



PARAGRAPH & ESSAY WRITING

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Subject : English & Communication Skills


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Unit : I



Single Paragraph Writing (Miniature Essays)

- A paragraph is a series of sentences that are organized and coherent, and are all related to a single topic.
- The art of expressing more in less words is learnt by writing paragraphs.
- It teaches to stay focused on a single theme.
- The essential elements of paragraph writing are unity, order, coherence and completeness.

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- Paragraph writing involves writing in brief with a limited word count.
 - It could contain a series of brief examples or a single long illustration of a general point.
 - It might describe a place, character, or process; narrate a series of events; compare or contrast two or more things; classify items into categories; or describe causes and effects.
 - A well-organized paragraph supports or develops a single controlling idea with a single theme.



Constructing a Paragraph

- A paragraph is written in limited words.
- Expressing maximum in minimum words.
- It has a single theme to express.
- Introduction is of a single line, followed by the main body and conclusion. Conclusion is normally done approximately in a single sentence.



TOPICS FOR PARAGRAPH WRITING

- All That Glitters Is Not Gold.
- Rolling Stone Gathers No Moss.
- A Car Accident
- My Favourite Player/Person/Game
- Ill-effects Of Mobile Usage



ALL THAT GLITTERS IS NOT GOLD

(Example)

It is not necessary that if any metal is shining is precious metal gold. Not everything that looks precious or true turns out to be so. In the same way it can be applied to just about any experience in life where people pose to be shiny and good but they actually are not. While early expressions of the idea are known from at least the 12th century, the current saying is derived from a 16th-century line by William Shakespeare.



ESSAY WRITING

- ‘essay’ is derived from a Latin word ‘exagium’, which roughly translates to presenting one’s case.
- Essai (French) : An Attempt
- Essays are a short piece of writing representing one’s side of the argument or one’s experiences, stories, etc.



TYPES OF ESSAYS

- Reflective
- Descriptive
- Narrative
- Imaginative
- Professional



TOPICS TO BE UNDERSTOOD

- Reflective : Pollution and Taj Mahal
- Descriptive : Taj Mahal
- Narrative : A Trip To Taj Mahal
- Imaginative : If I was the Prime Minister of
This Country
- Professional : Preparation of A Cricket
Pitch



STRUCTURE OF AN ESSAY

- Introduction
- Main Body
- Conclusion



QUALITIES OF A GOOD ESSAY

- Unity
- Order (Logical sequence of thought)
- Brevity
- Style
- Personal Touch



POINTS TO REMEMBER

- Make an outline of the essay.
- Have a proper introduction, main body & conclusion
- Focus should be on the main body.
- Keep the language simple and crisp. Unnecessary complicated and difficult words break the flow of the sentence.
- Take care of grammatical errors and sentence construction.



To Sum Up...

- An essay must be a unity, treating in an orderly manner of one subject; it should be concisely written and not too long, and the style should be simple, direct and clear; and it should have an individuality, or show the personal touch of the writer. Three features are necessary in a good essay - suitable subject-matter, proper arrangement, and adequate power of expression. Where all these three are presents, the essay will be a success.