

- Essay-14th Lecture-Review

- **The Introductory Paragraph** الفقرة التمهيدية

- It has two parts: انه من جزأين:

### A. General statements

#### الأفكار العامة

1. introduce the general topic of the essay

عرض الموضوع العام للمقال

2. capture the reader's interests

التقاط مصالح القارئ

### B. Thesis statements

#### الفكرة الرئيسية (بيان الرسالة)

1. states the specific topic

تنص على موضوع محدد

2. may list subtopics or subdivisions of the main topics

تتدرج المواضيع الفرعية من المواضيع الرئيسية

3. may indicate the pattern of organization of the essay

تشير إلى نمط منظم للمقال

4. is normally the last sentence in the introductory paragraph,

تكون الفكرة الرئيسية عادة في نهاية السطر في الفقرة التمهيدية أو قبل السطر الأخير

- **Different Models of Introductory Paragraph**

- **النماذج المختلفة للفقرة التمهيدية**

1. Funnel Introduction

- المقدمة القمعية

2. Dramatic, interesting, or funny story introduction

- المقدمة الدراماتيكية لقصة مثيرة للأهتمام أو مضحكه

3. Surprising Statistics or Facts Introduction

- مقدمة عرض الحقائق و الإحصائيات المفاجئة

4. Historical Background Introduction

- عرض وتقديم الخلفية التاريخية

- **الفكرة الرئيسية - بيان الرسالة Thesis Statements**

What is a thesis statement?

The *thesis statement* is the sentence that tells the main idea of the whole essay. It can be compared to a topic sentence, which gives the main idea of a paragraph. It usually comes at or near the end of the introductory paragraph.

**Writing a strong thesis statement**

- A thesis statement gives the author's opinion or states an important idea about the topic. It should give an idea that can be discussed and explained with supporting ideas:  
*The qualifications for getting into university in my country are unreasonable.*  
*When studying a foreign language, there are several ways to improve your use of the language.*  
These are strong thesis statements. They can be discussed or explained.
- A thesis statement should not be a sentence that only gives a fact about the topic:  
*In the Northern Hemisphere, the summer months are warmer than the winter months.*  
This is not a strong thesis statement. It cannot be discussed or argued about.
- A thesis statement should not state two sides of an argument equally:  
*There are advantages and disadvantages to using nuclear power.*  
This could be a topic sentence, but it is not a thesis statement. It gives two sides of an argument without giving a clear opinion of support or disagreement. It could be revised like this:  
*Although there are some advantages, using nuclear power has many disadvantages and should not be a part of our country's energy plan.*  
This is a strong thesis statement. It clearly gives the writer's opinion about nuclear power.

- **Body Paragraphs نص الفقرات**

- The body paragraphs in an essay are like the supporting sentences in a paragraph.
- نص الفقرة في المقال مثل الجمل المدعّمه في الفقرة.
- They are the place to develop your topic and prove your points.
- هي المكان المناسب لتطوير وتثبيت موضوعك.
- You should organize your body paragraph according to some sort of pattern, such as
- يجب أن تنظم نصك وفقا لنوع النموذج، مثل
  - Chronological order الترتيب الزمني
  - Comparison/ contrast المقارنة / التباين
  - or both أو كلاهما

- **Logical division of Ideas** **التقسيم المنطقي الأفكار**
- (Basic pattern for essays is logical division of ideas.)
- (النموذج الأساسي للمقالات هو تقسيم منطقي للأفكار.)
- In this pattern, you divide your topic into subtopics and then discuss each subtopic in a separate paragraph.
- في هذا النموذج، تقوم بتقسيم الموضوع الخاص بك إلى مواضيع فرعية ومناقشة كل موضوع فرعي في فقرة منفصلة
- Logical division is an appropriate pattern for explaining causes, reasons, types, kinds, qualities, methods, advantages, and disadvantages, as these typical college exam questions ask you to do.
- التقسيم المنطقي هو نموذج مناسب لشرح القضايا، والأسباب، والأنماط، والأنواع، والصفات، والأساليب، والمزايا، والعيوب، وهذه تساؤلات لأمتحان الكلية - يطلب منك القيام به.
- For Example: College questions are as the following:
- وعلى سبيل المثال: أسئلة الكلية هي كما يلي
- Economic Explain the three causes of inflation
- الاقتصاد- أشرح الأسباب الثلاثة للتضخم
- Agriculture/ Landscape design
- Describe the basic types of soils and additives needed to prepare each type for planting.
- تصميم الزراعة / المناظر الطبيعية
- صف الأنواع الأساسية للتربة والمواد اللازمة المضافة لإعداد أنواع الزراعة

- **Thesis statement Pitfalls.** عثرات بيان الرسالة.

