



المادة : ملخص للمقال

Essay

Instructor: Ammar Sultan Al-Ma'ani



مع تحيات اخوكم المعتقل

[/http://www.e1500.com/vb](http://www.e1500.com/vb)

An essay is a piece of writing several paragraphs long. It is about one topic, just as a paragraph is. However, because the topic of an essay is too complex to discuss in one paragraph, you need to divide it into several paragraphs, one for each major point. Then you need to tie the paragraphs together by adding an introduction and a conclusion.

Writing an essay is no more difficult than writing a paragraph except that an essay is longer. The principles of organization are the same for both, so if you can write a good paragraph, you can write a good essay.

The Three Parts of an Essay :

- 1- **The introduction** (introductory paragraph)
- 2- **The body** (at least one, but usually two or more paragraphs)
- 3- **The conclusion** (concluding paragraph).

The three main parts of an essay

The introduction

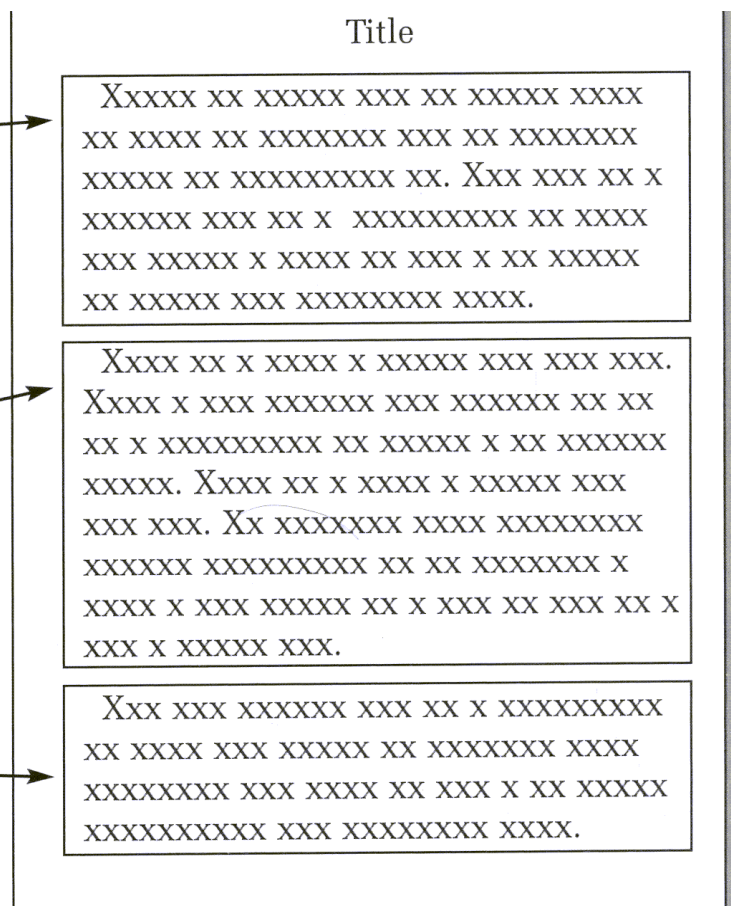
This is the first paragraph of an essay. It explains the topic with general ideas. It also has a *thesis statement*. This is a sentence that gives the main idea. It usually comes at or near the end of the paragraph.

The main body

These are the paragraphs that explain and support the thesis statement and come between the introduction and the conclusion. There must be one or more paragraphs in the main body of an essay.

The conclusion

This is the last paragraph of an essay. It summarises or restates the thesis and the supporting ideas of the essay.



These are the important points covered Paragraph Structure:-

1. A good topic sentence:-
 - is a complete sentence with a subject, a verb, and a controlling idea.
 - is neither too general nor too specific. It clearly states the main idea of the paragraph but does not include specific details.
 - is usually the first sentence in the paragraph.
2. Good supporting sentences :-
 - explain or prove the topic sentence.
 - are specific and factual.
 - can be examples, statistics, or quotations.
3. A good concluding sentence :-
 - signals the end of the paragraph.
 - summarizes the important points briefly or restates the topic sentence in different words.

An essay has UNITY and COHERENCE

1- Every good paragraph has both unity and coherence.

