University of 08 Mai 1945 Group: 1.4.and 5

Department of English

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Paragraph Writing

In this unit, you will learn

The definition of a paragraph

The parts of a paragraph

How to identify and write topic sentences

**1.What is a paragraph ?**

A paragraph is a group of sentences that develop one topic or idea. It has three main parts. The first part is the topic sentence. It is called the topic sentence because it states the topic or the subject of the paragraph. The second main part is the supporting sentences. The supporting sentences develop the topic. This means  
that they explain the topic sentence in detail. The last part is the concluding sentence. The concluding sentence summarises the paragraph and/or adds a final comment. A clear academic paragraph requires all of these parts. It is often between five and ten sentences long, but it can be longer or shorter, depending on the topic. The first sentence of a paragraph is usually indented ( moved in) a few spaces.

Understanding a par agrpah

1. The Structure of a Paragraph

Read this paragraph and answer the questions.

**Switzerland\_Something Interesting at Every Turn**

If you dream of travelling to a country with beautiful mountains, delicious food, wonderful places to go sight-seeing and polite people, you should visit Switzerland. If you look at the map, the first thing you notice is that Switzerland has many mountains, including some of the highest in Europe. Climbing or skiing down the mountains is great fun. Another thing you will notice is that Switzerland shares its borders with five different countries : France, Germany, Italy, Austria and Liechtenstein. In fact, there are four official languages in Switzerland : German, French, Italian and Romansch. All these groups of people make Swiss culture very interesting. Finally, Switzerland has many cities and interesting places to visit. Cities such as Bern have modern buildings like the Paul Klee Zentrum, yet the traditional alpine refuges in the mountains show that the country’s old traditions are still alive. All the people, places and things to see definitely make Switzerland a great place for a holiday.

1. **What is the topic of the paragraph ?**

………………………………………………………………….

1. What is the main idea about the topic ?

………………………………………………………………………..

1. What ideas help explain the main idea ?

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**Read and examine the sample paragraphs below and discuss their structure with your teacher.**

**Sample Paragraph 1:**

**Problems in Big Cities**

1. **All around the world living in big cities creates serious problems for people.** (2a) **The first problem** is air pollution. For example, in Istanbul, many people have cars and cars are one reason why the air is polluted. (2b) **Secondly,** traffic is an important problem for the people living in big cities. Nowadays there are more and more cars on roads, and this causes traffic jams in many parts of the cities. For this reason, many inhabitants waste their time in traffic, and they are negatively affected by this situation. (3) **To sum up**, air pollution and traffic jams are two important problems that people living in big cities have.

***Sample Paragraph 2:***  
 Bicycles are popular today in many countries for three reasons. First, most of the people use bicycles to exercise. To illustrate, in Holland, people think riding a bicycle is a better way of keeping fit and staying healthy than other sports. The second reason is money. Generally bikes are not expensive to buy, and they are quite cheap to fix. Finally, they are suitable for city life. In cities, many people prefer bikes to cars because unlike cars, with a bicycle, they never have to wait in traffic. In brief, having a bicycle is beneficial for people for different reasons.

**2. The topic and the main idea**

The topic sentence :- usually comes first in a paragraph

-Gives the writer’s main idea or opinion about the topic nad helps the reader understand what the paragraph is going to talk about.

Circle the topic of the sentence. Underline the main idea about the topic

1. Switzerland is a very interesting country to visit.
2. Dogs make excellent pets.
3. A really good place to study is the library at my school.
4. Learning a foreign language creates job opportunities.
5. Footbal is my favourite sport beacause it is exciting to watch.
6. One of the most valuable tools for students is the computer.
7. My sister and I have very different personalities.
8. Summer is the best time to travel in my country.
9. My hometown is a friendly place to live.

**A. PARTS OF A PARAGRAPH**

**1.THE TOPIC**

A topic is the general idea of a paragraph. It is what gives the answer to the question “What is the paragraph about?” For example,Biochemistry, Physiology and Anatomy are all examples of the topic Medical subjects.

Exercise 1: Circle the topic of the words below.

