

Munawardin Lakanwal

Professional Writing

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**Essay**  
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Writer: Munawardin Lakanwal

Composer: Munawardin Lakanwal

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## Essay

What is an essay?

- A group of paragraphs that develops one central idea.
- A short piece of writing by a student as a part of his course.
- A short piece of writing on a particular subject, in order to be published.
- An essay is a group of written paragraphs about a single topic and a central idea. It must have at least three paragraphs. But a five-paragraph is a common length for academic writing.

Each paragraph in essay is having specific functions.

### Parts of Essay:

- Introduction paragraph
- Development or body paragraph
- Concluding paragraph

### Introduction

The introduction is usually one or more than one paragraphs that introduces us the central idea (the thesis statement) that should be discussed.

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 introductory paragraph should prepare the reader for what is to follow and arouse the reader's interest in the topic.

### The introduction...

- Is usually five to ten sentences
- Attracts the reader's mind
- Catches the reader's interest
- Gives the general topic of the essay
- Gives background information about the topic
- States the main point (the thesis statement) of the essay

### How to write a strong introduction?

#### A strong introduction...

- Introduces the topic clearly
- Gives several sentences of information about the topic
- States the thesis of the essay

#### Any of the following will make an introduction weak:

- It doesn't give enough information about the topic or gives too much information about it.
- It talks about too many different topics.
- It doesn't state a clear thesis.

## How to make an interesting?

### Include...

- Interesting facts or statistics
- A personal story for example
- An interesting quotation

For example:

Did you know that the average human eye blinks 20000 times every day?

What is thesis?

A long piece of writing completed by a student in university as part of university degree.

An introductory paragraph is the first paragraph in an essay. It contains two parts:

- **General statement**

they are a few sentences about your essay to catch the attention of your reader.

- **A thesis statement**

One sentence that tells the reader the main point of your topic and covers overall plan.

The main idea for the entire essay. Thesis statement is used to provide a preview of the body.

Example:

The beginning of stage of writing is to discover ideas and plan how to present them through freewriting, brainstorming, and clustering.

The sentence that tells the main idea of the whole essay. It can be compared to the topic sentence in the main idea of a paragraph. It usually comes at or near the end of the introductory paragraph.

A thesis statement tells the reader what the essay will be about. On the other hand, a topic sentence tells the reader what the paragraph will be about.

The sentence containing the central idea is called thesis statement.

### **A strong thesis statement**

- A thesis statement gives the author's opinion or states an important idea about the topic. It should give

Give an idea that can be discussed and explained with supporting ideas.

- A thesis statement should not be a sentence that only gives a fact about the topic.

A thesis statement should not state two sides of an arguments equally.

### **How to connect the thesis statement and the essay**

The paragraphs in the main body of the essay should always explain the thesis statement. In addition, each paragraph in the body should discuss one part of the thesis.

Write several thesis statements before choosing the appropriate one.

**Example:**

Going to a new school can be exciting, but for an international student, the years of education can be difficult. When I first arrived in the US, to attend the university, I was overwhelmed and confused. Fortunately, I met three very special friends who made a positive impact on my life time during those years and helped me survive the trials of being a foreigner in a completely different educational system.

**General statement****Thesis statement****Developmental Paragraphs (the main body)**

These paragraphs develop various aspects of the essay.

They may discuss causes, effects, reasons, examples, process, clarifications or points of comparison and contrast. They may also describe or narrate.

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 an essay.

It includes one or more than one paragraphs that follow the introduction.

Each paragraph supports the main idea of your essay by breaking the essay into small ideas and paragraphs.

Developmental paragraphs which are from two to four in the student essay are the heart of essay, for their function to explain, illustrate, discuss or prove the thesis statement. Keep in mind these points about the developmental paragraphs.

Each paragraph discusses one topic.

The controlling idea in the developmental paragraphs should reflect the thesis statement in the essay.

**Conclusion**

This paragraph concludes the thoughts developed in the essay. It is the closing word.

It summarizes or repeats the most important ideas in the essay.

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

The conclusion can also include a prediction, an opinion or a solution to a problem.

**the importance of conclusion**

the conclusion is the final paragraph of the essay. A good concluding paragraph ...

- Summarizes the main points of the essay.

- Restates the thesis (using different words).
- Makes a final comment about the essay's main idea.
- May emphasize an action that you would like the reader to take.

Don't introduce new ideas in conclusion. A conclusion only restates the main idea.

### **Types of concluding paragraphs**

- Restating the main points
- The future/suggestions for action
- Questions
- Personal comment or anecdote
- Cyclic return (the cyclic return performs the function of returning to the beginning of the cycle).

## **Prewriting Essays**

Preparing ideas for writing your essay before your writing is called prewriting. It will make writing an essay easier for you.

### **Six prewriting steps:**

- **Think carefully about what you are going to write.**
- **Open your notebook**

Write down whatever you think is prolific for your essay.

- **Collect facts related to your essay or essay paragraph**
- **Write down your own ideas**
- **Find the main idea of your essay or paragraph**
- **Organize your facts and ideas in the way that develops your main idea.**

What is writing stage?

