

Lecture N3:

Our last lecture was about the different kinds of paragraphs and their various characteristics and features that are all important to know about so that any piece of writing we craft is done correctly and accurately especially if we apply for a job in the future or complete any written assignment in our college.

We said that there are generally four kinds of paragraphs:

-Narrative

-Persuasive

-Descriptive

-Expository

We also said that the paragraph can be used to describe or explain an endless variety of things, so It's important to know how to use each paragraph type for the right purpose. Narrative paragraphs tell about a scene or event, descriptive paragraphs give vivid descriptions of one subject, expository paragraphs provide information, and persuasive paragraphs try to convince the reader.

In today's lecture, we will talk about transitional words that are used in our writing regardless of its kind. In fact, using transitional words between sentences builds the unity and coherence of paragraphs. Transitional words like *next*, *similarly*, or *for instance* make sentences flow together, showing how supporting details build on each other and relate to the topic. Creating this flow with transitional words builds the paragraph

up to a strong concluding sentence. Unity and coherence makes the entire paragraph effective. Now let us start with:

1- Additive Transitions

additive transitions are those you use when you want to show that the current point is an addition to the previous one; in other words, additive transitions signal to the reader that you are adding to an idea and/or your ideas are similar. It is important to know that a comma should follow each transition word or phrase. Some examples of additive transition words and phrases are:

- Indeed
- In the first place
- And
- Or
- Too
- Nor
- Further
- Moreover
- Furthermore
- In fact
- Let alone
- Alternatively

- As well (as this)
- What is more
- In addition (to this)
- Actually
- Much less
- On the other hand
- Either (neither)
- As a matter of fact
- Besides (this)
- To say nothing of
- Additionally
- Not to mention (this)
- Not only (this) but also (that) as well
- In all honesty
- To tell the truth

2- Adversative Transitions

Adversative transitions are used to signal conflict, contradiction, concession, and dismissal. Examples include:

- But
- However
- On the other hand

- In contrast
- While
- Whereas
- Conversely
- Even more
- Above all
- But even so
- Nevertheless
- Nonetheless
- Although
- Though
- However
- (And) still
- (And) yet
- Either way
- In either case
- (Or) at least
- Whichever happens
- Whatever happens
- In ether event

3- Causal Transitions

Causal transitions—also called cause-and-effect transitions—show how certain circumstances or events were caused by other factors. They make it easier for the reader to follow the logic of the arguments and clauses represented in paper." Examples include:

- Accordingly
- And so
- As a result
- Consequently
- For this reason
- Hence
- So
- Then
- Therefore
- Thus
- Granting (that)
- On the condition (that)
- In the event that
- As a result (of this)
- Because (of this)
- As a consequence
- Consequently

- In consequence
- So much (so) that
- For the purpose of
- With this intention
- With this in mind
- Under those circumstances
- That being the case
- Then

4- Sequential Transitions

Sequential transitions express a numerical sequence, continuation, conclusion, digression, resumption, or summations. Some examples of sequential transitions are:

- In the (first, second, third, etc.) place
- To begin with
- To start with
- Initially
- Secondly
- Next
- Subsequently
- Before
- Afterward

- After this
- To conclude with
- As a final point
- Last but not least
- To change the topic
- Incidentally
- By the way
- To get back to the point
- To resume
- Anyhow
- As was previously stated
- So
- In short
- Thus
- In sum
- Finally

Two recommendations before using these devices:

1- Use these transitions strategically by making sure that the word or phrase you're choosing matches the logic of the relationship you're emphasizing or the connection you're making. All of these words and phrases have different meanings,

nuances, and connotations, so before using a particular transitional word in your paper, be sure you understand its meaning and usage completely, and be sure that it's the right match for your paper's logic.

2- Use these transitional words and phrases

sparingly because if you use too many of them, your readers might feel like you are overexplaining connections that are already clear.

Here are some **examples** of the right usage of transitional words. Note how sentences are punctuated and how we can use these transitions in every type of paragraph and in any section of it whether at the beginning, in the middle, or at the end.

Comparison Transition Words:

- **In the same way**, Dr. Martin Luther King's speech inspired a generation.
- **Similarly**, my vacation to the beach was also peaceful and fun, just like my week at summer camp.

Contrast Transition Words:

- However, this delicious breakfast was not as memorable as the dinner my family shared that evening.
- In contrast, my grandmother is always cracking jokes while my grandfather stays serious.

Sequence or order transition words:

- **First**, my mom dropped me off at school that fateful morning.