1. Mercury Venus Planets Saturn Mars

2. German Italian English Languages Spanish

3. wheel tire car door seat

4. apple banana grape strawberry fruit

5. fan basketball coach scoreboard player

Exercise 2: Find the topic of words below.

The topic is

1. elephants zebras lions tigers  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. modem monitor mouse keyboard  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. jazz rock classical blues  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. snowy rainy stormy windy  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. circle oval cube square  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. leak cabbage cauliflower carrot  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Kocaeli Aydın Van Konya  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. bedroom kitchen bathroom balcony  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. texting e-mail mobile phone letter  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. skirt dress tie suit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. THE TOPIC SENTENCE**  
*The topic sentence is usually the first sentence of a paragraph. It contains the main idea which is developed in* *the rest of the paragraph. A topic sentence must be a complete sentence, a statement of intent, opinion or a* *mixture of both. It should be neither too broad (Football is very popular in the world) nor too narrow (Gold is* *very valuable). The topic tells us the subject (what the paragraph is about) and the controlling idea makes a* *specific comment about the topic (what the paragraph is going to say about the topic / the writer’s attitude or*  
*idea about the topic). In other words, the controlling idea shows the reader what the rest of the paragraph will* *say about the topic; it limits the topic to a specific area to be discussed in a single paragraph.*  
*A topic sentence has two main parts: topic and the controlling idea.*  
**Topic Sentence = topic + controlling idea**  
Caffeine has several harmful effects on health.  
 Topic Controlling Idea  
 🡶 Topic Sentence 🡷  
*In this example the topic is “caffeine”. A specific comment is then made about the topic: “it has several* *harmful effects on health”. From this topic sentence, the reader immediately knows that the supporting* sentences will explain or prove how harmful caffeine can be.  
e.g. Students who are studying abroad may face many difficulties.  
 **Topic Controlling Idea**  
e.g. There are two main advantages of working at home.  
 **Controlling Idea Topic**

**The controlling idea may be found:**

** at the beginning of the topic sentence**

There are two main advantages of working at home.

Controlling Idea Topic

** at the beginning and at the end of the topic sentence, separated by the topic**

The two main advantages of working at home are its flexible hours and its comfort.

**Controlling Idea**  **Topic**  **Controlling Idea**

** at the end of the topic sentence**

Working at home is advantageous because of its flexible hours and its comfort.

**Topic**  **Controlling Idea**

Exercise 3: **Underline the topic and the controlling idea of each topic sentence below.**

1. When people divorce, children often have problems.

2. Walking is good for your heart.

3. Watching TV is a good way to learn spoken English.

4. Technology spoils the traditional way of life.

5. Nuclear power is our greatest hope for solving the energy crisis.

6. Nuclear power is the greatest threat to life on the planet.

Exercise 4: Which alternative can be the topic sentence of the paragraph below?

a. Skiing is expensive.

b. Skiing is a popular sport despite its disadvantages.

c. Skiing has many disadvantages.

………………………………... Many people enjoy it although it is expensive and dangerous. Also, the severe cold doesn’t keep skiers away from the slopes. It is clear that a lot of people spend every winter weekend skiing, and many families go on winter ski holidays regardless of these drawbacks.

* Put Ok next to the group of sentences that makes a good paragraph. Why are the other groups of sentences not good paragraphs ?

1. My best friend has many different hobbies, such as skiing, cooking, and playing the pianon and she is very good at all these activities. For example, she has played the piano for ten years and has won three piano competitions. She also likes to spend time travelling, and she has been to many different countries in the world. She grew up speaking Spanish and English, but now she can also speak French and Italian. I like my best friend very much.
2. Classes in literature are useful no matter what job you intend to have when you finish university. Books are about life. People who study literature learn the skill of reading carefully and understanding characters, situations, and relationships. This kind of understanding can be useful to teachers and business people alike. Literature classes also require a lot of writing, sot hey help students develop the skill of clear communication. Of course, a professional writer needs to have this skill, but it is an equally important skill for an engineer. Finally, reading literature helps develop an understanding of many different point of view. Reading a novel by a Russian author, for example, will help a reader learn more about Russian culture. For anyone whose job may bring them into contact with Russian colleagues, this insight can help encourage better cross-cultural understanding. studying literature is studying life, so it is relevant to almost any job you can think of.