When you turn your ideas into sentences.

### **Five writing tips**

- For the introduction, write thesis statement and give some background information.
- Develop each supporting paragraph and make sure to follow suitable format for each.
- Write clear and simple sentences to express your meaning.
- Focus on the main idea of your essay.
- Use a dictionary to help you find additional words to express your meaning.

### **Editing steps:**

- Check your spelling and grammar
- Read your essay again and again
- Make sure each sentence has a subject
- Make sure your subjects and verbs agree with each other
- Make sure that each sentence is meaningful.

### **Style and organization**

- Make sure your essay has introduction, supporting paragraphs and a summary paragraph
- Check that there is a thesis statement
- Check that all paragraphs follow proper format
- See if your essay is interesting

### How to format an essay

- If you type your essay, start the first paragraph with five spaces of indentation on the first line.

## How to write a Hook and grab the reader's attention

What is a hook?

- A hook is a statement that attracts the reader's attention in your essay.

### 1. Clear knowledge on the nature of literary work you are handling

You have to know satisfactorily about the essay you are going to write.

### 2. Have a proper outline for your essay

You need to prepare a good outline for your essay, as it will enable you to identify the structure of the essay and note the core points to highlight.

3. Understand your audience
4. Understand the reason for writing the essay

It is important to note that you cannot have more than two hooks in your paper. Because this has two implications:

- You will lose your reader
- You will be increasing the level of plagiarism

### Some essay hook examples

- **Literary quote**

Not all the glitters is gold, everyone needs to be wary of their choices...

- **Quotes from famous people**

Peter Crouch once said, "Never look down upon the people."

- **Anecdote**

"As I was walking down the street yesterday I couldn't help but notice a drunken man stuck in a pit and instead of asking for help, he could only think of his beer."

- **Use an interesting fact**

“Many people in African nations have a problem with family planning.”

- **State your thesis**

You can also use your thesis as your hook.

## Outlining an essay

### What is an outline?

An outline is a list of information you will put in your essay.

An outline...

- Begins with the essay’s thesis statement.
- Shows the organization of the essay.
- Tells what ideas you will discuss and shows which ideas will come first, second, and so on.
- Ends with the essay’s conclusion.

Writing an outline before you write an essay will...

- Show you what to write before you actually begin writing.
- Help make your essay well-organized and clearly focused.
- Keep you from forgetting any important points.

### Writing an outline

Before writing an outline, you must go through the usual process of gathering ideas, editing them and deciding on a topic for your writing. Writing an outline could be a very useful way of organizing your ideas and seeing how they will work together.

To show how the ideas work together, number them. To avoid confusion, use several numerals for your essay’s main ideas.

- i. Introduction
- ii. First main idea
- iii. Second main idea
- iv. Third main idea
- v. Conclusion

## General Outline of the Essay

### Introductory Paragraph

- Get the reader’s attention or interest
- Tells the reader what to expect in the essay
- Is usually shorter than the body paragraph



**Body paragraph one**

- Often begins with a topic sentence
- Explains one of the three major points about the topic
- Might contain reasons and examples
- Is linked to the following paragraph

**Body paragraph two**

- Might have the topic sentence as the second sentence.
- Discusses the second major of the thesis statement of your essay
- Might contain quotations and statistics
- Is linked to the following paragraph

**Body paragraph three**

- Might have the topic sentence as the last sentence
- Discusses the last major point  
the last point is often the most important point and the other paragraphs have been building toward this one
- Might contain opinions and personal stories

**When developing your essay, you can use:**

- Facts and statistics
- Reasons
- Examples
- Quotes
- Opinions
- Experiences
- Senses

**Concluding paragraph**

- Usually begins with a word or phrase that signals the ending
- Let's the reader know that the essay is over.
- Is frequently shorter than the body paragraphs

**The steps in planning an essay are:**

- **Brainstorming**
- **Creating and organizing scattergram**

1: write the topic in the middle of the page

2: cover the page with every conceivable idea, thought, aspect of the topic, or possibility that comes to mind

3: categorize your ideas

- **Developing an outline**

**COAD method for revising**

- Is there anything that I could **change**?
- Is the **order** effective?
- Should I **add** anything?
- Should I **delete** some things?

