

Lesson 7 - (Class IX-X)

Writing Skills
Paragraphs and Letters

Materials Designed by BRAC University Centre for Languages (CfL)

Paragraph Writing!

A paragraph has three parts. A 'topic sentence' is the first part that allows the readers to understand what you are writing about. The 'middle part' of the paragraph contains sentences that follow one after another in a logical sequence. The last part or the 'conclusion' closes your subject with an emphasis on the final product.

Paragraphs can be developed in a number of different ways. See the following examples:

A DESCRIPTIVE PARAGRAPH describes a process or a sequence of events, or the characteristics or the structure of something. In a descriptive paragraph we can describe a person or a place or an event using vivid images that refer to smell, touch, sound, taste, personality, behaviour etc. Some topics of descriptive paragraphs are:
-My Village
-My Favourite Hobby
-The Flowers of Bangladesh

A NARRATIVE PARAGRAPH is also descriptive, but it gives some background information, such as, a description of past events. Generally, in a narrative paragraph we use our point of view to tell a story. Some topics of narrative paragraphs are:
-My First Day at School
-1952 Language Movement
-A Journey by Boat

An EXPLANATORY PARAGRAPH may provide information about a subject, or give directions, or show how something happens. Some topics of explanatory paragraphs are:
-Global Warming
-Pollution in Dhaka City
-Balanced Diet

A PERSUASIVE PARAGRAPH tries to convince the reader about an issue and may provide recommendations. Therefore, these paragraphs require dynamic language. Some topics of persuasive paragraphs are:
-Banning Smoking in Public Places
-Compulsory High School Education for All
-Abolishing Poverty from Bangladesh

A MODEL

PERSUASIVE PARAGRAPH

Why high school students should wear uniforms

All high school students should wear uniforms for many reasons. First of all, wearing uniforms would keep them focused on their learning. Students who are over-conscious about their clothing cannot concentrate on their studies. When all students are dressed alike, clothing no longer distracts them from learning. Secondly, uniforms can help parents and students save time and money. Uniforms are not expensive and students do not need to buy many of them. The money that parents save from this can be used for other essentials, including medical care, food, and household expenses. All things considered, it can be said that school uniforms have many advantages. That is why; all high schools should require their students to wear uniforms during school time.

Paragraph Writing TIPS

Start with an effective 'topic sentence' that includes the 'topic' and 'the idea' which controls the whole paragraph.

To develop the paragraph; write 2- 5 'supporting details' that support the topic sentence.

In 'supporting details' you can use RENNS which means 'reasons', 'examples', 'names', 'numbers' and 'senses'.

Organize the sentences and ideas in a logical manner and ensure the normal flow .

Write a 'concluding sentence' that summarizes the whole paragraph.

Always limit your paragraph to a single idea or a point.

The first sentence of a paragraph is very important. Make it as strong as you can.

The conclusion brings all ideas together. So, make it strong also.

Vocabulary of the Week

Analytical (adjective): examining things very carefully

Competence / ies (noun): the ability to do something well

CV/curriculum vitae (noun): a short written description of your education, qualifications, previous jobs and sometimes also your personal interests, which you send to an employer when you are trying to get a job

Demonstrate (verb): to show something and explain how it works

Distract (verb): to make someone stop giving their attention to something

Dynamic (adjective): having a lot of ideas; energetic and forceful

Emphasis (noun): the particular importance or attention that you give to something

Enclosed (adjective): attached

Focused (adjective): giving a lot of attention to one particular thing

Intensify (verb): to become greater, more serious or more extreme

Sequence (noun): a series of related things or events, or the order in which they follow each other

Vivid (adjective): clear, descriptions, memories, etc. produce very powerful and detailed images in the mind

[Source: www. dictionary.cambridge.org]

Letters are mainly of two types: personal and official. We write personal letters to our relatives, friends and the people we know very well. On the other hand, official letters are written for various official purposes, such as, to apply for a job, a leave application etc. The art of writing a letter takes practice, knowledge about proper form and the ability to put into words the thoughts and feelings which are associated with the letter. Here, you can learn about the different parts of a job application by studying the following official letter:

101 Shamoli Link Road
Mohammadpur, Dhaka-1207
ratul@gmail.com

July 20, 2010

Mrs. Rabeya Yeasmin
Human Resource Manager
ABC Company
66 Mohakhali
Dhaka-1212

Dear Madam,

I am writing to apply for the position of a Marketing Executive which has been advertised in today's The Daily Star, a renowned English newspaper. As you will note from my enclosed CV, I have completed all educational qualifications required for the job.

Moreover, I have demonstrated excellent communication skills in addition to strong writing and analytical skills. I believe, my education, skills and experiences fit your requirements, and I am confident that my skills would be an asset to your company.

I will be really grateful if you allow me to prove my competencies. I look forward to hearing from you soon in this regard.

Sincerely,

(signature)
Your name
Your contact phone number.