3. One good way to learn another language is to live in a country where that language is used . when you live in another country, the language is around you all the time, so you can learn to listen to and speak it more easily.

6) write a topic sentence for three of these topics.

A favourite place to relax

A grandparent

A pet I have known

Basketball ( or some other sport)

**3. SUPPORTING SENTENCES**  
*The supporting sentences in a paragraph explain or develop the topic sentence. The supporting part can be* *narratives, details, facts, examples, explanations or statistics. All of the supporting sentences relate to the* *main idea stated in the topic sentence and show why it is true.*  
**Exercise 6**: Write a list of things that fit each of the topics below.  
**Topic**  
**Reading Materials**: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Public Holidays** : \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  
**Mass Media** : \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  
**Exercise 7**: Read the topic sentences below and think of suitable supporting sentences to complete each  
paragraph.  
1. Wearing a school uniform has certain drawbacks.  
a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
2. You can improve your English in several ways.  
a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. THE CONCLUDING SENTENCE**  
*The conclusion of a paragraph signals the end of the paragraph; summarizes the main points of the paragraph* *and relates them to the topic sentence; gives a final comment on the topic and leaves the reader with the* *most important ideas to think about; can make a suggestion or a prediction.* *A concluding sentence is not absolutely necessary, but it is very helpful to the reader since it signals the end*  
*of the paragraph and reminds the reader of the important points. The concluding sentence often closes the* *paragraph by returning the main idea of it. They do this by repeating a keyword or phrase from the topic* *sentence.*  
**e.g.**:  
Topic sentence: There are many good reasons for why people live in the country but not in cities.  
Conclusion : In conclusion, living in the country is much better than living in the city.  
Topic Sentence: Forests are important for life on earth.  
Conclusion : To sum up, if there were no forests, there would be no life on this planet.  
Topic Sentence: There are some important qualities of a good boss.  
Conclusion : All in all, a qualified boss should be fair, should be a good leader and should act with consistency.

**UNITY & COHERENCE**  
**I. UNITY** *If all the sentences in a paragraph are about a single idea, and if the sentences are closely related, the* *paragraph will be* ***unified****. (For instance, if your paragraph is about the advantages of higher education, you* *should only discuss that and you shouldn’t include any sentence that is about the disadvantages of higher*  
*education.) Any sentence that doesn’t support the topic sentence is* ***irrelevant****.*  
**Exercise 12**: Cross out the word that doesn’t belong to the group, and write a topic for each list.

|  |  |  |  |
| --- | --- | --- | --- |
| 1………………..  green dress yellow blue | 2………………..  physics biology swimming chemistry | 3………………….  February April June Wednesday | 4…………………  book desk chair table |

**Exercise 13**: Cross out the irrelevant sentence in each group.  
1. **Topic: *It is interesting to visit foreign countries***.  
a. You can meet new people.  
b. You can eat different kinds of food.  
c. It is expensive.  
d. You can see the way other people live.  
2. **Topic: *People prefer small cars for a number of reasons.***  
a. They are cheaper to buy.  
b. They use less gas than bigger cars.  
c. They are easier to park.  
d. Some small cars do not have enough legroom.  
3. **Topic: *Different people spend their free time in different ways.***  
a. A lot of people spend their free time going to movies.  
b. The price of movies has increased recently.  
c. Some people like to read.  
d. Many people enjoy sports.  
e. Some people prefer to listen to music.  
**Exercise 14**: **Read the paragraphs below and cross out the irrelevant sentence in each group.**  
🞛 (I) I love the location of my new house for many reasons. (II) First, it is a very safe neighbourhood, and there is almost no crime and most people don’t even lock their doors. (III) Second, there are many stores, schools, restaurants, a library, a health and fitness centre and a movie theatre nearby. (IV) Third, I really dislike the people in the neighbourhood because they are unfriendly and have different life styles. (V) Some people say location is very important when you are looking for an apartment and I agree.

