



Professional writing

Skill English-II

MODULE-II

Paragraph Structure

One of the main essential elements of compositions is the paragraph. Group of sentences together discussing one man topic consisting of several sentences grouped together is called a Paragraph.

A Paragraph has three primary parts which are the topic or the main subject

sentence, body sentences, and the concluding or final sentence.

Paragraphs can be of changeable lengths, but must preview an intelligible argument combined under a sole topic. A Lengthy paragraph indicates lack of edifice and Short paragraphs indicate lack of substance wherein there is no enough evidence or investigation to prove a point. Effective paragraphs guide the reader by aiding to explain, validate, and support the thesis statement or the argument. An effective paragraph has three main parts: claim, evidence, and analysis.



Claim: This is a way of announcing the main focus of the paragraph; which tells the reader what the paragraph will be about. Claims are mini arguments that support the thesis, they should be uncertain claims that will try to "prove" the evidence. Each claim should be a purpose why the reader should consider the main idea. The claim contains evidence, in a realistic and interesting way by comprising specific facts, the claim is

Evidence: The evidence helps to "prove" each claim to the reader and supports or backs up claims. Evidences could include info from articles, books, files, electronic sources, or any research gathered. Evidence might take the form of a direct quotation, summarized facts, statistical data etc. It is important to represent a variety of opinions and visions. Good evidence exhibits information of the topic and includes several expert views to back up the claim.

Analysis or Concluding Statement: It is a way of "wrapping up" the evidence or facts presented in the paragraph. It explains why the evidence supports the claim and why it supports the main thesis in the paragraph. It's important to end an analysis with individual information rather than with evidence, helping you to take control of the paper.

Structure of a Paragraph

A paragraph is an array of sentences prepared and related to a specific topic. The main structure of a paragraph is:

Topic sentence(s) - A paragraph consists of a main topic which is the main sentence or idea of a paragraph and tells its readers what the paragraph is going to talk about. It usually comes at the beginning of a paragraph, it is the first sentence of introduction that clearly states the main idea that is intended to progress. A topic sentence not only is the main sentence of a paragraph, it is the most common sentence in a written paragraph. Topic sentence is a preview for the reader the kinds of info that the remaining paragraph is likely to contain. There are not many details in the sentence, but the sentence introduces an overall idea that is to be discussed later in the paragraph. Topic sentence functions as a thesis in a paragraph and further pushes the thesis of the essay and presents a debatable point.

Supporting Evidence /Analysis: Supporting the evidence is to explicate the new idea and point that has been introduced. Elaboration may include

investigation, illustration and persuasion etc. While writing a paragraph a student needs to find a sense of balance between evidence provided such as proofs, evidences, quotes, summary of actions/conspiracy, etc. and analysis which includes interpretation of evidence. The supporting sentences are the additional sentences in a paragraph. These sentences either:

- **Expand the main point**
- **Describe key terms**
- **Suggest explanations**
- **Provide examples**
- **Give added factors**

Concluding Sentence: The last part of a paragraph is called the concluding sentence. A Concluding sentence meets the requirements of the views expressed in order to connect the present paragraph to the subsequent paragraph. It is the summary of information that has been told so far. A concluding sentence is a good idea in case the paragraph is long which connects and draws connections of all the evidence stated. It's important that the claims you make in your conclusion are constant with the summary and body of the thesis.

Paragraphs Principles

- A good paragraph should have variety and order

- A good paragraph benefits students organize their ideas into a consistent paragraph.

- Begin a paragraph with a topic sentence and end it in conformity with the beginning

- A descriptive paragraph uses precise details creating a clear impression of person, place, object and time

- An example paragraph illustrates a point with examples

- It helps show the structure of conceptions and idea.



