

## LECTURE 1

### What is a paragraph?

A paragraph is a group of related sentences that discuss one (and usually only one) main idea.

A paragraph can be as short as one sentence or as long as ten sentences.

The number of sentences is unimportant; however, the paragraph should be long enough to develop the main idea clearly.

A paragraph may stand by itself.

A paragraph may also be one part of a longer piece of writing such as an essay or a book.

We mark a paragraph by indenting the first word about a half inch (five spaces on a typewriter or computer) from the left margin.

الفقرة هي مجموعة من الجمل المترابطة تدور حول فكرة رئيسية واحدة.  
الفقرة ممكن تكون قصيرة (جملة واحدة) أو طويلة ( 10 جمل)  
عدد الجمل غير مهم، المهم أن يكون طولها كافياً لتطور الفكرة الرئيسية بوضوح.  
الفقرة الواحدة قد تكون كافية بحد ذاتها.  
نستطيع تمييز الفقرة بعلامة الفراغ يساراً الذي يكون قبل أول كلمة (ترك مسافة خمسة أحرف فارغة).

### Gold

<sup>1</sup>Gold, a precious metal, is prized for two important characteristics. <sup>2</sup>First of all, gold has a lustrous<sup>1</sup> beauty that is resistant to corrosion.<sup>2</sup> <sup>3</sup>Therefore, it is suitable for jewelry, coins, and ornamental purposes. <sup>4</sup>Gold never needs to be polished and will remain beautiful forever. <sup>5</sup>For example, a Macedonian coin remains as untarnished<sup>3</sup> today as the day it was made 25 centuries ago. <sup>6</sup>Another important characteristic of gold is its usefulness to industry and science. <sup>7</sup>For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. <sup>8</sup>The most recent use of gold is in astronauts' suits. <sup>9</sup>Astronauts wear gold-plated heat shields for protection when they go outside spaceships in space. <sup>10</sup>In conclusion, gold is treasured not only for its beauty but also for its utility.

### ترجمة القطعة

الذهب، معدن ثمين، تكمن قيمته في اثنتين من خصائصه الهامة. الأولى أنه ذو جمال براق مقاوم للصدأ. لذلك فهو مناسب للحلي، والعملات المعدنية، وأغراض الزينة. الذهب لا يحتاج أبداً إلى الصقل، فهو يبقى جميلاً إلى الأبد. مثلاً، بقيت العملة المقدونية كما هي منذ 25 قرناً إلى اليوم ولم يتغير لونها أو تشوُّبها شائبة. الخاصية الأخرى للذهب هي فائدته للصناعة والعلم. لسنوات عديدة كان يستخدم في المتطلبات الصناعية مثل التصوير وطب الأسنان. أكثر استخدامات الذهب الحديثة كانت لبدلات رواد الفضاء. فهم يلبسون دروعاً مطليةً بالذهب واقية من الحرارة لحمايتهم عندما يذهبون بسفن الفضاء إلى الفضاء الخارجي. في الختام، قيمة الذهب ليست فقط لجماله، إنما لمنفعته أيضاً.

### The three parts of a paragraph:

- 1- The Topic Sentence
- 2- The supporting sentences
- 3- The concluding sentence

All paragraphs have a topic sentence and supporting sentences, and some paragraphs also have a concluding sentence.

جميع القطع تحتوي على جملة الموضوع وعلى الجمل الداعمة أما الجملة الختامية فأحياناً تتواجد وأحياناً لا (كلما كانت القطعة قصيرة كلما أمكننا التخلي عن الجملة الختامية).

### The Topic Sentence

The topic sentence states the main idea of the paragraph. It not only names the topic of the paragraph, but it also limits the topic to one specific area that can be discussed completely in the space of a single paragraph. The part of the topic sentence that announces the specific area to be discussed is called the controlling idea.

جملة الموضوع هي جملة (غالباً كلمة أو اثنتين) تحدد عنوان الفقرة أو القطعة الفكرة المسيطرة هي جزء يتبع موضوع الجملة، يحصرها ضمن نطاق محدد.

e.x:

TOPIC CONTROLLING IDEA  
(Gold), a precious metal, is prized for two important characteristics.

### The supporting sentences

Supporting sentences develop the topic sentence. That is, they explain or prove the topic sentence by giving more information about it.

e.x: sentences 2, 5, 6, 8

### The concluding sentence

The concluding sentence signals the end of the paragraph and leaves the reader with important points to remember.

e.x:

In conclusion, gold is treasured not only for its beauty but also for its utility.

دائماً تكون الجملة الختامية عبارة عن تذكير لنقاط الموضوع الرئيسية أو إعادة صياغة لها، ولا تكون معلومة جديدة أبداً.

## LECTURE 2

### The Topic Sentence

Every good paragraph has a topic sentence, which clearly states the topic and the controlling idea of the paragraph.

A topic sentence is the most important sentence in a paragraph. It briefly indicates what the paragraph is going to discuss. For this reason, the topic sentence is a helpful guide to both the writer and the reader. The writer can see what information to include (and what information to exclude). The reader can see what the paragraph is going to be about and is therefore better prepared to understand it. For example, in the model paragraph on gold, the topic sentence alerts the reader to look for two characteristics.

جملة الموضوع دائماً تكون هي مفتاح القطعة ودليلاً.

**Here are three important points to remember about a topic sentence:**

**1.** A topic sentence is a complete sentence; that is, it contains at least one subject and one verb. The following are not complete sentences because they do not have verbs:

Driving on freeways.

How to register for college classes.

The rise of indie films!

جملة الموضوع تكون تامة المعنى دائماً.

**2.** A topic sentence contains both a topic and a controlling idea. It names the topic and then limits the topic to a specific area to be discussed in the space of a single paragraph.

TOPIC CONTROLLING IDEA  
Driving on freeways requires skill and alertness.

TOPIC CONTROLLING IDEA  
Registering for college classes can be a frustrating experience for new students.

TOPIC CONTROLLING IDEA  
The rise of indie films is due to several factors.

جملة الموضوع تحتوي على الموضوع + الفكرة المسيطرة.