- A thesis is the most important sentence in your essay, so write it with special thought and care. Avoid these common problems:

- البيانية (الفرضية) هي الأكثر أهمية في مقالتك، أكتبها مع عناية خاصة. تجنب هذه المشكلات المشتركة

- Problem 1: The thesis is too general.

- المشكلة 1: الفرضية عامة جدا

- TOO GENERAL A college education is a good investment.

- عامة جدا : التعليم الجامعي هو استثمار جيد

- IMPROVED A college education is a good investment for four reasons.

- التعديل : التعليم الجامعي هو استثمار جيد لأربعة أسباب.

- TOO GENERAL Lasers are very useful.

- عامة جدا: الليزر مفيد جدا

- IMPROVED lasers have several applications in industry and medicine.

- التعديل :الليزر له تطبيقات عدة في مجالات الصناعة والطب

**TO BE CONTINUED** يتبع

- **Thesis Statement Second Pitfall.** العثره الثانيه لبيان الرسالة.

- Problem 2: The thesis makes a simple announcement.

- المشكلة 2: الفرضية تجعل الإعلان بسيط

- ANNOUNCEMENT I am going to write about sports injuries.

● الاعلانات: انا سوف أكتب عن الاصابات الرياضية

- IMPROVED Avoid sports injuries by taking a few simple precautions.

● التعديل : تجنب الإصابات الرياضية من خلال اتخاذ بعض الاحتياطات البسيطة

- Problem 3: The Thesis stats an obvious fact.

● المشكلة 3: الفرضية حقيقة واضحة

- OBVIOUS FACT The internet is a communication superhighway.

● الحقيقة الواضحة: الانترنت هو طريق سريع للاتصالات.

- IMPROVED The explosion of the internet has had both positive and negative consequences.

● التعديل : الانفجار من شبكة الانترنت له نتائج إيجابية وأخرى سلبية.

- Transition Signals for Logical Division of Ideas... Here are some examples

● الإشارات الانتقالية للتقسيم المنطقي للأفكار .. وإليك بعض الأمثلة

- Transition signals for logical division essays include many that you may already know.

● الإشارات الانتقالية للتقسيم المنطقي للمقالات - ويشمل العديد من المعرف مسبقا.

#### Transition Words or Phrases

**first, first of all, second, third, etc.  
next, last, finally,  
also, in addition, moreover, furthermore**

**First**, excessive government spending can lead to inflation.

**In addition**, unrestrained consumer borrowing can cause inflationary tendencies.

**Finally**, an increase in the supply of paper money gives rise to inflation

## ● Concluding Paragraph **الفقرة الختامية**

- The conclusion is your last chance to make your point clear.
- **الختامية : هي فرصتك الأخيرة لتقديم وجهة نظرك الواضحة**
- The concluding paragraph consists of:
  - **الفقرة الختامية وتتألف من**
    - A summary of the main points, or a restatement of your thesis in different words;
    - **ملخص للنقاط الرئيسية، أو إعادة صياغة فرضيتك في كلمات مختلفة؛**
    - Your final comment on the subject, based on the information you have provided.
    - **تعليقك النهائي للموضوع، استنادا إلى المعلومات التي قدمتها**
- The concluding paragraph should be introduced with a conclusion transition signal:
  - **ينبغي للفقرة الختامية – عرضها مع الختام لإشارة الانتقال**
- in conclusion, in summary, in brief, in short, indeed
- **في الختام، في خلاصة، بإختصار، بإيجاز، في الواقع**

## ● What's Essay Outlining? **ما هو موجز مقال**

**Before you begin writing the first draft of your essay, it is best to make an outline. An outline is a general plan of what you are going to write. You can compare making an outline to drawing plans to build a house. Before one begins to build a house, it is best to draw up plans to make sure that a house is built in the way you want. The same is true with writing an essay and making an outline.**



## Example-Outline **مثال، تفصيلي**

- Here is an example of how a blank outline might look

● هنا مثال على كيفية المخطط يبدو فارغ

### Essay Outline

- I. Introduction Thesis: \_\_\_\_\_
- II. Body Paragraph #1- Topic Sentence: \_\_\_\_\_
  - A. supporting idea
  - B. supporting idea
- III. Body Paragraph #2- Topic Sentence: \_\_\_\_\_
  - A. supporting idea
  - B. supporting idea
- IV. Body Paragraph #3- Topic Sentence: \_\_\_\_\_
  - A. supporting idea
  - B. supporting idea
- V. Conclusion

- The Process-Making an Outline

● عملية صنع المخطط التفصيلي

In a formal outline, Roman numerals can be used to represent paragraphs. Capital letters can be used to represent supporting details for the paragraphs. Click here to see a list of Roman numerals.