- It validates in an actual way how evidence is connected
- A paragraph will have a single sentence that visibly speaks its point
- A comparison paragraph expresses similarities between two or more items.
- A process paragraph portrays or clarifies a method using chronology
- A classification paragraph clusters items into classifications
- A narrative paragraph uses a story or part of a story to develop idea

IMPORTANCE OF USING PROPER PRONUNCIATION

Posted By [Siana Dias](#)

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Comments [0](#)

[Pronunciation of the English Language](#) can be a bewildering jungle if you let it. If we keep our nerves steady, brains alert and sharp, we can hack the way and emerge into the sunny glade of clear, concise English pronunciation. Learning and obeying all the rules of grammar will not automatically give excellence to your speech or pronunciation. Correct pronunciation requires the proper sounding of the letters and combination of letters in a word and the correct placing of the stress or accent in words of more than one syllable. While pronouncing properly we have to know that at times not all words are pronounced, some are silent so we have to omit their sounds to give proper value to letters that are sounded.

To be understood in any language, for that matter, pronunciation is important. Language becomes incomprehensible if the pronunciation of words is incorrect. False and wrong pronunciation can be a cause for laughter or embarrassment. For example, if snacks is pronounced as snakes; it sounds funny and dismissed as lack of knowledge but if English is pronounced as englees, ship as sip, school as escool and biscuit as biscoot; is unpardonable! There are many more examples of such mispronunciation. Someone could misunderstand the statement and a simple situation may blow dangerously out of proportion.



The letters of the alphabet fall into 2 divisions- vowels and consonants. The vowel letters are a, e, i, o, u. A vowel letter represents a sound made when the voice passes without obstruction through the vocal cavities. The consonants, which comprise the remaining letters represent sounds made when the voice or breath is obstructed by the teeth, lips, tongue, or soft palate. Consonants form syllables only in combination with vowels, hence the master key to correct pronunciation is the knowledge and use of the proper sound values of the vowels, separately and in combination.

However, it is possible to mispronounce [words in the English language](#) and it is almost impossible to formulate a set of rules which will cover all words and all circumstances. A good dictionary is indispensable and should be consulted regularly. Since pronunciation is largely a matter of imitation, careful attention to the pronunciation of those who speak correctly is necessary. Repeat the correct pronunciation of words which you have been in the habit of mispronouncing until they become familiar.

Many errors in pronunciation are due to speaking too fast and carelessly. The following cautions should be kept in mind.

Do not drop the final g in such words as calling, going seeing.

Do not drop the final t in such words as accept, expect, deft, left, kept, swept.

Give proper stress to consonants in collect, asked, distinctly, picture, length, think.

Be careful to distinguish between words that are spelt alike but pronounced differently according to meaning.

Most importantly, avoid mispronouncing names. Everyone feels happy when we pronounce their name right. Check with people if you are unsure about the pronunciation of their name.

Friends, the importance of pronunciation to English language is essential. Keep this in mind; keep listening and keep learning. You will just be fine. Start now for a better tomorrow!

THE ART OF CONDENSATION Summarizing, condensation, or précis writing is an art. It aims at squeezing the meaning of a text into the fewest words Oxford Advanced Learner's Dictionary • Condensation means process of making a book shorter by taking out anything that is not necessary. The process of condensation in creative writing is synonymous to précis writing. Meaning of Précis • Précis is a French word that means to cut short. • In English, it is connected with the word precise that means something accurately expressed. A précis must be a concise, complete or lucid piece of writing Steps to prepare a good précis • Go through the passage to grasp the general idea. • Prepare a skeleton of basic structure by noting down the main points and key words. • Exclude all the illustrations, elaborations, figurative comparison. • Prepare the first draft by joining the underlined words. Following points must be checked in the first



draft. • Use of Past Tense • Use of third person pronoun. • Use of indirect speech. • Précis must be one third of the original. • Main idea of the passage must be reflected through précis. Title for Précis Writing • Title can be traced from the main idea of the passage. • Title must be short and relevant. • It must begin with a capital letter. • In case of story the main character or his experience can be the title. Example • Some books are not so important. We can just taste them by reading in some parts, instead of wasting our time on a through reading. Some other books lacking in depth and seriousness, can be completed in a hurried manner. In such cases, as a light novel, superficial reading would serve the purpose. It is like a swallowing a book, without showing much curiosity. There are only a few books which deserve to be studied very carefully. These books should be studied with so much concentration as we eat food to chew and to digest. Just as food taken in this manner gives nourishment to the body, the books studied in this manner strengthen our mind. If the subject matter of some books is not very important to us, we can read them by deputy ; that is read their summaries prepared by others. This will save our time and labor. But this is possible only in the case of lesser sort of books. After all a summary is as dry and tasteless as distilled water. It loses the charm. Solution • All books are not equally important. Some books can be read in parts, some in a hurried manner. Only a few books need to be thoroughly studied and preserved in mind. Summaries save time but lack the sweetness of the original books.