**3. A topic sentence is the most general statement in the paragraph because it gives only the main idea. It does not give any specific details. A topic sentence is like the name of a particular course on a restaurant menu.**

When you order food in a restaurant, you want to know more about a particular course than just "meat" or "soup" or "salad." You want to know generally what kind of salad it is. Potato salad? Mixed green salad? Fruit salad? However, you do not necessarily want to know all the ingredients. Similarly, a reader wants to know generally what to expect in a paragraph, but he or she does not want to learn all the details in the first sentence.

جملة الموضوع هي أكثر جزء عام مقارنةً بباقي الجمل في المقال. وذلك لأنها توجي بفكرة عامة ولا تعطي تفاصيل.

Following is a general statement that could serve as a **topic sentence**.

The Arabic origin of many English words is not always obvious. ✓

The following sentence, on the other hand, is **too specific**. It could serve as a supporting sentence but not as a topic sentence.

The slang expression so *long* (meaning "good-bye") is probably a corruption of the Arabic *salaam*. ✗

This sentence is **too general**.

English has been influenced by other languages. ✗

### Position of Topic Sentences

The topic sentence is usually (but not always) the first sentence in a paragraph. Experienced writers sometimes put topic sentences in other locations, but the best spot is usually right at the beginning. Readers who are used to the English way of writing want to know what they will read about as soon as they begin reading.

من المستحسن أن تكون جملة الموضوع في بداية الفقرة. الكُتّاب المحترفون وحدهم من يمكن أن يضعونها في مكان آخر.

### Synonyms

Synonyms. words that have the same basic meaning. do not always have the same emotional meaning. For example, the words *stingy* and *frugal* both mean "careful with money." However, calling someone stingy is an insult, but calling someone frugal is a compliment. Similarly, a person wants to be slender but not skinny, aggressive but not pushy. Therefore, you should be careful in choosing words because many so-called synonyms are not really synonymous at all.

Sometimes a topic sentence comes at the end. In this case, the paragraph often begins with a series of examples. Other paragraphs may begin with a series of facts, and the topic sentence at the end is the conclusion from these facts.

### **Medical Miracles to Come**

By the year 2009, a vaccine against the common cold will have been developed. By the same year, the first human will have been successfully cloned. By the year 2014, parents will be able to create designer children. Genetic therapy will be able to manipulate genes for abilities, intelligence, and hair, eye, and skin color. By 2020, most diseases will be able to be diagnosed and treated at home, and by 2030, cancer and heart disease will have been wiped out. These are just a few examples of the medical miracles that are expected in the next few decades.

#### **Exercise:**

- a. A lunar eclipse is an omen of a coming disaster. → too specific
- b. Superstitions have been around forever. → too general
- c. People hold many superstitious beliefs about the moon. → best TS
- d. Is made of green cheese. → incomplete

## LECTURE 3

### Recognizing Topic Sentences

- a. The history of astronomy is interesting. ✗ *too general*
- b. Ice age people recorded the appearance of new moons by making scratches in animal bones. ✗ *too specific*
- c. For example, Stonehenge in Britain, built 3500 years ago to track the movement of the sun. ✗ *inc. sent*
- d. Ancient people observed and recorded lunar and solar events in different ways. ✓ **Best TS**

b. محددة جداً.

a. عامة جداً.

d. مثالية لأن تكون جملة الموضوع.

c. جملة غير تامة المعنى.

### Identifying the Parts of a Topic Sentence

Driving on freeways requires skill and alertness.

↓  
Topic

↓  
Controlling Idea

Other examples..

Participating in class discussions is a problem for several different groups of students.

In my opinion, television commercials for cosmetics lie to women.

Owning an automobile is a necessity for me.

It is an expensive luxury to own an automobile in a large city.

Taste and appearance are both important in Japanese cuisine.

من الأمثلة نلاحظ أنه يمكن للفكرة المسيطرة أن تتقدم على العنوان والعكس صحيح.

## Writing Topic Sentences

When you write a topic sentence, remember these three points:

1. A topic sentence must be a complete sentence, with a subject and a verb.
2. A topic sentence should be neither too general nor too specific. If it is too general, the reader cannot tell exactly what the paragraph is going to discuss. If it is too specific, the writer will not have anything to write about in the rest of the paragraph.
3. A topic sentence should not have unrelated controlling ideas.

عندما تكتب جملة الموضوع تذكر هذه النقاط الثلاث:

- 1- جملة الموضوع يجب أن تكون كاملة وتامة المعنى، تحتوي على فعل وفاعل.
- 2- يجب أن لا تكون عامة جداً أو محددة جداً. إن كانت عامة جداً فلن يدرك القارئ عما ستتحدثم بالتحديد في القطعة، وإن كانت محددة جداً فلن يكون لدى الكاتب شيء ليكمل به بقية المقال.
- 3- يجب أن تكون جملة الموضوع مرتبطة ومتصلة كلياً بالفكرة المسيطرة.

## Supporting Sentences

**Supporting sentences explain or prove the topic sentence. One of the biggest problems in student writing is that student writers often fail to support their ideas adequately. They need to use specific details to be thorough and convincing. There are several kinds of specific supporting details: examples, statistics, and quotations.**

الجملة الداعمة تكون إما للشرح أو للإثبات. ومن المشاكل التي يقع فيها المبتدئ في كتابة المقال هي عدم تدعيم فكرته وإظهارها بشكل كافٍ. فهو يحتاج إلى استخدام تفاصيل دقيقة. وهناك عدة وسائل لتدعيم المقال أو الفكرة كالأمثلة، الإحصائيات، والاقتباسات.

## Paragraph A: paragraph without support

### Red-Light Running

Although some people think that red-light running is a minor traffic violation that is no worse than jaywalking,<sup>1</sup> it can, in fact, become a deadly crime. Red-light runners cause accidents all the time. Sometimes people are seriously injured and even killed. It is especially a problem in rush hour traffic. Everyone is in a hurry to get home, so drivers run red lights everywhere. The police do not do much about it because they are too busy. The only time they pay attention is when there is an accident, and then it is too late. In conclusion, running a red light is a serious offense.