- **Then**, I saw an unbelievable sight!
- **Finally**, the zookeepers showed up and led the baby elephant into the back of a hay-filled truck.

Example transition words:

- **For example**, one study explained that students who participate in extracurricular activities have a higher overall homework completion rate.
- **Furthermore**, engagement in nonacademic activities has been shown to increase confidence in children between the ages of 11 and 14.

Conclusion transition words:

- **In conclusion**, school uniforms can help improve students' focus in the middle school classroom.
- **In sum**, voting is an important part of our democracy and something we shouldn't take for granted.

Now let us take some mechanics that help in improving your writing and make it free from mistakes. We will start with capitalization rule and next time we will talk further on this topic.

As what we all know capital letters should be used in the following ways:

- The first words of a sentence

Ex. When he tells a joke, he sometimes forgets the punch line.

- The use of a capital after a colon (:) varies depending on whether you are writing in British or US English, just as the spelling of 'capitalisation' and 'capitalization' are different in British and US English.

You should use a capital letter after a colon with US spelling but not with UK spelling.

- The pronoun "I"

The last time **I** visited Atlanta was several years ago.

- Proper nouns (the names of specific people, places, organizations, and sometimes things)

Worrill Fabrication Company

Golden Gate Bridge

Supreme Court

Livingston, Missouri

Atlantic Ocean

Mothers Against Drunk Driving

- Family relationships (when used as proper names)

I sent a thank-you note to **but** not to my other aunts.

Here is a present I bought for **Mother**.

Did you buy a present for your **mother**?

- The names of God, specific deities, religious figures, and holy books

God the Father

the Virgin Mary

the Bible

the Greek gods

Moses

Shiva

Buddha

Zeus

Exception: Do not capitalize the nonspecific use of the word "god."

The word "polytheistic" means the worship of more than one god.

- Titles preceding names, but not titles that follow names

She worked as the assistant to Mayor Hanolovi.

I was able to interview Miriam Moss, mayor of Littonville.

- Directions that are names (North, South, East, and West when used as sections of the country, but not as compass directions)

The Patels have moved to the Southwest.

Jim's house is two miles north of Otterbein.

- **The days of the week, the months of the year, and holidays (but not the seasons used generally)**

Halloween

October

Friday

winter

spring

fall

Exception: Seasons are capitalized when used in a title.

The Fall 1999 semester

- **The names of countries, nationalities, and specific languages**

Costa Rica

Spanish

French

English

- **The first word in a sentence that is a direct quote**

Emerson once said, "A foolish consistency is the hobgoblin of little minds."

- **The major words in the titles of books, articles, and songs (but not short prepositions or the articles "the," "a," or "an," if they are not the first word of the title)**

One of Jerry's favorite books is *The Catcher in the Rye*.

- Members of national, political, racial, social, civic, and athletic groups

Green Bay Packers

African-Americans

Anti-Semitic

Democrats

Friends of the Wilderness

Chinese

- Periods and events (but not century numbers)

Victorian Era

Great Depression

Constitutional Convention

Sixteenth century

- Trademarks

Pepsi

Honda

IBM

Microsoft Word

- Words and abbreviations of specific names (but not names of things that came from specific things but are now general types)

Freudian

NBC

Pasteurize

UN

Further examples:

“I went to the University of Oxford today.”

“I went to Oxford today and had a look at the university.”

Capitalising is correct in both sentences. In the first the proper noun 'University of Oxford' is used.

In the second sentence, the more general noun ‘university’ is used and so it is not capitalised.

It is worth mentioning that Overusing Capitals is Rude

Indeed, WRITING ENTIRELY IN BLOCK CAPITALS IS SHOUTING, and it’s rude.

We’ve all done it: left the Caps Lock on while typing. But in **email etiquette**, online chats and/or forum posts, writing in capitals is the online equivalent of shouting. It’s rude, so best not to do it unless you really do want to shout at someone. Even then, consider whether you’d really do it if that person was in front of you, and also whether it will get you anywhere.

Although it's usually best to avoid writing in capitals, it can be useful to write odd words in capitals to give them emphasis.

HELP! You're going to LOVE the surprise.

It's also much harder to read block capitals as all the letters are the same height, so you will make your point much more easily if you use lower case.

Sometimes, especially when completing a handwritten form, BLOCK CAPITALS are preferred since this can make data entry or automatic computer recognition of handwriting easier and more accurate.

Thank you

Lecture N4:

Hello again,

In this lecture we will focus mainly on some grammatical rules that are considered extremely important when we are completing any piece of writing. Let us start with punctuation.

