



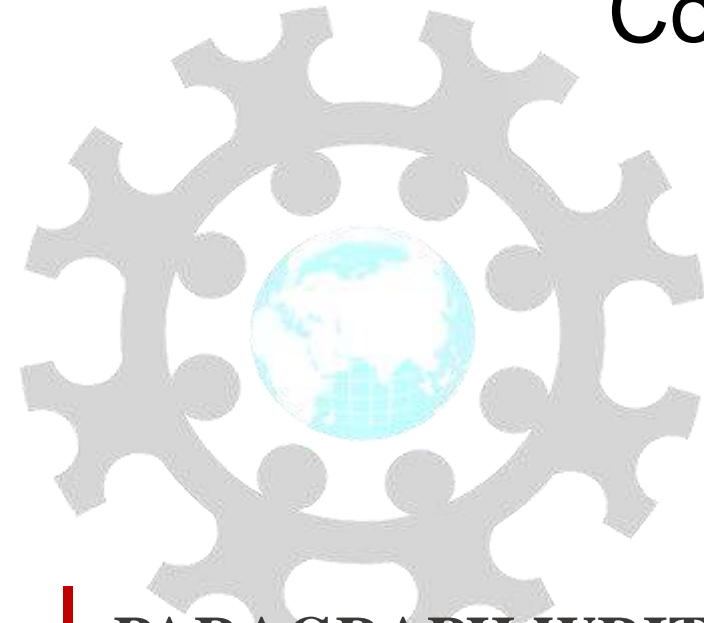
**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name: Communication Skills

Course Code: 22PCH-105



PARAGRAPH WRITING

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

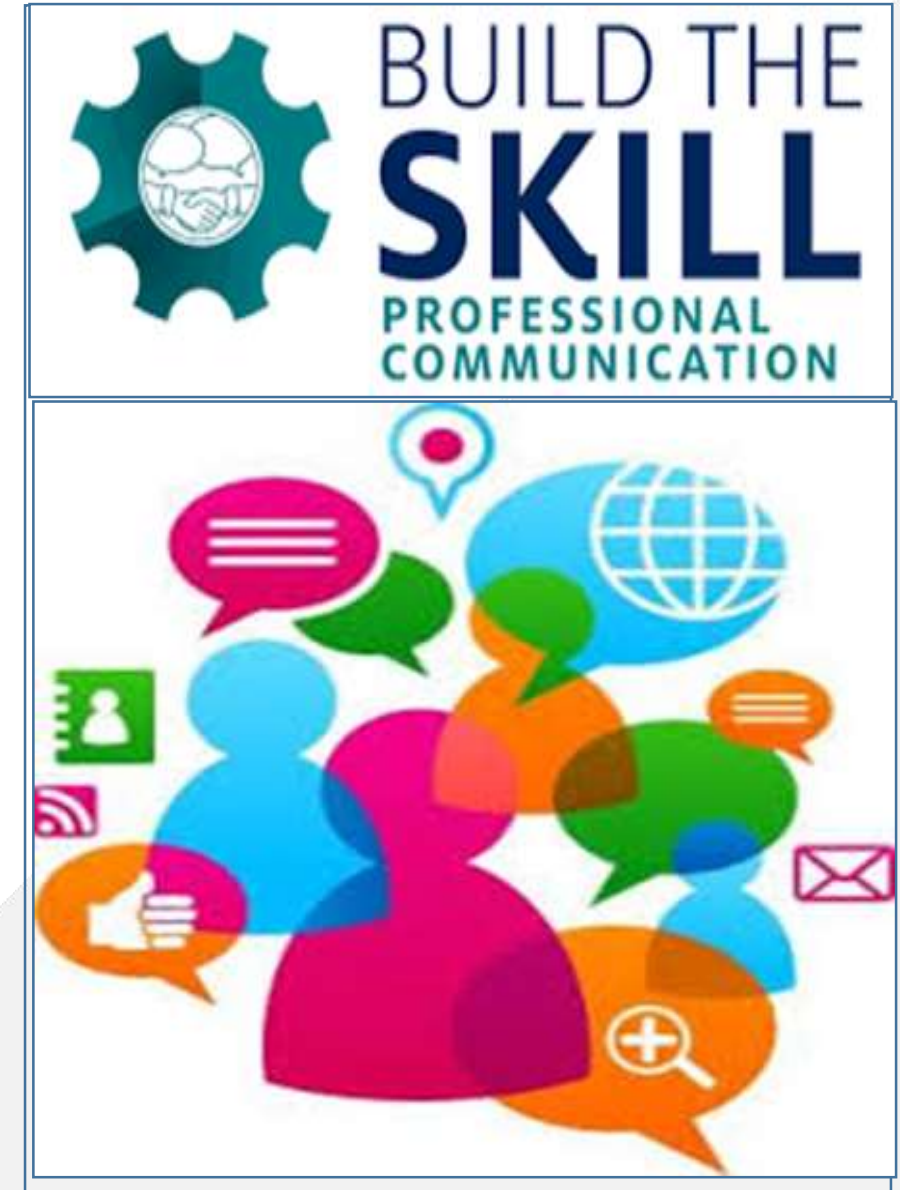
The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional reading and writing skills by correcting grammatical errors and pronunciation through practice.