## Paragraph B: paragraph with support

### Red-Light Running

<sup>1</sup>Although some people think red-light running is a minor traffic violation that is no worse than jaywalking, it can, in fact, become a deadly crime. <sup>2</sup>Red-light runners cause hundreds of accidents, including deaths and injuries as well as millions of dollars in damages. <sup>3</sup>Each year more than 900 people die, and nearly 200,000 are injured in crashes that involve red-light running. <sup>4</sup>Motorists run red lights all the time. <sup>5</sup>For example, in Fairfax, Virginia, a five-month-long survey at five busy intersections revealed that a motorist ran a red light every 20 minutes. <sup>6</sup>Red-light runners are seldom caught. <sup>7</sup>According to the Insurance Institute for Highway Safety, “Communities don’t have the resources to allow police to patrol intersections as often as would be needed to ticket all motorists who run red lights” (“Q&A”).<sup>2</sup>

### The Concluding Sentence

A concluding sentence serves two purposes:

1. It signals the end of the paragraph.

2. It leaves the reader with the most important ideas to remember. It can do this in two ways:

• By summarizing the main points of the paragraph

OR

• By repeating the topic sentence in different words.

الجملة الختامية تفيد غايتين:

1- تعطي إشارة لانتهاؤ القطعة.

2- تعطي للقارئ تلميح أو تذكير أخير عن أهم النقاط التي ذُكرت في القطعة. وتفعل ذلك بطريقتين:

• بذكر تلخيص سريع للنقاط الرئيسية في القطعة.

• أو بتكرار جملة الموضوع ولكن بصيغة جديدة ومفردات مختلفة.

A paragraph does not always need a concluding sentence. For single paragraphs, especially long ones, a concluding sentence is helpful to the reader because it is a reminder of the important points. However, a concluding sentence is not needed for every paragraph in a multi-paragraph essay.

الجملة الختامية ليست ضرورية. القطع ذات الفقرة الواحدة خصوصاً الطويلة منها تحتوي غالباً على الجملة الختامية لأن القارئ يحتاج أن يتذكر الفكرة الأساسية أو نقاط المهمة في المقالة. أما في القطع ذات الفقرات العديدة فلا يلزمها جملة ختامية.



**End-of-Paragraph Signals  
Followed by a Comma**

Finally,  
In brief,  
In conclusion,  
Indeed,  
In short,

Lastly,  
Therefore,  
Thus,  
To sum up,

**End-of-Paragraph Signals  
Not Followed by a Comma**

The evidence suggests that . . .  
There can be no doubt that . . .  
These examples show that . . .  
We can see that . . .

الجملة الختامية نوعان: متبوعة بفاصلة وغير متبوعة بفاصلة.

**Notes**

1. Many writing teachers think *In conclusion* and *In summary* are overused and so will not want you to use them.
2. Do not use the phrase *At last* as an end-of-paragraph signal. *At last* means "at the end of a long period of time," as in this sentence: *At last, you've come home.*

- يُفضّل عدم استخدام *in conclusion & in summary* لأنها مستهلكة.

- لا تستخدم عبارة *at last* لتنتهي مقالك فهي تعني "في نهاية فترة طويلة من الزمن". استخدم *lastly* بدلاً منها.

**A Hawaiian Legend**

Native people create legends to explain unusual phenomena in their environment. A legend from the Hawaiian island of Kauai explains how the naupaka flower, a flower that grows on beaches there, got its unusual shape. The flower looks like half a small daisy—there are petals on one side only. The legend says that the marriage of two young lovers on the island was opposed by both sets of parents. The parents found the couple together on a beach one day, and to prevent them from being together, one of the families moved to the mountains, separating the young couple forever. As a result, the naupaka flower separated into two halves; one half moved to the mountains, and the other half stayed near the beach. This story is a good example of a legend invented by native people to interpret the world around them.

القطعة السابقة مثال على مقال نموذجي يحتوي على جملة ختامية صحيحة.

*Note: Never introduce a new idea in the concluding sentence.*

- INCORRECT In conclusion, we now have more variety of greeting cards to choose from, but they are also becoming very expensive. (*This is a new idea.*)
- INCORRECT In conclusion, there are many other legends like this one in Hawaii. (*This is a new idea.*)

الجملة الختامية لا تكون أبداً فكرة أو معلومة جديدة.

## LECTURE 4

### Unity and Coherence

(الوحدة والتماسك)

#### Unity:

An important element of a good paragraph is unity. Unity means that a paragraph discusses one and only one main idea from beginning to end. For example, if your paragraph is about the advantages of owning a compact car, discuss only that. Do not discuss the disadvantages. Furthermore, discuss only one advantage, such as gas economy, in each paragraph.

تعتبر الوحدة عنصراً هاماً في الفقرة. وتعني أن تتمحور الفقرة حول فكرة رئيسية واحدة من البداية إلى النهاية. مثلاً إذا أردت أن تتحدث عن مزايا امتلاك سيارة فعليك ألا تذكر عيوبها. وعليك أيضاً أن تختار ميزة واحدة فقط لتتحدث عنها.

If you begin to discuss another advantage, start a new paragraph. Sometimes it is possible to discuss more than one aspect of the same idea in one paragraph if they are closely related to each other. For example, you could discuss gas economy and low maintenance costs in the same paragraph because they are closely related, but you should not discuss both gas economy and easier parking in the same paragraph because they are not closely related.

إذا أردت أن تناقش ميزة أخرى فعليك البدء في كتابة فقرة جديدة. أحياناً يكون من الممكن أن تناقش أكثر من فكرة في نفس الفقرة ولكن بشرط أن تكون قريبة من بعضها ومتشابهة وتندرج تحت نفس التصنيف.

The second part of unity is that every supporting sentence must directly explain or prove the main idea. For example, in a paragraph about the high cost of prescription drugs in the United States, you could mention buying drugs from pharmacies outside the United States as an alternative, but if you write several sentences about buying drugs outside the United States, you are getting off the topic, and your paragraph will not have unity.

أيضاً الوحدة تعني أن تكون كل جملة داعمة وموضحة بشكل مباشر لفكرتك الرئيسية.

Both of the following paragraphs break the rule of unity because they contain one or more sentences that are off the topic.