- **Unity:** a paragraph discusses one and only one main idea from beginning to end.

For example, if your paragraph is about the advantages of having a Toyota car, discuss only that. Do not discuss the disadvantages.

- **Coherence:** the sentences must hold together; that is, the movement from one sentence to the next must be logical and smooth, without sudden jumps.
 - You achieve unity by
 - discussing only one idea in a paragraph.
 - always staying on the topic in your supporting sentences.
 - There are two ways to achieve coherence:
 - repeating key words.
 - using transition signals.
 - There are different types of transition signals. Each type is punctuated differently.

transition signals :-

To introduce an additional idea	in addition, furthermore, moreover, besides, also, too, and.
To introduce an opposite idea or contrast:	on the other hand, in contrast, however, nevertheless, instead, still, and nonetheless, but, yet, although, while, whereas, though, even though..
To introduce a choice or alternative:	otherwise, or, if, unless.
To introduce a restatement or explanation:	in fact, indeed, that is .
To list in order:	first, second, third, next, last, finally, the first, second, the next, last, final
To introduce an example:	for example, for instance
To introduce a conclusion or summary:	clearly, in brief, in conclusion, indeed, in short, in summary
To introduce a result:	accordingly, as a result, as a consequent, therefore, consequently, hence, thus, so

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

❖ **The Introductory Paragraph has two parts :**

1- general statements

a- introduce the general topic of the essay

b- capture the reader's interests

2- the thesis statement.

a- states the specific topic

b- may list subtopics or subdivisions of the main topics.

c- may indicate the pattern of organization of the essay.

d- is normally the last sentence in the introductory paragraph.

Different Models of Introductory Paragraph:-

1- Funnel Introduction.

2- Dramatic, interesting, or funny story introduction :

3- Surprising Statistics or Facts introduction.

4- Historical Background introduction.

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 .

Body Paragraph

- The body paragraph in an essay are like the supporting sentences in a paragraph.
- They are the place to develop your topic and prove your points. You should organize your body paragraph according to some sort of pattern, such as
 - Chronological order (الترتيب الزمني)
 - Comparison/ contrast (المقارنة / والتناقض)
 - or both
- **logical division of ideas in the thesis** (basic pattern for essays is logical division of ideas) divide your topic into subtopics by :-
- **Three Keys to Organize Logical Division Essay**
 - 1- number
 - 2- name
 - 3- causes
- **Paired Conjunction** (*both... and, not only... but also*) only tow subtopics
- **Colon (:)** lists of three, or more subtopics
- **Parallelism**
 - they have the same grammatical form (.....n , n ,n) or (.....adj , adj , adj) or (s v , s v , s v)
- **Parallelism with correlative conjunctions** (paired conjunctions both... and , either...or, neither...nor, and not only...but also)
- **Thesis Statement Pitfalls (عثرات) Avoid these common problems:**
 - a- Problem 1: The thesis is too general.
 - b- Problem 2: The thesis makes a simple announcement.
 - c- Problem 3: The Thesis stats an obvious fact.
- **Transition Signals For Logical Division of Ideas &Transitions between Paragraphs.**

Transition Words and 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.
Coordinators	
and both . . . and not only . . . but also	Both an increase in the supply of paper money and unrestrained consumer borrowing can cause inflationary tendencies. To lose weight, one must not only exercise regularly but also eat wisely.
Others	
the first cause, reason, factor, etc. the/a second problem, result, advantage, etc. one problem, reason, important factor, etc. another way, reason, disadvantage, etc. an additional problem, result, etc. in addition to math and science, . . .	A second cause is an increase in the supply of paper money. Regular exercise is one way to get fit and lose weight. In addition to government spending, unrestrained consumer borrowing can cause inflationary tendencies.

- The Concluding Paragraph is the final paragraph in an essay. The conclusion is your last chance to make your point clear.
 - The concluding paragraph consists of :-
 - 1- A summary of the main points, or a restatement of your thesis in different words.
 - 2- Your final comment on the subject, based on the information you have provided.
 - The concluding paragraph should be introduced with a conclusion transition signal:-
 - 1- in conclusion
 - 2- in summary
 - 3- in brief
 - 4- in short, indeed

Here are some basic principles you should follow to write an effective conclusion:

- 1) The conclusion should follow logically from the body of the essay.
- 2) The conclusion must summarize the whole essay, not just one or two major points.
- 3) The conclusion should not raise any new points but must be related to the thesis.