🞛 (I) Margot is an old woman about 95 years old. (II) She has so many friends and too much money to spend. (III) Some people have no money problems. (IV) She lives in a big house near Cardiff and she likes travelling abroad, shopping, visiting and also helping the poor. (V) She will leave all her money to the people who are in need.

🞛 (I) Stress can be put into one of two categories: mental or physical. (II) Mental stress is characterized by such things as worries over money or a loved one’s health, loss of a loved one or losing a job. (III) Physical stress reasons include lack of sleep, poor diet or the effects of an illness. (IV) If you are experiencing both of these types, you really need help. (V) Therefore, third category is believed to be the most dangerous one.

🞛 (I) Africa is a very interesting and natural continent. (II) My favourite animal is the cheetah. (III) It is truly an amazing creature and it can run at a top speed of 60 mph! (IV) I have always wanted to go to Africa to see the cheetah in action. (V) I think it will be a wonderful experience looking at those cheetahs when they are running.  
🞛 (I) Picasso was a very talented painter. (II) He was born in Malaga in 1881 as the son of a painter. (III) The name of his opera is still unknown. (IV) When he was thirteen years old, his teachers said that he was very good at drawing. (V) At the age of thirty, he was a great artist but not a modern painter yet.  
🞛 (I) I think speaking languages is important nowadays. (II) There are more than two thousand languages in the world. (III) When you speak more languages, it is better, especially for your career. (IV) If you know a foreign language, it puts you in touch with other life styles and cultures. (V) So, it could change your life in some positive ways.  
🞛 (I) Volleyball is a game in which a large ball is struck by hand across a net without being allowed to touch the ground. (II) The game is played between two teams, each of them consisting of six players. (III) So, compared to golf and tennis, volleyball is a much cheaper sport since its equipment doesn’t include those expensive materials.(IV) A team has to take three periods of five periods in order to beat the other team. (V) A volleyball match is usually played in five periods, but sometimes it can be played in three periods.

**REVISE AT HOME!**  
***a. Read the paragraphs below and cross out the irrelevant sentence in each one.***  
🞛 The students in my class come from many different parts of the world. Some are from European countries, such as France, Spain and Italy. Others are from Middle Eastern countries like Saudi Arabia and Israel. Still others were born in Asian countries, including Japan and Korea. Korean people are very friendly. The largest number of students is from Latin American countries like Mexico, Venezuela and Peru. In brief, the class is an interesting mix of people from many different countries.  
🞛 There are many examples to show that failure in school does not always predict failure in life. Albert Einstein, one of the world’s geniuses, failed his university entrance examinations on his first attempt. Sir Winston Churchill, who is considered one of the masters of the English language, had to have special tutoring in English during elementary school. Dorothy Parker, who is a remarkable poet, used her famous sense of humour to write some very good short stories and poems when she was a student. William Faulkner, one of America’s noted writers, never finished college because he could not pass his English courses.  
🞛 A curriculum vitae, or “C.V.”, is a necessary document for anyone in search of employment. It includes essential information such as the person’s qualifications, work experience and other relevant details. For many jobs, employers wish to see that candidates have at least one leisure time activity which can be incorporated into their work. As it is so important, it is best to make sure that it is properly laid-out and presented.  
🞛 Youth hostels are dormitory-like shelters that provide inexpensive overnight accommodations for travelling young people. Many serve meals as well, or they have kitchens in which guests can prepare their own meals Eating out poses few problems for traveller who speaks the language of the country, but menus in another  
language can be confusing and frustrating. The primary advantage of hostels is, of course, expense.

