, you need to expect a literate reader who can see points from different perspectives; hence, you need to show your readers that you are well aware of the counterargument in the opposing side. This should be shown to readers by mentioning some of the major counterclaims and by presenting your refutation.

Exercise 39 B: Choose one of the following topics and write an argumentative paragraph.

- a. Students should/shouldn't pay cost sharing.
- b. The government should/shouldn't invest in Space Technology.
- c. Cell phones should/shouldn't be banned in examination hall.
- d. Students should/shouldn't take entrance examination to join ASTU/AASTU

Unit Five: Essay Writing

Introduction

This unit deals with essay writing which is the highest level in basic writing skills. All the previous units prepare you for this level of writing. The unit discusses the essence of an essay, components of an essay and types of essays. Specific topics such as thesis statement, introductory paragraph, body paragraphs and concluding paragraphs are treated in detail in this unit. Each topic in the unit is accompanied with activities which you are expected to do all the activities according to the instructions.

Objectives of the Unit

At the end of this unit, you will be able to:

- **define essay;**
- **identify components of essay;**
- **write a thesis statement;**
- **write introductory paragraphs;**
- **write body paragraphs;**
- **write concluding paragraphs;**
- **write different types of essays.**

5.1 Components of Essay

Brainstorming: **Work in pair. Answer the following questions.**

1. What is an essay?
2. What are the components of an essay?
3. What are the differences between an essay and a paragraph?
4. What is the difference between thesis statement and topic sentence?



Exercise 1: Read the following essay and identify the different components.

Technology has not only improved the quality of lives, but has changed the way we receive and obtain information. Information can be easily accessed at any moment at any place. Technology has facilitated the way students learn and has made it possible for students to learn more and quickly.

With technologies help there is a wealth of information available online. Students can look up information on any topic or anything they are curious about by doing an online search. There are results that show up according to relevance that have links to relevant material, articles, and news related to the topic. In the past students had to look up topics in libraries and read entire books to learn something, but now students can learn about subjects from different angles and sources. There is no limit to the amount of sources that students can find on topics.

For instance, libraries do not carry every single book in the world. It is likely that students may not find information they need in the library. However by doing a search online students are likely to find something on the topic they want to learn about. Additionally, students can type in specific kinds of information that they need and they will find reading materials related to that has been narrowed down from broader topics to fit their search. Students no longer have to read or skim books to look at the information that they need to learn.

Students can also obtain information with just a click of their fingers. Whereas in the past students had to go to libraries to do research. These days, they can do their studies on their laptops at home or on their mobile gadgets during their commute. They can conveniently take out their computer or other mobile devices. Students do not have to wait to access books or research materials at libraries. Within minutes or seconds students can learn about anything they want.

Technology has changed the way we live. Things are more accessible and readily available because of technology. There is no doubt that it has allowed students to learn vast amount of information at quicker speed.

- A. What are the major components of the essay?
- B. What is the main idea discussed?
- C. Discuss your answers in pair.

An essay is a group of paragraphs written on a subject. It is a nonfiction composition that is mainly written in an academic environment. Although the purpose for writing an essay may differ, students may write an essay to:

- explain or discuss a topic;
- identify a problem and its causes and propose a solution;
- compare and contrast two or more things;
- persuade a reader to hold a certain opinion or take a certain action;
- respond to a reading or lecture.

A formal academic essay consists of three parts: an introductory paragraph or introduction, body paragraphs, and a concluding paragraph.

5.1.1. Structure of an Essay

An essay must contain three major parts.

- Introductory paragraph
- Body paragraphs
- Concluding paragraph

5.1.1.1 Introductory Paragraph

An introductory paragraph, the first paragraph of an essay, introduces the topic of an essay. It is a paragraph that contains the thesis statement of an essay. Since the introductory paragraph is the first paragraph that readers read, it should be written in a way that grabs readers' interest. The introduction usually starts with a hook sentence which has the power to attract readers' attention, and it ends with the thesis statement (controlling idea). Introductions often begin with a general idea and become more specific, like an inverted triangle.



Thesis Statement

The thesis statement of an essay is a sentence which contains the central idea of the essay. Similar to a topic sentence of a paragraph, a thesis statement contains the controlling idea of the essay, and it gives a clear indication about the major points to be discussed in the body paragraphs. The body paragraphs are used to support the thesis of the essay. In academic essay, a thesis statement is placed at the end of the introductory paragraph.

Example Paragraph

Technology has become ever present in different aspects of our lives, but most increasingly in our education system and for the student in these schools. This can be seen by the increased amount of technology that each student possesses – from smart phones, to iPods, and iPads as well as the increased amount of technology in the classrooms themselves – from smart-boards to computer labs and online classes. While some of this increased technology can have disadvantages like cyber bullying, sexting, and plagiarism, the advantages technology has in the education system greatly outweighs these. Evolving technology in schools helps disabled kids attend school with minimal aid, helps prepare students for using technology in the real world, and helps expand the students' ability to obtain more knowledge about the world.

Note: In the above introductory paragraph, the thesis statement is the underlined sentence.



Introductory Paragraph

An introductory paragraph can be written in different ways. The following are the common methods of writing an introductory paragraph.

A. Background Information (Funnel Method)

An introductory paragraph can be started by providing broader background information about the topic in the thesis of the essay. This background information often starts in the introductory paragraph with a general statement which is then refined to the most specific sentence of the essay, the thesis.

Example

Not too long ago, everyday life was filled with burdensome, time-consuming chores that left little time for much more than completing these tasks. People generally worked from their homes or within walking distance to their homes and rarely traveled far from them. People were limited to whatever their physical capacities were. All this changed dramatically as new technologies developed. Modern technology has most improved our lives through convenience, efficiency, and accessibility.

B. Telling a Story

You can start your introductory paragraph by telling a story that is directly related to the topic that you plan to write on. In fact, you need to be careful when using story telling method in the introductory paragraph because readers could be carried away with the story and forget the points of the essay. Therefore, your story should be written in concise manner, and it should lead to the thesis statement of the essay at the end of the paragraph.

Example

Personal computers did not become popular until I started high school. All of my friends were eager to learn how to use a computer. They attended classes at the computer store and begged their parents to buy them a computer. On the other hand, I did not want to have anything to do with computers. I did not understand the benefits of computers and thought they would be too hard to use. I was quite content with my familiar pen and typewriter. Then I watched my college roommate type a research paper on the computer and saw how easy it was for her to make changes and format her document. Now, I believe that all college students should be required to take a computer class to learn the basic parts, lose their fear of using computers, and learn common software programs.



C. Surprising Statements

An introductory paragraph can be started with surprising statement. There are different kinds of surprising statements; a surprising statement could be very attractive or disgusting or joyful. Sometimes a statement is surprising because of who said it. The statement could be attractive because it is surprising or shocking. Such statements have the power to hook readers to read more.

Example

We live in the age of technology. Every day, new technology appears, ranging from mini-CDs that contain entire encyclopedias of information to giant space telescopes that can send photographs of distant stars back to Earth. Of all the new technological wonders, personal computers have probably had the greatest influence on the daily lives of average people. Through computers, we can now talk to people in any country, research any topic, work, shop, bank and entertain ourselves. Personal computers have especially revolutionized communication and business practices in the past twenty years.

D. Quoting Authority

The other technique of starting an introductory paragraph is by quoting a line or two from a famous person. People like to know what famous people say or do, so if you drop the name of the famous person, whether dead or alive, you could easily grab your readers' attention. In fact, you should make sure that the famous person should be someone who has said or done something related to the topic of the essay.

Example

According to Bill Gates, "computers, like electricity, will play a role in almost everything you do." This statement suggests that if people are to be able to succeed, they must understand all they can about computers. Students are particularly in need of such understanding: For most students these days, their grades depend on their ability to use computers to fulfill class requirements. It is to their advantage for them to learn all they can about using the machines. For that reason, all college students should be required to take a computer class to learn the basic parts, lose their fear of using computers, and learn common software programs.



E. Asking Question

You can start the introductory paragraph by asking questions of different types. For example, you can ask rhetorical questions which do not seek answers from the essay or the readers. The questions can stir the readers' minds and encourage them to read more.

Example

When people think ahead year 2050, many different questions come to their mind. Does nuclear warfare have the potential to destroy the world? Does the medical profession have the knowledge and technology to make gene therapy a natural part of medical care? Will the cloning of humans be successfully accomplished in the next few years? Will the West be attacked with nuclear? Do people have a renewed respect for environment? If the answer for these questions is 'yes', then it is only logical that in the next fifty years people will experience major differences in medicine, transportation, lifestyle and environment.



Things not to do in the introductory paragraph

- Do not start with apology. Never suggest that you do not have enough expertise in the topic you write on.
- Do not announce flatly what you are going to write about.
- Do not use dictionary or encyclopedia definitions

Exercise 2: Write an introductory paragraph on one of the following topics.

- a. Technology in Ethiopia
- b. The Internet
- c. Social Media Sites
- d. Communication
- e. Manufacturing
- f. Technology and Globalization



5.1.1.2 Body Paragraph

Body paragraphs come after an introductory paragraph and explain or develop the thesis of an essay. It is the longest part of an essay. You may have three or more paragraphs in an essay, but a typically academic essay contains three body paragraphs.