You can use different devices to make your final comment more interesting. Some of them are:

- emphasize the result of the ideas in the essay
- offer a solution to the problems stated in the essay
- predict a situation that will result or occur from the ideas introduced in the essay
- make a recommendation concerning material presented in the essay.

These are the important points covered in this chapter.

Main Parts of an Essay

- 1- An essay has three main parts: an introduction, a body, and a conclusion.
 - a- The introductory paragraph consists of two parts: a few general statements to attract your reader's attention and a thesis statement to state your main idea. A thesis statement may also name the major subdivisions of the topic, and it may indicate how you will organize the essay.
 - b- The body of an essay discusses the subtopics, one by one. It contains as many paragraphs as necessary to explain all subtopics.
 - c- The concluding paragraph reminds your reader of what you have said. In it, you summarize your main ideas or paraphrase your thesis. You may also make a final comment on the topic for your reader to remember.
- 2- Use the logical division of ideas pattern to divide a topic into separate paragraphs.
- 3- Link paragraphs with transitions; that is, show how one paragraph is related to the next by using appropriate transition words, phrases, or clauses.
- 4- Prepare an outline to organize your ideas before you begin to write.

Essay Outlining

A formal outline has a system of numbers and letters such as the following.

In other fields of study, different systems are used.

- 1- Roman numerals I, II, and III number the major sections of an essay (introduction, body, conclusion)
- 2- Capital letters A, B, C, D, and so on label the body paragraphs.
- 3- Arabic numerals 1,2,3,4, and so on number the subpoints in each paragraph.
- 4- Small letters a, b, c, d, and so on label the specific supporting details

المقال العلمي

- ⊕ **A Process essay** is a description of a procedure, a step-by-step analysis and explanation of a process.
 - ⊕ **Chronological order** is a way of organizing ideas in the order of their occurrence in time.
 - Chronological order has all sorts of uses.
 - We use it to tell stories, to relate historical events, and to write biographies and autobiographies.
 - We also use it to explain processes and procedures.
 - ⊕ Most of the transitions will refer to time because the process paper analyzes steps of a process in time: first, second, third, next, then, soon after, later, last, finally, and so on.
 - ⊕ First, always remember that the thesis statement of your essay is the **LAST** sentence in your introductory paragraph.
 - ⊕ General introductory material comes before the thesis
 - ⊕ One of the dangers of this type of essay is to write a topic sentence that is too narrow or limited.
 - ⊕ Remember, all of your body paragraphs' topic sentences must flow from the thesis statement, so pick a thesis statement that is broad enough to cover all of your stages in your process.
 - ⊕ **Conclusions:** Whatever the current status is on the project you did.
- ☑ A thesis statement for a process essay in some way indicates the time order. Expressions such as *the process of, the procedure for, plan, develop, evolve, five stages, and several phases* indicate that time order will be used.

📌 Transition Signals for Chronological Order

Chronological order signal words are especially important in a process essay. You have to be very clear about the sequence of steps: Does one step happen before, after, or at the same time as another step? Chronological order signals include all time expressions.

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									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">after</td> <td style="width: 50%;">since</td> </tr> <tr> <td>as</td> <td>until</td> </tr> <tr> <td>as soon as</td> <td>when</td> </tr> <tr> <td>before</td> <td>while</td> </tr> </table>	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.
after	since								
as	until								
as soon as	when								
before	while								
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 .								

Time Subordinators	
when: a specific time	When people had to hunt for food, they moved from place to place.
whenever: at any time	Whenever food became scarce in one area, they moved to another area.
while: at the same time	The men hunted game while the women gathered plants.
as soon as: soon after	Eating habits changed as soon as people stopped moving from place to place in search of food.
after: later	After people learned how to grow their own food, they settled in villages.
since: from that time	Since the United States changed from an agricultural to an industrial society, eating habits there have changed.
as: at the same time	People in the United States started eating more processed convenience foods as their lives became busier.
before: earlier	Before people in the United States moved to cities, they grew most of their own food.
until: up to the time	Women had time to cook meals "from scratch" ¹ until they went to work in factories and offices.