### Essay Outline

- Thesis: \_\_\_\_\_ I. Introduction
- II. Body Paragraph #1- Topic Sentence: \_\_\_\_\_
    - A. supporting idea
    - B. supporting idea
  - III. Body Paragraph #2- Topic Sentence: \_\_\_\_\_
    - A. supporting idea
    - B. supporting idea
  - IV. Body Paragraph #3- Topic Sentence: \_\_\_\_\_
    - A. supporting idea
    - B. supporting idea
  - V. Conclusion



## Elements of the Lecture عناصر المحاضرة

### Process Essay (Practice) عملية المقال (الممارسة)



### Cause and Effect Essay

### السبب والتأثير للمقال

#### ● Process Essay عملية المقال

- A Process essay is a description of a procedure, a step-by-step analysis and explanation of a process.
- عملية المقال هو وصف لإجراء، وتحليل وشرح للعملية خطوة بخطوة.
- You are "the expert" and the organization of the essay is governed by chronological order, so it should be the easiest essay to write for you.
- أنت "الخبير"، ويخضع لتنظيم من قبل الترتيب الزمني للمقال، وينبغي أن يكون أسهل لك لكتابة مقال

#### Chronological Order Signal Words and Phrases

first, first of all, second, third, etc.  
then, next, after that, soon, later, later on  
finally, last, last of all  
meanwhile, at the same time, now  
gradually, eventually

**First**, choose a destination for your camping trip.  
**Then** make a list of supplies and equipment.  
**Last of all**, have a good time.  
**Meanwhile**, have a supply of clean rags ready.  
**Gradually** increase your child's allowance.

#### Subordinators

after since  
as until  
as soon as when  
before while

**After** you have chosen a destination, make a list of equipment and supplies that you will need.  
Praise your child **when** he or she does something well.

#### Others

the first (second, last, final) step  
on the third day  
after leaving home  
later that morning  
for five minutes  
in 2004  
several years ago  
a few weeks later  
in the next (past, last) 15 years

**The last step** is to decorate the cake.  
Continue stirring the soup **for five minutes**.  
**In 2004**, scientists announced a major discovery.  
**After leaving home**, I began to appreciate my parents.  
My parents emigrated to the United States **several years ago**.  
The court announced the decision **a few weeks later**.

- **What is a cause? What is an effect?**

- ما هو السبب؟ ما هو التأثير؟

- Cause and effect depend on each other.

- السبب و التأثير يعتمدان على بعضها البعض

- You can't have one without the other.