The body paragraph usually contains a topic sentence, supporting sentences and a concluding sentence or transition. The topic sentence of each body paragraph contains the major point used in order to explain the thesis statement, while the supporting sentences are used to develop or to explain the major point in the paragraph. The concluding sentence summarizes the major points discussed in the paragraph. The concluding sentence may set up a transition to the next paragraph.

Example body paragraph

The new advances in technology have helped students with both physical and mental disabilities be able to attend school easier. New innovations in wheelchairs have allowed students with physical disabilities to participate in sports with their fellow students. Wheelchairs have been created so students can partake in track and field and other sports like basketball. New speaking devices like the electronic pointing device and sip and puff system have been invented to allow students with speaking and physical impairments to be able to communicate. The electronic pointing device allows the student to control the cursor on a computer screen without the use of their hands. The sip and puff system is activated instead by inhaling or exhaling. These devices can be used in conjunction with a computer program that speaks out commands, comments or words, allowing the participant to speak and communicate with other students and teachers. Furthermore, cochlear implants permit students who are profoundly deaf or severely hard of hearing to partake in school discussions and classes. The device and the microphone the teacher wears allow the student to hear and understand speech better, making it possible for them to be more independent in school and classes. All these devices allow students to be able to have greater interaction with their teachers and fellow classmates.

Note: The above paragraph, taken from example essay 1, is explaining how technology has helped students with physical and mental disability, and this explanation has relevance in developing the thesis **(Evolving technology in schools helps disabled kids attend school with minimal aid, helps prepare students for using technology in the real world, and helps expand the students' ability to obtain more knowledge about the world.)** in the introductory paragraph.

Exercise 3: Write three body paragraphs for the introductory paragraph you wrote for Exercise 3.

5.1.1.3 Concluding Paragraph

A concluding paragraph is the last paragraph that brings the essay to an end, summing up your points or providing a final perspective on your topic. A concluding paragraph is usually short, three to five sentences long, and you do not introduce a new point in the concluding paragraph. Indeed, a concluding paragraph is as important as an introductory paragraph since it is the paragraph with which writers leave lasting impression about the topic discussed in the introductory and body paragraphs. In regard to the process of writing parts of an essay, it is important to quote an adage "Tell them what you are going to tell them, then tell them, and then tell them what you have told them".

There are different ways for writing a concluding paragraph. These include:

- summarizing the main points discussed in the body paragraphs;
- asking thought provoking questions;
- suggesting a course of action, a solution to an issue, or questions for further study. This can redirect your readers' thought process and help them to apply your information and ideas to their own lives or to see the broader implications;
- ending with a warning;
- using a provocative quotation or insight from the research or reading you did for your essay.

Example concluding paragraphs

Example Paragraph 1

In conclusion, technology only benefits those who can afford it, and not those who can't. What are poor people or third world countries supposed to do when it comes to technological advances and they have no money? Does it really seem fair that poor people or third world countries get left behind, while other countries move forward in the technology world?



Example Paragraph 2

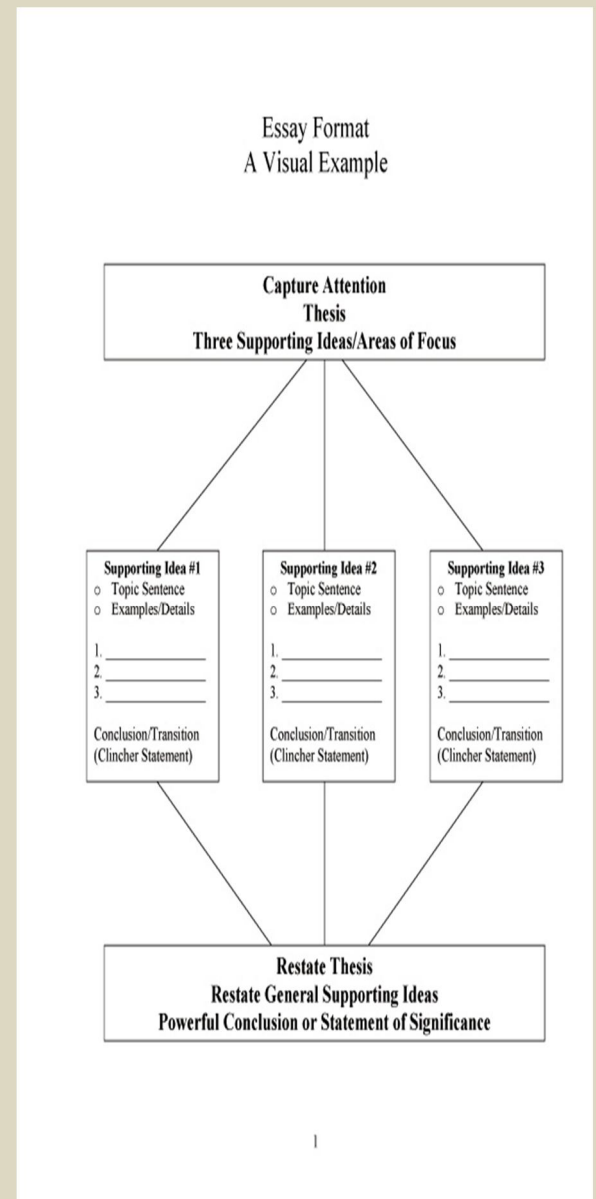
Technological advances have had both positive and negative impacts on our daily lives. Since we can easily and inexpensively communicate with our loved ones no matter where we are in the world and since we can perform research and online banking efficiently, few can say that they would want to give up these benefits. Yet, there are also certain drawbacks of having a technologically driven society which are evident in the countless hours that adults and teenagers spend on their computers on a daily basis. This time spent using and communicating through technological devices takes time away from interacting face to face with others, socializing and maintaining our physical health. Therefore, there is no simple conclusion to this question because there are both positive and negative impacts that technological advances have had on our lives.

Note: In the first example, the writer concluded his/her essay by asking a series of questions, whereas in the second example, the writer concluded the essay by summarizing the major points discussed in the body paragraphs of a long essay

Exercise 4: Write a concluding paragraph for the body paragraphs you wrote for Exercise 4.

5.2 Essay Outline

After deciding on the topic and gathering the information needed to write the essay, you can write the outline of your essay. The outline will help you organize your essay, and write effective essay. The following diagram explains the outline of an essay.



5.3 Types of Essay

Brainstorming: Discuss the following

questions in pair.

1. What are the major types of essays?
2. How do we determine the types of essay?
3. Is there any difference between types of essays and types of paragraphs?



Exercise 5: Read the following essay and answer the questions that follow.

"I would put my money on the sun and solar energy. What a source of power! I hope we don't have to wait until oil and coal run out before we tackle that." With this statement, Thomas Edison, the inventor of the light bulb, recognized the capacity of the sun as a virtually limitless source of energy in 1931. However, although a time when oil and coal have been completely used up could be getting closer, the full potential of solar power is yet to be harnessed by mankind. Televisions, refrigerators, air conditioners, and all the other appliances common in the developed world require vast amounts of electricity, meaning that the world's most powerful countries still very much depend on fossil fuels. In Sub-Saharan Africa, Southeast Asia, and parts of South America, however, solar power is already changing the lives of people who have until now lived without a steady electricity supply. As low-cost solar panels become available, they are being used most effectively in some of the world's poorest countries, which also happen to be some of the sunniest. Solar power is improving people's lives in developing countries by providing efficient light safely, linking them to the global mobile community and increasing their independence.

Low-cost, solar-powered lamps provide a dependable and safe source of light to people in rural communities who often have no connection to a national electricity grid. People either had to do without electricity, or were limited to using unreliable, low-intensity light from candles or kerosene lamps at night. Now, a new solar-powered lamp, when charged for eight hours in the bright sun, can provide up to a hundred hours of continuous, stable light ("Solar"). As a result, families are now able to extend and enrich their days by pursuing hobbies or crafts, and socializing longer into the evening with a brighter, constant light. Furthermore, solar power is clean and safe. An Energy Resource Group article reports, "Health problems caused by toxic fumes from kerosene lamps are responsible for an estimated two million deaths annually" (Silver). In addition, both candles and kerosene are a fire hazard, especially in homes that tend to be predominantly made of wood. Solar-powered lighting removes these dangers from people's homes because they emit no fumes and have no open flame, so people benefit from cleaner air and a reduced worry of fire. Solar power, therefore, has not only changed

As well as providing reliable and safe light, the power of these solar panels is also being used to help people in developing countries connect to global communication networks. The same solar panel that provides light at night can be used to charge and recharge a cellular phone, which brings a number of significant benefits. For example, New York Times writer Sharon La Franiere found that in rural, often remote parts of Sub-Saharan Africa, cell phones allow people to communicate easily and immediately with neighboring villages, as well as provide access to banking networks and global information sources. The same article also reported that in a study of rural communities in developing countries, shop owners, traders, farmers, and fisher men all claimed that access to a cell phone had a positive impact on their profits. As a result, their communities benefited economically. By providing a link to the world beyond the old limits of their immediate community, solar power is giving people in developing nations the means to improve their livelihoods.