**Brainstorming ideas for your essay**

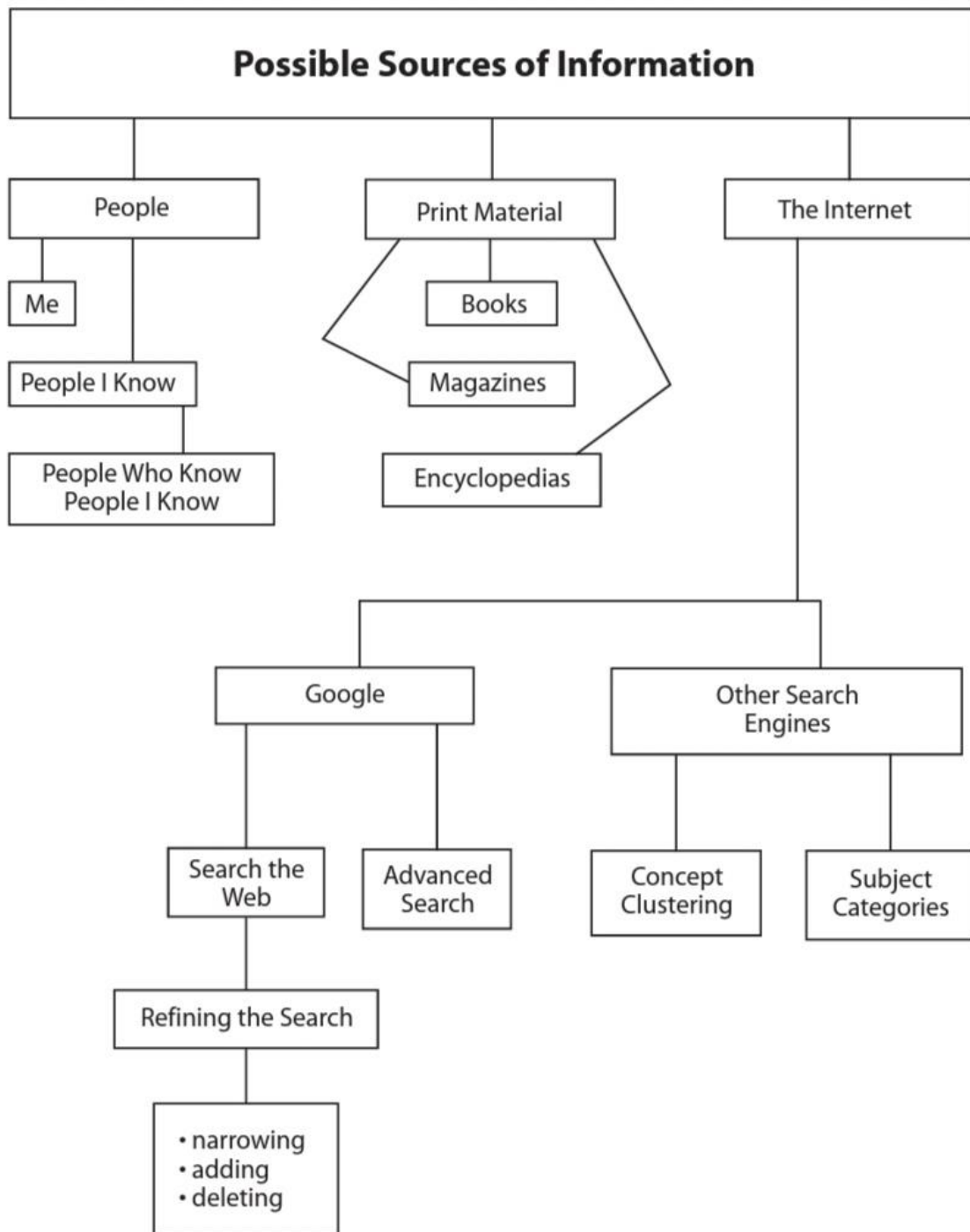
- Choose a person/place/thing/event/memory to describe
- Make a list of sensory details about your topic
- Try to find vivid adjectives for describing your essay

**Polishing your essay**

- Read the essay out loud

Listen to awkward sentences or words. You can also read your out loud for getting the feedback of others.

- Shows the essay to others
- Revise the essay for clarity and length



## kinds of Essay

the four major types of essays:

- **Narrative** Essay tells a story
- **Descriptive** essay paints a picture with words
- **Persuasive** essay convinces someone to accept our idea.
- **Expository** essay gives general information and proves something.
- **Personal** essay
- **Argumentative** essay uses evidence to convince a point of view.
- **Compare and contrast** essay analyzes similarities and differences between two things
- **Problem solution** essay
- **Analytical** essay
- **Exploratory** essay
- **Critical** essay examines something in detail.
- **Informative** essay educates the reader about a topic.

## How to write an essay

- **Read your assignment carefully**

Style, structure, and focus will depend on the kind of essay you are going to write. So, you have to know your homework.

- **Check for formatting and style requirements**

Search thoroughly to get to the appropriate sort of style you need for the kind of essay.

- **Narrow down your topic so your essay has a clear focus**

If you are given a general assignment, you can choose a specific detail-oriented topic, so you can explain that appropriately.

## Planning and organizing your essay

- **Find some reputable sources on your topic**

Do complete research about every bite of your essay.

