

Part II English Unit-4

1.Prelude

2.Paragraphing

3.Speaking

4.Grammar

5.Note making

6.Vocabulary building: Using a dictionary

7.Writing informal letters

Paragraphing

A paragraph can be defined as a group of sentences that discuss only one main idea. A paragraph might be as long as ten related sentences.

To write a good paragraph, you should include three main elements. They are a topic sentence, supporting sentences and a concluding sentence.

1. The topic sentence is the first sentence in the paragraph. It opens the paragraph. The topic sentence states the main idea of the paragraph. That is, it shows what the whole paragraph is about.

2. Supporting sentences are used to develop the topic sentence. In other words, they give more information about the topic sentence. Supporting sentences can give facts, statistics, details, or examples.

3. The concluding sentence is the last sentence in the paragraph. It usually restates the topic sentence in different words or summarizes the main points of the paragraph.



Types of Paragraph

1.Descriptive paragraph

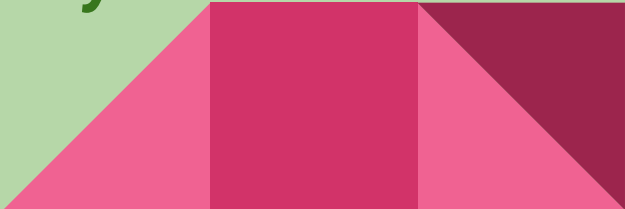
2.Narrative paragraph

Descriptive paragraph

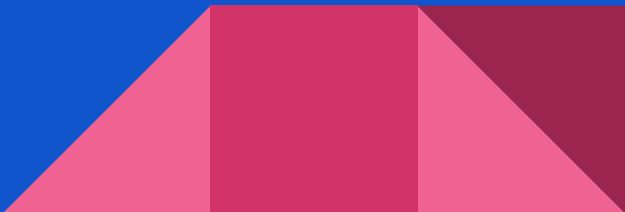
A descriptive paragraph describes a thing a person or a place. Detailed information allows the reader to form an image in his or her imagination.

Narrative paragraph

A narrative paragraph tells a story. Something happens first, second, third, etc. Of course, narrative paragraphs are used in fiction as a writer describes the unfolding of events, but they are also found when describing any actual sequence of activity.



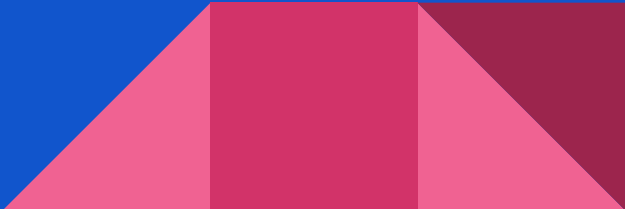
Linkers to organize a paragraph

- 1. Sequencing*
 - 2. Cause and effect*
 - 3. Advantages and Disadvantages*
 - 4. Contrast and Concession*
 - 5. Summarizing*
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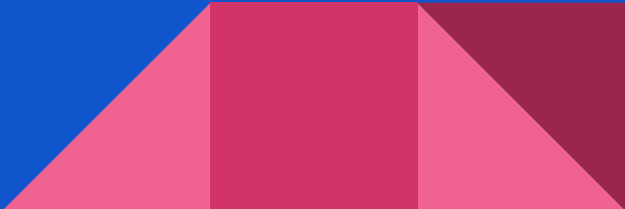
Note Making

* *Note making is the practice of writing down or recording key points of information.*

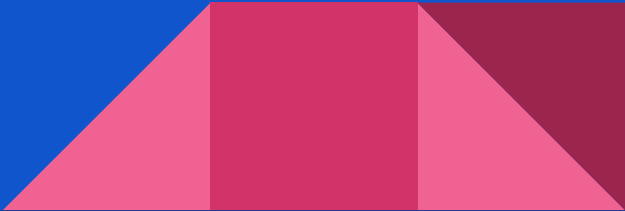
The procedure of Note Making:-

- * *Read the passage carefully.*
 - * *Underline the important sentences.*
 - * *Give a suitable title.*
 - * *Make the notes related to the subheadings.*
 - * *Use abbreviations and symbols.*
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Characteristics of a good Note Making

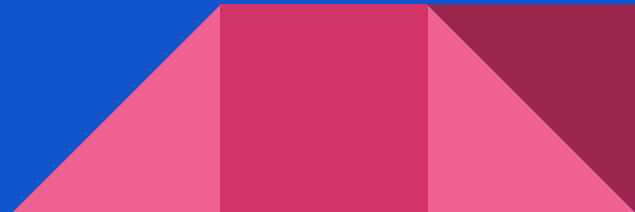
- 1. Brief and clear*
 - 2. Complete information*
 - 3. Logical*
 - 4. Understandable*
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Guidelines of Note Making:-

- 1. Avoid using long sentence.***
 - 2. Write only essential information.***
 - 3. Don't copy everything from, the given source.***
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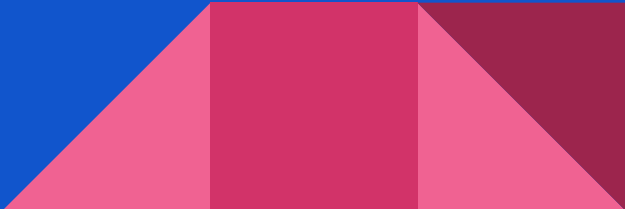
Types of writing

- 1. Expository writing*
- 2. Descriptive writing*
- 3. Persuasive writing*
- 4. Narrative writing*



Vocabulary Building: Using a Dictionary

Dictionary Skills

- *Alphabetical*
 - *Guide words*
 - *First and last word*
 - *Language*
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Example - Book

Noun : *There are a lot of books in this book shop.*

Verb : *We have to book three seats.*

Example - Boat

Noun : *I shall go there by boat.*

Verb : *They were boating in the river*



Usage of Dictionary

- * Spell a word***
- * Pronounce a word correctly***
- * Define a word***
- * Synonyms and antonyms***
- * Number of syllables in a word***
- * Part of speech***

Dictionary's parts

- * *Word*
- * *Pronunciation*
- * *Part of speech*
- * *Definition*