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carefully. These books should be studied with so much concentration as we eat food to chew and to digest. Just as food taken in this manner gives nourishment to the body, the books studied in this manner strengthen our mind. If the subject matter of some books is not very important to us, we can read them by deputy; that is read their summaries prepared by others. This will save our time and labor. But this is possible only in the case of lesser sort of books. After all a summary is as dry and tasteless as distilled water. It loses the charm. Solution • All books are not equally important. Some books can be read in parts, some in a hurried manner. Only a few books need to be thoroughly studied and preserved in mind. Summaries save time but lack the sweetness of the original books.

According to 2001 data, India has the second highest number of English speaking population in the world. However, for a vast majority, it is an additional language and not the first one. As such, a lot of errors creep into the vocabulary of an average English-speaking Indian.

Listed below are 30 common English language mistakes that you must check:

1.

Incorrect ✗	Correct ✓
cope up	cope with

2.


Incorrect ✗	Correct ✓
many a times	many times/ many a time indiatoday EDUCATION

3.


Incorrect ✗	Correct ✓
you need not to	you need not/ you do not need to indiatoday EDUCATION

4.



Incorrect ✗	Correct ✓
anyways	anyway 

5.

Incorrect ✗	Correct ✓
revert back/ reply back	revert/ reply 

6.




Incorrect ✗	Correct ✓
lot many/ a lot many	many/ a lot indiatoday EDUCATION

7.


Incorrect ✗	Correct ✓
discussing about	discussing indiatoday EDUCATION

8.



Incorrect ✗	Correct ✓
called as	called 

9.

Incorrect ✗	Correct ✓
dispose off	dispose of 

10.



Incorrect ✗	Correct ✓
loose (when talking about winning and losing)	lose indiatoday EDUCATION

11.

Incorrect ✗	Correct ✓
years back	years ago indiatoday EDUCATION

12.




Incorrect ✗	Correct ✓
give an exam (when writing an exam)	take an exam indiatoday EDUCATION

13.


Incorrect ✗	Correct ✓
emphasize on	emphasize indiatoday EDUCATION

14.



Incorrect ✗	Correct ✓
dressing sense	dress sense 

15.

Incorrect ✗	Correct ✓
comprise of	comprise 

16.



Incorrect ✗	Correct ✓
marriage anniversary	wedding anniversary indiatoday EDUCATION

17.


Incorrect ✗	Correct ✓
be rest assured	be assured/ rest assured indiatoday EDUCATION

18.



Incorrect ✗	Correct ✓
did a mistake	made a mistake 

19.

Incorrect ✗	Correct ✓
more better	better/ even better 

20.




Incorrect ✗	Correct ✓
debate competition/ quiz competition	debate/ quiz indiatoday EDUCATION

21.

Incorrect ✗	Correct ✓
Take out the meaning of [word]/ Take out the value of [x]	Find out the meaning of [word]/ Calculate the value of [x] indiatoday EDUCATION

22.



Incorrect ✗	Correct ✓
If yes	If so/ If your answer is yes 

23.


Incorrect ✗	Correct ✓
I saw a dream	I had a dream 

24.



Incorrect ✗	Correct ✓
Suggest me	Suggest 

25.

Incorrect ✗	Correct ✓
Although [so and so happened...], but [so and so].	Although [so and so happened...], [so and so]. 

26.

Incorrect ✗	Correct ✓
I live here only.	I live here.
	<small>indiatoday</small> EDUCATION


27.