- **Makes notes as you do your research**
- **Choose a question to answer or an issue to address**
- **Create a thesis statement that summarizes your main argument**
- **Write an outline to help organize your main points**

## Drafting the essay

- Write an introduction to provide your essay

- Present your argument(s) in detail
- Use transitional sentences between paragraphs and sentences
- Address possible counterarguments
- Cite your sources properly
- Wrap up with a concluding paragraph

## Revising the essay

- Take a break after finishing your first draft
- Read over your draft to check for obvious problems

Excessive wordiness

Points that aren't explained clearly

Tangents or unnecessary information

Slang or informal language

- Correct any major problems you find
- Proofread your revised essay

## How to structure paragraphs in an essay

- ✚ **Start your essay with an introductory paragraph**
- ✚ **Include at least three body paragraphs to explain your idea**
- ✚ **End with a concluding paragraph**
- ✚ **Use transition words to move smoothly from paragraph to paragraph**

### Structuring your paragraph

- ✚ Open your essay with a hook that engages your reader's interest
- ✚ Explain your topic and why it is important in 2 sentences
- ✚ Present your argument or stance with a thesis statement

### Crafting good body paragraphs

- ✚ Begin each body paragraph when you have a new idea to introduce
- ✚ Write a clear topic sentence to introduce your main point
- ✚ Provide your evidence to back up the point you are making
- ✚ Analyze your evidence in 1-2 sentences to connect it back to your ideas
- ✚ Conclude the paragraph

### Arranging your conclusion

- ✚ Restate your thesis in the opening sentence of your conclusion
- ✚ End by answering the question "so what."

### Narrative essay: telling a story

The writer tells a story about real life-experience.

The main focus should be the attraction of the reader.

It includes one or more than one paragraphs that follow the introduction.

## Descriptive Essay

- Descriptive essay paints a picture with words. You should show in it not tell through colorful words and sensory details. Such essays appeal the reader's emotions.

One of the keys to writing a descriptive essay is to create a picture in your mind reading audience's mind by engaging all five senses of their senses – smell, sight, touch, taste and sound. If you can do this, then your essay is a success.

### How to write a descriptive essay

1. Choose a topic
2. Create a statement
3. Get the senses right
4. Create an outline
5. Write the conclusion
6. Review your essay
7. Finish it up

Read again, check your essay carefully and completely.

### How to write a descriptive essay: Types to consider

- **Human essay**

It much harder to tell about a person. Overall, such task would mean telling about the appearance, actions, behaviors, mood, and qualities of the chosen individual.

- **Place essay**

The primary thing you should understand to find out how to write a descriptive essay about a place is the paper's focus. Focus on describing places with most breathtaking sights; let your reader feel the sensation and beauty of painting the picture with words.

- **Event essay**

You can describe your last vacation, or summer holiday tour in sensational words.

- **Animal Essay**

Wild nature is full of wonders- choose the animal you like most of all or the one you can associate with yourself.

- **Occupation essay**

Writing about the job of your dream is a good training before preparing an admission essay or job resume.

- **Behavior essay**

If you want to describe the freaky behavior of your best friend to show how the same people act under different conditions, it is your chance!

We can explain just anything in details. The goal is to make it sound both artistically and officially.

### **Some descriptive essay topics for any taste**

1. Make a detailed description of your mother (other relatives)
2. Provide a vivid description of your role model
3. Describe your most liked teacher
4. Describe a person whom you hate
5. Explain your favorite place
6. Describe a top place in your country
7. Write about 7 wonders of the world
8. Do you like riding your bicycle?
9. Describe one of the inventions of 2020
- 10.

### **Expository essay: Just the facts**

- It tells us the balanced analysis of a topic.
- A writing that conveys information or explains and proves something. It is logical and informative.
- Explains the reader how to do a given process.
- The purpose of expository essay is to explain, describe, or inform the reader about a particular subject.

Since expository essays are factual, they are written without emotion and usually written in the third person.

Some kinds of expository essay:

- Comparison and contrast essay
- The cause and effect essay
- Process essay

### **Expository topics;**

- Benefits of computer

- Importance of media
- Leadership skills
- Today's global market and what can you learn from it
- Ways to save money
- Benefits of exercise
- Global warming effects
- Bad effects of high population
- Wildlife in US

**Tips for writing it:**

- Identify a topic/thesis
- List of facts and details
- Pump up ideas
- Group and organize ideas
- Use topic-related words
- Describe examples

### The influence of adolescence

Adolescence is often considered as one of the most challenging, most turbulent and most difficult phases of life for both children and their parents. During this transition from childhood to adulthood, teenagers often seek the possibility of being able to identify themselves as they start to search for their place in the world. They also learn to interact with the other members of the society, define their priorities and adapt to social norms.

Some teenagers, unfortunately, don't go through this phase quite smoothly. Some even experiment with illegal substances leading to further damage. Among the biggest problems is when teenagers start being a part of so-called teenage gangs. According to experts, this might be linked to a desire to have respect and authority in the society of teenage hierarchy. Gangs typically attract adolescents who are interested in belonging to a certain community that offers anonymity and security, while being susceptible to peer pressure.

According to studies, a percentage of criminals among teenagers is quite high. This only means that this problem among teenagers being associated in gangs is definitely worth every attention. What is even more disturbing is even after cutting a gang, there is still tendency to be involved in various illegal activities during adulthood. This can defect that even though a teenager may not commit a crime, for now, he may end up doing it later.

For parents who are concerned about the possibility of children joining gangs, there are certain criteria about the behavior of their children, as well as their appearance, that they have to pay attention to. Parents need to be extremely careful especially when it comes to identifying potential factors that give hands to this tendency. Typically, if a child starts having problems at school, hides activities from you, has unknown friends, wears particular symbols or colors at all the time, you may have to check now.