- لا يمكنك الحصول على واحد دون الآخر

- A plane crashed. تحطمت الطائرة

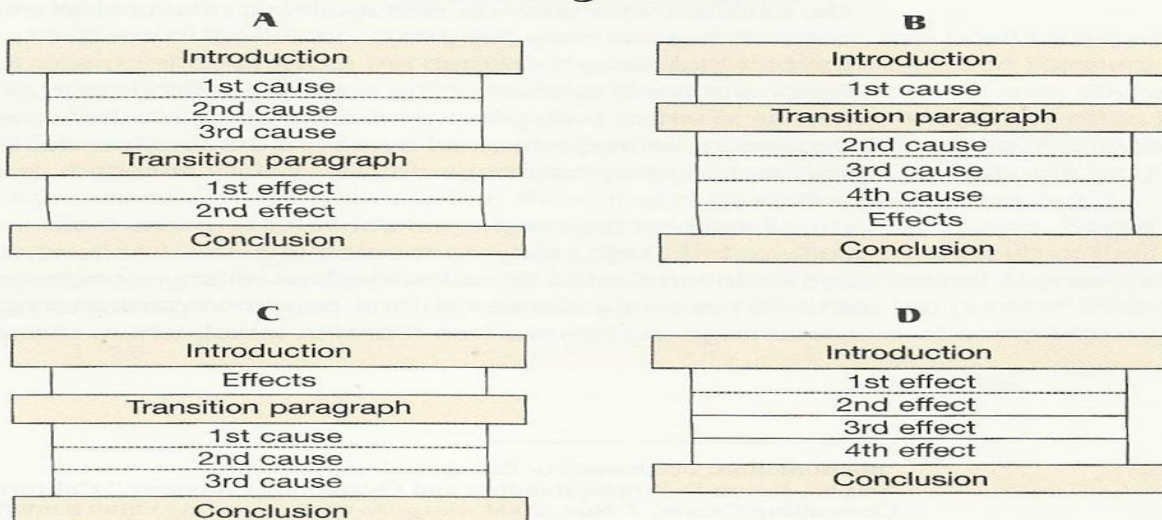
- That is the effect. هذا هو التأثير

- What are the possible causes? Was it a mechanical or human error? Was it due to the weather? Was it a terrorist action? Obviously there are many possible causes.

- ما هي الأسباب المحتملة- أكان ذلك خطأ ميكانيكي أو للإنسان؟ أكان بسبب الاحوال الجوية؟ أكان ذلك العمل إرهابي؟ ومن الواضح أن هناك العديد من الأسباب المحتملة

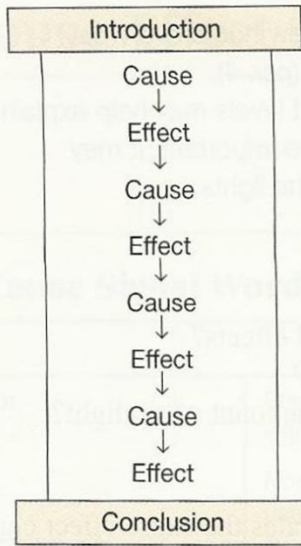
In short, a block-style cause/effect essay could have many different patterns. Some possibilities are shown below.

### Block Organization



As you read the following model essay, try to determine which of the patterns the model essay follows: A, B, C, or D.

## ● Notice the Chain Organization **لاحظ تنظيم السلسلة**



### How Fertile Land Becomes Desert

People move into new areas and clear land for agriculture by cutting down trees.

The tree roots no longer hold the soil in place.

The tree roots do not hold the soil in place.

The topsoil washes away during heavy rains.

The topsoil washes away during heavy rains.

There is no good soil to grow crops in.

There is no good soil to grow crops in.

People move to new areas and clear land for agriculture by cutting down trees.

## ● What are Comparison and Contrast Essays?

### ● ما هي المقارنة والنقيض المقالات

- Comparing things is something we do every day when we have to make decisions.

● لمقارنة شيء بين الأشياء - نقوم به كل يوم عندما يكون لدينا اتخاذ للقرارات

- For example, you might think of similarities or differences when we are buying a new MP3 player or choosing a place to study English.

● وعلى سبيل المثال قد تعتقد من أوجه التشابه أو الاختلاف عندما نشترى مشغل - MP3 جديد أو اختيار مكان لدراسة الانجليزية

- You may need to evaluate two sides of an issue you have studied in a class or two proposals for research or projects at your workplace.

● قد تحتاج إلى تقييم وجهان للمسألة إذا كان عليك أن تدرس في فصل أو اقتراحين

للبحث أو المشاريع في مكان عملك.

- In these cases, you will need to write an essay or report to discuss your ideas about the topic.
- في هذه الحالات، سوف تحتاج إلى كتابة مقال أو تقرير لمناقشة الأفكار حول هذا الموضوع
- This is a **comparison and contrast** essay.
- هذا هو المقارنة والنقيض المقال

### • Comparison/Contrast Essay Organization

• المقارنة / النقيض لمنظمة المقال

- Like other types of essays, a comparison and contrast essay must have a clear introduction and conclusion.
- مثل الأنواع الأخرى من المقالات، يجب على المقارنة والنقيض للمقال أن تكون واضحة المقدمة والختام .

- The body of the essay can be organized many ways.
- ويمكن تنظيم نص المقال بعدة طرق
- We will look at two organizational styles.
- وسنتطرق لأثنين من الأساليب التنظيمية
- ✓ Point by point organization تنظيم نقطة بعد نقطة
- ✓ Block organization تنظيم القطعة

## Clauses

Clauses are the building blocks of sentences. A clause is a group of words that contains (at least) a subject and a verb.