Incorrect ✗	Correct ✓
I wish I was an artist.	I wish I were an artist.
	<small>indiatoday</small> EDUCATION


Incorrect ✗	Correct ✓
order for a pizza	order a pizza
	<small>indiatoday</small> EDUCATION

28.

29.

Incorrect ✗	Correct ✓
Me and my friends went for dinner.	My friends and I went for dinner. 

30.

Incorrect ✗	Correct ✓
I am a 19 years old boy.	I am a 19-year-old boy./ I am 19 years old. 



Clichés and redundant expressions

Being an effective writer means choosing the right word to say what you mean and conveying your meaning in an interesting and engaging way. You can improve your writing style by avoiding overused or clichéd expressions and by making sure that every word you write has the maximum impact. This section will help you to streamline your writing style by

Avoiding clichés

Although clichés are part of our everyday speech it's better to avoid them in more formal writing. We have some tips on how to do this.

Avoiding redundant expressions

There are several ways in which you can fall into the tautology trap. Here's some help on how to avoid redundant expressions.

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Redundancy Examples: How to Find Redundancy in Writing

Sometimes people tend to clutter up their writing with unnecessary words or phrases. Redundancy is often used to help pad out writing and make it seem longer than it really is, but instead of helping it just makes the writing difficult

to read. Good writing is concise and informative. If you want to learn more about writing properly and how to avoid redundancy, then check out the Udemy course [Quality Paragraph and Essay Writing](#).

You may have read something in a book or a paper in class and have noticed that the sentence is a bit too long. For example, you may have read a sentence that had something along the lines of, "The heat's coming from the hot stove." The sentence is already stating that there is heat coming from the stove so there is no reason for the person to restate that the stove is hot. This is an example of redundancy, and it is found in various forms of writing and speeches.

When something is redundant it means that it is excessive, unnecessary, or superfluous. Redundancy usually involves repeating something or adding in information that is completely unnecessary. A good way to test whether or not something is redundant is to see if the phrase in question could have something removed from it.

Not all usages of redundancy are bad. In fact, there are many instances where redundancy is considered to be okay, such as when a person is using it for emphasis. In most occasions though, especially when a person is being redundant without realizing it, it's bad.

Common Examples of Redundancy

The example showed before is just one example, but there are dozens of redundant phrases that people use constantly without realizing. Below you will see some redundant phrases and why they are repetitive.



Advance warning or notice – To notify someone or warn them is already telling them something before the event occurs. It is redundant to attach the word advance.

- Actual fact – A fact is by definition something that has already been confirmed to have happened.
- Forever and ever – Ever is completely unnecessary as it just serves as a duplicate of forever.
- Major breakthrough – A breakthrough is already major and significant. There is no reason to say that it is major.
- 9:00 a.m. in the morning or 9:00 p.m. in the evening – People commonly say the time, then add a.m. or p.m. and then add in the morning or evening to the phrase. Again this is redundant due to the fact that a.m. and p.m. already informs the reader.
- Past history – By definition, history is someone's past. Saying that a person "checked your past history" or "Look into his past record" is redundant since these things have already happened and are by definition an occurrence in the past.
- Plan ahead – When a person makes a plan, they are already preparing for the future. There is no reason to add ahead after you tell someone to plan.
- Postpone until later – To postpone something already means to reschedule it at a later time. The "until later" part of the phrase is unneeded. A good remedy for this phrase would be "Postpone until tomorrow morning" or something else that is more specific than later.
- Unexpected surprise – By definition a surprise is going to be unexpected. No one expects a surprise.
- Unintentional mistake – When someone makes a mistake it is already unintentional. Unintentional is unnecessary. Another common way people use this form of redundancy is with the phrase accidental mistake.
- Written down – You may have heard the phrase "Write this down" or "It's written down", but when something is written it has been taken down. There is no need for you to add the word down to it.
- Still remains – "Yet she still remains" this phrase is redundant because remains means that something is still there. Still doesn't add anything to the sentence.

These are just a few samples of redundancy, but there are many more out there. It can be difficult to avoid writing redundant phrases, especially when your work goes unchecked or unedited, such as when you're writing a blog. If you want to improve the way you write for your personal site then try the Udemy course [The Blog Writing Workshop](#).