**Step 1** Locate and underline the topic sentence of each paragraph.

**Step 2** Cross out the sentence or sentences that are off the topic.

كلتا الفقرتين التاليتين تعتبر كاسرة للقاعدة التي تُحقق الوحدة. لأنها احتوت على جملة (أو أكثر) خارج الموضوع.  
1- حدد جملة الموضوع وضع خطأً تحتها، 2- اشطب على الجملة الخارجة عن الموضوع.

### Paragraph 1

Adventure travel is the hot trend in the tourism industry. Ordinary people are no longer content to spend their two weeks away from the office resting on a sunny beach in Florida. More and more often, they are choosing to spend their vacations rafting down wild rivers, hiking through steamy rain forests, climbing the world's highest mountains, or crossing slippery glaciers. People of all ages are choosing educational study tours for their vacations.



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سبب استبعاد الجملة الخارجة عن الموضوع أن الجولات التعليمية لا علاقة لها برحلات المغامرة.

### Paragraph 2

Daredevil sports are also becoming popular. Young people especially are increasingly willing to risk life and limb while mountain biking, backcountry snowboarding, or high-speed skateboarding. Soccer is also popular in the United States now, although football is still more popular. One of the riskiest new sports is skysurfing, in which people jump out of airplanes with boards attached to their feet. Skysurfing rivals skydiving and bungee jumping for the amount of thrills and risk.



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سبب استبعاد الجملة الخارجة عن الموضوع أن كرة القدم أو السوكر لا تعتبر من الرياضات الخطرة.

## 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.

التماسك عنصر هام في الفقرة. والكلمة مأخوذة من الفعل اللاتيني الذي يعني "يضمُّ معاً". بمعنى أن يكون الانتقال من جملة إلى أخرى منطقي ومتسق، لا يجب أن تكون هناك قفزات مفاجئة. كل جملة يجب أن تتبع الجملة التي تليها بسلاسة.

### There are four ways to achieve coherence:

1. Repeat key nouns.
2. Use consistent pronouns.
3. Use transition signals to link ideas.
4. Arrange your ideas in logical order.

يتحقق التماسك بأربع طرق. في هذه المحاضرة سيُذكر 1 + 2 فقط.

## 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.

تكرار الأسماء الرئيسية، وهو أسهل طريقة لتحقيق التماسك. يجب أن تكرر الاسم (أحياناً) بدل أن تكتفي بالإشارة له من خلال الضمائر.

## Paragraph with Coherence

### Gold

<sup>1</sup>Gold, a precious metal, is prized for two important characteristics. <sup>2</sup>First of all, gold has a lustrous beauty that is resistant to corrosion. <sup>3</sup>Therefore, it is suitable for jewelry, coins, and ornamental purposes. <sup>4</sup>Gold never needs to be polished and will remain beautiful forever. <sup>5</sup>For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago. <sup>6</sup>Another important characteristic of gold is its usefulness to industry and science. <sup>7</sup>For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. <sup>8</sup>The most recent use of gold is in astronauts' suits. <sup>9</sup>Astronauts wear gold-plated heat shields for protection when they go outside spaceships in space. <sup>10</sup>In conclusion, gold is treasured not only for its beauty but also for its utility.

There is no fixed rule about how often to repeat key nouns or when to substitute pronouns. You should repeat a key noun instead of using a pronoun when the meaning is not clear. Throughout the following paragraph, the word gold has been replaced by pronouns, making the paragraph much less coherent.

ليس هناك قاعدة ثابتة للمرات التي يجب فيها التصريح بالاسم بدل الضمير. ولكن يجب أن نذكر الاسم عندما لا يكون المعنى واضحاً بالضمير، لاحظ في المثال التالي في قطعة الذهب استبدلنا كلمة الذهب (الاسم) بالضمير الذي يعود عليه ولكن المقال أصبح يفتقر إلى التماسك والوضوح

## Paragraph without Coherence

### Gold

Gold, a precious metal, is prized for two important characteristics. First of all, it has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. It never needs to be polished and will remain beautiful forever. For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago. Another of its important characteristics is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. Its most recent use is in astronauts' suits. Astronauts wear heat shields made from it for protection when they go outside spaceships in space. In conclusion, it is treasured not only for its beauty but also for its utility.

## Consistent Pronouns

When you use pronouns, 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). Notice the changes the writer made for consistency in the following example.

Students Know have  
A student who knows a few Latin and Greek roots and prefixes has an  
students do not  
advantage over a student who does not know them. They can often guess the  
students  
meaning of new words. If, for example, you know that the prefix *omni* means  
they  
"all," you have a better chance of guessing the meanings of words such as  
students Know  
*omnibus*, *omnipresent*, and *omnidirectional*. Furthermore, a student who knows  
that the root *sci-* comes from *scire*, "to know," can guess that *omniscient* means  
"all-knowing."

ملاءمة الضمائر.

عندما تستخدم ضميراً تأكد من أنك تُتبعه بالشخص والعدد المناسبين له.

## LECTURE 5

Continue the ways to achieve coherence..

### Transition signals a-Coordinators

#### Transition signals:

They are expressions such as first, finally, and however, or phrases such as in conclusion, on the other hand, and as a result. Other kinds of words such as subordinators (when, although), coordinators (and, but), adjectives (another, additional), and prepositions (because of, in spite of) can serve as transition signals.

علامات الانتقال هي مجموعة من المصطلحات والعبارة والتبعيات والمنسقات والصفات وأدوات الجر.

Transition signals are like traffic signs; they tell your reader when to go forward, turn around, slow down, and stop. In other words, they tell your reader when you are giving a similar idea (similarly, and, in addition), an opposite idea (on the other hand, but, in contrast), an example (for example), a result (therefore, as a result), or a conclusion (in conclusion). Transition signals give a paragraph coherence because they guide your reader from one idea to the next.

من علامات الانتقال : التشبيه، التعارض، الأمثلة، النتائج، وكلمات الختام. كل هذه الأدوات تحقق التماسك للقطعة وتكون بمثابة الدليل للقارئ عندما ينتقل من فكرة إلى الفكرة التي تليها.