## Persuasive Essay: CONVINC ME

- ❖ It is written to convince the reader for accepting your idea. The writer should present reasons, facts, motives, examples and any other idea that can strengthen the essay.
- ❖ Persuasive essay is also known as argumentative essay, is a piece of academic writing where you use logic and reason to show that your point of view is more legitimate than any other.

However there is a small difference between persuasive and argumentative; persuasive examines one side of the coin while on the other hand argumentative essay examines both sides of the coin.

### How to write a persuasive essay

#### laying the groundwork

- ❖ **Give yourself time**

Time for brainstorming, writing and editing.

- ❖ **Examine the rhetorical situation**

All writing has rhetorical situation, which has five basic elements: the text, the author, the audience, the purpose of communication and the setting.

- ❖ **Consider your audience**
- ❖ **Pick a topic that appeals you**
- ❖ **Look for a topic that has a lot of depth or complexity**
- ❖ **Consider opposing viewpoints when thinking about your essay**

Suppose you are the reader, what will you dislike in your essay.

- ❖ **Make sure you can remain balanced**

You must have enough information about your essay and be able to convince.

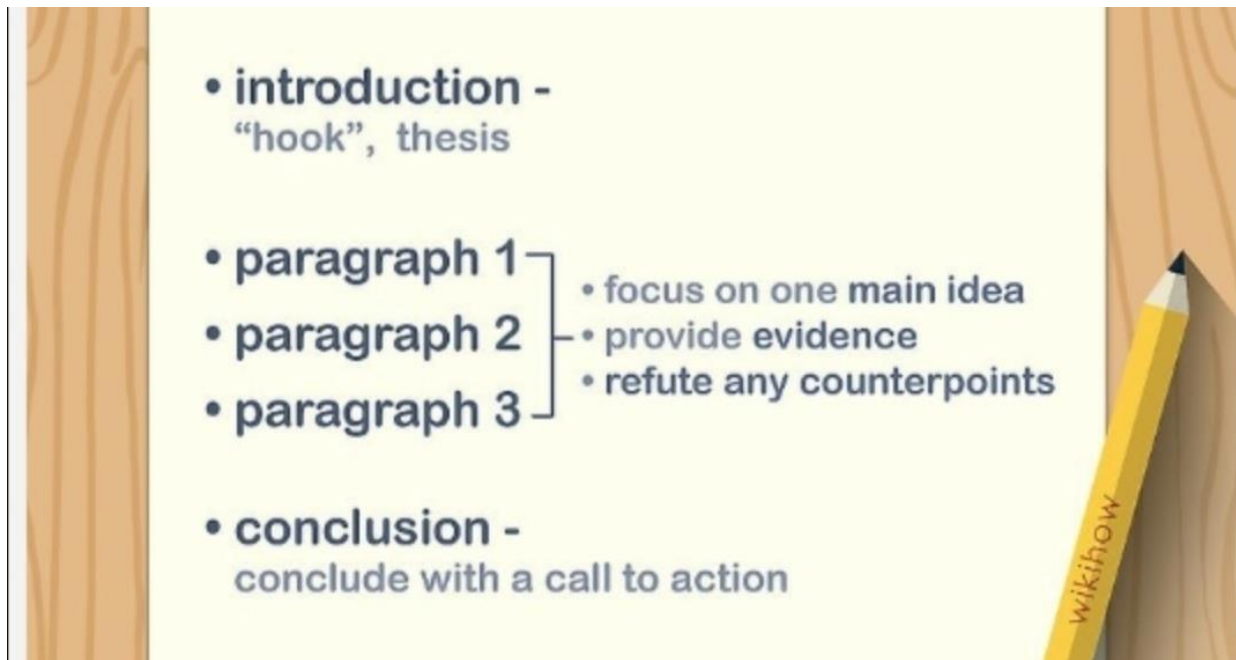
- ❖ **Keep your focus manageable**

Don't be much more longer or short.