- ⊕ Use First Person {I or we= did this} and then {I or we= did that}
- ⊕ Do not use 2nd person
- ⊕ وهذا الجدول للتذكير

		Singular	Plural
1 st Person		I	we
2 nd Person		you	you
3 rd Person	masculine	he	they
	feminine	she	
	neuter	it	

Review

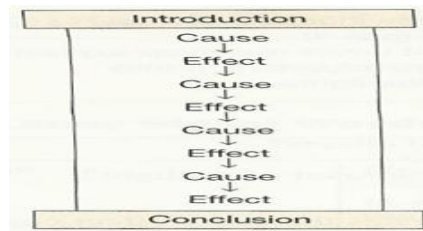
These are the important points covered in this chapter.

- 1- Using chronological order to organize an essay means putting the ideas in order or sequence by occurrence in time.
- 2- Use chronological order for narrative essays (stories, history, biography, and autobiography) and for process essays (how to do or make something).
- 3- Following are the three keys to success in writing a chronological order essay:
 - a- Group the steps or events into paragraphs where natural breaks occur.
 - b- Write a thesis statement that indicates chronological order.
 - c- Use chronological order signal words and phrases to show the sequence of steps (in a process) or events (in a narration).

Cause/Effect Essay

- Another common pattern of essay organization is called cause and effect.
- In a **cause/effect** essay, you discuss the causes (reasons) for something, the effects (results), or both causes and effects.
- * A Cause and Effect Essay provides reasons and explanations for events, conditions, or behaviors.
- It involves tracing probable or known effects of a certain cause or examining one or more effects and discussing the reasonable or known cause(s).
- انها تنطوي على تتبع التأثيرات المحتملة أو المعروفة من قضية معينة أو فحص تأثيرات واحدة أو أكثر ومناقشة سبب معقول أو معروف
- Cause and Effect analyzes why something happens.
- Some effects are caused by multiple causes.
- Some causes, in turn, can result in multiple effects.
- السبب والنتيجة يحلان لماذا حدث شيء ما
- بعض التأثيرات تحدث لأسباب متعددة.
- بعض الأسباب، بدورها، يمكن أن تكن نتيجة لتأثيرات متعدد
- Every event has a cause and every cause has a result.
- كل حدث له مسبب وكل مسبب له نتيجة
- Transitions for showing cause: because and as
- Because and as introduce a reason clause. They both answer the question "why?" Both because and as can be used at the beginning of the sentence or in the middle.
- * Use a comma after the reason if you start the sentence with because and as.
- You can organize a cause/effect essay in two main ways: "block" organization and "chain" organization.
- In block organization, a short paragraph often separates one major section from another major section. This paragraph is called a transition paragraph.
- In block organization, you first discuss all the causes as a block (in one, two, three, or more paragraphs, depending on the number of causes).
- Then you discuss all the effects together as a block.
- You can discuss either causes or effects
- first. Of course, you can also discuss only causes or only effects.

- Cause structure words:
the first reason is, the next cause, because
- Effect structure words:
the first effect, as a result, consequently
- **Note:** use a semicolon before and a comma after consequently and therefore.
- Second Type: Chain organization
The other organizational pattern you can use to write about causes and effects is chain organization. In this pattern, causes and effects are linked to each other in a chain.



Cause/Effect Signal Words and Phrases

Cause Signal Words

Coordinators	
for	Bison were indispensable to the Native American tribes, for this one animal provided them with nearly everything they needed for survival: meat, clothing, shelter, tools, and weapons. <i>Note:</i> When used in this way, <i>for</i> has the same meaning as <i>because</i> . However, you MUST use a comma in front of <i>for</i> , and you MUST NOT use a comma in front of <i>because</i> .
Subordinators	
because since as	Bison were indispensable to the Native American tribes because/since/as this one animal provided them with nearly everything they needed for survival: meat, clothing, shelter, tools, and weapons.
Others	
to result from to be the result of	The bison's near extinction resulted from/was the result of loss of habitat and overhunting.
due to because of	Bison nearly became extinct due to/because of loss of habitat and overhunting.
the effect of the consequence of	One effect of/consequence of westward expansion was the destruction of habitat for the bison.
as a result of as a consequence of	The areas in which bison could roam freely shrank as a result of/as a consequence of the westward expansion of the 1800s.