COURSE OUTCOMES

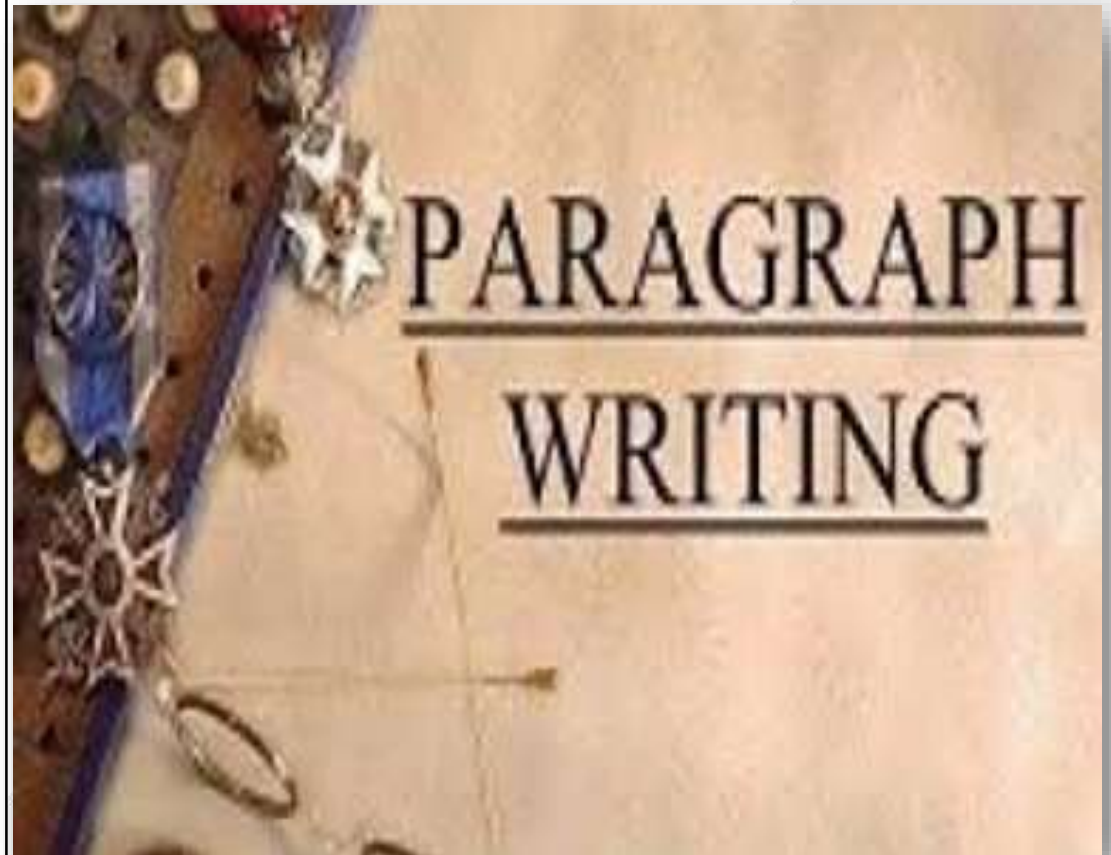
On completion, the students are expected to