### Clauses

SUBJECT VERB

ecology is a science

SUBJECT VERB  
because pollution causes cancer

### Not clauses

to protect the environment

after working all day

There are two kinds of clauses: independent and dependent.

**Independent Clauses**

An **independent clause** contains a subject and a verb and expresses a complete thought. It can stand alone as a sentence by itself. An independent clause is formed with a subject and a verb and often a complement.

Subject	Verb	(Complement)
The sun	rose.	
Water	evaporates	rapidly in warm climate zones.

**Dependent Clauses**

A **dependent clause** begins with a subordinator such as *when, while, if, that, or who*. A dependent clause does not express a complete thought, so it is not a sentence by itself. A dependent clause is also called a *sentence fragment*. By itself, it is an incomplete sentence, and it is an error. A dependent clause is formed with a subordinator, a subject, and a verb.

Subordinator	Subject	Verb	(Complement)
... when	the sun	rose ...	
... because	water	evaporates	rapidly in warm climate zones ...
... whom	the voters	elected ...	
... if	the drought	continues	for another year ...

A few of the most common subordinators follow. For a complete list, turn to Appendix C, pages 292–295.

Subordinators				
after	before	that	when	which
although	even though	though	whenever	while
as, just as	how	unless	where	who
as if	if	until	wherever	whom
as soon as	since	what	whether	whose
because	so that			

- **The Simple Sentence** **الجملة البسيطة**

- A simple sentence has one independent clause (one subject and a verb):

• **الجملة البسيطة: تحتوي على فقرة واحدة مستقلة (فعل واحد وفاعل)**

**I live in San Francisco.** أنا أعيش في سان فرانسيسكو.

↓  
**Subject** الفاعل → **Verb** الفعل

- **Compound Sentence** **الجملة المركبة**

- A compound sentence contains two independent clauses that are joined together.

● **الجملة المركبة:** تحتوي على اثنين من الفقرة المستقلة التي انضمت معا

**She works in the city, but she lives in the suburbs.**

انها تعمل في المدينة، لكنها تعيش في الضواحي

الفقرة المستقلة

**Independent Clause**

**Independent Clause**

A **complex sentence** contains one independent clause and one (or more) dependent clause(s). In a complex sentence, one idea is generally more important than the other. We place the more important idea in the independent clause and the less important idea in the dependent clause.

There are three kinds of dependent clauses: adverb, adjective, and noun. You will study all of these kinds of clauses in greater detail in Chapters 12, 13, and 14.

### Complex Sentences with Adverb Clauses

An adverb clause acts like an adverb; that is, it tells where, when, why, and how. An adverb clause begins with a subordinator, such as *when*, *while*, *because*, *although*, *if*, *so*, or *that*. It can come before or after an independent clause.

Although women in the United States could own property, they could not vote until 1920.

A citizen can vote in the United States when he or she is 18 years old.

### Complex Sentences with Adjective Clauses

An adjective clause acts like an adjective; that is, it describes a noun or pronoun. An adjective clause begins with a relative pronoun, such as *who*, *whom*, *which*, *whose*, or *that*, or with a relative adverb, such as *where* or *when*. It follows the noun or pronoun it describes.

Men who are not married are called bachelors.

Last year we vacationed in Cozumel, which features excellent scuba diving.

### Complex Sentences with Noun Clauses

A noun clause begins with a *wh-* question word, *that*, *whether*, and sometimes *if*. A noun clause acts like a noun; it can be either the subject or an object of the independent clause.

That there is a hole in the ozone layer of Earth's atmosphere is well known.

Scientists know what caused it.

In the first example, *That there is a hole in the ozone layer of Earth's atmosphere* is the subject of the verb *is*. In the second example, *what caused it* is the object of the verb *know*.

- **What is parallelism in grammar?** ما هو التوازي في القواعد

- The best way to understand the idea of parallelism is to look at examples.

- أفضل وسيلة لفهم فكرة التوازي هو أن ننظر لأمثلة على ذلك.

For example: (Not parallel) (غير المتوازية)

- We wanted to cook and to go swimming.

- أردنا طهي الطعام والذهاب للسباحة

- (Parallel) (المتوازية) We wanted to cook and to swim.

- أردنا طهي الطعام والسباحة

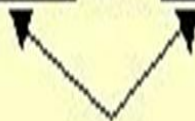
- How can we make a paralleled structure?