Effect Signal Words

Transition Words and Phrases	
as a result as a consequence therefore thus consequently hence	Workers building the new transcontinental railroad needed meat; as a result/as a consequence/therefore/thus/consequently/hence , hunters killed bison by the thousands. <i>Note:</i> Notice the difference between <i>as a result</i> and <i>as a result of</i> . <i>As a result</i> is followed by a full sentence (independent clause) and introduces an effect. <i>As a result of</i> is followed by a noun phrase and introduces a clause.
Coordinators	
so	Native Americans began trading bison skins to the settlers for steel knives and guns, so they began killing bison in larger numbers.
Others	
to result in to cause	Loss of habitat and overhunting resulted in/caused the near extinction of bison.
to have an effect on to affect	The reduced numbers of bison had a terrible effect on/affected the lives of the Native Americans who had depended on them for survival.
the cause of the reason for	The rescue of the bison from near extinction is a cause of/a reason for celebration.
thereby	The 85 bison that survived were given refuge in Yellowstone National Park in 1892, thereby saving this species from total extinction. <i>Note:</i> <i>Thereby</i> is most frequently used in front of <i>-ing</i> phrases.

Review

These are the important points you should have learned from this chapter.

- 1-** Cause/effect organization is a common pattern in academic writing to write about causes (or reasons) and effects (or results).
- 2-** There are two common cause/effect patterns of organization.
 - a-** In block organization, the causes (or reasons) are grouped together in one block, and the effects (or results) are grouped together in another block. There may be a transition paragraph between blocks.
 - b-** In chain organization, the causes and effects are too closely linked to be separated. One cause leads to an effect, which is the cause of the next effect.
- 3-** Use a variety of cause/effect signal words to help your reader follow your ideas.

Comparison/Contrast Essay

In a **comparison/contrast** essay, you explain the similarities and the differences between two items.

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

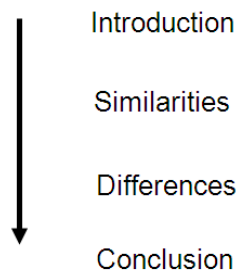
Organization of Comparison/Contrast Essay

- The first key to writing a successful comparison/contrast essay is to organize it carefully.
- Each factor, or point of comparison, is like a subtopic in a logical division essay.
- Like other types of essays, a comparison and contrast essay must have a clear introduction and conclusion
- The body of the essay can be organized many ways. We will look at two organizational styles
 - Point by point organization
 - Block organization
- ❖ The Introduction For both types of organization is the same.
 - Presents the topic or subject that is being compared and contrasted in the topic sentence
 - Gives some general information about the topic
 - Ends with a thesis statement that tells the reader specifically what will be compared and contrasted

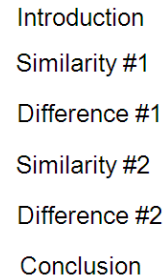
⊕ Point by point organization

- The body paragraphs alternate between similarities and differences.
- **In a short essay**, one body paragraph will explain the similarities between the two subjects and one paragraph will explain the differences
- **In a longer essay**, one paragraph will explain similarities between one main idea in the two subjects and one paragraph will deal with differences in the same main idea, and so on.

- Short Essay Organization



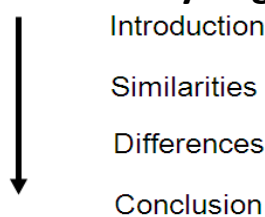
- Longer Essay Organization



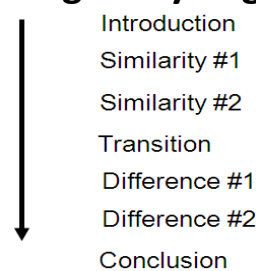
⊕ Block Organization

- In block organization, the body paragraphs first present the similarities in the two subjects. Then, in separate paragraphs, the differences are presented
- For the **short essay**, the organization is similar to Point by Point Organization
- For the longer essay, the body paragraphs first present the similarities as a set then, after a transition, present the differences as a separate set.

Short Essay Organization



Long Essay Organization



❖ The Conclusion

For both types of comparison and contrast essay, the conclusion is the same.