CO Number	Title	Level
CO1	Apply non-verbal and soft skills effectively to attain expertise in Listening, Speaking, Reading and Writing Skills (LSRW Skills).	Apply
CO2	Apply correct contextual and comprehensible written text and speech in a wide range of communication situations.	Apply
CO3	Demonstrate linguistic competence while speaking and writing through accuracy in grammar, intonation, pronunciation and vocabulary.	Apply
CO4	Evaluate information as critical readers, speakers and writers applying ethics in communication and being sensitive in cross cultural communication.	Evaluate
CO5	Create original short compositions, in the form of paragraph writing, business correspondence, blogs etc. using logical support and argument.	Create



WHAT IS A PARAGRAPH?

- It is a series of sentences which are related to a topic or an idea.
- These sentences are coherent, organized and develop the main topic or idea.
- A paragraph is usually 5 to 10 sentences long or a half page.



A PARAGRAPH

- Is a part of longer composition, like a miniature essay.
- Shows well organized content.
- Has a thematic unity.

What is a Paragraph?

- A paragraph is a group of sentences that tells about one subject or area.
- Each sentence in a paragraph must give information about the topic



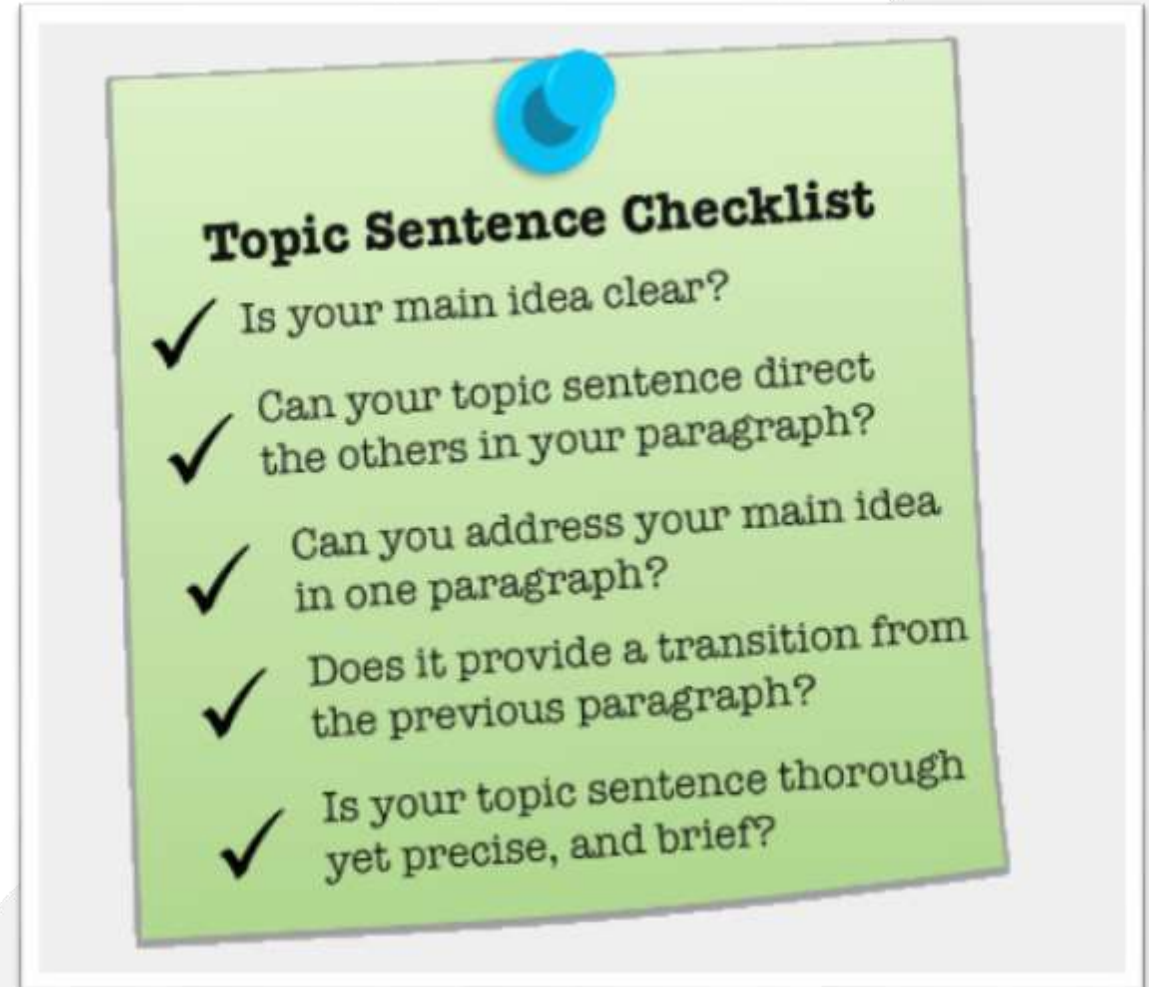