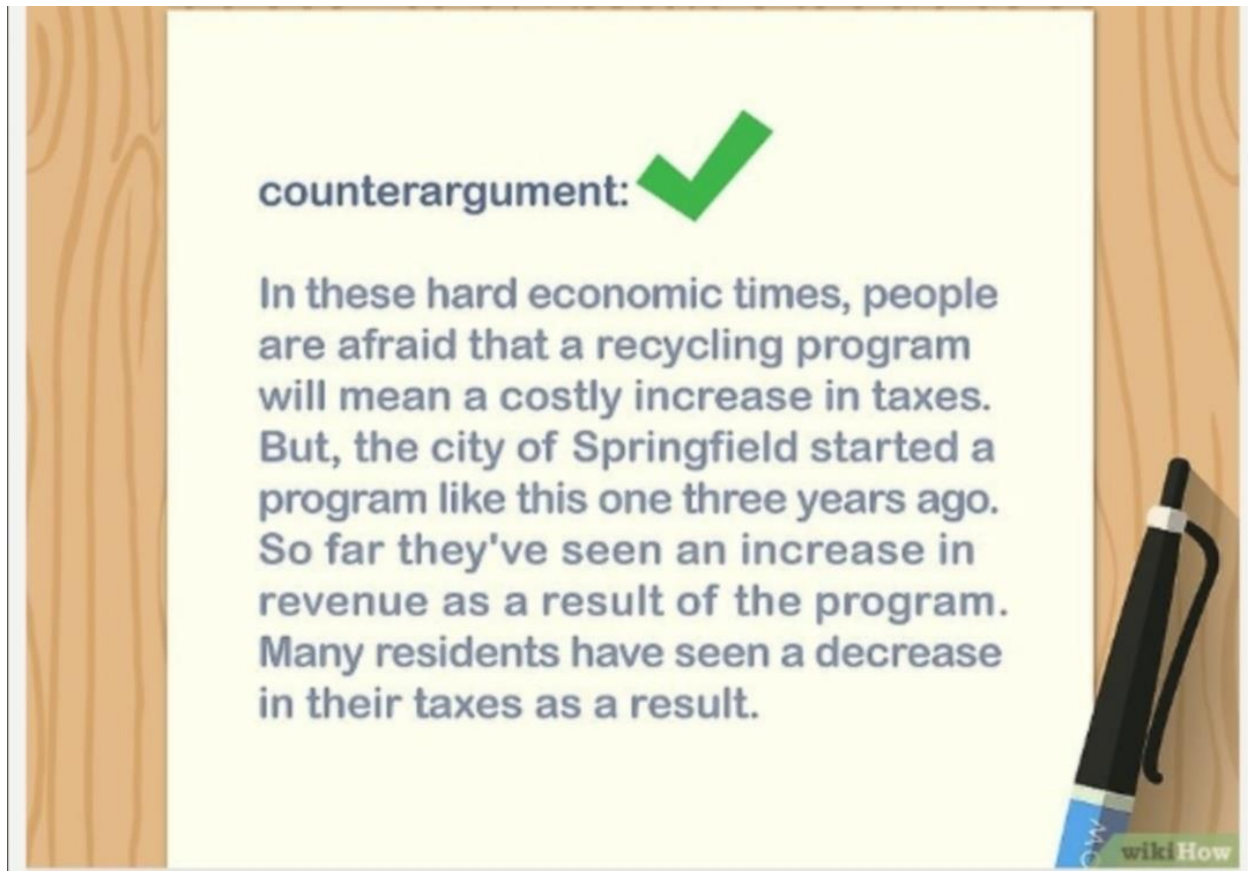
- ❖ **Come up with a thesis statement**
- ❖ **Brainstorm your evidence**
- ❖ **Research**

#### Drafting your essay

- ❖ Outline your essay



- ❖ **Come up with a hook**
- ❖ **Write an introduction**
- ❖ **Structure your body paragraphs**
- ❖ **Use the last sentence of each paragraph to transition to the next paragraph**
- ❖ **Add a rebuttal or counterargument**



**counterargument:** ✓

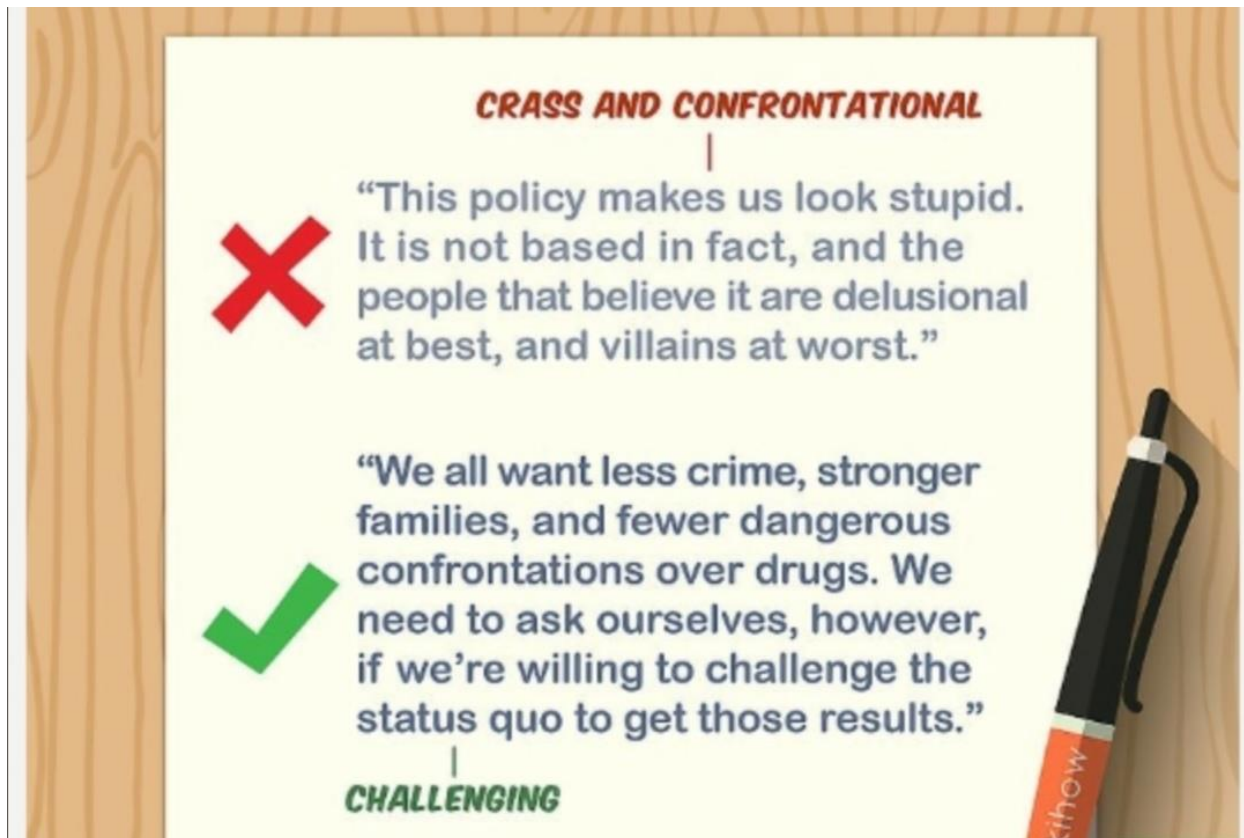
In these hard economic times, people are afraid that a recycling program will mean a costly increase in taxes. But, the city of Springfield started a program like this one three years ago. So far they've seen an increase in revenue as a result of the program. Many residents have seen a decrease in their taxes as a result.