* ***Write a topic sentence for this paragraph.***  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Firstly, most people try to keep fit by taking exercise two or three times a week. For example, they go for a swim,  
  jog in the local park, or play active games like tennis or squash. Secondly, people know that being overweight can be harmful to health; so many people decide to go on a diet to lose weight. Finally, a lot of people use some relaxation techniques to reduce stress. To give an example, people do yoga or meditation to cope with this problem which affects their health. To conclude, an exercise, a balanced diet and a relaxed life style are all important for our health.  
  ***c. Which can be the concluding sentence of the paragraph?***  
  🞛 California is the most wonderful place to visit because of its weather and its beautiful nature. Visitors to California can find the weather they like; cool temperatures in the summer and warm weather in the winter. They can also find the nature they like. They can see high mountains and green lands. Visitors can enjoy a huge forest and a beautiful coast at the same time…………………………………………………………………………...  
  a) So, California’s weather and beautiful nature make it a fantastic place to visit.  
  b) So, you can do different activities in the winter in California.  
  c) So, the high mountains and forests affect the weather of California a lot.  
  d) So, the warm weather and beautiful coasts in California help you have the best summer holiday.  
  🞛 In my opinion, travelling by plane cannot be compared with any other type of transportation. To start with, there is no faster way to travel. You can go from one country to another in a few hours. Also, you always feel well looked  
  after on a plane. You are served drinks and meals and offered newspapers and blankets, which will make the journey more comfortable. However, air travel can be expensive and there are often long delays in airports, which can be  
  tiring. What’s more, many people are afraid of flying and turbulence, so they think travelling by plane is unsafe………………………………………………………………………....  
  a) To sum up, although it has some negative points, air travel will always remain popular because of its speed and comfort.  
  b) In conclusion, air travel has always been a second or third choice for people because of its many disadvantages.  
  c) All things considered, different types of transportation have both good and bad points.  
  d) In conclusion, few people will continue to prefer air travel because of its cost and turbulence.  
  🞛 New York City is a great place because there is a lot to do there. It is the cultural centre of the USA, so it attracts many foreign and local tourists. In fact, there are many museums and buildings to visit in New York. One of them is  
  Metropolitan Museum, and people can find the works of many famous artists there. In New York visitors can spend a wonderful time at the restaurants and bars. They offer different food from all over the world. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  a) In short, New York is a cultural and historical city.  
  b) In short, New York is famous for its museums and parks.  
  c) In short, New York is a great city with a variety of activities.  
  d) In short, New York is a great place if you like trying different kinds of food.  
  ***d. Read the texts below and circle the correct linking word.***  
   The purpose of this report is to learn about the facilities and the services provided at the Bridge Hotel for our travel agency. First of all, the hotel offers a variety of facilities. There’s a cosy café, a dinner hall, a large pool, a tennis court, and a luxurious spa. There is 1\_\_\_\_\_\_\_ a shop on the hotel premises where you can buy souvenirs and small gifts. 2\_\_\_\_\_\_\_, the hotel offers a variety of activities, especially during winter months. But, the basic problem is that both the spa and the tennis court are closed to the public 3\_\_\_\_\_\_\_ there isn’t enough equipment and staff. As far as the staff is concerned, they are very friendly and ready to help guests with any problems that might occur. 4\_\_\_\_\_\_\_, they don’t always know exactly what they should do because they don’t have enough experience. 5\_\_\_\_\_\_\_, sometimes the meals are served late or the rooms are cleaned up at inconvenient times. 6\_\_\_\_\_\_\_ it has some problems, I’m sure that with a few training seminars, these minor problems will be overcome. The hotel will be a good place in a short time and it will be successful.  
  1. a) unlike b) also c) what’s more d) on the other hand  
  2. a) Consequently b) Despite this c) As a result of d) Besides  
  3. a) because b) but c) so d) for example  
  4. a) Even though b) For this reason c) As a result d) However  
  5. a) In contrast b) In conclusion c) Therefore d) In spite of this  
  6. a) Likewise b) Although c) Similarly d) Despite

**II. COHERENCE**

Another element of a good paragraph is coherence. The Latin verb cohere means "hold together." For coherence in writing, the sentences must hold together; that is, the movement from one sentence to the next must be logical and smooth. There must be no sudden jumps. Each sentence should flow smoothly into the next one. *That is, the reader should understand when a supporting sentence starts and* *which sentences are the details that support it; or which sentence concludes the paragraph. Generally, there are* *two basic ways to achieve coherence: To make a simple outline and to use transitions to show how one idea is* *related to the next.*