Last, as a consequence of the technological benefits brought by solar power, people in developing countries are able to live their lives with greater autonomy. Solar power allows a poor family to make considerable financial savings. A BBC news story explains that a solar-powered lamp is relatively expensive for most families in developing countries, but because it costs nothing to operate after the purchase, it is much cheaper than alternatives, like kerosene. With their savings, more families can invest money into developing or expanding their farms or small businesses, which leads to greater financial stability and independence. Furthermore, solar power provides an environment in which people can educate themselves. In the journal Africa Renewal – United Nations Department of Public Information, it was concluded that literacy rates and the number of people studying for trade certificates are increasing faster in towns and villages where solar-powered lamps are. Therefore, by allowing both children and adults to study at home in the evenings, solar power provides an opportunity for many people in the poorest parts of the world to escape a life of dependency through better education.



In summary, solar power is making a significant difference to the lives of people in the developing world. By providing safe, clean, and efficient light, it is removing dangers from people's homes while brightening their evenings. In addition, the ability to charge a cell phone allows people to communicate with the world and grow their businesses. The increased time and money available give people the means to take control of their lives and build for the future. The evidence certainly shows that in parts of the world where there is abundant sunlight, harnessing solar energy can be a key to improving the lives of many people.

- What is the thesis statement of the essay?

- What is the major purpose of the essay?

- What type is the essay?

5.3.1 Expository Essay

Brainstorming: Discuss the following questions in pair.

- What does expository mean?
- Does the function of expository essay and expository paragraph vary?

The word expository is derived from 'expose' which means showing what something is. Expository essay is written to explain a topic in a logical manner. It is a fact based essay which gives information about a topic or explains a topic.

Although different scholars suggest different kind of expository essay, there are four main types of expository essays.

- Definition
- Process
- Cause/effect
- Classification
- Comparison/contrast

- What is the term defined in the essay?
- What is the thesis statement of the essay?
- How are the details developed?



5.3.1.1 Definition Essay

Brainstorming: Discuss the following questions in pair.

- What is the function of definition essay?
- Does it differ from definition paragraph?

Exercise 6: Read the following definition essay and answer the questions that follow.

Technology has stepped in where time has stepped out, so you must learn to make the most of the gadgets available to you. There are a variety of electronic gadgets to help you get organized and get through your daily tasks quickly and effectively. A gadget is any small mechanical electronic device or contrivance.

Basic examples of these range from computers, to phones, to calculators, and even devices such as toasters. Their function does not decide whether they are considered a gadget or not. All that matters is that they are small and are functioned by some type of mechanism. In recent years, this industry has established itself as one of the highest grossing industries to date, and it is still increasing at a swift rate.

The origins of the word "gadget" trace back to the 19th century. A widely circulated story holds that the word gadget was "invented" when Gaget, Gauthier & Cie, the company behind the repoussé construction of the Statue of Liberty made a small-scale version of the monument and named it after their firm; however, this contradicts the evidence that the word was already used before in nautical circles, and the fact that it did not become popular, at least in the USA, until after World War I. Other sources cite a derivation from the French gâchette which has been applied to various pieces of a firing mechanism, or the French gagée, a small tool or accessory.

In our everyday life we use technical devices, gadgets, and appliances. These electronic gadgets make our life easy by saving us time and effort. In my daily life I use all sorts of gadgets that help me in many different ways. There are more devices and gadgets that help me with the little things in life but my car, lights, and my computer are the essential things I need to live my life in an easy way.

Whether we like it or not our lives are inundated with gadgets of different sort. We are in the era in which gadgets are interfered in every aspect of our lives. Indeed, it seems impossible to live without gadgets.



A definition essay is a piece of writing which explains what a term means. Sometimes a definition could be a small but important part of an essay; sometimes a definition will be the sole work of an entire essay. Some terms have definite, concrete meanings, shock absorber, slab, or flashcam. Terms such as honesty, honor, or love are abstract and depend more on a person's point of view.

The thesis statement of definition essay usually contains the term being defined and provides a brief, basic definition which will further be explained in the body paragraphs.

A definition essay can be developed by:

- telling the origin of the term;
- telling examples, facts and anecdotes;
- telling what it is not;
- telling the structure;
- telling the function;
- telling how it operates;
- comparing and contrasting it with other things of the same class.

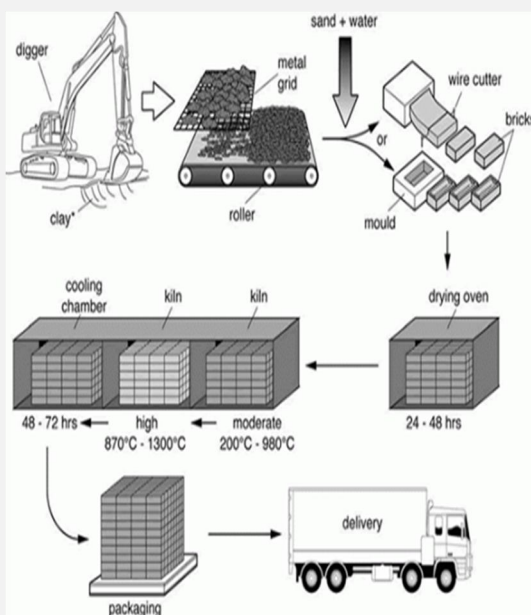
Exercise 8 C: Choose one of the following topics and write a definition essay.

- a. Globalization
- b. Software
- c. Hardware
- d. Smart Device
- e. Alternative Energy
- f. Design Brief

5.3.1.2 Process Essay

Brainstorming: Discuss the following questions in pair.

1. What does process mean?
2. What process is explained in the diagram?



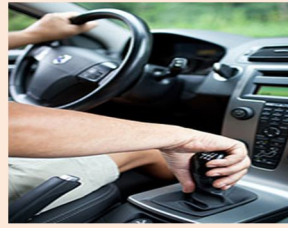
Writing: Process Analysis

- A **directional process essay** explains how to do something by clarifying the steps in the procedure so the reader can re-create the steps and the results.
- An **informational process essay** explains or analyzes a process. It tells how something works, how something happened, or how something is or was done so the reader can understand the process; he or she does not necessarily expect to be able to re-create the process.

In process essay, chronological order is used to explain the different steps. Besides, transitions are used to tie up the steps. The thesis statement of the essay should tell readers the process to be explained, how important the process is and the steps involved in the process.

Transitions

Afterward	as	as soon as	at first	at last
in the end	at this point	before	first	second
last	during	finally	following	initially
later	meanwhile	next now	then	



Exercise 7 A: Read the following essay and answer the questions that follow.

A vast majority of our population find operating a manual transmission, or stick shift, to be extremely difficult. However, in actuality all it takes is some serious practice and devotion to make driving a stick shift like second nature. For successful driving, the same steps must be followed each time the car is driven.

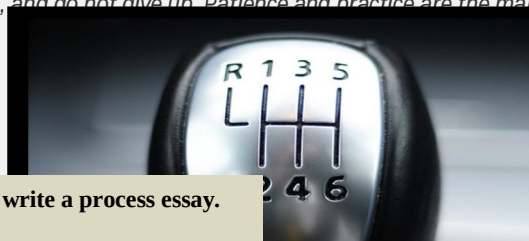
The stick shift panel is typically located between the two front seats of the vehicle. The stick shift can be moved left to right and up and down for changing gears. The clutch pedal is usually found to the right of the brake pedal. Specifically, on a standard five speed, the gears are as follows: Neutral is located in the middle of the panel. From neutral, gears must be changed accordingly. First gear is found to the far upper left, and is used to get the car moving from a stopped position. Down left is second gear, used for speeds up to twenty-five miles per hour. Third gear is located upper middle of the panel, used for speeds from about twenty-five to forty miles per hour. Fourth gear is found at the lower middle and would be good for between forty and fifty miles per hour. Fifth gear is found to the far upper right, and is used for higher driving speeds such as on the freeway. Last but not least is reverse, which is to the far bottom right, used for backing up. These gears must be maneuvered the exact same way each time the automobile is driven.

Undoubtedly, figuring out the timing of letting out the clutch and giving the car more gas can be the trickiest part of driving a stick shift. The clutch is found to the far right of the brake. When changing gears, the clutch must always be pushed to the floor with the left foot or immediately the car's gears will grind. The clutch must be slowly let out as more gas is given to the car. The timing of this process must be perfect to ensure that the car will begin to slowly move forward. As for stopping, such as at a red light or a stop sign, begin by moving the gear shift to the neutral position. Then use the brake to coast to a complete stop. Downshifting is also a worthy tool to use when a light is red and then suddenly turns green as the car approaches. Downshifting is accomplished by changing gears to third or second, and in some cases even first gear, when in a higher gear such as fourth or fifth. Hence to bring the car slowly back up to the previous speed.

In addition, another tool to use to know when to change gears is the car's revolutions per minute (R.P.M.) This R.P.M. gauge are typically found next to the odometer. When the gauge reads about three, it is time to change gears. Furthermore, a slight humming will begin to sound from the engine. This also is an indicator that it is time to change to a higher gear. If the gear is not changed the car's engine could become damaged or overheat. These steps are crucial to the success of driving a stick shift. As a result, remember, every stick shift is a little bit different.

Driving a manual transmission can be exceedingly difficult and frustrating, yet can be extremely enjoyable. Just be sure to follow the same exact steps each time, and do not give up. Patience and practice are the main keys in the mastery of the stick shift.

1. What is the process explained in the essay?
2. What are the major steps in the process?



Exercise 7 B: Choose one of the following topics and write a process essay.

