

FROM PARAGRAPH TO ESSAY

(From English For Today Classes 9-10 Unit 5)

Outlining an Essay

How to write an outline

In this page, we will learn ...

- the purpose of an outline.
- how to write an outline.



Before writing an outline, you must go through the usual process of gathering ideas, editing them, and deciding on a topic for your writing. Writing an outline can be a very useful way of organising your ideas and seeing how they will work together.

To show how the ideas work together, number them. To avoid confusion, use several different types of numbers and letters to show the organisation of the ideas. Use roman numerals (I, II, III, IV, V, VI, etc.) for your essay's main ideas: your introduction and thesis statement, your body paragraphs, and your conclusion. Write all of these first, before going into more detail anywhere.

- I. Introduction
- II. First main idea
- III. Second main idea
- IV. Third main idea
- V. Conclusion

Next, fill in more information for your body paragraphs by using capital roman letters (A, B, C, etc.). Use one letter for each supporting idea in your body paragraph. Complete this information for each body paragraph before going into more detail.

- I. Introduction
- II. First main idea
 - A. First supporting point
 - B. Second supporting point ... and so on

Finally, use Arabic numerals (1, 2, 3, etc.) to give details for your supporting points. Not every supporting point will have details, and some points will have several. It is not important to have the same number of details for every supporting point.

- I. Introduction
- II. First main idea
 - A. First supporting point
 1. First detail
 2. Second detail
 - B. Second supporting point
 1. First detail
 2. Second detail
 -and so on.

What is an outline?

An outline is a list of the information you will put in your essay.

An outline


- begins with the essay's thesis statement.
- shows the organisation of the essay.
- tells what ideas you will discuss and shows which ideas will come first, second, and so on.
- ends with the essay's conclusion.

Writing an outline before you write an essay will ...

- show you what to write before you actually begin writing.
 - help make your essay well organised and clearly focused.
 - keep you from forgetting any important points.
- Imagine your skeleton: although you don't see it, it supports your body. In the same way, although a reader won't see your outline, making an outline in advance will support your essay by providing its structure.



Find the answers in next MONDAY issue

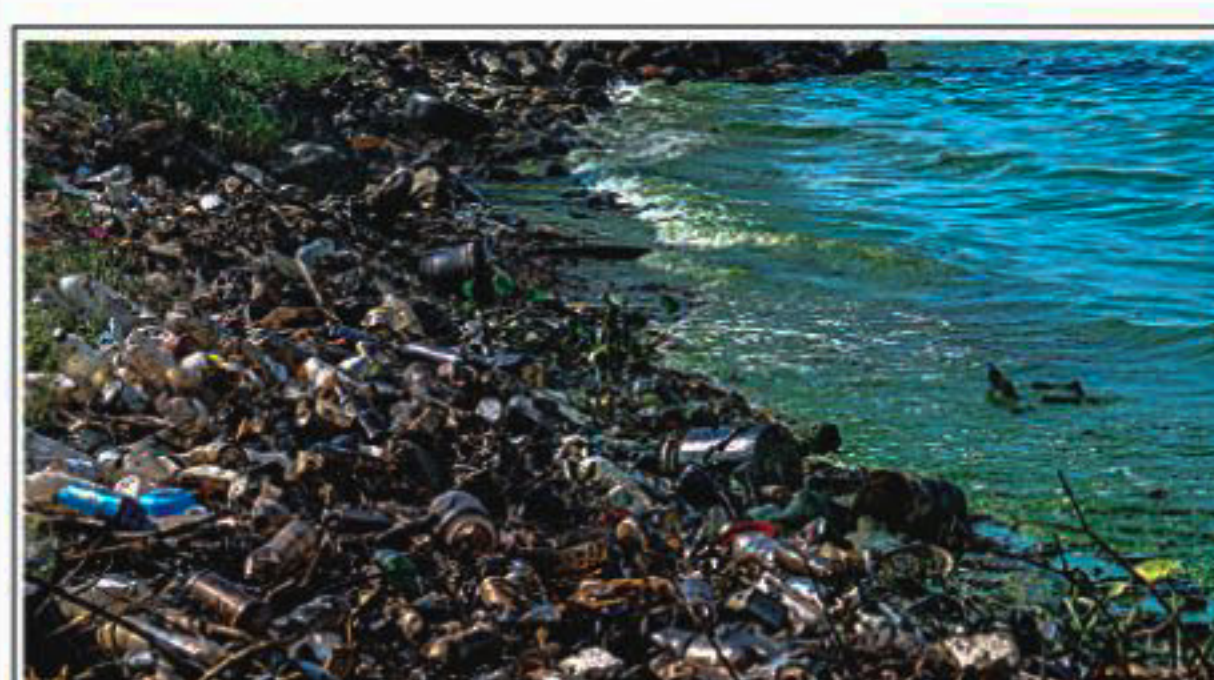



Bangladesh is now apparently in the grip of all sorts of pollution like air pollution, water pollution and soil pollution. The dwellers of the urban areas are the worst sufferers of such pollution. The indiscriminate industrialization process in Bangladesh over the past decades has created significant environmental problems.



Air pollution comes from a wide variety of sources. In Bangladesh poisonous exhaust from industrial plants, brick kilns, old or poorly serviced vehicles and dust from roads and construction sites are some of the major sources of air pollution.