- **A Short Essay** Point by Point or Block Organization

- **The Introduction**

- Introduces the topic and general information
- The specific things that will be compared. It also gives the writer's opinion about the topic

Comparison Signal Words

Transition Words and Phrases	
similarly likewise	Human workers can detect malfunctions in machinery; similarly/likewise , a robot can be programmed to detect equipment malfunctions.
also	Human workers can detect malfunctions in machinery; a robot can also .
too	Human workers can detect malfunctions in machinery; a robot can too .
Subordinators	
as just as	Robots can detect malfunctions in machinery, as/just as human workers can. <i>Note: Use a comma when as and just as show comparison even when the dependent clause follows the independent clause as in the above example.</i>
Coordinators	
and	Robots and human workers can detect malfunctions in machinery.
both . . . and	Both robots and human workers can detect malfunctions in machinery.
not only . . . but also	Not only robots but also human workers can detect malfunctions in machinery.
neither . . . nor	Neither robots nor human workers are infallible. ¹
Others	
like (+ noun) just like (+ noun) similar to (+ noun)	Robots, like/just like/similar to human workers, can detect malfunctions in machinery.
(be) like (be) similar (to) (be) the same as	Robots are like/are similar to/are the same as human workers in their ability to detect malfunctions in machinery.
(be) the same	In their ability to detect malfunctions in machinery, robots and human workers are the same .
(be) alike (be) similar	Robots and human workers are alike/are similar in their ability to detect malfunctions in machinery.
to compare (to/with)	Robots can be compared to/be compared with human workers in their ability to detect malfunctions in machinery.

Contrast Signal Words

Contrast signal words fall into two main groups according to their meaning. The words in the first group show a relationship that is called *concession*. The words in the second group show an opposition relationship.

Contrast Signal Words: Concession (Unexpected Result)

Concession signal words indicate that the information in one clause is not the result you expect from the information given in the other clause.

Although I studied all night, I ^{UNEXPECTED RESULT} failed the exam.

My failing the exam is not the result you might expect from the information in the first clause: *I studied all night*.

Look at both Contrast Clauses and Concession Clauses on pages 222–223 for additional examples of contrast subordinators.

Transition Words and Phrases	
however nevertheless nonetheless still	Millions of people go on diets every year; however/nevertheless/nonetheless/still , very few succeed in losing weight.
Subordinators	
although even though though	Although/Even though/Though most dieters initially lose a few pounds, most gain them back again within a few weeks.
Coordinators	
but yet	Doctors say that "fad" diets do not work, but/yet many people still try them.
Others	
despite (+ noun) in spite of (+ noun)	Despite/In spite of 10 years of dieting, I am still fat.

Contrast Signal Words: Direct Opposition

The second group of contrast signal words shows that two things are direct opposites. With direct opposites, the signal word can introduce either piece of information.

I am short, whereas my brother is tall. OR My brother is tall, whereas I am short.

Transition Words and Phrases	
however in contrast in (by) comparison on the other hand on the contrary	Rock music is primarily the music of white performers; however/in contrast/in comparison/by comparison/on the other hand , jazz is performed by both white and black musicians. Jazz is not just one style of music; on the contrary , jazz has many styles such as Chicago jazz, Dixieland, ragtime, swing, bebop, and cool jazz, to name just a few. <i>Note: On the contrary</i> contrasts a truth and an untruth.
Subordinators	
while whereas	New Orleans-style jazz features brass marching-band instruments, while/whereas ragtime is played on a piano. <i>Note: Use a comma with while and whereas even when the dependent clause follows the independent clause.</i>
Coordinators	
but	Jazz music was born in the southern part of the United States, but it now enjoys a worldwide audience.
Others	
differ (from) compared (to/with) (be) different (from) (be) dissimilar to (be) unlike	Present-day rock music differs from early rock music in several ways. Present-day rock music has a harder sound compared to/compared with early rock. The punk, rap, grunge, and techno styles of today are very different from/dissimilar to/unlike the rock music performed by Elvis Presley 50 years ago, but they have the same roots. Unlike rock, a music style started by white musicians, rhythm-and-blues styles were influenced primarily by black musicians.

Review

These are the important points covered in this chapter.