- a. How to download software from online sources
- b. How to find information from the internet
- c. How to write essay

5.3.1.3 Classification Essay

Brainstorming: Discuss the following questions in pair.

- What is the function of classification essay?
- Does it differ from classification paragraph?



Exercise 8 A: Read the following essay and answer the questions that follow.

According to the U.S. Census, Forty-four million households, or 42 percent, had at least one member who used the Internet at home in 2000. Today, no doubt, even more family members in the United States use computers. Most people are aware of the desktop computers which can be found in the home and in the workplace. What are the different types of computers and what are their purposes? Computers can be classified into three different categories: home computers, portable computers, and business computers including workstations and super computers.

Home computers are being used by children, teenagers, and adults. The PC or personal computer is designed to be used by one person. A PC is actually a desktop that is designed to be used in one set location. Most desktops offer more power, storage, and versatility for less than their portable brethren. Many desktop computers are used at home and at work. The use of home computers or PCs can be for various purposes such as education, work at home, personal communication through e-mail, to gain knowledge about different topics, to find recipes, and even to play games.

The second classification of computers is portable computers. This type of classification includes laptops and palmtops. Laptops offer the convenience of use in different situations such as on an air plane, in front of a television set, or in a motel room. Modern laptops have floppy disks, CD-ROM drives and CD re-writers, and even DVD drives. Laptops often have a mouse and fully functioning keyboard. Another portable computer is the palmtop. A pocket computer has to have small light batteries that last a long time so that the whole computer is light and small enough to be carried around in someone's pocket. Palmtop computers do not have keyboards. They often are designed for the user to use special pens or touch-sensitive screens.

The next classification of computers is called the office computers such as workstations or supercomputers. Workstations or supercomputers have a more powerful processor, additional memory and enhanced capabilities for performing a special group of task, such as 3D Graphics or game development. Another computer under this classification is the server or networks, a computer that has been optimized to provide services to other computers over a network. Servers usually have powerful processors, lots of memory and large hard drives. Also, under the classification of business computer is the supercomputer. Although some supercomputers are single computer systems, most are comprised of multiple high performance computers working in parallel as a single system. Supercomputers are usually used to predict weather and to handle bank accounts or insurance details.

Three classifications of computers are home computers, portable computers, and business computers. The desktop computer is usually found in homes or small offices. Portable computers are becoming more accepted with people buying more laptops and palmtops. Business computers are usually known for networks servers and supercomputers. Computers are used by children, teenagers, and adults with many children and teenager shaving desktop computers in their rooms and many teenagers and adults are finding computers necessary as a part of their lives.

1. What is the subject classified in the essay?
2. What is the organizing principle used to organize the classification?

A classification essay organizes people, objects, ideas, etc under a particular category and develops each category using specific details.

The introductory paragraph may provide background information about the entity to be classified. The thesis statement of classification essay usually contains the entity (the person the object or the idea) to be classified and how it is classified. Sometimes the categories can be named.

When you classify an entity into different category, you need to make sure that you use only one organizing principle, and you are expected to develop each category with sufficient details.

Exercise 8 B: Choose one of the following topics and write a classification essay.

- Cell Phones
- Television
- Vehicles
- Roads
- Social Networking Sites

5.3.1.4 Cause/Effect Essay

Brainstorming: Discuss the following questions in pair.

1. What is the function of cause/effect essay?
2. Does it differ from cause/effect paragraph?

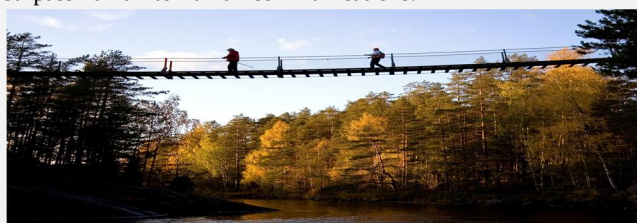
Exercise 9 A: Read the following essay and answer the questions that follow.

Technology has changed global commerce. The question is to what extent has it changed commerce, and how has it changed commerce? How big is the impact of technology in the global commerce? Practically, transport technology, information technology and the internet have been changing the global commerce.

One of the fundamental factors that have affected the process of economic globalization is the improvements in the technology of transportation. The invention of fuel efficient hybrid cars has significantly reduced the consumption of conventional fossil fuels. This has reduced the costs of transporting goods, services, and factors of production and of communicating economically useful knowledge and technology. The advancement in air transport has enabled cross border traders to import and export goods and services within short time. In addition, the advent of drone technology has enabled trades people to deliver goods door to door for the online buyers. This will inevitable have big impact on the pace and efficiency of trading activities.



Besides, the advances in information and communications technology are the most important technological advances of the past quarter century. The fundamental technical changes in information communication technologies (ICT) are responsible for the explosion in their use to promote economic development. The results will be that ICTs will permeate even the poorest regions of the world over the next several years. By the end of 2050, more than two billion human beings will be linked by networked systems of mobile communications devices. These humans will talk; they will exchange messages related to commercial activities. And the exchange can have big impacts on the price of goods. In the next five years, machine-to-machine communications will surpass human-to-human communications.



By far, the most important and business altering advancement is the internet. There is evidence everywhere that the internet has greatly affected international trade. The internet has opened up the world, and brought it right into everyone's home and business. In addition, technology and the internet have greatly reduced the costs of doing business. E-commerce and technology advancements are allowing businesses to grow at unbelievable rates; new e-businesses are popping up on a daily basis. Technology has made it possible for even the poor and uneducated to "open" a business online and sell their goods for a profit.

In the end, will these technologies continue to change the course of global commerce? Only time will allow the world to answer this question. However, for now, the global commerce seems to be benefitted from these technologies. E-commerce and technology advancements are allowing businesses to grow at unbelievable rates; new e-businesses are popping up on a daily basis. Technology has made it possible for even the poor and uneducated to "open" a business online and sell their goods for a profit.

1. What are the causes and effects explained in the essay?
2. What effect do technologies have on the global commerce?
3. What are the effects of the technologies explained in the essay?

A cause and effect essay mainly explains how one action or event causes another action or event, or how one action can have an effect(s) on another action.

Cause and effect essays answer two major questions.

Why things happen? (causes)

What happens as a result? (effects)

When you develop your thesis statement you need to clearly state what you are going to discuss in the essay: causes, effects, or both, and the order of the main points given in the thesis statement is followed in body paragraphs.

The Art of Critical Reading

Mather • McCarthy

Words that can be used to show cause and effect relationships:

as a consequence	due to	result, resulting
as a result	for	since
because	for this reason	so
begin	hence	then
bring(s) about	lead(s) to	therefore
consequently	reaction	thus

Exercise 9 B: Choose one of the following topics and write a cause/effect essay.

1. The cause or effects of peer pressure
2. The cause or effect cheating on examination
3. The cause or effect of taking addictive drugs
4. The cause or effect of taking physical exercise

5.3.1.5 Comparison /Contrast Essay

Brainstorming: Discuss the following questions in pair.

1. What is the function of comparison/contrast essay?
2. Does comparison/contrast essay differ from comparison/contrast paragraph?



Exercise 10 A: Read the following essay and answer the questions that follow.

Before the advent of computers and modern technology, people communicating over long distances used traditional means such as letters and the telephone. Nowadays we have a vast array of communication tools which can complete this task, ranging from email to instant messaging and video calls. While the present and previous means of communication are similar in their general form, they differ in regard to their speed and the range of tools available.

One similarity between current and previous methods of communication relates to the form of communication. In the past, both written forms such as letters were frequently used, in addition to oral forms such as telephone calls. Similarly, people nowadays use both of these forms. Just as in the past, written forms of communication are prevalent, for example via email and text messaging. In addition, oral forms are still used, including the telephone, mobile phone, and voice messages via instant messaging services.

However, there are clearly many differences in the way we communicate over long distances, the most notable of which is speed. This is most evident in relation to written forms of communication. In the past, letters would take days to arrive at their destination. In contrast, an email arrives almost instantaneously and can be read seconds after it was sent. In the past, if it was necessary to send a short message, for example at work, a memo could be passed around the office, which would take some time to circulate. This is different from the current situation, in which a text message can be sent immediately.

Another significant difference is the range of communication methods. Fifty years ago, the tools available for communicating over long distances were primarily the telephone and the letter. By comparison, there are vast arrays of communication methods available today. These include not only the telephone, letter, email and text messages already mentioned, but also video conferences via software such as Skype or mobile phone apps such as We chat, and social media such as Facebook and Twitter.

In conclusion, methods of communication have greatly advanced over the past fifty years. While there are some similarities, such as the forms of communication, there are significant differences, chiefly in relation to the speed of communication and the range of communication tools available. There is no doubt that technology will continue to progress in future, and the advanced tools which we use today may one day also become outdated.

- What is the purpose of this essay? Is the goal to stress on the similarity, differences or both?
- What features of the subjects are compared or contrasted?
- Which pattern of organization has the writer employed?

A comparison/contrast essay is written to compare (show similarities) or contrast (show differences) between two entities. Most of the time comparison/contrast essay either compares or contrasts entities, but occasionally the essay may contain both comparison and contrast.

The subjects for such an essay could be two people, objects or places that have similarities and differences. In fact, the subjects should be entities of the same class (e.g. two cars, computers, cell phones, engines, etc). Besides, you need to develop a criterion, by which the entities are compared.

