

# **Functional English**

**Mid-Term Assignment**

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## Q (1) How to write an essay, explain step by step?

### 7 Steps to Writing an Essay

For some, writing an essay is as simple as sitting down at their computer and beginning to type. But, a lot more planning goes into writing an essay successfully. If you have never written an essay before, or if you struggle with writing and want to improve your skills, it is a good idea to follow a number of important steps in the essay writing process.

### For example, to write an essay, you should generally:

- Decide what kind of essay to write
- Brainstorm your topic
- Research the topic
- Develop a thesis
- Outline your essay
- Write your essay
- Edit your writing to check spelling and grammar

### 1. Choose the Type of Essay

The first step to writing an essay is to define what type of essay you are writing. There are four main categories into which essays can be grouped:

**Narrative Essay:** Tell a story or impart information about your subject in a straightforward, orderly manner, like in a story.

**Persuasive Essay:** Convince the reader about some point of view.

**Expository Essay:** Explain to the reader how to do a given process. You could, for example, write an expository essay with step-by-step instructions on how to make a peanut butter sandwich.

**Descriptive Essay:** Focus on the details of what is going on. For example, if you want to write a descriptive essay about your trip to the park, you would give great detail about what you experienced: how the grass felt beneath your feet, what the park benches looked like, and anything else the reader would need to feel as if he were there.

## 2. Brainstorm

You cannot write an essay unless you have an idea of what to write about. Brainstorming is the process in which you come up with the essay topic. You need to simply sit and think of ideas during this phase.

- A. Write down everything that comes to mind as you can always narrow those topics down later.
- B. Use clustering or mind mapping to brainstorm and come up with an essay idea. This involves writing your topic or idea in the center of the paper and creating bubbles (clouds or clusters) of related ideas around it.
- C. Brainstorming can be a great way to develop a topic more deeply and to recognize connections between various facets of your topic.

## 3. Research the Topic

Once you have done your brainstorming and chosen your topic, you may need to do some research to write a good essay. Go to the library or search online for information about your topic. Interview people who might be experts in the subject.

Keep your research organized so it will be easy for you to refer back to. This will also make it easier to cite your sources when writing your final essay.

## 4. Develop a Thesis

Your thesis statement is the main point of your essay. It is essentially one sentence that says what the essay is about. For example, your thesis statement might be "Dogs are descended from wolves." You can then use this as the basic premise to write your entire essay, remembering that all of the different points throughout need to lead back to this one main thesis. You should usually state your thesis in your introductory paragraph.

The thesis statement should be broad enough that you have enough to say about it, but not so broad that you can't be thorough.

To help you structure a perfectly clear thesis, check out these [Thesis Statement Examples](#).

## 5. Outline Your Essay

The next step is to outline what you are going to write about. This means you want to essentially draw the skeleton of your paper. Writing an outline can help to ensure your paper is logical, well organized and flows properly.

## 6. Write the Essay

Once you have an outline, it's time to start writing. Write based on the outline itself, fleshing out your basic skeleton to create a whole, cohesive and clear essay.

You'll want to edit and re-read your essay, checking to make sure it sounds exactly the way you want it to. Here are some things to remember:

1. Revise for clarity, consistency, and structure.
2. Support your thesis adequately with the information in your paragraphs. Each paragraph should have its own topic sentence. This is the most important sentence in the paragraph that tells readers what the rest of the paragraph will be about.
3. Make sure everything flows together. As you move through the essay, transition words will be paramount. Transition words are the glue that connects every paragraph together and prevents the essay from sounding disjointed.
4. Reread your introduction and conclusion. Will the reader walk away knowing exactly what your paper was about?

## 7. Check Spelling and Grammar

Now the essay is written, but you're not quite done. Reread what you've written, looking out for mistakes and typos.

- Revise for technical errors.
- Check for grammar, punctuation and spelling errors. You cannot always count on spell check to recognize every spelling error. Sometimes, you can spell a word incorrectly but your misspelling will also be a word, such as spelling "from" as "form. “
- Another common area of concern is quotation marks. It's important to cite your sources with accuracy and clarity. Follow these guidelines on how to use quotes in essays and speeches.
- You might also want to consider the difference between quoting, paraphrasing, and summarizing. Quoting is reserved for lines of text that are identical to an original piece of writing. Paraphrasing is reserved for large sections of someone else's writing that you want to convey in your own words. Summarizing puts the main points from someone else's text into your own words. Here's more on when to Quote, Paraphrase, or Summarize.