Punctuation is the system of signs or symbols given to a reader to show how a sentence is constructed and how it should be read.

Sentences are the building blocks used to construct written accounts. They are complete statements. Punctuation shows how the sentence should be read and makes the meaning clear.

Every sentence should include at least a capital letter at the start, and a full stop, exclamation mark or question mark at the end. This basic system indicates that the sentence is complete.

The Basic Signs of Punctuation are:

The comma (,), the full stop (.), the exclamation mark (!), the question mark (?), the semi-colon(;), the colon (:), the apostrophe (‘), quotation marks (“ ”), the hyphen (-), brackets () or [], the slash (/).

The comma:

The comma creates a pause or “breathing space” for the reader; it is used:

- After an Introductory Word or Phrase

However, she didn't love him back.

On the other hand, it might be best to wait until next week

- To separate items on a list.

The cake mix requires flour, sugar, eggs, and butter.

- Before a Quotation

He said, "It's warm today."

- to Separate a Dependent Clause That Comes BEFORE the Independent Clause

A dependent clause, or subordinate clause, is one that can't stand alone as a whole sentence. It should be separated from the independent clause that follows it using a comma:

if at first you don't succeed, give up

Though the snake was small, I still feared for my life.

if you can't make it, please call me.

After the race, John was exhausted.

However, it's normally not necessary to use a comma if the independent clause comes first:

Please call me if you can't make it.

John was exhausted after the race.

- Before coordinating conjunctions:

Sue didn't know whether she had enough money in her account to pay for the groceries, so she went to an ATM to check her balance.

John was determined to get the unicorn slime his daughter wanted, but all the shops had sold out.

You don't need a comma if both the independent clauses are relatively short and similar in meaning:

Sue went to the shops and John went home.

- To separate an introduction, interruption, aside, or non-essential phrase

Sometimes, you might want to include extra information within a sentence that isn't essential to its meaning. You should set this information off using a comma before and a comma after it:

John went for a jog, **which took half an hour**, before having a long hot shower.

Writing a book, **if I haven't put you off already**, is one of the most rewarding things you can do.

The sections in bold could be removed from the sentences completely and it would still make perfectly good sense. You could also use dashes in this context:

John went for a jog – **which took half an hour** – before having a long hot shower.

Dashes are useful if you want to imply a longer pause, or draw more attention to the nonessential element of the sentence.

They're also useful if you have several other commas in the sentence, to help avoid confusion.

- To Separate Coordinate Adjectives

When you're describing something with two or more adjectives, you can use a comma between them if those adjectives are coordinating. (They're coordinating if you could place "and" between them.) You shouldn't put a comma after the final adjective.

For example:

He's a cheerful, kind boy.

A comma is used here, because it would also make sense to say, "He's a cheerful and kind boy".

There's a blue bath towel on your bed.

Here, "bath" is acting as an adjective to modify "towel", but it's not coordinate with "blue". It wouldn't make sense to say, "There's a blue and bath towel," so no comma is used.

Two Places Where You Shouldn't Use Commas

Sometimes, writers end up inserting unnecessary commas or using commas incorrectly. Here are two common issues to watch out for in your writing.

Don't Use a Comma Between Two Independent Clauses (Without a Conjunction)

If you have two independent clauses, you can't just use a comma to join them. You can use a semi-colon, or you can use a conjunction plus a comma.

Incorrect: There were no clouds in the sky, I went for a jog.

Correct: There were no clouds in the sky; I went for a jog.

Correct: There were no clouds in the sky, **so** I went for a jog.

The incorrect version is called a “comma splice”.

Don't Separate a Compound Subject or Compound Object With Commas

If you have a compound subject or a compound object in a sentence that consists of two nouns, you shouldn't separate the parts of it using commas.

For instance:

Incorrect: The rain poured down on John, and Sue.

Correct: The rain poured down on John and Sue.

Incorrect: The rain, and the wind battered the house.

Correct: The rain and the wind battered the house.

The full stop (punctuation period)

- We use a full stop at the end of a declarative sentence.

This period punctuation is mostly used at the end of a declarative sentence, or a statement that is considered to be complete.

Examples:

- There is no place like home.
- Love makes the world go round.
- He wanted them to jump to it.

- Your writing is hard to read.
- Take the world as it is.

- We use the period punctuation after titles in American English.

Examples:

- Mr., Mrs., Dr., Sr., Jr., ...

Example sentences:

- He owes a lot of money to **Mr.** Smith.
- **Dr.** Smith instructs us in botany.