In comparison/contrast essay, the thesis statement should present the two entities to be compared or contrasted and the focus of the essay—comparison, contrast or both comparison and contrast.

Similar to a comparison/contrast paragraph, you can organize the details of the body paragraphs either point by point or as a block (whole feature) pattern.

Exercise 10 B: Choose one of the following topics and write a comparison/contrast essay.

- Korean and Japanese cars
- Freshman and Senior Students
- Renewable and Nonrenewable Energy
- Yahoo and Google



5.3.2 Descriptive Essay

Brainstorming: Discuss the following questions in pair.

1. What is descriptive essay?
2. How does it differ from descriptive paragraph?

Exercise 11 A: Read the following essay and answer the questions that follow.

My Grandfather

As I was recently browsing through our family photo albums, an old loose photograph fell on the ground. My grandfather on my mother's side was in the picture: a proud and mysteriously smiling elderly man, standing next to a boat with a fishing pole in one hand and a big catch in the other. He was the person I admired and looked up to when I was growing up. Although it has been more than ten years since my grandfather passed away, I still remember him with love and tenderness.

I am sad that I dimly remember my grandfather's appearance without looking at a photograph of him. A dry wrinkled bronze face, the result of working as a metallurgical engineer in a machine-tool plant for twenty-five years, is what comes to my mind first. I also remember a kind, relaxed and clever look in my grandfather's deep white eyes. He was not a tall man. Honestly, he was quite short because I became taller than him before my eleventh birthday. Although he was not a tall man, many people envied my grandfather's fit and healthy body. He was a very active man and did everything from fixing the car to cooking delicious meals with those gigantic, strong, hairy and scarred hands.

Besides his strong build, my grandfather was quite a character. Most of the time he was very quiet, attentively listening to others and carefully weighing every word before uttering it. Never had he made rushed decisions and, to be fair, he sometimes acted rather sluggishly. Despite being slow-paced, my grandfather was astonishingly persistent. He firmly held to his beliefs and could become so stubborn that he even resembled some immovable object. Moreover, my grandfather always completed the work he had started even if it required a lot of time and energy. Furthermore, being very handy, my grandfather had built several impressive radios from nothing but old metal scrap parts. No matter whether it was a light bulb which had gone wrong, an electricity circuit that needed to be changed, a nail that had to be hammered or a bolt that needed to be fastened, my grandfather was always up to the task.

What stands out most in my memory is his hobbies and the time we spent together.

Every year our family used to go to the lake in Hawasa and take our grandfather with us. So every summer he had a chance to go fishing, which was his great passion. When he was not sitting on the river bank silently whistling and tinkering with his rods, he would row his boat while humming a sad tune. Every morning he sailed to the middle of the lake where he sat motionless for many hours, fishing. Glowing with pride and satisfied with the results of his patience, Grandfather always returned with a catch and a big smile on his face. When tired of daily fishing, Grandfather would take a stroll and wander in the woods to gather berries and mushrooms. He especially enjoyed gathering mushrooms and was very successful at it.

- 
1. What is described in the essays?
 2. What aspects have been described in the essay?
 3. Discuss your answer in groups of three.





Tokyo Skytree

Japan is widely known as a country of wonders. Indeed, not to mention its magnificent contrasts on the edge of modernity and traditionalism, this country can boast of incredibly beautiful nature, rich culture, and technological progress that have over-paced the rest of the world for decades. One of the manifestations of this progress is the famous Tokyo Skytree – an enormous skyscraper built right in the city center, which has changed the city’s appearance dramatically.

The Tokyo Skytree belongs, perhaps, to the most prominent constructions ever raised by human beings. It is a communications and observation tower located in the Sumida district. It would not be an exaggeration to say that it can be seen at almost any place in Tokyo, just because it is so incredibly high.

To be precise, Tokyo Skytree is 2,080 feet high, which makes it Japan’s tallest structure, and the second highest building in the world, before the famous BurjKhalifa. In this building, broadcasting companies, restaurants, and observation grounds are located, so anyone can enjoy the panorama from the Skytree’s heights.

The tower reminds of a gigantic tripod in its base, and at the half of its height (1,050 feet) its three “legs” conjoin and form a cylinder, which helps create possibilities for panoramic views all over its perimeter. The tower is painted in a color that is officially called Skytree White. It is said that this bluish white color is based on the so-called Aijiro color, which is traditional for Japanese visual arts. Besides, the tower is illuminated with LED lights, so Tokyo Skytree’s colors change daily, from pale purple to sky blue.

Tokyo Skytree without a doubt is a wonder of technology and industrial design. It makes Tokyo, which has consistently been futuristic, look like a city from the distant future. And, considering Japan’s constant growth and development, many other futuristic buildings will be raised, most likely.

1. What is described in the essay?
2. What aspects have been described in the essay?
3. Discuss your answer in groups of three.

A descriptive essay is written with the aim of portraying images of a person, an object or a place in your readers' minds. Descriptive writing generally aims at appealing to your readers' sense organs; therefore, a good descriptive essay contains details that appeal to most of your readers' sense organs. You are expected to include details that appeal to the sense of sight, hearing, smell, etc.

In descriptive essay, spatial order is employed for arranging details. If you are describing a human being or an animal, you can start your description from the subject's most striking feature and continue describing the less important features.

There are two types of descriptive essays: objective and impressionistic or subjective descriptive essays. Objective descriptive essay describes the subject as it appears independent of the writer's attitude or emotion. On the other hand, in impressionistic descriptive essay the writer describes the subjects as he/she sees them, so the description involves the writer's personal attitude or emotion.

Exercise 11 B: Choose one of the following topics and write a descriptive essay.

- ASTU/AASTU
- Our Lounges
- Our Computer Labs
- Our Cafeteria



5.3.3 Narrative Essay

Brainstorming: Discuss the following questions in pair.

1. What is the function of descriptive essay?
2. How does it differ from descriptive paragraph?

Exercise 12 A: Read the following essay and answer the questions that follow.

The Apollo 13 mission to the moon may have been the most miraculous event in history. Not only were the astronauts able to make it through any obstacle they faced, but they used their intellect in every situation. Set in the 1960's, the Americans were still dreaming of landing on the moon. Although it had already been done by Neil Armstrong and Buzz Aldrin, NASA wanted to do it again. Piloted by Jim Lovell, Jack Swigert, and Fred Haise, the story of Apollo 13 was very interesting.

In order for the crew to safely survive in space, they had hours of simulations and other preparations. If one thing went wrong, the whole mission could be ruined and the crew could be killed. For months before the launch, they were forced to go into the simulation, in which they would be dealing with many different problems. If the astronauts did not solve the problem in time, they would have to keep trying until they finally mastered. Any situation that NASA could think of, the crew would have to handle it, no matter how tough it may have been.

Finally, the day of the launch came. Once the astronauts were fully prepared to head to space, they would review their training and go to the launch site. Once they were all ready inside the spaceship, they are given sixty seconds before blast off. During that time, the crew made sure everything in the ship was set. If something was wrong, they would report it to NASA, and depending on how important it is, the mission may have to be aborted. But, since everything was alright, the launch continued on and the crew went to space.

After getting through all the phases of getting through space, such as releasing certain parts of the shuttle and preparing their landing craft, they realized something was wrong. Their oxygen tanks exploded! Knowing that the one problem could cause numerous others in the system, they were forced to shut off the main power of the shuttle. To add on to the fact that they were running low on oxygen, they found out there was too much carbon dioxide in the ship. After solving that with an oxygen scrubber, they were informed that they were not lined up perfectly with the earth. After carefully aligning themselves, they were able to land safely back on earth.

Even though Apollo 13 never made it to the moon, the event still made history. No matter what the astronauts were faced with, they were able to overcome it, which can teach you that even when you think something is impossible, you still get through it. And sometimes, teamwork can be the answer to everything.

1. What is the essay about?
2. Which point of view has been employed in the essay?



A narrative essay is written to tell a story. It is an account of past events telling readers what, when, how and why something happened.

Narratives essay usually include story conventions: a plot, setting and characters; a climax; conflict, and an ending.

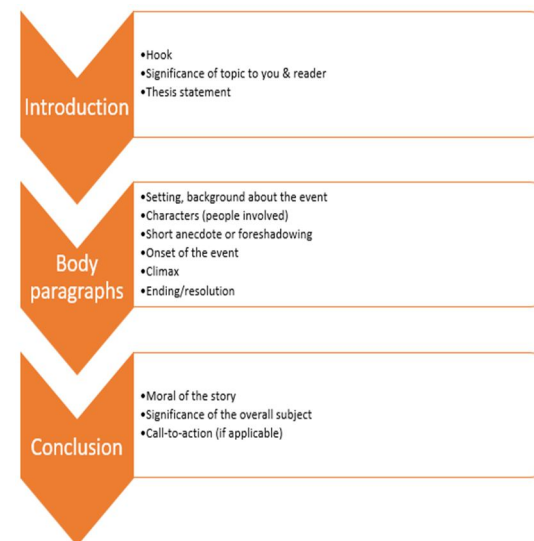
A plot, also called storyline is a plan, scheme, or main story of a literary or dramatic work, as a play, novel, or short story. It refers to the sequence of events inside a story which affect other events through the principle of cause and effect. It is a series of events that form the story in a novel, movie, etc. In fact, you need to outline the plot before you begin writing the essay (the story). You need to plan where your story starts and where it ends.

