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Ans① Essays are common in middle school, high school, and college. You may even need to write essays in the business world (although they are usually called "reports" at that point). An essay is defined as "a short piece of writing that expresses information as well as the writer's opinion."

### "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.

## 1 Narrative Essay:

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

## 2 Persuasive Essay:

convince the reader about some point of view.

## 3 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.

## 4 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 details 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.

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## ② "Brainstorm"

You cannot write an essay unless you have an idea of what to write about. Brainstorm is the process in which you come up with 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. Brainstorm 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 brainstorm 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

might be experts in the subjects. 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.

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### 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, write based on the outline itself. Flashing 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 paragraph. Each paragraph should have its own topic sentence. This is the most important sentence in the paragraph that tells reader

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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 are not quite done. Reread what you have written, looking out for mistakes and typos.

➤ Revise for technical errors.

➤ Check for grammar, punctuation and spelling errors. You cannot rely always 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".

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## Ans 2 "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 example 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.

## "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 same

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 saw raw vegetables, 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.

\* Supporting Details:-

If your paragraph has five sentence, usually the three sentence after the topic sentence are called Supporting Details (sentence). These sentence give explanatory evidence and reason for your claim.



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Examples of Supporting Sentences:  
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.

Concluding Sentence:

The last sentence in your paragraph is called 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.

### Ans ③ : Recognizing Sentence Fragments?

Fragment: A small part broken off or separated from something.

Synonym: Piece.

- Sentence fragments are group of words that don't express a complete thought. They are only parts of sentence.
- They are fine to use in conversation, but they are a no-no when it comes to any kind of formal or academic writing.
- We talk about sentence fragments in contrast to complete sentence.
- A complete sentence expresses a complete thought.

Example:-

Fragments  
on the table

complete sentence

My hat is on the table

Over there.

The dog ran over there.

This thing

This thing is bothering me.

If I walk home

I'll call you if I walk home.

These are four types of sentence fragments:

- ① missing subject fragments
- ② missing verb fragments
- ③ missing a subject and a verb fragments
- ④ dependent clause fragments

① missing subject fragments:  
Subjects tell whom or what the sentence is about.

If the subject is missing, we are left wondering who or what performed the action.

eg. ① Ran around the tree

(who ran around the tree)

② Will walk into the room

(who will walk into the room)

fixing sentence (missing subject)  
(fragment)

We can fix each of those fragments and turn them into sentences by adding a subject.

① The dog ran around the tree.

② The president will walk into the room.

② ('Missing verb fragment')

verb tell what the subject did or is.

If the verb is missing, we are left wondering what the subject did or what the subject is.

my little brother

(my little brother did/is what?)

my cute little dog

The cute little dog did/is what?)

fixing sentence fragment 2:

my little brother ran away.

my cute little dog is cuddly.

③ Missing subject and verb:

Some fragments are missing both subject and verb, that means that we don't know whom the sentence is about or what they did or are

on the table

over the

These are prepositional phrases rather than clauses.

↓ (fixing sentence fragment 3)

we need to add a subject and a verb to these

prepositional phrases in order

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To make them complete sentence  
The corn is on the table  
my doggie ran over there

(4) Dependent clause fragment  
Dependent clauses are group of words that have a subject and a verb, but don't express a complete thought on their own. They are sentence fragments and dependent upon an independent clause.

Whenever I walk the dog  
until my little sister walks  
into the room

fixing sentence fragment 4 by  
you can fix these kind of fragments by connecting the dependent clause to an independent clause

a group of words with a subject and a verb that expresses a complete thought. you can add the independent clause to the beginning or the end of the dependent clause.

① Whenever I walk the dog, I feel great

② I will stay here until my little sister walks into the room.

Sentence fragments without a subject

① Shows no improvement in your efficiency.

Rev: The evaluation shows no improvement in your efficiency.

② slammed the door and left.

Rev: Sarah slammed the door and left.

③ Running down the lane and into the forest.

Rev: The mass was running down the ~~same~~ lane and into the forest.

④ Discovered the cure for the disease.

Rev: The research discovered the cure for the disease.

⑤ Gave many seasons but no logical ones

Rev: Our boss gave many seasons but no logical ones.

\* Sentence fragments without a verb:-

① A time of wonder and amazement:

Rev: That was a time of wonder and amazement.

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clothes and shoes scattered around the room.

Rev: clothes and shoes were scattered around the room.

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The elected official for our district.

Rev: The elected official for our district was at the ribbon cutting ceremony.

Ans 4:-

Effectively writing different types of an essay has become critical to academic success. Essay writing is a common school assignment, a part of standardized tests, and a requirement on college applications often on tests. Choosing the correct type of essay to write in response to a writing prompt is key to getting the question right. Clearly, students can't afford to remain confused about types of essays.

There are over a dozen types of essays, so it's easy to get confused. However, rest assured

The number is actually more manageable. Essentially there are four major types of essays with the variation making up the remainder.

### Four Major Types of Essays

Distinguishing between types of essays is simply a matter of determining the writer's goal. Does the writer want to tell about a personal experience, describe something, explain an issue, or convince the reader to accept a certain viewpoint? The four major types of essays address these purposes.

#### 1) Narrative Essays (Telling a story)

In narrative essay the writer tells a story about a real life experience. While telling a story may sound easy to do, the narrative essay challenges students to think and write about themselves. When writing a narrative essay, writers should try to involve the reader by making



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the story as vivid as possible.