- We use the full stop in numbers.

A full stop used in a number is also called a decimal point.

- Retail sales fell by **1.3%** in January.
- The average price of goods rose by just **2.2%**.

The full stop is used following an abbreviation.

Examples:

- **approx.:** Approximately
- **etc.:** And so on
- **i.e.:** That is, that means, in other words
- **govt.:** Government
- **adm.:** Administration

Example sentences:

- They were arrested on **Jun.** 20, 1980.
- We are mutual friends, enemies, **etc.**
- The price must be more realistic, **i.e.** lower.

Exclamation mark:

The exclamation mark (!) or exclamation point is a punctuation mark used to express strong feelings or emotions. It is commonly used after **exclamations** or **interjections**.

An exclamation point is used to show emphasis. It can be used in the middle of a sentence or at the end of a sentence. When used at the end of a sentence, it also takes on the role of a **full stop** or a period.

The exclamation mark can also be used to show amusement. It can also be used for direct speech that is said loudly.

For both native speakers and English learners, exclamation marks seem to be used more often than what is required. So here we are going to explain how and when to use the exclamation point correctly with useful examples.

When to Use the Exclamation Mark

-It is used to demonstrate strong feelings or emotions such as shock, surprise, anger or a raised voice.

“Aah! It’s eating my leg!” ; “Ah! There you are!” ; “Grrr, I’ll hit your head!”

-It is used to give a command.

“Stop!” ; “Sit down!”

-It is commonly used after interjections or exclamatory sentences.

“Oh dear! I’ve lost my keys again.” ; “How interesting this film is!”

-Used to show emphasis.

“Hey!” he shouted at the passerby.

-At the end of a statement to show emphasis.

“I won’t do it!”

-To show amusement.

“They thought I was the hired clown!”

-To show words said loudly.

“Don’t forget to bring the book with you!”

-It can also be used in informal writing or to express irony, humour or sarcasm.

Examples of exclamation marks which are used after interjections.

- “**Ahem!** Can I make a suggestion?”
- “**Bingo!** That’s the one I’ve been looking for.”
- “**Boo!**” they shouted, “Get off!”
- “A seven layer wedding cake? **Ooh-la-la!**”
- “Push on 3.. 1, 2, 3.. **oomph!**”
- “**Oy!** I left my purse at home.”

- “Can I sit here?” “**Uh hu!**”
- “Is Paul here yet?” “**Uh-uh!**”
- “No school for five weeks – **yippee!**”
- “**Yuck!** I hate mayonnaise.”

Examples of exclamation points which are used after exclamatory sentences.

- **What** beautiful weather!
- **How** interesting this film is!
- **How** well she sings!
- The meal was **so** good!
- She’s **such** a quiet girl!
- They are **such** kind people!

Other examples:

- Stop!
- Sit down!
- John, don’t touch that!
- Help!
- Hello! How are you?
- Good night!
- Thank you!
- Please, help me!

Question mark:

We use question mark to end a direct question. (an interrogative sentence in English)

- Have you seen the film yet?
- How much does it cost?

When you are changing a question from direct speech into indirect speech, you end the sentence with a **full stop**, not a **question mark**. Thus, don't use a question mark at the end of a question in reported speech.

Direct questions:

- She asked, “**Where** did he stay?”
- “Have you got a computer?”

Reported questions:

- She asked me **where** he had stayed. (Correct)
- She asked me **where** he had stayed? (Incorrect)
- He **wanted to know** whether I had a computer. (Correct)
- He **wanted to know** whether I had a computer?. (Incorrect)

We use question marks to express uncertainty.

Examples:

- You don't know him? He's your neighborhood.
- He is sick? I saw him going out this morning.

- John was born in 1988 (?).

We use question mark to end a tag question.

Question tags are used at the end of statements to ask for confirmation.

Examples:

- We have never seen that, have we?

We use question marks in a series of questions.

Examples:

- Is it good in form? style? meaning?
- He's been hospitalized? Why didn't you tell me? Is he better now?
-

Semicolon

A semicolon (;) looks like a full stop on top of a comma and, in fact, it has some similarities with both of these punctuation marks. However, it can't be used to replace either one of them. In addition, even though it looks a lot like a colon (:) and even has a very similar name, their uses in a sentence also differ significantly.

When To Use a Semicolon?

1) When you want to make the gap between two sentences smaller

When two sentences are linked very closely, putting a full stop between them might be too much. On the other hand, they are

two different sentences, so a simple comma won't do, either. In this case, a semicolon comes to the rescue.