Narratives are usually written in the first person, that is, using I. However, third person (he, she, or it) can also be used. Indeed, you need to use a consistent point of view; you should not switch perspectives throughout the story. Since you usually narrate past events or experiences, narrative essays should be written in past tense.

You need to describe the setting which is the place and time of the story, including details about where the story took place, at home in the workshop, in the campus, etc. Besides, narrative essays are organized in chronological order to tell a story in the order that the events happened

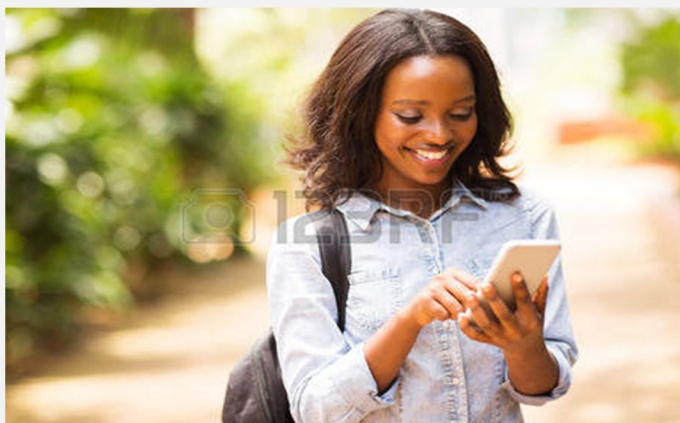


Narrative Outline



Exercise 12 B: Choose one of the following topics and write a narrative essay.

- a. The Unforgettable Day in my Life
- b. My First Day in the campus
- c. The Happiest Time in my Family
- d. The Day I Learned my Matriculation Result



5.3.4 Argumentative Essay

Brainstorming: Discuss the following questions in pair.

1. What is the function of argumentative essay?
2. How does it differ from argumentative paragraph?

Exercise 13 A: Read the following essay and answer the questions that follow.

Who does not have a cell phone these days? The amazing thing about cell phones is that they are no longer just used for calling or texting. They have become an indispensable multi-tool wonder. Today's cell phone is cutting-edge technology at your fingertips. With this in mind, should students be permitted to use cell phones in school? I believe they should not just be permitted to use cell phones; they should be required to use them. Cell phones do not just allow students to stay connected with family and friends; they are also an excellent learning resource, and they encourage the responsible use of technology.

To begin with, cell phones make it possible for students to stay in touch with family and friends. A student can call home and ask a family member to bring them a forgotten assignment or lunch money or to come pick them up if they are sick. Also, cell phones allow parents to keep track of their children's whereabouts before, during, and after school. And, of course, there's always the possibility of a student needing to contact a parent because of a dangerous situation. Thus, having a cell phone is like having a guardian angel. Students can also connect with friends, but not just because it is a fun thing to do; my teacher asks us to text or email our friends when they are absent to let them know what is going on in class and to inform them of any homework. When used responsibly, a cell phone can be an excellent communication tool.

Also, cell phones – especially smart phones - are a fabulous learning resource. Students can use tools such as the calculator, the map finder, and the calendar. I have used my cell phone in Math and English and to keep track of my homework. My Drawing teacher lets us use our smart phones to do research when we are doing group work or working on a project. For example, when we were studying ecology we did research on local jobs having to do with protecting the environment. Plus there are lots of great learning websites – including essay-writing websites – we can use to supplement the learning in class. Cell phones are a quick and easy way to incorporate technology in the classroom.

Though cell phone is a useful device, some students may use it to invade both teachers and students privacy by recording videos or taking photos. In addition, students may use cell phone to text each other or to get connected using social networking sites. The ringtone itself may have the potential to distract students' attention. However, despite all these adverse effects, students can be properly oriented to use their cell phone responsible in a way that does not breach other students' or teachers' privacy. Students and teachers may confer and set ground rules for cell phone uses in the classroom. If we treat our students as responsible individuals, they may well be willing to obey the mutually set rules.

In conclusion, people who oppose the use of cell phones in school do it because of the disruptions and distractions cell phones can cause. But we must accept that we live in a world of technology and that cell phones are an important and very useful part of that world. We miss out if we fail to take advantage of the educational power of the cell phone. All in all, cell phones improve communication, provide learning resources, and encourage appropriate use of technology. Teachers and administrators must find ways to incorporate this excellent multi-tool in our schools. As you have learned from this essay, it is really not that difficult. Let's make the most of the day and age we are living in!

1. What is the point of argument in the essay?
2. What is the position of the writer?
3. What are the counterarguments stated in the body of the essay?

An argumentative essay is a genre of writing that presents a process of reasoning in which a series of facts are arranged in order to make a claim about an opinion, a proposition or a course of action.

An argumentative essay is mainly written to:

- convince our readers;
- move our readers to action;
- change our readers' mind about a certain issue and
- warn our readers about the consequence of ill-considered actions.

Argumentative writing appeals to your readers' intellect, and you should include convincing and verifiable details that have the potential to alter your readers' minds. In fact, you should include facts, statistics, figures, anecdotes and expert quotations that are related to your points of argument.

When you write an argumentative essay, you need to expect an educated reader who can see points from different perspectives; hence, you need to show your readers that you are well aware of the counterargument in the opposing side. This should be shown to readers by mentioning some of the substantive counterarguments and by presenting your refutation.

Argumentative Essay Outline

Introduction

- Hook
- Background & context
- Thesis

Body paragraphs

Topic 1	Topic 2	Topic 3
Fact 1 + evidence	Fact 1 + evidence	Fact 1 + evidence
Fact 2 + evidence	Fact 2 + evidence	Fact 2 + evidence
Analysis	Analysis	Analysis

Conclusion

- Summarize the question or thesis
- Discuss the significance of the topic
- Reveal unanswered questions
- Call-to-action (if applicable)

Exercise 13 B: Choose one of the following topics and write a narrative essay.

1. Space technology is/is not relevant for Ethiopia.
2. Students should/should not pay cost sharing.
3. Male's and female's dormitories should/should not be segregated.
4. Ethiopia should/should not open new universities.

Unit Six: Writing Letter

Introduction

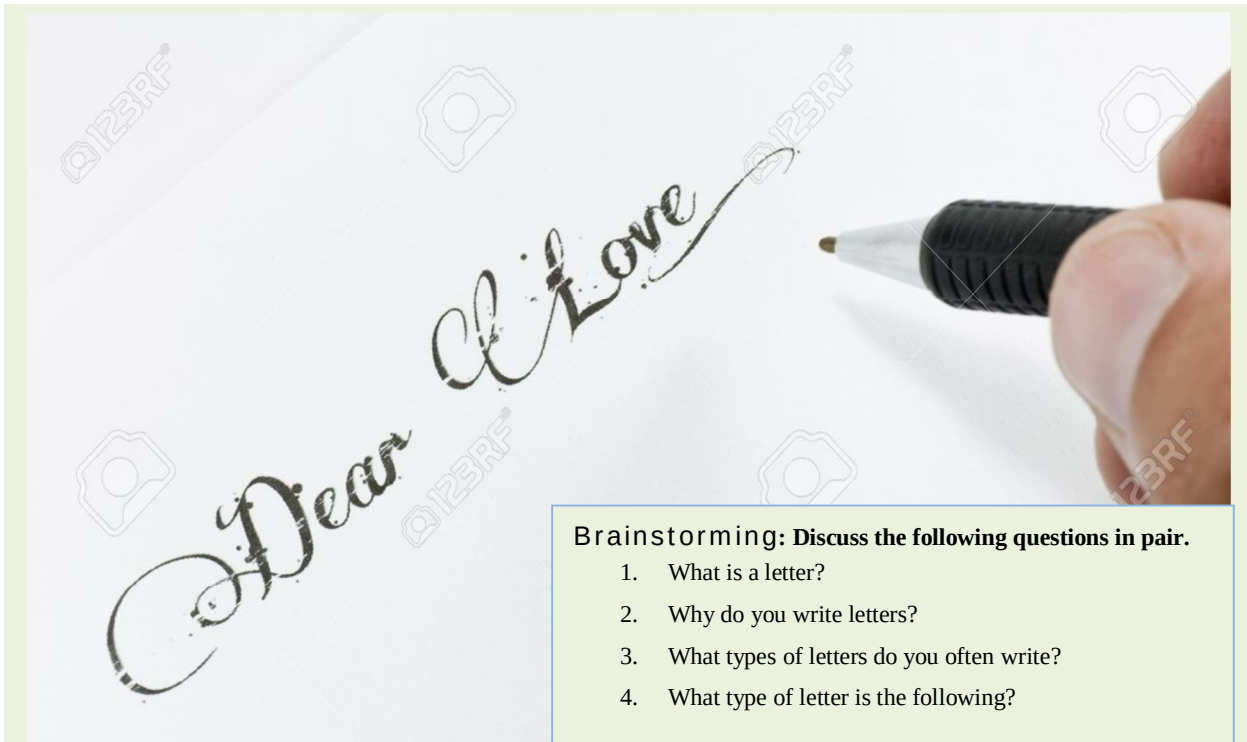
In the previous units, attention was given to the development of the basic writing skills. However, in this unit, you will practice employing the basic writing skills for writing letters of different types. The unit specifically deals with the essence of letters, purpose for writing a letter, parts of a letter, and types of letters. Attempts have been made to provide practical examples for each type of letters.