- كيف يمكننا جعل الهيكل يتوازي

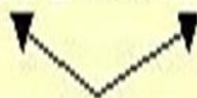
- Use parallel structure with elements joined by coordinating conjunctions.

- استخدام هيكل التوازي بالأنضمام مع عناصر تنسيق الإرتباطات

**Faulty:** Your company and what its potential is are of great value to me.



**Correct:** Your company and its potential are of great value to me.



### Coordinating conjunctions

Coordinating conjunctions connect grammatically equal elements. Coordinating conjunctions are sometimes called the “Fan Boys” conjunctions—For, And, Nor, But, Or, Yet, So.

Conjunction	Function	Example
<b>for</b>	Connects a reason to a result	I am a little hungry, <b>for</b> I didn't eat breakfast this morning.
<b>and</b>	Connects equal similar ideas	John likes to fish <b>and</b> hunt.
<b>nor</b>	Connects two negative sentences	She does not eat meat, <b>nor</b> does she drink milk.
<b>but</b>	Connects equal different ideas	I like to eat fish <b>but</b> not to catch them.
<b>or</b>	Connects two equal choices	Do you prefer coffee <b>or</b> tea?
<b>yet</b>	Connects equal contrasting ideas	It is sunny <b>yet</b> cold.
<b>so</b>	Connects a result to a reason	I did not eat breakfast this morning, <b>so</b> I am a little hungry.

### Paired (correlative) conjunctions

Correlative conjunctions are always in pairs. Like coordinating conjunctions, they connect grammatically equal elements. (Please also read the section Parallelism on pages 179–181.)

## ● PAIRED CONJUNCTION **الأرتباطات المتصلة**

Conjunction Pairs	Example
<b>both . . . and</b>	<b>Both</b> San Francisco <b>and</b> Sydney have beautiful harbors.
<b>not only . . . but also</b>	Japanese food is <b>not only</b> delicious to eat <b>but also</b> beautiful to look at.
<b>either . . . or</b>	Bring <b>either</b> a raincoat <b>or</b> an umbrella when you visit Seattle.
<b>neither . . . nor</b>	My grandfather could <b>neither</b> read <b>nor</b> write, but he was a very wise person.
<b>whether . . . or</b>	The newlyweds could not decide <b>whether</b> to live with her parents <b>or</b> to rent an apartment.



## USE PARALLEL STRUCTURE WITH COMPARISONS

My school is farther *than* your school.

To be rich is better *than* to be poor.

What is written is more easily understood *than* what is spoken.

The following chart outlines the use of parallel structures with comparisons:

PARALLEL STRUCTURE WITH COMPARISONS		
(same structure)	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>more ... than</i>  <i>-er ... than</i>  <i>less ... than</i>  <i>as ... as</i>  <i>the same ... as</i>  <i>similar ... to</i> </div>	(same structure)

### ● Adverb Clause **الجمل الظرفية**

- An adverbial clause is a dependent clause that functions as an adverb.
- **الجمل الظرفية هو شرط تابع يكون بمثابة ظرف.**
- In other words, it contains a subject (explicit or implied) and a predicate, and it modifies a verb.
- **بعبارة أخرى، أنه يحتوي على موضوع (صريح أو ضمني) وأصلي، كما انه يعدل الفعل.**

## Subordinating Words for Adjective Clauses

To refer to people	
<b>who, whom, whose, that</b> (informal)	People <b>who</b> live in glass houses should not throw stones. My parents did not approve of the man <b>whom</b> my sister married. An orphan is a child <b>whose</b> parents are dead.
To refer to animals and things	
<b>which</b> <b>that</b>	My new computer, <b>which</b> I bought yesterday, stopped working today. Yesterday I received an e-mail <b>that</b> I did not understand.
To refer to a time or a place	
<b>when</b> <b>where</b>	Thanksgiving is a time <b>when</b> families travel great distances to be together. An orphanage is a place <b>where</b> orphans live.

- A dependent clause that functions as a noun in a sentence.
- الفقرة المستقلة تعتمد على وظائف كإسم في الجملة
- Noun clauses can act as subjects, direct objects, and objects of prepositions.