Meaning/Function	Transition Phrases	Conjunctive Adverbs	Coordinating Conjunctions	Subordinating Conjunctions	Others
To introduce an <b>additional idea</b>	in addition	furthermore moreover besides also too	and		another (+ noun) an additional (+ noun)
To introduce an <b>opposite idea</b> or <b>contrast</b>	on the other hand in contrast	however nevertheless instead still nonetheless	but yet	although though even though whereas while	in spite of (+ noun) despite (+ noun)
To introduce a <b>choice</b> or <b>alternative</b>		otherwise	or	if unless	
To introduce a <b>restatement</b> or <b>explanation</b>	in fact indeed	that is			
To list in <b>order</b>	first, second, third next, last, finally				the first, second, third, etc. the next, last, final
To introduce an <b>example</b>	for example for instance				an example of (+ noun) such as (+ noun)
To introduce a <b>conclusion</b> or <b>summary</b>	clearly in brief in conclusion indeed in short in summary				
To introduce a <b>result</b>	accordingly as a result as a consequence	therefore consequently hence thus	so		

Most words and phrases in the first two columns of the chart can appear at the beginning, in the middle, or at the end of one independent clause and are usually separated by commas.

معظم الكلمات والعبارات في العمودين الأولين في الجدول السابق تكون في بداية الجملة أو في وسطها أو في نهاية الجملة المستقلة وتكون عادةً مسبوقه بفاصلة.

## EXCEPTIONS

1. The words and phrases in the last four groups in the chart (for listing ideas and time sequences, for emphasizing, for giving reasons, and for conclusions) usually appear only at the beginning of a sentence, not in the middle or at the end.
2. Too usually appears only at the end of a sentence, sometimes preceded by a comma.
3. The short time words then, now, and soon usually do not need commas.

استثناءات:

- 1 الكلمات والعبارات في آخر أربع مجموعات في الجدول تظهر في بداية الجملة فقط.
- 2 "too" تظهر فقط في نهاية الجملة وأحياناً تكون مسبوقه بفاصلة.
- 3 الكلمات الزمنية القصيرة لا تستدعي وجود فاصلة.

The words and phrases in the first two columns of the chart can also connect two independent clauses. In this case, we use them with a **semicolon** and a **comma**.

الكلمات والعبارات في العمودين الأولين في الجدول تستطيع الربط بين جملتين مستقلتين، وفي هذه الحالة نستخدم الفاصلة والفاصلة المنقوطة.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE  
In warm climate zones, water evaporates rapidly; **therefore**, the concentration of salt is greater.

INDEPENDENT CLAUSE  
Both the Red Sea and the Mediterranean have narrow outlets to the ocean;  
INDEPENDENT CLAUSE  
**however**, the Mediterranean's is narrower.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE  
A few societies in the world are matriarchal; **that is**, the mother is head of the family.

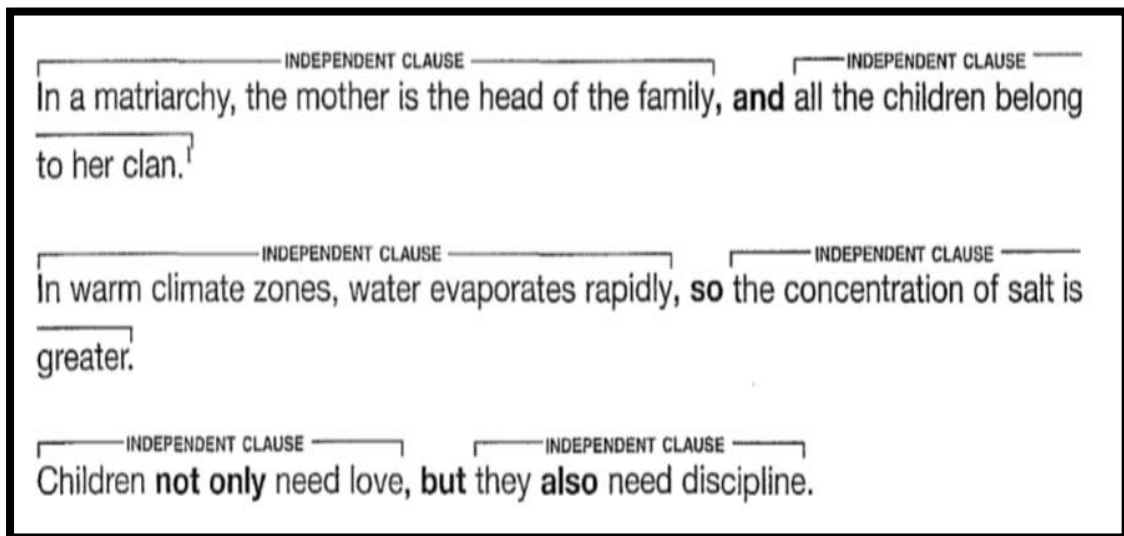
INDEPENDENT CLAUSE  
Some English words have no exact equivalents in other languages; **for example**,  
INDEPENDENT CLAUSE  
there is no German word for the adjective *fair*, as in *fair play*.

## Coordinators

This group includes the seven coordinating conjunctions **and, but, so, or, nor, for, and yet** and the five correlative ("paired") conjunctions **both ... and, not only ... but also, neither ... nor, either ... or, and whether ... or**.

Coordinators may or may not have commas. When they connect two independent clauses, use a comma.

المنسقات تتضمن أدوات الربط/العطف السبعة + المتلازمات الخمس، وتكون أحياناً بفاصلة وأحياناً لا، (إذا أردنا ربط جملتين مستقلتين فاستخدام الفاصلة يكون مؤكداً).



When coordinators connect two words or phrases, do not use a comma.

Would you rather take a written or an oral exam?

Children need not only love but also discipline.

عندما نربط بين كلمتين أو عبارتين لا نستخدم الفاصلة.

### Exception:

Some writers use a comma before **but** and **yet** even when they do not connect independent clauses to emphasize the contrast of the connected ideas.

The poem is solemn, yet optimistic in tone.

استثناء: بعض الكُتّاب يستخدمون الفاصلة قبل "**but**" و "**yet**" حتى لو تكن للربط بين جملتين مستقلتين وعلّة ذلك هو للتأكيد أو التشديد على التناقض أو التباين بين الفكرتين المربوطتين.