Objectives of the Unit

At the end of this unit, you will be able to:

- **differentiate between business and personal letters;**
- **write business and personal letters;**
- **write CVs or resumes.**





Brainstorming: Discuss the following questions in pair.

1. What is a letter?
2. Why do you write letters?
3. What types of letters do you often write?
4. What type of letter is the following?

Haile Gebresillassie Street,
Bole KifleKetema,
Addis Ababa,
Ethiopia.

16 th June, 2016.

Dear Dr. Bekalu,

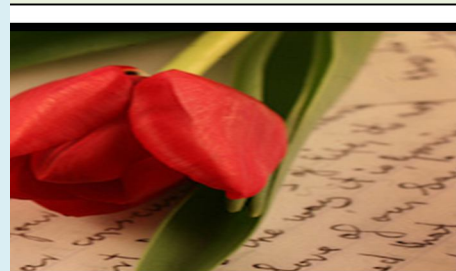
We will be celebrating Frezer's birthday with a dinner at Tokuma Hotel, on Saturday, November 29th, at 8:00 p.m. Please let us know by Monday the 24th if you can join us on this happy occasion.

With love,

A letter is a written message containing information which is sent from one party to another. A letter enables two parties to communicate in a written medium. It can be used for communication between friends or relatives and professionals.

Anyone can write a letter; similarly, the audience to your letter could be anyone. You generally write a letter to:

- inform;
- seek information;
- persuade;
- get the right results;
- sell;
- support customers;
- improve life of customers;



There are two types of letters: Personal letter and formal letter. Personal letters are mainly written to your relatives or friends in order to communicate personal or social matters. Formal letters, on the other hand, are written to someone you do not know. Business letter, application letter, complaint letter to a company, letter of request for information, etc. are examples of formal letter.

6.1 Personal Letter

As it is discussed in the preceding section, personal letter is written to someone whom you are familiar with. This letter is as natural, informal, and intimate as conversation. Unlike business letters, which are written mostly to inform or persuade, personal letters are usually not a primary medium for dissemination of information, although part of the content of any personal letter is often information.

Common reasons for Writing Letters

- To keep in touch
- To relate some personal or family news
- To show love and concern for a person
- To thank a person for a gift or something he or she has done
- To ask for information for help
- To invite a person to a function
- To offer condolences or congratulations
- To respond to a letter or email you have received

Some of the personal letters



Informal Letter's layout

The diagram illustrates the layout of an informal letter on a sheet of lined paper. A vertical red line is drawn on the left side. The sections are as follows:

- Your Address:** Located at the top right, containing the text "No 11, Pearl Rd" and "43000 Kajang, Selangor". Indicated by a green arrow.
- Date:** Located below the address, containing the text "9 July 2009". Indicated by a yellow arrow.
- Greeting:** Located on the left side, containing the text "Dear xxx ,". Indicated by a purple arrow.
- Opening:** Located on the left side, containing several lines of placeholder text (X's). Indicated by a blue arrow.
- Content:** Located on the left side, containing several lines of placeholder text (X's). Indicated by a blue arrow.
- Closing:** Located on the left side, containing several lines of placeholder text (X's). Indicated by a blue arrow.
- Signing off:** Located on the right side, containing the text "Sincerely,". Indicated by a red arrow.
- Signature:** Located on the right side, containing the text "Abraham". Indicated by a red arrow.

1. Your address: this section tells the writer's address. This section should be included even if the recipient knows your address.
2. The date is the date on which you wrote the letter.
3. The greeting is a Salutation; the salutation is placed a short distance down the page from the heading, and it is placed at the left-hand margin. It is usually followed by a comma, not a colon. In a friendly letter almost any salutation is permissible, but Dear - is always proper.
4. The opening and content are the body of your letter. The body of a friendly letter, the letter itself, should begin directly below the end of the salutation. Avoid such outdated formalities as "Hoping to hear from you, I remain", or "I am", etc.
5. The closing, or leave-taking, follows just below the final line of the letter. You are expected to use conventional phrases like: See you shortly, Yours, Yours Really, Enjoy, With Love, etc.
6. In the signature part you normally write your name here.

6.1.1 From the Heart Letters

From the heart letter is sent from one individual to another as an act of kindness, with a message of hope, and a tone of warmth and caring. Often, such notes are sent on meaningful days or events, such as Valentine's Day, Mother's Day, or Graduation Day; but they are also appropriate any time the spirit moves you.

Example: 1. The letter below was written by a woman to a shy child who attended her granddaughter's birthday party.

ShiroMeda,
GuleleKifleKetema,



Addis Ababa,
Ethiopia.

June 23, 2016

Dear Fraol,

*It was such a great pleasure to meet you; I have hardly been able to stop thinking of you.
Even though you needed to leave the party early, God allowed us to talk for quite some time.*

You are a very special and wonderful boy, Fraol, and I know as I write, that you will be lifted up in your life, and enjoy many happy times.

I hope you will feel free to write back, as I am so glad to know you. Please let me know how school is coming along and how your holidays are going.

With love and hugs,
Moti

6.1.2 Condolence Letters

A condolence letter expresses feelings of sympathy, care, empathy, and concern when a person close to the reader has recently passed away. Since there is nothing you can really say to make things right, say as little as possible. A few words from the heart and the fact that you took the time to send a personal note are the appropriate communication here.

BisMebrat,
AradaKifleKetema,



Addis Ababa,
Ethiopia.

July 13, 2015

Dear Tuji,

Dad told me about W. I have my condolences. Wakuma was a great guy and one of the smartest men I have ever known. I will never forget what he advised me about the way I should prepare for Matriculation Examination.

As a kid, I loved the physical wrestling with Mr. Wakuma; he was my real mentor.

We will all miss him. He is at peace.

In sympathy,
Yunus

You may write congratulation letter to someone on his/her occasions like the birth of a new child, getting a new job, buying a home, winning an award, getting married, and an anniversary. The reader will be pleased that you remembered the event and took the time to acknowledge it in writing.

June 13, 2016

What wonderful news! I was delighted by the birth of your daughter Abigail. May you enjoy the blessings of parenthood.

Tujuba.



Bole KifleKetema,

Exercise 1: Create a purpose and a situation and write one personal letter.

[illegible]

Formal letter is written to someone whom you do not know. Individual's letter to a recipient in a formal organization and a letter from one organization to another organization can be regarded as formal letter. There are various types of formal letters, e.g. business letter, letters of application for admission (e.g. to a university), job application letters, grant/scholarship applications, letter to the editor, letter of complaint, etc. Formal letters require a formal style, i.e. the right choice of words, sentence structures, and punctuation.

Sender's Address

The sender's address usually is included in letterhead. If you are not using letterhead, include the sender's address at the top of the letter one line above the date. Do not write the sender's name or title, as it is included in the letter's closing. Include only the street address, city, and zip code.

Date _____

The date line is used to indicate the date the letter was written. Different countries may employ different date format. When writing to companies within the United States, you need to use the American date format: the month before the day, for example: May 12, 2011. Write out the month, day and year two inches from the top right or left of the page.

Inside Address

The inside address is the recipient's address. If possible you better write to a specific individual at the organization to which you are writing. If you do not have the person's name, do some research by calling the company or speaking with employees from the organization.. Include a personal title such as Ms., Mrs., Mr., or Dr. Follow a woman's preference in being addressed as Miss, Mrs., or Ms. If you are unsure of a woman's preference in being addressed, use Ms. To write the address, use the U.S. Post Office Format. For international addresses, type the name of the country in all-capital letters on the last line. The inside address begins one line below the sender's address or one inch below the date. It should be left justified, no matter which format you are using.

Salutation

Use the same name as the inside address, including the personal title. If you know the person and typically address him/her by his/her first name, it is acceptable to use only the first name in the salutation (for example: Dear Bacha:). In all other cases, however, use the personal title and last/family name followed by a colon. Leave one line blank after the salutation.

Body

For block and modified block formats, single space and left justify each paragraph within the body of the letter. Leave a blank line between each paragraph. When writing a formal letter, be careful to remember that conciseness is very important. In the first paragraph, consider a friendly opening and then a statement of the main point. The next paragraph should begin justifying the importance of the main point. In the next few paragraphs, continue justification with background information and supporting details. The closing paragraph should restate the purpose of the letter and, in some cases, request some type of action.

Closing

The closing begins at the same vertical point as your date and one line after the last body paragraph. Capitalize the first word only (for example: Thank you) and leave four lines between the closing and the sender's name for a signature. If a colon follows the salutation, a comma should follow the closing; otherwise, there is no punctuation after the closing.

Enclosures

If you have enclosed any documents along with the letter, such as a resume, you indicate this simply by typing Enclosures one line below the closing. As an option, you may list the name of each document you are including in the envelope. For instance, if you have included many documents and need to ensure that the recipient is aware of each document, it may be a good idea to list the names.

6.3 Formats of Writing Letter

Different formats are employed in different situations.

6.3.1 Block Format

When writing business letters, you must pay special attention to the format and font used. The most common layout of a business letter is known as block format. Using this format, the entire letter is left justified and single spaced except for a double space between paragraphs.