How to Identify Redundancy in Your Own Writing



Even though you understand redundancy, you may still have some problems identifying it in your own writing. Spotting redundancy is a big part of editing and it can help you turn your writing into something that is much more concise and easy to read.

One of the first things you want to do is read through your entire paper. If something doesn't sound or look right, then read over it again and see if you can spot any problems. Don't fixate on it too long, but ask yourself if every word in the paragraph, sentence, or phrase is necessary. If you feel that you can take something out and the paper will retain its meaning then do so. Even if you aren't sure, take the word or phrase out anyway and see how it works. If it doesn't fix the problem, just add it back.

You may not be able to spot every problem in your writing though, especially immediately after you've written it. A good thing to practice is take a few hours after you've completed the paper and do something else. Some people will wait until the following day to look at their writing and see if they can identify any problems then. It can be really beneficial to take a good hard look at your work with a fresh set of eyes.

If you still think that your paper needs some work, get a peer, family member, or even a teacher to help you edit and see if they can spot anything wrong with it.

Fixing Redundancy in Your Writing

Now that you know how to identify redundancy, you can explore the ways that you can fix it. Remember that redundancy involves superfluous words, which means that you will more than likely be cutting the phrase short. Below are some redundant sentences and examples of ways that you can fix them.

- Redundant: There were three teachers that taught each and every hour at school today.
- Fixed: There were three teachers that taught every hour at school today.

Notice that the phrase "each and every" was redundant in the first sentence? Each and every essentially mean the same thing in this instance, so you don't have to use it.

- Redundant: Everything being equal, the members of the Student Council will think about the argument, and come up with a final decision through a vote next week at an open meeting.
- Fixed: The members of the Student Council will have a final decision next week at an open meeting after a vote.



Although the above sentence didn't have a particular phrase that needed to be fixed, the wording was still superfluous and unnecessary. As stated before, redundancy doesn't just mean that the words repeat, but that they add unnecessary length to the sentence or phrase.

There are many occasions where you want to make sure that you completely avoid redundant writing at all costs. When you're in college, you will be writing various essays and papers that have to be high in quality. If you want to improve on your writing and get it to a college level, then you should look into the course [College Writing Essentials](#).

Removing the Habit

You may not like the fact that your work can tend to get a little redundant from time to time. The best thing you can do is slowly working on removing the habit. Start by thinking carefully on what you're writing and if it quickly conveys the message that you want.

One of the best things you can do is to reduce things slowly. Shrink a clause down to a phrase and a phrase down to a few single words. It will take some time to completely remove the habit, and even then you may still do it from every now and then. If you really want to improve your writing and make it more concise, then you can start off by writing and practicing more.

If you can't think of anything to write to practice, you can try using some [creative writing prompts](#) to get a quick jump-start.

Not All Redundancy is Bad

Sometimes redundancy can be a good thing. As mentioned before, redundancy can be used for emphasis. You've probably seen a lot of redundant phrases in advertisements. People will write words such as "Free gift" and "Added Bonuses" to emphasize how good something may be.

This is only in specific situations though. In other situations writing concisely is incredibly important. One form of writing that requires you to write concisely is technical writing. If you want to know more about technical writing, then you should check out the Udemy course, [Technical Writing and Editing](#).



Cliché

Cliché Definition

Cliché refers to an expression that has been overused to the extent that it loses its original meaning or novelty. A cliché may also refer to actions and events that are predictable because of some previous events.

All examples of cliché are expressions that were once new and fresh. They won popularity in the public and hence have been used so extensively that such expressions now sound boring and at times irritating, due to the fact that they have lost their original color. For instance, the [phrase](#) “as red as a rose” must have been a fresh and innovative expression at some point in time, but today it is considered universally as a cliché, and does not make such an impact when used in everyday or formal writing.

Expressions that are not Clichés

It is important to keep in mind that constant reuse of expressions does not necessarily create a cliché. Typical expressions that are used almost at all times in formal ceremonies, festivals, courts, etc. are not considered cliché examples; rather they befit such occasions, and are regarded as more appropriate.