wikiHow

### Writing persuasively

- ❖ Understand the conventions of persuasive essay
- ❖ Use a variety of persuasion techniques to hook your readers
- ❖ Be authoritative and firm

❖ Challenge your readers



some topics for persuasive writing:

- Should gambling be banned internationally?
- Are cats better pets than dogs?
- Should abortion be banned?
- Is fashion good for society?
- Are all people selfish?
- Should there be borders between countries?
- Why we shouldn't smoke?
- Winter is the best time for holiday
- Kids shouldn't spend hours online
- Robots should displace teachers
- We shouldn't travel alone
- You shouldn't study at night.

Research

**Identify the strongest evidence****Write outline****Make a good organization****some examples of persuasive essay:****Why Students Should Eat Breakfast Every Day**

A lot of people, especially young people, go through the day without having breakfast. Many people believe that it is not necessary, or they say that they don't have time for that, and begin their day with no meal. **I believe that everyone should eat breakfast before going to their activities. The purpose of this paper is to show the importance of breakfast, especially for students.**

**The first reason** why you should eat breakfast before going to school is for your health. When you skip breakfast and go to school, you are looking for a disease because it's not healthy to have an empty stomach all day long. It's very important to have a meal and not let your stomach work empty. All you are going to get is gastritis and a lot of problems with your health if you don't eat breakfast.

**Another reason** for eating breakfast is because you need food for to do well in your classes. Your body and your brain are not going to function as good as they could because you have no energy and no strength. When you try to learn something and have nothing in your stomach, you are going to have a lot of trouble succeeding. A lot of people think that they should not eat because they are going to feel tired, but that's not true. Breakfast is not a very big meal, and on the contrary, you're going to feel tired if you don't have breakfast because you have spent the entire previous night without food.

**The last reason** to have breakfast every day is because you can avoid diseases if you eat some breakfast in the morning. If you don't eat, you are going to get sick, and these diseases will have a stronger effect on you because you're going to get sick easier than people who have breakfast every day.

You have to realize that breakfast is the most important meal of the day, and you cannot skip it without consequences for your health, your school and your defense mechanism. It is better to wake up earlier and have a good breakfast that run to school without eating anything. It is time for you to do something for your health, and eating breakfast is the better way to start your day.

**The Importance of Reading and Writing**

Today science and technology has come to pervade (spread) every aspect of our lives. Computer, television and radio have almost replaced the newspaper and letter once dominated our lives. Accordingly, the issue about whether the ability to read and write is more important today may attract our attentions. It is clear that classified views have converged into two: some think reading and writing ability is more important today than in the past, while others deny its importance. **As I see it, I agree with the former view**

without any hesitation and my choice is based on a careful consideration of the following reasons.

**The main reason** which may win most of people's support is that if lack the reading and writing ability, one would be considered as illiterate who has been deprived of the most basic right of human beings in the 21st century. It will be hard for us to imagine how somebody who can't read and write communicates with other people. A case in point is that one of my neighbors who is an old man and cannot read and write may only talk with others face to face. As for making friends by email and search information in newspaper, it is absolutely impossible.

**The second reason** I would like to point out is that people today who cannot read and write cannot even make a living. Good jobs are difficult to find because of economic depression. Nearly all the jobs require people who can read and write very well. Even if one just plans to be a driver, he must read the road sign and know where he is and where he will go.