Sender's Address

Date of Application

Receiver's Address

Salutation, the source of information and your interest about the job

Qualifications, skills and expertise relevant to the description of the advertisement

A request to consider your application

Signature, Name and Contact address/ phone number/ e-mail address

Title

Topic Sentence

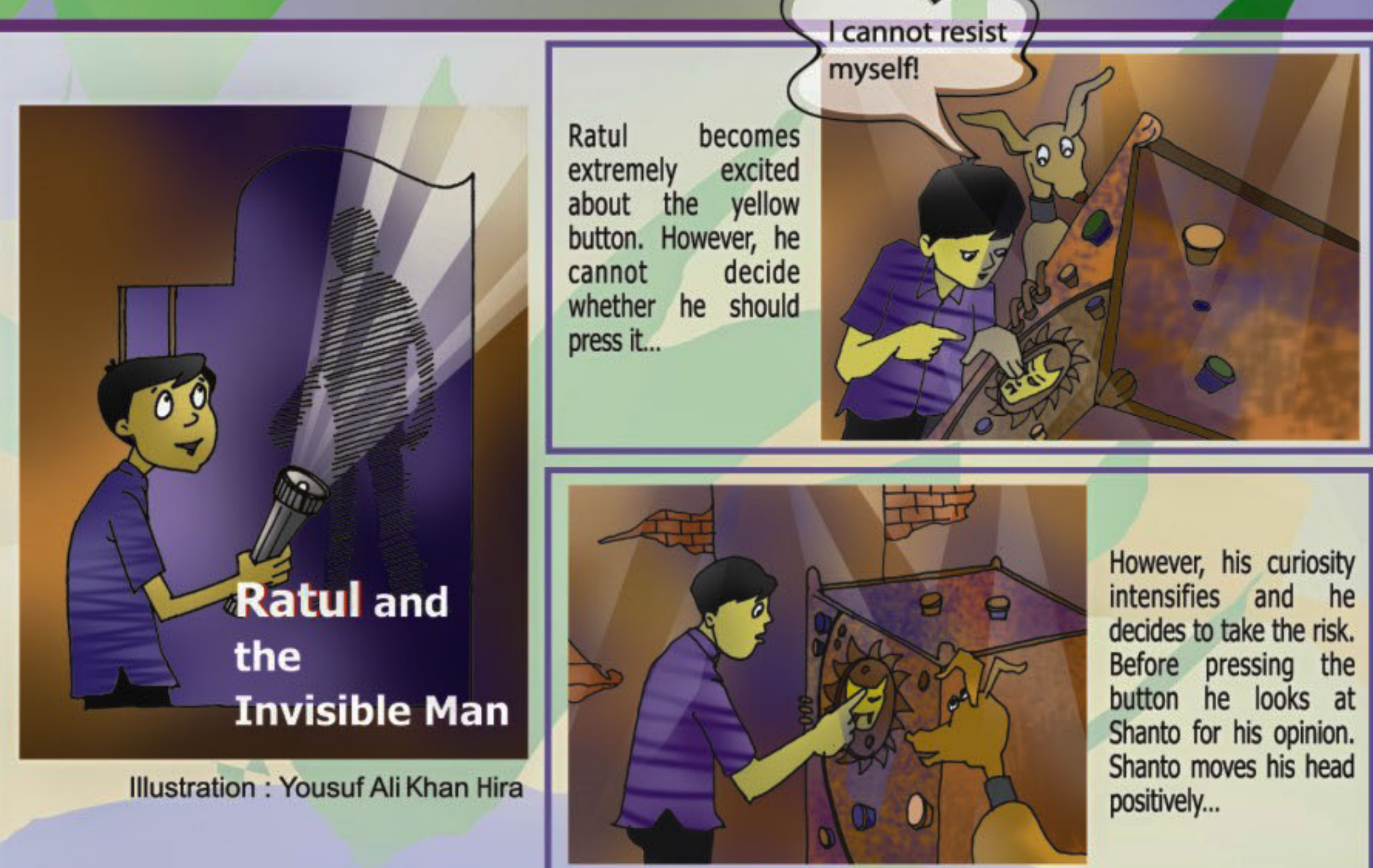
Support: 1

Supporting detail: 1

Support: 2

Supporting detail: 2

Conclusion



Ratul and the Invisible Man
Illustration : Yousuf Ali Khan Hira

I cannot resist myself!

Ratul becomes extremely excited about the yellow button. However, he cannot decide whether he should press it...

However, his curiosity intensifies and he decides to take the risk. Before pressing the button he looks at Shanto for his opinion. Shanto moves his head positively...



Rivers can't speak

Like blood flows through our veins, rivers crisscrossing the country. Rivers shape our life, influence our culture and keep the soil fertile. Without rivers our country would be a wasteland, our life would be meaningless. Our rivers are in distress as they are dumped with wastes and pollutants. They must be saved.

Let's speak for the rivers- to save them