6.3.2 Modified Block

Another widely utilized format is known as modified block format. In this type, the body of the letter and the sender's and recipient's addresses are left justified and single-spaced. However, for the date and closing, tab to the center point and begin to type.

6.3.3 Semi-Block

The final, and least used, style is semi-block. It is much like the modified block style except that each paragraph is indented instead of left justified.

You need to know that different organizations have different format requirements for their professional communication. But these formats contain common elements for the formal letter.

Font

Times New Roman, size 12 is generally accepted font although other fonts such as Arial may be used. When choosing a font, always consider your audience. If you are writing to a conservative company, you may want to use Times New Roman. However, if you are writing to a more liberal company, you have a little more freedom when choosing fonts.

Punctuation

Punctuation after the salutation and closing - use a colon (:) after the salutation (never a comma) and a comma (,) after the closing. In some circumstances, you may also use a less common format, known as open punctuation. For this style, punctuation is excluded after the salutation and the closing.

6.3.4 Sample Letters

Block Format

123 Winner's Road

New Employee Town, PA 12345

March 16, 2001

Ernie English

1234 Writing Lab Lane

Write City, IN 12345

Dear Mr. English:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go into detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

Lucy Letter

Modified Block Format

123 Winner's Road

New Employee Town, PA 12345

March 16, 2001

Ernie English

1234 Writing Lab Lane

Write City, IN 12345

Dear Mr. English:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

Lucy Letter

Semi-Block Format

123 Winner's Road
New Employee Town, PA 12345
March 16, 2001

Ernie English
1234 Writing Lab Lane
Write City, IN 12345

Dear Mr. English:

(Indent) The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

(Indent) Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

(Indent) Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,
Lucy Letter

(Adopted from: <https://owl.english.purdue.edu/owl/resource/653/01/>)

6.3.5 Sample Job Application Letter

Hilco Software Solutions
Churchil Road

Mr. AtalayBegashaw

Addis Ababa, Ethiopia
(251) 0111264968

April 1, 2016

Dear Mr. Atalay:

I am writing to apply for the programmer position advertised in the Reporter. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications*
- I strive for continued excellence*
- I provide exceptional contributions to customer service for all customers*

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via my cell phone, 0967301348. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

KETSELA MELAKU

6.4 Curriculum Vitae

Curriculum Vitae is a brief written account of your personal details, educational background, skills, experience, etc. It is mainly written when you apply for a new job. Employees usually ask job applicants to submit curriculum vitae with the job application. Since a curriculum vitae provides all the necessary information about the job seeker, you should prepare it meticulously. Curriculum vitae contains the following information.

1. Your Contact Information

Name:

Address:

Telephone:

Cell Phone:

Email:

2. Personal Information

Date of Birth:

Age:

Place of Birth:

Citizenship:

Marital Status:

Gender:

3. Work Experience:

List in chronological order (Present your work experience from the latest to the earliest), include position details and dates.

Work History: Articulate what you have done and take advantage of the opportunity to describe your experiences—do more than simply list them.

Research and Training

4. Education

List your qualification, the diplomas with the dates you received them

Graduate School

University

College

5. **Other skills:** write briefly any skill that you have developed in the course of your career. Include only facts that can be verified, and make sure you accurately describe your personal attributes. You must be able to deliver what you say you can.

6. **Hobbies:** Briefly state what you enjoy doing during your spare time.

7. **Awards**

8. **publications**

9. **Books**

10. **Referees:** Include at least three people who know you well and testify about your abilities and skills.

Sample Curriculum Vitae Curriculum Vitae Personal Details • Name: MotumaMaqasa • Age: 34 • Sex: Male • Place of Birth: Shambo Town • Marital Status: Unmarried • Nationality: Ethiopian • Present Address: Arbaminch Town, Kebele 05 ✓ Tele. 25196301888 ✓ Email Address: motuma.maqasa@amu.edu.et Work Experience • Assistant professor at Arbaminch University September , 2013--Present • Lecturer at Arbaminch University November, 2006--September, 2013 • Graduate Assistant at Arbaminch University November, 2003---October, 2006 Educational Background • MSc in Thermal Engineering from Addis Ababa Institute of Technology (2013) • BSc in Mechanical Engineering from Addis Ababa University (2001) Other Skills • Programming • Blogging for Academic Purpose • Editing journals (Former member and editor of AMU's Scientific Journal conference proceedings)	Language • English: Excellent in all skills • Afan Oromo: Mother Tongue • Amharic: Good in all skills Interests • Enjoy skiing • Designing different products Reference • Dr. GucheGule, Associate Professor at AMU • Dr. TeketelForsido, Assistant Professor at AAU • Dr. PetrosBunaro, Assistant Professor at AMU
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1. Punctuation Marks

Punctuation helps your reader – who is possibly also your marker - to understand your message easily. In speaking, you frequently pause, your voice level and often your face and hands add non-verbal information through “body language”; all these assist in communicating your message clearly. However, in writing, you use punctuation marks to help your reader understand the message you intend to convey

Different punctuation marks are used in different situations, but all help with conveying your message with clarity. It is therefore essential, in academic writing in particular, to use punctuation accurately. The following are the most common punctuation marks in English language.

Punctuation mark	The purpose	Example
Full stop .	i) At the end of a sentence ii) To show an abbreviation (shortening)	-Beka is a dedicated designer. -Mr. Wakuma has been promoted to a resident Engineer position.
Comma ,	i) To mark a brief pause within a sentence, such as where you would naturally pause if you were speaking ii) To separate words in a list in a sentence (but do not put a comma before “and” or “or”) iii. To separate dependent clause from the independent clause. (If the independent clause comes first, you do not use comma.) iv. Before coordinating conjunctions and before and after conjunctive adverbs	-We cannot help him, unless he submits the assignment today. - The engineer agreed to build the house, the garage and the fence. - When I was a student at AASTU, I would participate in different clubs. -Atkilti was trained as Mechanical Engineer, but he is working at a business consultancy firm.
Semi-colon ;	i) To link two sentences and turn them into a single sentence when a full stop would be too abrupt	-He never renewed his construction work license; consequently, he was denied his right to compete for government bids.
Colon :	i) To introduce something that is to follow, which may be a list ii) To introduce the second half of a sentence when it explains or expands on the first half	-Senior students are expected to carry out a range of activities: attend lectures, give tutorials, write a report on their project and sit examinations. - Materials Engineering is an emerging field of study: the program is launched only in ASTU.
Apostrophe ’	i) To show that something belongs to someone or something (possession) (use s for singular and s’ for plural unless the plural does not end in an s , as in the case of ‘children’). ii) To mark contraction(omission)	-The boy’s book. This is Ujulu’s pen. The students’ names. -you’re = you are; I’m = I am; it’s = it is; who’s = who is; don’t = do not BUT remember that you don’t use short forms like ‘don’t’ in academic writing. Always use the full forms such as do not, who is, it is etc.

Exclamation Mark !	i) At the end of an exclamation – an expression of emotion such as surprise, anger, delight etc. ii) After interjection	Hurry up! What a marvelous technology GPS is! Alas! Wow!
Question mark ?	i) At the end of an interrogative sentence.	Where did you attend your preparatory school?
Dash –	i) To create a pause for dramatic effect, introducing something surprising or unexpected	-I looked at my revised design and it was – immaculate.
Brackets ()	i) Used in pairs around groups of words introducing an extra idea e.g. an explanation or afterthought to be kept separate from the rest of the sentence.	-He always hands in his work on time (he is a well-organized student) after carefully checking it.
Quotation marks (also called speech marks or inverted commas) “ ” or ‘ ’	i) To show that you are using someone else’s words ii) Around words actually spoken. (direct speech) iii) Around titles of books, films etc.	Brown (2009) says “Computers are necessities.” -“Stop the vehicle”, the mechanic said -“Lelaw Sew” is a novel by Dr. MiheretDebebe.
Hyphen -	i) To join two words together to make a compound word	Hi-tech, full-time, two-stroke, twenty-seven

2. Capitalization Rule

In English language capitalization is governed by rules, and you cannot mix capital and small letters haphazardly. The following are the common rules of capitalization.

- Capitalize the first word of a sentence

Example: The ICT Center in ASTU has been reorganized.

- Capitalize proper nouns (name of a person, a place, a country, a town, etc)

Example: Ethiopia is determined to advance science and technology.

- Capitalize proper adjectives (adjectives derived from proper noun)

Example: Ethiopian, French, Sudanese, Arabic

- Capitalize very high ranking government officials' and academic titles even when not followed by a name or used in direct address when a specific individual is referred to.

Example: Hailemariam attended the inauguration of the President of Uganda.

- Capitalize content words in titles of books, articles, reports, etc

Example: Galvanizing Base Metal

* **EXCEPTION** - Do not capitalize short prepositions, conjunctions, or articles unless they are the first word of the title.

Example: The Future of Nano Technology

- Capitalize names of God, specific deities, religious figures, and holy books

Example: The bible, the Quran

- Capitalize days of the week, months of the year, and holidays

Example: Monday, October, Easter, Eid al-Fitr

- Capitalize trademarks

Coca Cola, Apple, Samsung, Peugeot

- Capitalize first person pronoun I.

Example: I would like to join Computer Engineering Department.

- Capitalize initials, initialisms, and acronyms

E.g. J.K. Rowling, Alemayehu, A. F., GDP, MIT, UNICEF

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