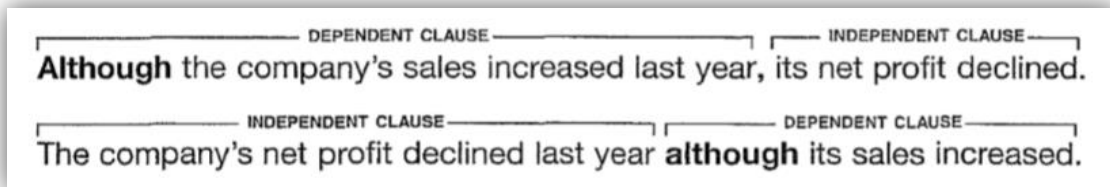
## LECTURE 6

### b- Subordinators

#### Subordinators

A subordinator (subordinating conjunction) is the first word in a dependent clause. A dependent clause is always connected to an independent clause to make a sentence. The sentence may or may not have a comma. The general rule is this: Put a comma after a dependent clause but not in front of one.

التوابع هي أول كلمة في الجملة غير المستقلة. الجملة غير المستقلة ترتبط دائماً بجملة مستقلة ليتم أو يتكوّن المعنى. وربما تحتوي على فاصلة وربما لا، ولكن القاعدة العامة تقول إن كانت الفاصلة ضرورية فضعها بعد الجملة غير المستقلة ولا تضعها قبلها.



The transition signals in this group include nouns such as **example**, adjectives such as **additional**, prepositions such as **in addition to**, verbs such as **cause**, and adverbs such as **too**.

There are no punctuation rules for this group, but it is important to notice what kinds of words follow these signals.

لا توجد قاعدة علامات ترقيم لهذه المجموعة ولكن من المهم أن ننتبه لنوع الكلمة التي تلي هذه الإشارات.

#### Examples:

An **additional** reason for the company's bankruptcy was the lack of competent management. (*Additional* is an adjective, so it is followed by a noun.)

**In addition to** increased competition, the lack of competent management caused the company's bankruptcy. (*In addition to* is a preposition, so it is followed by a noun or noun phrase.)

Vocabulary differences between British and American English include words **such as** *bonnet/hood, petrol/gasoline, windscreen/windshield, and lorry/truck*. (*Such as* is followed by a noun or noun phrase.)

## Practice 1:

### Recognizing Transition Signals

#### Step 1:

Circle all the transition signals in the following paragraphs.

#### Step 2:

Punctuate the transition signals if necessary.

في القطعة التالية أخط بدائرة على إشارات الانتقال ثم أضف علامة الترقيم المناسبة إذا لزم الأمر.

On the other hand not everyone is positive about gene-splicing technology. Some people feel that it could have terrible consequences. In fact a type of corn engineered to kill a certain insect pest also threatened to annihilate<sup>1</sup> desirable monarch butterflies. In another accident, a genetically engineered type of corn that was approved only for animal consumption because it was toxic to humans accidentally cross-pollinated with corn grown for humans. As a result many countries banned imports of genetically modified corn for several years. Furthermore the ability to clone human beings is a possibility that frightens many people. In 2004, two South Korean scientists reported that they had successfully cloned a human embryo (Dreifus).<sup>2</sup> The embryo did not develop into a baby however it is possible that one could do so in the future, a possibility that not everyone is comfortable with.

### Genetic<sup>3</sup> Engineering

Genetic research has produced both exciting and frightening possibilities. Scientists are now able to create new forms of life in the laboratory because of the development of gene splicing.<sup>4</sup> (On the one hand) the ability to create life in the laboratory could greatly benefit humankind. One beneficial application of gene splicing is in agriculture. For example researchers have engineered a more nutritious type of rice that could help alleviate the serious problem of vitamin A deficiency. It is estimated that 124 million children worldwide lack vitamin A, putting them at risk of permanent blindness and other health issues. In addition genetic engineers have created larger fish, frost-resistant strawberries, and cows that produce more milk. Indeed agriculture has already benefited from the promise of genetic engineering.

الحل:

Genetic research has produced both exciting and frightening possibilities. Scientists are now able to create new forms of life in the laboratory because of the development of gene splicing. (On the one hand), the ability to create life in the laboratory could greatly benefit humankind. One beneficial application of gene splicing is in agriculture. (For example), researchers have engineered a more nutritious type of rice that could help alleviate the serious problem of vitamin A deficiency. It is estimated that 124 million children worldwide lack vitamin A, putting them at risk of permanent blindness and other health issues. (In addition), genetic engineers have created larger fish, frost-resistant strawberries, and cows that produce more milk. (Indeed), agriculture has already benefited from the promise of genetic engineering.

On the other hand, not everyone is positive about gene-splicing technology. Some people feel that it could have terrible consequences. In fact, a type of corn engineered to kill a certain insect pest also threatened to annihilate desirable monarch butterflies. In another accident, a genetically engineered type of corn that was approved only for animal consumption because it was toxic to humans accidentally cross-pollinated with corn grown for humans. As a result, many countries banned imports of genetically modified corn for several years. Furthermore, the ability to clone human beings is a possibility that frightens many people. In 2004, two South Korean scientists reported that they had successfully cloned a human embryo. The embryo did not develop into a baby; however, it is possible that one could do so in the future, a possibility that not everyone is comfortable with.

### Practice 2:

Choose the transition signal that best shows the relationship between the sentences in each group.

(الدكتور في المحاضرة قال أن هذا التمرين مثال على سؤال ممكن يجي في الاختبار)

1. A recent article in *Era* magazine suggested ways to reduce inflation. The article suggested that the president reduce the federal budget \_\_\_\_; furthermore \_\_\_\_, it suggested that the government reduce federal, state, and local taxes. (**however, in contrast, furthermore**)

اخترنا furthermore لأننا adding more information (أضفنا معلومة).

2- The same article said that the causes of inflation were easy to find the ..... cure for inflation was not so easy to prescribe. (**however, for example, therefore**)

2- The same article said that the causes of inflation were easy to find (**to find; however,/ to find. However,**) the cure for inflation was not so easy to prescribe.