## Q (2) Define synonyms, antonyms and homonyms with example?

### Synonym

- A **synonym** is a word that has the same or nearly the same meaning as another word.
- Example:
  - Cold and Chilly
    - Susie's feet were cold, so she put on her slippers.
    - Susie's feet were chilly, so she put on her slippers.

### Antonym

- An **antonym** is a word opposite in meaning to another word.
- Example:
  - Short and Tall
    - The person on the left is short.
    - The person on the right is tall.

### Homonym

- A **homonym** is a word that is the same as another in sound and/or spelling but different in meaning.
- Example:
  - Ant and Aunt
    - An ant is an insect.
    - An aunt is the sister of your mother or father.

## Q (3) What is a paragraph, explain?

### Definition of Paragraph

- ⦿ A paragraph is made of a few sentences that talk about ONE single topic. You should have at least five to seven sentences in your paragraph.
- ⦿ Your topic can have some evidence or examples to support it, but these should all be related to each other. Do not introduce any new topic.
- ⦿ Each paragraph should have coherence and cohesion.

### Different Parts of a Paragraph:

#### Topic Sentence

- ⦿ A Topic Sentence is a sentence that tells the reader what your paragraph is about. You can write your topic sentence in the beginning, middle, or end of your paragraph. If you are a new writer, it might be easier for you to start your paragraph with your topic sentence and take it from there.
- ⦿ Remember this formula:
- ⦿ Topic Sentence= Topic + Controlling Idea

#### Controlling Idea

As the name suggests, controlling idea controls your thoughts and ideas. The controlling idea tells your reader what specific aspect of this topic you are going to write about.

#### Example of Topic Sentence and Controlling Idea

- Look at the following word:

Raw Vegetables

- If I say raw vegetable, nobody will know what I will write about raw vegetables. I could write about how they are planted, what they are used for, different recipes calling for raw vegetables, the vitamins in them, etc.
- By writing a controlling idea, I can clarify what I am talking about.

Raw vegetables might not be as healthy as we thought they were.

- Here I made it clear that I am going to talk about the health related aspect of raw vegetables. So, my topic is “raw vegetables” and my controlling idea is “might not be as healthy as we

thought they were”. I also started my sentence with a shocking claim that raw vegetables might actually be harmful!

## Supporting Details

If your paragraph has five sentences, usually the three sentences after the Topic Sentence are called the Supporting Details (Sentences). These sentences give explanation, evidence, and reason for your claim.

### Example of Supporting Sentence

Take the example of our paragraph about Raw Vegetables. I can write three supporting sentences bringing evidence to support my claim that raw vegetables might not be as healthy for you.

### Read the first supporting sentence below:

We all agree that raw vegetables are full of vitamins and minerals, but some of these raw vegetables can also carry toxic ingredients that can cause severe harm to your health if you don't cook them.

## Concluding Sentence

The last sentence in your paragraph is called a Concluding Sentence. The Concluding Sentence does NOT introduce anything new. It either summarizes what you already talked about or paraphrases the Topic Sentence.

### Example of Concluding Sentence

Raw vegetables have always been considered one of our best friends when it comes to our diet, but we should always familiarize ourselves with the ingredients inside them and the best way to eat them: cooked or uncooked.

## KINDS OF PARAGRAPH

### Narrative Paragraph

In a Narrative Paragraph, you will share your story or what happened with your reader. Again, to get your readers involved in your story in a better way, try using the Journalists' Questions: why, who, where, what, when, where. Try to write the events in your story chronologically (in order of their occurrence).

### Descriptive Paragraph

In a Descriptive Paragraph, you should try to engage your reader by answering the Journalists' Questions: why, who, where, what, when, where. If applicable, you should also describe how you, as the writer, felt. You should use active voice (normal) verbs in this kind of paragraph. In sentences with active voice verbs we know who the doer of the action is. For example: George washed my car yesterday.

## Definition Paragraph

In a Definition Paragraph you explain something to the reader: an unfamiliar term, concept, or a cultural event, etc. You can do this by likening it to something your audience is familiar with, or by giving synonyms and explanations for it.

## Classification Paragraph

In Classification Paragraph, you need to put items into different groups or categories where they belong based on a criteria or rule. You should start by identifying what it is that you are classifying. You can categorize things from the most educational to the least educational, or from the most watched TV show to the least watched TV show, but make sure that your categories are consistent. In this type of paragraph you do both comparing and defining.