## Subordinating words for noun clauses

That Clauses	
<b>that</b>	Do you believe <b>that</b> there is life in outer space?
If/ Whether Clauses	
<b>whether</b>	I can't remember <b>whether</b> I locked the door.
<b>whether or not</b>	<b>whether or not</b> I locked the door.
<b>whether . . . or not</b>	<b>whether</b> I locked the door <b>or not</b> .
<b>if</b>	I can't remember <b>if</b> I locked the door.
<b>if . . . or not</b>	<b>if</b> I locked the door <b>or not</b> .
Question Clauses	
<b>who, whoever, whom</b>	<b>Whoever</b> arrives at the bus station first should buy the tickets.
<b>which, what, where</b>	Do you know <b>where</b> the bus station is?
<b>when, why, how</b>	We should ask <b>when</b> the bus arrives.
<b>how much, how many</b>	Do not worry about <b>how much</b> they cost.
<b>how long, how often, etc.</b>	He didn't care <b>how long</b> he had to wait.

Notice that some subordinating conjunctions can introduce different kinds of dependent clauses. *That* can introduce either noun clauses or adjective clauses, and *where* can introduce either a noun, an adjective, or an adverb clause. It normally is not important to know the kind of clause.

I can't remember **where** I put the house key. (noun clause; direct object of *remember*)

It's not in the place **where** I usually put it. (adjective clause; tells *which place*)

I always put it **where** I will see it when I go out the front door. (adverb clause; tells *where I put it*)

## Conjunctive Adverbs

Conjunctive adverbs can appear at the beginning, in the middle, or at the end of one independent clause, but we often use them to connect two independent clauses.

Remember to put a semicolon before and a comma after the conjunctive adverb if an independent clause follows.

- A conjunctive adverb is an adverb that connects two clauses.  
• والظرف المترابط هو ظرف يربط بين عبارتين
- Conjunctive adverbs show cause and effect, sequence, contrast, comparison, or other relationships.
- والظرف المترابط يظهر السبب والنتيجة، والتسلسل، والنقيض، والمقارنة، أو العلاقات الأخرى

- Transitions, transition words, or transitional expressions, et cetera, are certain words, expressions, or other devices that give text or speech greater cohesion by making it more explicit, or signaling, how ideas are meant by the writer or speaker to relate to one another.

- الأنتقالات ، والكلمات الأنتقالية، أو التعبيرات الأنتقالية، وهلم جرا، هي بعض كلمات وتعبيرات أو غيرها - لتعطي النص أو الخطاب زيادة تماسك من خلال جعلها أكثر وضوحا، أو دلالة، وكيفية لأفكار الكاتب أو المتحدث لترتبط بهدف بالآخر

## Transition Signals

Transition Signals and Conjunctive Adverbs	Coordinating Conjunctions and Paired Conjunctions	Subordinating Conjunctions	Others: Adjectives, Prepositions, Verbs
<b>To list ideas in order of time</b>			
first, ... first of all, ... second, ... third, ... next, ... then ... after that, ... meanwhile, ... in the meantime, ... finally, ... last, ... last of all, ... subsequently, ...		before after until when while as soon as since	the first (reason, cause, step, etc.) the second ... the third ... another ... the last ... the final ...

### ● **COMMA** الفاصلة

1. In a Series – Place a comma between three or more items connected by a coordinating conjunction.

● في التسلسل - ضع الفاصلة بين ثلاثة أو أكثر من العناصر المرتبطة بالتزامن للتنسيق

● Words= Jones, Smith, and Jackson presented an interesting report.

● الكلمات = قدم جونز، سميث، و جاكسون تقريراً مثيراً.

● Phrases = The novel is available in print, on audio tape, and on video cassette.

● العبارات = الرواية متوفرة للطباعة، على شريط صوتي، وعلى شريط فيديو

- Clauses =The lawyer argued that the weather was bad, that the car had poor brakes, and that the other driver was speeding.

- الشروط = جادل المحامي ان الطقس سيئ، و فرامل السيارة سيئة ، والسائق الآخر مسرع.

## COLONS

Colons announce. They add dramatic flourishes that introduce lists, quotations, complete sentences, and dialogue.

النقطتين: يضيفون الأزدهار الدرامي ليقدم القائمة، والاقتباس، و الجمل الكاملة، والحوار

## SEMICOLONS:

A semicolon is not quite a comma, not quite a period. It is a break in thought, but not a complete stop... more like an elongated pause.

والفاصلة المنقوطة ليست تماما فاصلة، تماما ليست لفترة. بل هو فاصل في التفكير، ولكن ليس توقف بالكامل ..... مثل أكثر فترة توقف