The fact that narrative essays are usually written in the first person helps engage the reader. "I" sentences give readers a feeling of being part of the story. A well-crafted narrative essay will also build towards drawing a conclusion or making a personal statement.

- Personal narratives are naturally written in first person (I).
- The purpose of the story should be stated in the opening sentence.
- The story should be told in chronological order (1st, 2nd, 3rd).
- You may add dialogue between characters. Make sure to include vivid and descriptive details so your reader will feel as if they were there.

② Descriptive Essays: (Painting a picture) A cousin of the narrative essay, a descriptive essay paints a picture with words. A writer might describe a person, place, object, or even memory, of special significance.

However, this type of essay is not description for description sake. The descriptive essay strives to communicate a deeper meaning through the description. In a descriptive essay, the writer should show not tell, through the use of colorful words and sensory details. The best descriptive essay appeal to the reader's emotions with a result that is high evocative.

- They are very similar to narrative essays.

- The purpose of the story should be stated in the opening sentence.

The essay should be written in some logical narrative order.

### \* ③ Expository Essays:- (Just the fact)

The expository is an informative piece of writing that present a balanced analysis of a topic. In an expository essay, the

Writers explain or define a topic using facts, statistics and examples. Expository writing encompasses a wide range of a essay ~~the~~ variation, such as the comparison and contrast essay, the causes and effect essay, and the "how to" or process essay. Because expository essays are based on facts and not personal feelings, writers don't reveal their emotion or write in the first person.

Expository essays are written in third person.

(Stay away from "I" or "you")  
 Make sure your topic thesis is included in your introductory paragraph. It is important to just state the fact and keep your opinion out of the essay.

Each body paragraph should cover a separated point that ties back into the thesis.

In the conclusion, you need to restate your thesis, using different wording as well as your points stated in the body.

paragraph.

## 904) Persuasive Essays:- (convince me)

While like an expository essay in its presentation of facts, the goal of the persuasive essay is to convince the reader to accept the writer's point of view or recommendation. The writer must build a case using facts and logic, as well as example, expert opinion and sound reasoning. The writer should present all sides of the clearly and without equivocation why a certain position is correct.

- A person should choose a side in which he will advocate.
- The writer must understand the audience's perspective on the topic.
- Research: A persuasive essay is highly dependent on the resources you can provide to back up your reasonings.

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Make sure to cite any resources used within your essay to avoid plagiarism.

Identify the most convincing evidence and key points for the opposing view.

Ans (5) :- Comprehension :-

Comprehension is the reason for reading. If readers can read the word but do not understand or connect to what they are reading, they are not really reading. Good readers are both purposeful and active, and have the skills to absorb what they read, analyze it, make sense of it, and make it their own.

Strong readers think actively as they read. They use their experiences and knowledge of the world, vocabulary, language structure, and reading strategies to make sense of the text and know how to get the most out of it.

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They know when they have problems with understanding and what thinking strategies to use to resolve these problems when they pop up.

### \* Importance of Comprehension

Reader's needs to analyze what is essential in learning.

The demand of high stakes testing, students need to learn to extract important information and transfer their knowledge.

Students need to use their comprehension skills across different ~~read~~ medium such as text interpretation, understanding of meanings etc.

It helps to understand complex ideas.

### \* Five Main thinking strategies:

- Questions
- Think aloud
- Infer
- Visualizes
- Determine what's important

Questioning: Active minds ~~are~~ as questions about the ~~exte~~ existence, feel or express doubts about; raise objections to the things in surrounding. Question helps the reader to understand to the easily. It involves the reader in the subject.

Why it is important  
 The questions clarify our understanding and focus our reading. They also help us to dig deeper for finding the truth.

Think Aloud:-

For finding answers, it is essential to ask a relevant question. The effective way for solving matters is to think aloud in mind and concentrate on main idea, it is in a way to express ones thoughts as soon as they occur.

Why thinking aloud is always effective?

Helps students to determine what they should do and don't as they read. Improves pronunciation. Readers remain focused on the text.

### Thinking Aloud Activities

Ask the author

Share your review

Hand gestures

Make a summary

Note down important points



### Inferencing

It is combining schema and the prior knowledge with clues provided in the text to generate a new idea. Basically, in simple words inferencing is to deduce or conclude (something) from evidence and reasoning rather than from explicit statements.

The reason it is important in comprehension is because it includes a number of skills under one umbrella like drawing conclusion, context clues,



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Prediction etc.

Inferencing Activities

- exchange compare writing
- story impression
- probable passage
- possible sentence

Question to ask for An  
Inference lesson.

What is really going on?

How do you know that?

How do the characters feel?

What clues the writer give?

What do you already know?

\* Visualizes:-

Taking the words of the text and mixing them with the reader's preconceived ideas to create pictures in mind. It helps to enhance the understanding of the text and brings life to reading. When we visualize, we are inferring but with mental images rather than words and thoughts; like creating a movie.

in our mind.

### Activities for Visualization

- TEPC: Imagine, Elaborate, predict, confirm, talking, drawing, image comparisons.

\* " Determining what's important: "

Determine the key words, themes, important events as we read, it is suggested to see the big ~~part~~ pictures and not get bogged down with small details. To finalize the idea given in the context, the first thing is to make links between them.

Generation of ideas are based on previous knowledge of the matter but to search all the case is just like making one's way in the forest of words. Thoughts are considered to be there but searching a text is leading the reader to search them.

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Ways To Determine

Think aloud for fiction

Topic vs. detail

Reading for answer to a  
specific question

for generalizing the content.

Making up summaries.

Group discussions.