We can reduce this type of pollution by making less use of motor vehicles and avoiding the use of vehicles older than 20 years. We may also use proper lubricants to lessen the level of emission and pollutants. We can encourage people to use Compressed Natural Gas (CNG) or Liquid Petroleum Gas (LPG) for fuelling their cars. The government may relocate hazardous industries like brick kilns to areas away from human habitations.



Water pollution can occur in oceans, rivers, lakes, ponds and underground reservoirs. As different water sources flow together, the pollution can spread easily and quickly. Causes of water pollution include increased sediment from soil, erosion, improper waste disposal and littering, leakage of soil pollution into water supplies and organic materials that decay in water supplies. In fact, polluting the land means polluting the water. Throwing away a toxic substance on the ground near a water space means it eventually reaches a body of water. As a result, the water is polluted. Industrial wastes must not be disposed in rivers or lakes. We need to be more careful about disposing household wastes too. Use of pesticides means that when it rains on the lawn or garden, chemicals wash into the water bodies. Therefore, we must be aware of the dangers of using pesticides as they may pollute our rivers, canals and lakes.



Among the most significant causes of soil pollution is the enormous volume of industrial waste, which is being produced every day but not disposed properly. The mismanagement of household wastes, particularly the polythene shopping bags, has caused serious threat to the soil, and the drainage system. Another cause for soil pollution is the use of agricultural pesticides and fertilizers. Sometimes fuel leakages from automobiles may get washed away by rain and seep into the nearby soil. Pesticides and fertilizers are useful for plant growth but their overuse has led to soil pollution. Natural fertilizers and compost can be used instead of their chemical alternatives. Recycling is another way to reduce and control soil pollution. Recycling papers, plastics and other materials reduces the volume of refuse in landfills. Deforestation also causes erosion, pollution and the loss of fertility in the topsoil. Planting trees and re-forestation help prevent soil erosion and pollution.



Example :

MUST SAVE OUR WORLD!

(based on the text from English For Today Classes 9-10 Unit 5)

- I. Humans can't do anything to control the course of nature.
- II. Air pollution
 - A. Variety of sources
 - B. Ways to reduce air pollution
 1. Use motor vehicles less
 2. Use proper lubricants
 3. Encourage use of CNG
 4. Relocate industries
- III. Water pollution
 - A. Places where it can occur
 - B. Causes of water pollution
 1. Land pollution
 2. Careless waste disposal
- IV. Soil pollution
 - A. Waste disposal
 1. Industrial waste
 2. Household wastes
 3. Agricultural pesticides
 4. Fuel leakages

- B. Possible solutions
 1. Natural fertilizers
 2. Recycling
 3. Re-forestation
- V. Humans may have little control over the course of nature, but they need to become more responsible and develop different ways to reduce environmental pollution. It is our world and we need to save it for us, for our children and their children.

1. Read the outline for the essay - Must Save Our World! Answer the questions.

- a. What will be the thesis statement of the essay?
- b. How many body paragraphs will the essay have?
- c. How many supporting points will the third paragraph have? What will they be?
- d. How many details will the fourth paragraph have? What will they be?



ANSWER KEY TO THE LAST EIS PAGE ACTIVITIES (DATED SEPTEMBER 28, 2015)

EXERCISE 1
1. who/that 2. who/that 3. where 4. whom/who/nothing 5. whose 6. who 7. which/that/nothing crashed into the ocean yesterday. 8. which/that 9. which mansion in London have now been 10. who recovered

EXERCISE 2
1. Look at the teacher who is talking to his pupil.
2. Ireland exports computer components which/that are mostly made in Dublin.
3. John, who wished he hadn't come to the party, looked anxiously at his watch.
4. There were a lot of people here earlier while you were out who/that wanted to talk to you.
5. There was an actor there whose work took him all over the world.
6. I was talking to a woman whose husband was killed during the war.
7. A man, who was carrying a cat in a box, got on the bus.
8. Somebody, whose name I can't remember, called while you were out.
9. I work mainly in the Marketing Department, which is the smallest in the company.
10. My boss, whose work takes him all over the world, decided to employ me as his assistant.

EXERCISE 3
1. The man who/that lives next door is very friendly.
2. Everything that/nothing he said was correct.
3. The person whom/who/that/nothing I wanted to see was not available until Monday.
4. Yesterday I met Mario, who told me he was getting married.
5. Mr Smith is going to go to Moscow, where his daughter has been living for some time now.
6. Mr Carlisle, to whom I spoke /who I spoke to last night, is very interested in our new product.
7. She couldn't come to the conference, which was a pity.
8. Suzanna has many friends, most of whom she went to school with.
9. She tried on several jackets, none of which fit her.
10. Melanie, who has just bought a house near Gatwick...

EXERCISE 4
1. could 2. haven't been able to 3. could 4. could have been 5. could have phoned
6. was able to 7. could be 8. couldn't 9. could have been 10. can

EXERCISE 5
1. could 2. haven't been able to 3. could 4. could have been 5. could have phoned
6. was able to 7. could be 8. couldn't 9. could have been 10. can

It's Story Time

STORY # 1
Name of the story : THE WIND AND THE SUN
The moral of the Story : Brutal force can't achieve what a gentle smile can.

STORY # 2
Name of the story : THE VILLAGER AND THE SPECTACLES
The moral of the Story : Ignorance is blindness.

STORY # 3
Name of the story : AS YOU SOW, SO SHALL YOU REAP
The moral of the Story : Evil begets evil

STORY # 4
Name of the story : THE FARMER AND HIS SONS
The moral of the Story : United we stand, Divided we fall