اخترنا however لأنها opposite idea (فكرة مناقضة أو مختلفة).

3. *Era* also suggested that rising wages were one of the primary causes of inflation ..... the government should take action to control wages. (**however; therefore, for example**)

3. *Era* also suggested that rising wages were one of the primary causes of inflation (**of inflation; therefore,/ of inflation. Therefore,**) the government should take action to control wages.

اخترنا therefore لأنها Giving a reason (أفادت سبباً).

ملاحظة: (إذا كانت جملة واحدة نضع فاصلة منقوطة ثم الكلمة ثم الفاصلة وإذا كانت في جملتين نضع نقطة ثم الكلمة ثم الفاصلة).

### Practice 3:

Fill in each blank with an appropriate transition signal from the list provided. Use each signal only once. Add punctuation if necessary.

for example, in fact, similarly, also, indeed, third, second, final and most convincing

#### Time

One stereotype about North Americans says that they are obsessed with time. It sometimes seems true that for North Americans, time seems as valuable as money. (1)..... they even say, "Time is money." (2)..... have you noticed how many verbs can be followed by both time and money? (3)..... you can spend time, save time, lose time, find time, make time, waste time, and run out of time. (4)..... you can spend, save, lose, find, make, waste, and run out of money. (5)..... North Americans seem to regard time as a "thing" that one can own. You can have time, buy time, and take time. (One wonders how much it costs and where it is taken.) A (6).....piece of evidence that North Americans are obsessed with time is their fanaticism about always being on time. (7)..... people who are habitually late risk punishment ranging from frowning disapproval to losing their jobs. The (8)..... proof is that these poor people sometimes take courses in time management! That is really overdoing it, don't you agree?



#### Time

One stereotype about North Americans says that they are obsessed with time. It sometimes seems true that for North Americans, time seems as valuable as money. (1) **In fact**, they even say, "Time is money". (2) **Also**, have you noticed how many verbs can be followed by both time and money? (3) **For example**, you can spend time, save time, lose time, find time, make time, waste time, and run out of time. (4) **Similarly**, you can spend, save, lose, find, make, waste, and run out of money. (5) **Second**, North Americans seem to regard time as a "thing" that one can own. You can have time, buy time, and take time. (One wonders how much it costs and where it is taken.) A (6) **third** piece of evidence that North Americans are obsessed with time is their fanaticism about always being on time.(7) **Indeed**, people who are habitually late risk punishment ranging from frowning disapproval to losing their jobs. The (8) **final and most convincing proof** is that these poor people sometimes take courses in time management! That is really overdoing it, don't you agree? ملاحظة: الدكتور بعد ما حل التمرين قال "مع احترامي للأجوبة لكن فيه إجابة ممكن تحتل موقعين"

## **LECTURE 7**

### **Logical Order**

In addition to using transition signals and repeating key nouns and pronouns, a fourth way to achieve coherence is to arrange your sentences in some kind of logical order. Your choice of one kind of logical order over another will, of course, depend on your topic and your purpose. You may even combine two or more different logical orders in the same paragraph.

بالإضافة إلى استخدام العلامات الانتقالية، وتكرار الأسماء، واستخدام الضمائر المناسبة، فإن الوسيلة الرابعة لتحقيق التماسك هي ترتيب الجمل بطريقة تُسمى "الترتيب المنطقي". اختيارك لنوع من أنواع الترتيب المنطقي سوف يعتمد بالطبع على موضوعك وهدفك من الكتابة. يمكنك أيضاً دمج نوعين أو أكثر من الترتيب المنطقي في الفقرة الواحدة.

The important point to remember is to arrange your ideas in some kind of order that is logical to a reader accustomed to the English way of writing.

النقطة المهمة التي يجب عليك تذكرها هي أن ترتب أفكارك في الفقرة ترتيباً منطقياً للقارئ الذي اعتاد على الطريقة الإنجليزية في الكتابة.

**Some common kinds of logical order in English are:**

**1. Chronological order 2. Logical division of ideas 3. Comparison/contrast.**

أنواع الترتيب المنطقي: 1- الترتيب الزمني. 2- التقسيم المنطقي للأفكار. 3- المقارنة والتباين.

**1-Chronological order is order by time—a sequence of events or steps in a process.**

**2- In logical division of ideas, a topic is divided into parts, and each part is discussed separately.**

**3- In a comparison/contrast paragraph, the similarities and/or differences between two or more items are discussed.**

1- الترتيب الزمني هو الترتيب بالزمن "الوقت"، بتسلسل الأحداث، أو بخطوات عملية معينة.

2- التقسيم المنطقي للأفكار هو أن ينقسم الموضوع لعدة أجزاء، وأن يُناقش كل جزء على حدة.

3- المقارنة والتباين هو أن تتحدث عن أوجه التشابه و/أو الاختلاف بين عنصرين أو أكثر.

**Identify the type of logical order used in this paragraph?**

The process of machine translation of languages is complex. To translate a document from English into Japanese, for example, the computer first analyzes an English sentence, determining its grammatical structure and identifying the subject, verb, objects, and modifiers. Next, the words are translated by an English-Japanese dictionary. After that, another part of the computer program analyzes the resulting awkward jumble' of words and

meanings and produces an intelligible sentence based on the rules of Japanese syntax and the machine's understanding of what the original English sentence meant. Finally, a human bilingual editor polishes the computer-produced translation.

The answer is:

chronological order because it uses time order to organize the steps.

In the following paragraph, notice how the four elements work together to create a unified and coherent paragraph.

**A Leap Year Custom Lives On**

No one knows for certain the origin of the custom that allows women to propose marriage on Leap Day. Leap Day is February 29th, the extra day added every four years to put the calendar year in synch with the solar year. One explanation for the custom comes from Ireland. According to Irish legend, Saint Brigid, an Irish holy woman who lived in the fifth century, complained to Saint Patrick about women having to wait for men to propose. Saint Patrick agreed that this practice was unfair, so he decided that eager females could propose on this one day. A different explanation of the custom comes from medieval England. According to this explanation, people there thought that because Leap Day existed to fix a problem in the calendar, it could also be used to fix an old and unjust practice. In 1288, the custom became an actual law in Scotland. Not only did the Scottish law allow women to propose on any day during a Leap Year, but it also said that any man who declined a woman proposal had to pay a fine! Whatever its origins, the tradition of women taking the initiative one day a year lives on in Sadie Hawkins Day celebrations held in many communities in the United States even today.