For example:

- Give me a call after lunch; we will discuss all the details then.
- Let's go to the library to study; it's the only place where I can fully concentrate.

2) When you introduce a new complete sentence with words such as however, nevertheless, therefore, for example, etc.

Once again, the two sentences are too connected to let a full stop separate them but a comma doesn't seem enough. Here, you can use a semicolon. Remember to put a comma after the word or phrase that introduces your new sentence.

For example:

- Jeremy has never been a problematic child; however, his mother kept acting surprised when he behaved well.
- Lucy doesn't pay enough attention to her university studies; for example, instead of preparing for her big exam, she usually goes to a club.

3) When you separate units in a list, with units already containing commas

Sometimes you might have a list where one or more units have commas. Adding even more commas will make things very complicated, and the sentence might stop making sense for the reader. So, you will need to separate units by semicolons.

For example:

- Martha could go on for hours about her trips to Rome, Italy; Madrid, Spain; Ottawa, Canada; and Athens, Greece.

This sentence would be very confusing with only commas: Martha could go on for hours about her trips to Rome, Italy, Madrid, Spain, Ottawa, Canada, and Athens, Greece.

4) When you have two sentences connected by a connector and a comma

An alternative to a comma and a connector, such as and, but, or, nor, etc, is using the punctuation mark (;). It will make your writing more interesting and diverse. Just remember that you are replacing both the comma and the connector with a semicolon, not just the comma.

For example:

- Tom likes to go out with his friends and drink all night long, and Maria prefers to stay at home with a good book and quiet music.

can be turned into:

- Tom likes to go out with his friends and drink all night long; Maria prefers to stay at home with a good book and quiet music.

What Not To Do With a Semicolon?

1) Don't use it if you have a dependent clause before an independent clause

For example:

- Even though Jack ran as fast as he could; he still couldn't outrun Ryan and ended up finishing second. (**Incorrect**)
- Even though Jack ran as fast as he could, he still couldn't outrun Ryan and ended up finishing second. (**Correct**)

2) Don't capitalize words after a semicolon

For example:

- I have been waiting for this day for over a year; Finally, it has arrived. (**Incorrect**)
- I have been waiting for this day for over a year; finally, it has arrived. (**Correct**)

How To Use a Semicolon With Quotation Marks?

semicolons, unlike commas and full stops, always go outside of the quotation marks. And, if you are quoting someone and the phrase you chose ends in a mark (;), you don't have to put it at all.

For example:

When Tyler started panicking ten minutes before the final test, Alice could only mutter, "I told you"; she knew this would start an argument but, after having spent last night hopelessly trying to make him study instead of watching TV, she couldn't help it.

Colon:

In fact, using a colon is like you are saying a lot more, such as 'here's what I mean', 'that is what to say'. Because there are many punctuation marks that are used in a sentence, it is good to know when it is the right time to put the colon symbol.

- You can use a colon to introduce an item or a list of items that are based on the same topic. E.g. I'm going in a camping trip so I will need: sleeping bags, a tent, a fan.
- You can use a colon as a replacement to the exclamation mark, and so you are giving your point of view. E.g. You need one thing to lose weight: a good diet.
- Do not use a colon when you are using a gerund verb. E.g. I bought many things including milk, oatmeals, bread.
- You can use a colon after a short introducing, like a headline, so you are making the reader to follow the next steps you were writing.
- It's better to use the colon in business letters, rather than a comma (as it is used). At the end, when you are sending the best regards (or what else), use the colon to separate your name from the salutation.
- You can use the colon even in a non-sentence way. E.g. when you are writing the clock (13:34 p.m.).
- The colon symbol is used when you need to separate the volume and the page from a book. Is mostly used when writing the bibliography .
- You can use a colon when separating a question-answer interview. E.g. Q: When do you want to leave the country?
A: As soon as possible.
- The colon symbol is also used in bible verses.

- **Example Sentences**

- There is one thing a human being simply cannot do without: love
- Samuel plays four sports: volleyball, soccer, badminton, and tennis.
- I need the following items from the store: butter, sugar, and flour.
- PS: Don't forget to bring your towel.
- Please bring the following fruits: apples, plums, oranges, and bananas.
- Q: When do you want to leave the country? – A: As soon as possible.
- You have two choices: finish the work today or lose the contract.
- Detective Holt said: "The kidnapper is a man we must catch and the sooner the better".

This is the end of the 4th lecture; next time we will continue our discussion on this topic and take something new that can also benefit you while doing your writing tasks.