COMPONENTS OF A PARAGRAPH

- The Topic sentence
- Supporting details
- Closing sentence



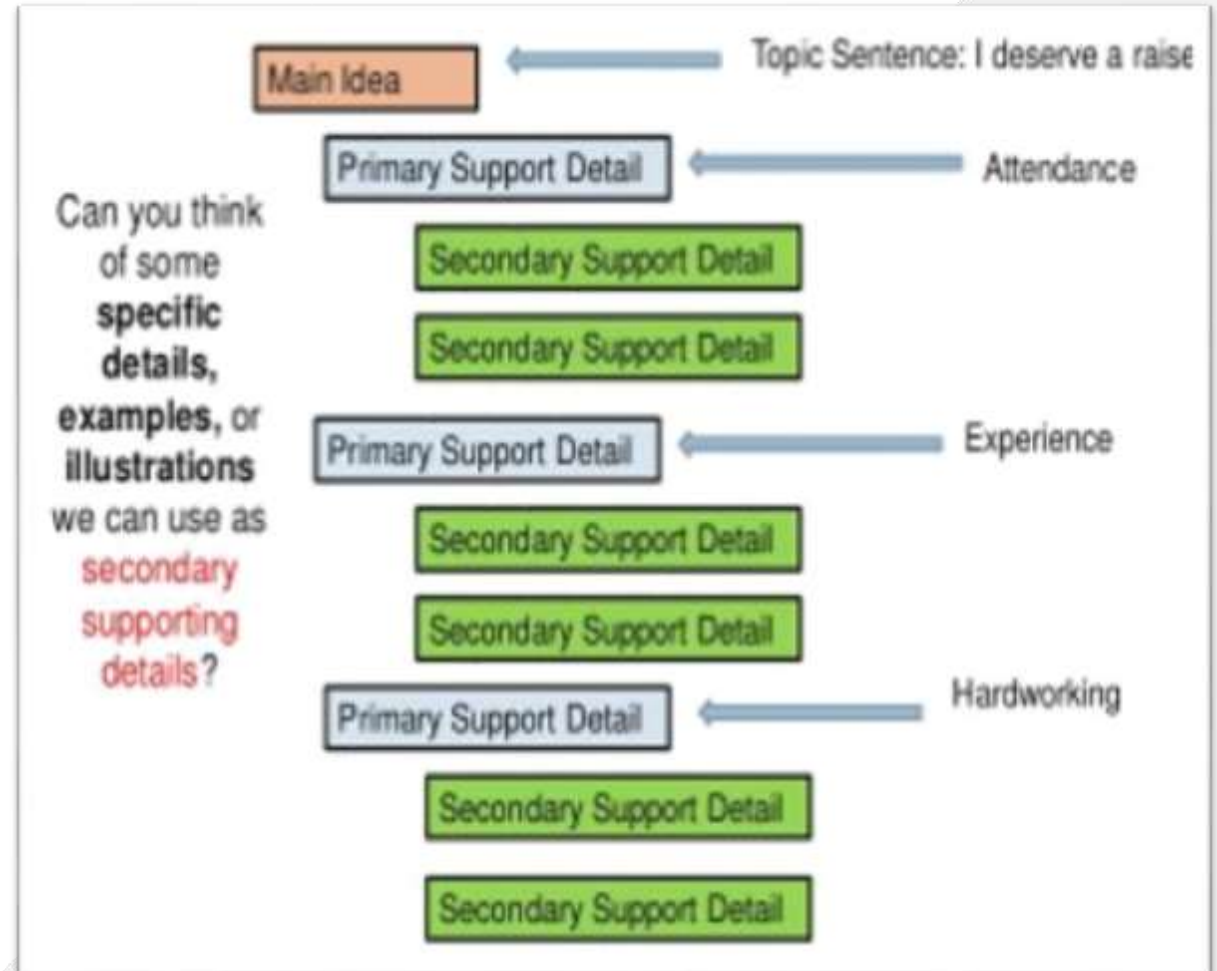
THE TOPIC SENTENCE

- It is the introductory sentence.
- It has the controlling idea and tells the reader what the paragraph is about.
- It must be a complete sentence.



SUPPORTING DETAILS

- They provide information to support the topic sentence.
- It can be a definition, explanation or an example.



CLOSING SENTENCE

- It is the concluding sentence which summarizes the main idea and feeling of the paragraph.

Closing Sentence



What is the closing sentence?

The closing sentence is the last sentence in a paragraph.

What does it do?

It restates the main idea of your paragraph.

How do I write one?

Restate the main idea of the paragraph using different words.

Example:

There are three reasons why Canada is one of the best countries in the world. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live.

As a result, Canada is a desirable place to live.

POLL QUESTION 1

Which of these is true for a topic sentence?

1. A topic sentence can be incomplete.
2. Everything in the paragraph is tied back to the topic sentence
3. A topic sentence can never be a question.
4. A topic sentence and closing sentence are the same.

ESSENTIAL ELEMENTS

There are 4 fundamental elements which make an effective paragraph. These are as follows:

- UNITY
- COHERENCE
- ORDER
- COMPLETENESS

UNITY

- Unity in a paragraph begins with the topic sentence which describes the central idea of the paragraph.
- A paragraph has unity when all the supporting sentences support the central idea, that means sentences are unified to the topic.
- It means oneness, that is the entire paragraph should focus on one single idea.
- This way thematic unity is developed.

COHERENCE

- Coherence means maintaining the logical glue in the paragraph.
- The supporting sentences are in logical order.
- This order is created by using appropriate transition words.
- The logical flow is created in the paragraph when one idea leads to the another.
- Paragraph becomes comprehensible.

POLL QUESTION 2

What do you think of the word COHERENCE?

1. Hold together
2. No sudden jumps and each sentence should flow smoothly into the next one.
3. The movement from one sentence to the next must be logical and smooth.
4. All of the above.

ORDER

- It is achieved by systemizing the supporting sentences.
- The sentences in the paragraph should be put in a particular order, for example, a sequential order, while sustaining the idea.
- Develops well organized content.
- Organized sentences clears the central idea to the reader.