Following are a few examples:

- “I second the motion” (Board or council meeting)
- “I now pronounce you man and wife” (Wedding Ceremony)
- “I do solemnly swear (or affirm) that I will faithfully execute the office of President of the United States, and will to the best of my ability, preserve, protect and defend the Constitution of the United States.” (Oath-taking ceremony)
- “Happy Birthday!”

Similarly, certain epithets like “reverend” and “father” are attached to the names of church officials. Besides, people of the royal family are addressed with epithets “Your Grace,” “Your Highness,” or “Your Royal Highness.” Such expressions are part of proper etiquette, and do not fall under the category of cliché.

Common Cliché Examples

Example #1

In describing time, the following expressions have turned into cliché:

- *in the nick of time* – to happen just in time
- *only time will tell* – to become clear over time
- *a matter of time* – to happen sooner or later
- *at the speed of light* – to do something very quickly
- *lasted an eternity* – to last for a very long time
- *lost track of time* – to stop paying attention to time

Example #2

In describing people, these expressions have turned into cliché:

- *as brave as a lion* – describes a very brave person
- *as clever as a fox* – describes a very clever person
- *as old as the hills* – describes an old person or idea
- *a diamond in the rough* – describes someone with a brilliant future
- *fit as a fiddle* – describes a person in a good shape
- *as meek as a lamb* – describes a person who is too weak and humble

Example #3

In describing various sentiments, a number of expressions have turned into cliché:

- *frightened to death* – to be too frightened
- *scared out of one's wits* – to be too frightened
- *all is fair in [love](#) and war* – to go to any extent to [claim](#) somebody's love
- *all is well that ends well* – a happy ending reduces the severity of problems that come in one's way
- *[every cloud has a silver lining](#)* – problems also have something good in them
- *the writing on the wall* – something clear and already understood
- *time heals all wounds* – pain and miseries get will heal, with the passage of time
- *haste makes waste* – people make mistakes when rushing

Example #4

Below is a list of some more common clichés:

- *They all lived happily ever after*
- *Read between the lines*
- *Fall head over heels*
- *Waking up on the wrong side of the bed*
- *The quiet before the storm*



- *Between the devil and the deep blue sea*

Function of Cliché

Anton C. Zijderveld, a Dutch sociologist, throws light on the function of cliché in the following excerpt, taken from his treatise *On Clichés*:

“A cliché is a traditional form of human expression (in words, thoughts, emotions, gestures, acts) which – due to repetitive use in social life – has lost its original, often ingenious heuristic power. Although it thus fails positively to contribute meaning to social interactions and communication, it does function socially, since it manages to stimulate behavior (cognition, emotion, volition, action), while it avoids reflection on meanings.”

The Art of Condensation

The Précis should have following qualities are essential to a précis:

1. **Completeness** : The précis must have the essential contents of the original passage without omitting any important fact or idea.
2. **Compactness** : All the ideas reproduced from the original document should form a compact whole
3. **Conciseness**: Conciseness is achieved by the process of shifting the essential from unessential information, by avoiding repetition, and by omitting ornamental phrases
4. **Clarity**: This can be achieved by getting rid of circumlocution and unclear statements. It should be intelligible to even those readers who have gone through the original document.
5. **Coherence**: All sentences and ideas in a précis should follow a reasonable and natural order of development. Thus, the précis should not like a collection of disjointed sentences, but a well connected one.

Steps to Effective Précis writing.

1. Identify the reader and purpose of the précis
2. Read the original document
3. Underline the key ideas and concepts
4. Write the note –form summary of each paragraph
5. Write the Précis
6. Review and edit



- A Précis is not the reproduction of important sentence
- Conciseness is good but not at the cost of clarity
- The précis should be intelligible even to a person who has not read the original passage.
- The original passage must be condensed in the précis-writer's own language
- A précis is always written in the third person
- Statistical information should be treated according to one's own discretion
- All the main ideas in the passage should be given almost equal treatment in the précis
- Person ideas should not be introduced
- The original source must not be criticized or changed
- The précis should be limited to no more than one-third the length of the original passage; the number of words must be indicated