- 1- Comparison/contrast is a common pattern for writing about similarities and differences. It is used in all academic fields.
 - 2- There are two common ways to organize a comparison/contrast essay.
 - In point-by-point organization, you discuss each similarity and each difference in some other order-usually order of their importance without grouping them into blocks. In this type of organization, you may discuss a similarity and then a difference, and then a similarity and then a difference.
 - In block organization, you first discuss all the similarities in a block and then all the differences in another block. (You may, of course, begin with the block of differences.)
 - 3- Use comparison and contrast signal words to help your reader understand your points of comparison and contrast.
-

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

There are two kinds of clauses:

- 1- independent
- 2- dependent.

Types of Sentences

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

There are two kinds of clauses: **independent** and **dependent**.

- 1- 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.

2- A dependent clause begins with a subordinator such as :-

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

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.

Kinds of Sentences

A sentence is a group of words that you use to communicate your ideas. Every sentence is formed from one or more clauses and expresses a complete thought.

There are three types of sentences we will study in this lesson:

- Simple Sentence
- Compound Sentence
- Complex Sentence

1- A simple sentence is one independent clause.

2- A compound sentence is two or more independent clauses joined together.

- A compound sentence can be formed as follows:
- **There are three ways to join the clauses in A compound sentence :-**

a- With a coordinator :

- Independent clause, + coordinator + independent clause

There are seven coordinators, which are also called coordinating conjunctions.

(FAN BOYS) ==> (For, And, Nor, But, Or, Yet, So).

(Punctuation note: There is a comma after the first independent clause.)

b- With a transition :

- Independent clause + ; transition , + independent clause

(Punctuation note: Put a semicolon before and a comma after a transition .

(Punctuation note: there is semicolon after the first independent clause and a comma after the transition . The following chart lists common conjunctive adverbs and a few transition signals that can be used in this way.

(also – besides – furthermore - in addition – moreover - as well – too)

(however – nevertheless – nonetheless – still)

(on the other hand – in contrast)

(otherwise)

(accordingly - as a result – consequently – hence – therefore – thus)

(for example – for instance)

c- With a semicolon :

- Independent clause + ; + independent clause

A third way to form a compound sentence is to connect the two independent clauses with a semicolon alone.

3- 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.

a- 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.

b- 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.

c- 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.

Parallelism

Parallelism is an important element in English writing, especially when you are listing and comparing and contrasting items or ideas.

Parallelism means that each item in a list or comparison follows the same grammatical pattern. If you are writing a list and the first item in your list is a noun, write all the following items as nouns also. If the first item is an –ing word, make all the others -ing words; if it is an adverb clause, make all the others adverb clauses.

- Parallelism means using similar structures to express similar ideas.
- Parallel structures make sentences clearer and easier to read.
- Editing for parallel structure helps you avoid awkward sentences and keeps you from breaking your promise to the reader.
- ❖ Using parallel structure in your writing will help with
 - 1- Economy
 - 2- Clarity
 - 3- Equality
 - 4- Delight
- ❖ Types of Conjunctions
- ❖ Parallelism with Coordinators: And, But , Or , Nor , Yet , So , For .
 - 1- “AND” is used to connect things that are alike or joined together.
 - 2- “BUT” is used to connect things that are different or separated.
 - 3- “OR” is used to offer a choice.
 - 4- “Nor” is used to offer a negative choice.
 - 5- “Yet” is used to show a change. When it is used to combine two sentences, you must put a comma before it.
 - 6- “So” is used to show a relationship between things. When it is used to combine two sentences, you must put a comma before it.
 - 7- “For” is also used to show a relationship between things. When it is used to combine two sentences, you must put a comma before it.

NOTICE :- Coordinating conjunctions go in between items joined, not at the beginning or end.

NOTICE :- When a coordinating conjunction joins **two** words, phrases, or subordinate clauses, no comma should be placed before the conjunction.

NOTICE :- When a coordinating conjunction joining **three or more** words, phrases, or subordinate clauses creates a series and requires commas between the elements AND put a comma before the A coordinating conjunction.

NOTICE :- A coordinating conjunction joining **two independent clauses** creates a compound sentence and requires a comma before the coordinating conjunction.

انتهى الى المحاضرة – ١١

I wish success to all