COMPLETENESS

- A complete paragraph provides complete information and states clearly the central idea.
- Information is provided with the use of examples, details and answering the possible WH questions.
- A complete well-developed paragraph has the topic sentence which is followed by at least three supporting sentences and a closing sentence.
- The closing sentence reinforces the topic sentence.

TRANSITION WORDS

Linkers

Cause & Effect

as a result
because
hence
since
so

Difference

although
but
however
instead
though

Importance

at first
last
least
most important
next

Place

above
around
behind
here
nearby

Similarity

also
another
and
in addition to
like

Time

after
before
then
when
finally etc. . . .

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POLL QUESTION 3

Why do we need to learn unity and coherence techniques?

1. To increase words during the process of writing an essay.
2. To make paragraphs logical and clear with certain topics.
3. To show your vocabulary and language skills.
4. To attract your reader's attention.

SAMPLE

Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.

THE TOPIC SENTENCE

SUPPORTING DETAILS

CLOSING SENTENCE

QUIZ

TRUE OR FALSE?

- A paragraph always contains one main idea.
- The main idea is reflected in the topic.
- The topic sentence is developed into a paragraph.
- Besides the topic sentence, a paragraph normally consists of supporting sentences and a concluding sentence.
- The topic sentence and the closing sentence of the paragraph must be same.

QUIZ

TRUE OR FALSE?

- A paragraph always contains one main idea. **TRUE**
- The main idea is reflected in the topic. **TRUE**
- The topic sentence is developed into a paragraph. **TRUE**
- Besides the topic sentence, a paragraph normally consists of supporting sentences and a concluding sentence. **TRUE**
- The topic sentence and the closing sentence of the paragraph must be same. **FALSE**

PRACTICE SET

- Given below is the profile of Rabindranath Tagore. Write a paragraph using the clues given below :

Known in Bengal as:	GURUDEV
Birth:	7TH MAY,1861
Parents:	Debendranath Tagore and Sarala Devi
Occupation:	Writer, Painter, Singer
Notable works:	Gitanjali, Jana Gana Mana, Rabindranath Sangeet, Amar Sonar Bangla etc.
Award:	Nobel Prize for literature in 1913
Death:	7th August 1941

DETAILED ANSWER

Rabindranath Tagore, also known as Guru dev in Bengal, was born on 7th May 1861. His father's name was Debendranath Tagore and mother's name was Sarla Devi. He was a writer, painter and a singer. His notable works are Gitanjali, Jana Gana Mana, Rabindra Sangeet, Amar Sonar Bangla etc. He was awarded Nobel Prize for literature in 1913. This great man died on 7th August 1941.

(FOCUS ON SEQUENCE OF POINTS AND ACCURACY OF LANGUAGE)

TRY THEM

Write a paragraph, using the clues given below. You may add some more if necessary:

1. In a distant village - farmer - a magical hen - one golden egg - every day - the richest man - He thought - lazy hen - greedy and impatient - thought of an idea - take out all the eggs - big knife - cut

her stomach - no eggs - hen died - moral.

2. Twelve fools start on a journey - cross a river - count themselves - one man lost - a passer by offers help - gives each a blow on the back - they count twelve strokes - satisfied - moral.

APPLICATIONS

- Effective writing skills will help students in creating quality technical documents, project reports, research papers.
- It will also help them in clear expression of thoughts.
- Effective writing skills establishes competence to relate both spoken and written English to a wide range of communication situation

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

REFERENCES

- <https://advice.writing.utoronto.ca/planning/paragraphs/>
- <https://writingcenter.unc.edu/tips-and-tools/paragraphs/>

E-BOOKS:

WRITING FOR SUCCESS

- <https://open.lib.umn.edu/writingforsuccess/chapter/6-2-effective-means-for-writing-a-paragraph/>

VIDEO LINKS:

- <https://www.youtube.com/watch?v=L1J9ZPVydrc>



THANK YOU

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