ALL SENTENCES ARE RELATED TO THE TOPIC.

KEY NOUNS ARE REPEATED, AND SYNONYMS ARE USED.

PRONOUNS ARE CONSISTENT.

TRANSITION SIGNALS HELP THE READER FOLLOW THE PROGRESSION OF IDEAS.

IDEAS ARE PRESENTED IN LOGICAL ORDER.

القطعة السابقة شرح نموذج لفقرة توفرت فيها العناصر الأربع التي تحقق التماسك والوحدة.

**These are the important points covered in this chapter.**

1. Every good paragraph has both unity and coherence.
2. You achieve unity by
  - discussing only one idea in a paragraph.
  - always staying on the topic in your supporting sentences.
3. You achieve coherence by
  - repeating key nouns.
  - using consistent pronouns.
  - using transition signals.
  - arranging your ideas in some kind of "logical order".
4. There are different types of transition signals. Each type is punctuated differently.

تلخيص نقاط سريع لما تم دراسته في الفصل الأول.

## **LECTURE 8**

### **Supporting Details: Facts, Quotations, and Statistics**

Academic writing normally requires that you support your ideas and opinions with facts, statistics, quotations, and similar kinds of information. You get these kinds of supporting details from outside sources such as books, magazines, newspapers, Web sites, personal interviews, and so on.

الكتابة الأكاديمية تتطلب أن تدعم أفكارك بالحقائق والاحصائيات والاقتراسات، تستطيع الحصول على هذه التفاصيل الداعمة المحددة من مصادر خارجية مثل الكتب، المجلات، الصحف، مواقع الويب، المقابلات الشخصية وغيرها.

### **Facts versus Opinions**

First, it is important to distinguish between facts and opinions. Opinions are subjective statements based on a person's beliefs or attitudes.

**e.x:**

**Men are better drivers than women.**

**Smoking is a bad habit.**

**English is an easy language to learn.**

من المهم أن نميز بين الحقائق والآراء، الآراء هي تصريحات شخصية مبنية على معتقدات الشخص ومواقفه. كما في الأمثلة السابقة.

Opinions are not acceptable as support. It is certainly acceptable to express opinions in academic writing. In fact, most professors want you to express your own ideas. However, you may not use an opinion as support, and if you express an opinion, you must support it with facts. **Facts are objective statements of truths.**

الآراء لا تعتبر داعمة إطلاقاً. وعندما تطرح رأيك يجب أن تدعمه بالحقائق. الحقائق هي بيانات موضوعية حقيقية. كما في الأمثلة التالية:

**At sea level, water boils at 100 degrees Celsius.**

**Women live longer than men.**

**Cigarettes are addictive.**

Sometimes even facts need proof. While all three statements above are facts, the last two need proof. Your readers may not believe that women live longer than men, or they may not agree that cigarettes are addictive. You have to use specific supporting details to prove that these statements are true facts. Kinds of specific supporting details include examples, statistics, and quotations.

حتى الحقائق أحياناً تحتاج إلى إثبات، يجب أن تستخدم تفاصيل داعمة محددة لتبرهن صحة الحقائق للقراء. أنواع التفاصيل الداعمة المحددة تشمل الأمثلة، الاحصائيات، والاقتباسات.

OPINION	Photographs of ultrathin fashion models send the wrong message to girls and young women.
FACT, BUT NEEDS PROOF	Fashion models are unnaturally thin.
SPECIFIC SUPPORTING DETAIL	The average model weighs 25 percent less than the average woman of the same height.

### Practice:

Decide which of the following statements is an opinion, a fact that needs proof, or a specific supporting detail.

Write:

- **O** for opinion
- **F-NP** for fact that needs proof
- **SSD** for specific supporting detail

<u>F-NP</u>	1. People who steal identities do a lot of damage before their victims become aware of it. <i>(The writer could give an example of a person who was victimized before noticing it.)</i>
<u>O</u>	2. Punishment for identity thieves is not severe enough. <i>(The writer could give an example of a typical punishment.)</i>
<u>SSD</u>	3. Last year, the losses of victims totaled more than \$7 billion.

- 1- اخترنا **f-np** لأنه كان بإمكان الكاتب أن يعطي مثالاً حول شخص تضرر من سرقة هويته قبل أن يدرك ذلك.
- 2- اخترنا **O** لأنه كان بإمكان الكاتب أن يعطي مثالاً حول العقاب الأمثل لسارقي الهوية.
- 3- اخترنا **ssd** لأنه يوجد رقم يمثل إحصائية.

4. Identity theft is more serious than any other type of theft. **O**

5. Identity theft is increasing at a rapid pace. **F-NP**

6. In 2000, 31,000 cases of identity theft were reported to the Federal Trade Commission (FTC); in 2003, the number was 210,000. **SSD**

### Using Outside Sources

Where can you find specific supporting details to support your ideas? For some assignments, you may be able to use examples from your own personal experience, or you may be able to gather quotations and statistics by performing an experiment, taking a survey, or interviewing people.



أين يمكن أن تجد التفاصيل الداعمة المحددة؟ في بعض المهام يمكنك أن تستخدم تجاربك الشخصية كأمثلة، أو من جمع الاقتباسات والاحصائيات بأداء تجربة أو عمل استطلاع أو إجراء مقابلات مع أشخاص.

**For other assignments, you may have to look for outside sources by researching your topic in a library or on the Internet.**

وفي بعض المهام الأخرى يجب عليك أن تتجه إلى المصادر الخارجية مثل البحث في المكتبة أو الانترنت.

**There are three ways to insert outside information into your own writing:**

- (1) You can quote it**
- (2) you can summarize it**
- (3) you can paraphrase it**

هناك 3 طرق لإدراج المعلومات الخارجية في موضوعك:  
1-تقتبسها 2-تلخصها 3-تعيد صياغتها.