*In addition to* ***transition signals****, we can achieve* ***coherence*** *by combined* ***use*** *of* ***key words*** *(those nouns and* *phrases that represent the topic of the paragraph) and* ***reference words (pronouns/determiners, such as “this”*  
*or synonyms).*** *Key words are very important, for they represent the topic; however, the overuse of the key* *words in the paragraph makes it boring, impairing the flow of ideas, and therefore, making the paragraph less*  
*coherent. In order to avoid this problem, you should sometimes replace the* ***key******words*** *with* ***determiners****,* ***pronouns*** *or* ***synonyms.***

**Repetition of Key nouns:** The easiest way to achieve coherence is to repeat key nouns frequently in your paragraph. Read the model paragraph about gold to see how it uses this technique to smooth the flow of sentences. The key noun in this paragraph is *gold.* Circle the word *gold* and all pronouns that refer to it.

Gold

Gold, a precious metal is prized for two important characteristics. 2First of all, gold has a lustrous beauty that is resistant to corrosion. 3Therefore, it is suitable for jewelry, coins, ornamental purposes. 4Gold never needs to be polished and will remain beautiful forever. 5For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago. 6Another important characteristic of gold is its usefulness to. industry and science. 7For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. 8The most recent use of gold is in astronauts' suits. 9Astronauts wear gold-plated heat shields for protection when they go outside spaceships in space. 10ln conclusion, gold is treasured no only for its beauty but also for its utility.

**Exercise 01:** The paragraph below lacks coherence simply because its key word has been used too many times, leading to repetition. Try to make the paragraph more coherent by replacing the key word with a pronoun/ determiner / synonym when necessary.  
 **Monticello- a famous site**  
One of the most famous houses in the United States is Monticello. Monticello was the home of Thomas Jefferson, the third president of the United States. Located on a hill in Virginia, **Monticello** has a beautiful view of the surrounding countryside. **Monticello** is famous, first of all, because **Monticello** belonged to a president. **Monticello** is also a fine example of early nineteenth-century American architecture. Jefferson designed **Monticello** himself in a style he had liked in Italy. Perhaps, these two reasons make **Monticello** a very much appreciated house.

**Exercise 02**: The following paragraph also lacks coherence because it overuses the pronouns so much that it may cause some difficulties in comprehension. Try to replace pronouns that refer to the key word with the key word wherever you feel it is necessary.

|  |
| --- |
| **The Benefits of Running** **Running** has many positive effects on the body. First of all, **it** increases the efficiency of the heart and lungs. For example, **it** helps lower blood pressure and prevents heart attacks. As another example, thanks to **it**, lungs deliver more oxygen to the cells and breathing is easier. Secondly, **it** helps people lose fat and become fit. To illustrate, **it** allows a person to burn 100 calories each mile he or she runs. Finally, **it** helps the body become more mechanically efficient. For example, **it** helps to develop and tone muscles in the arms, legs, back, neck and shoulders. In summary, **it** results in people being healthy. |

🞴 *The use of pronouns can lead to another coherence-related problem if not used properly. That is, when you* *use pronouns instead of key nouns, make sure that you use* ***the same person and number*** *throughout your* *paragraph.* ***Don’t change from you to he or she (change of person), or from he to they (change of*** ***number)****.*   
**Exercise 3**: In the following paragraph, the pronouns are not consistent. Correct them being careful with subject-verb agreement.

|  |
| --- |
| Many students feel that learning to write is a useless, time-consuming task that has little to do with“real life”- that is, with their future occupations. These may be true if he/she plans to become car mechanics or waiters or waitresses, but it is certainly not true if you plan to have a white-collar job. No matter what profession you choose- business, engineering, government- you will have to write. |

**PRACTICE**  
**Exercise 4**: Study the analysis and write a paragraph about the general subject.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***General Subject***: **Needs of learners of English** | | | | | |
| ***Specific (Supporting Details)*** | | | | More specific (minor details) | Most specific |
| 1 | Improving listening skills | | | Watching programmes in English | Comedies Soap operas News programmes |
| 2 | Learning new vocabulary | | | Doing crossword puzzles in daily news papers | The Daily Mirror The Sun |
| 3 | | Developing reading skills | | Reading short stories or newspaper articles | Story books Reader’s Digest Women’s/Men’s magazines |
| Conclusion | | | |

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