**Furthermore**, the ability to read and write could bring us lots of advantages.

Suppose that people who have tired out with a hard week's sweat and effort may get lots of benefits and relief from reading a short novel and broaden his horizon by appreciating a nice poem. Many friends around me would believe reading and writing some effective ways to relax themselves.

People today especially those children may find it easier for them to manipulate the mouse of the computer than to write things down by hand. Watching TV instead of reading may still occupy someone's most leisure time. Yet if all the factors I discussed above are contemplated and we are to minimize the losses and maximize the gains, it will not be hard for us to realize that the ability to read and write is more important today than in the past.

### **Why You Should Not Smoke**

I am sure that you know that smoking harms your body. Then why do you continue smoking? Maybe you do it because you haven't really become conscious about all the effects that smoking has. **There are a lot of reasons why you shouldn't smoke. Some of them are that smoking affects your health, that you spend a lot of money on cigarettes, and that when you smoke you are not respecting people around you.**

**The first reason** why you shouldn't smoke is that smoking affects your health. If you smoke, your physical condition will be negatively affected, so it will be very difficult for you to succeed in sports. Also, smoking produces lethal diseases like cancer and reduces the length and quality of your life. Maybe you don't notice all the physical effects of smoking immediately, but you surely will be sorry one day.

**The second reason** why you shouldn't smoke is because of all the money that you spend on it. Maybe you start smoking only when someone offers you a cigarette, but there will be a day when you will feel the need of a cigarette. By this time, you will pay whatever to smoke, and each time you will smoke more, so you will spend more money. All the money you would spend on cigars could have be spent in something better, don't you think?

**The last reason** why you shouldn't smoke is out of respect for the people around you. When you smoke, you not only harm yourself, but you also harm all the people around you. So you mustn't be selfish; you should at least avoid smoking in front of

people who don't smoke. Also, many people don't like the cigarette's smell, so they won't enjoy your company. Would you like that?

I have said just some reasons of why you shouldn't smoke, so I hope that now those of you who smoke are able to think a little and try to make a smart decision. In addition to all the reasons I've said, I would like you to think about how much you love yourself and then whether you want to continue harming yourself. Think also about all the people who love you, like your family who doesn't want to see you suffering or sick. If you decide to continue smoking, what a pity. But if you decide to stop smoking, congratulations! Remember that "If you can dream it, you can do it."

### **Why We Should Not Compare Ourselves with Others**

In our culture a lot of times people advise us to compare ourselves with others. "You should be like your father," "You can win; the others aren't as good as you," "You must be the best of your class," etc., and this is not always the best way of thinking. **There are many reasons to change this way of thinking and begin to compare ourselves only with ourselves. This is the way it should be, and in this paper I will discuss some of the most important reasons for this.**

**The first reason** to avoid comparing yourself with others is that there will be always someone better than you. It doesn't matter in which aspect, but it is always true. Therefore, you could feel inferior to others and maybe without a real reason. For example, you can be an incredible architect and the best of your generation, and this can make you feel incredibly good, but if someday someone is better than you are, you could feel sad although you are still the same incredible architect that you were before.

**The second reason** to elude this kind of comparison is that you will always find someone worse than you, but as opposed to the first reason, this can make you feel better than the others, and this feeling can turn into a horrible pride. For example, if you are the second best student of your class, and one day the very best student leaves the school, you will then be the best one although you are still only as good as you were before.

**These two first reasons** leads us to a third one: If you want to be better than the others, you don't need to improve yourself; you only have to make the others look bad. If I want to be the leader of the group, but you are the leader now, what I need to do is to make you look like a traitor or stupid and then I can take your place. Then I will be better than you.

**A fourth reason** to stop comparing ourselves is that the one who compares him/herself with others is judging, and this doesn't help us develop as human beings. Nobody knows the internal reality of the other; nobody knows his/her story and his/her most deep intentions, and when we judge it's harder to accept the others

**The last but most important reason** to avoid comparing ourselves with others is that when we do, we can be tempted to copy them, to do the same things, and to act and think like them. The problem with this is that if we copy someone, we will never know who we really are and what we really want, and then we will never grow spiritually. For all these reasons and because we are unique, we should not compare ourselves with others, only with ourselves. The only comparison pattern that we really have is our consciousness. So, if we use this pattern we will not feel less or more than



others; we will not try to make others look bad; we will not judge so much; and we will accept ourselves as we really are. In other words, we will live happier.

### **Why People Should Exercise**

In the past, I have never been inclined to participate in sports. Honestly, I didn't like it, but many persons whom I lived with kept telling me every day how good it was. Since the peer pressure was growing, I decided to go to the gym. **It wasn't until then that I could really understand people when they said exercise really helped a person get organized and keep yourself in a healthy physically and mentally.**

**For starters**, when you are a lazy person, it is difficult to take the first step, but it is all a matter of committing yourself to something that will provide you a lot of positive feedback. Once you start doing exercise and observing positive results, you actually enjoy it. It takes a lot of effort and strong will, but it's worth it. The principal thing to do is to participate in an activity you like. If you do you'll start organizing your day in a way that enables you to do everything you have to, including exercising. You will no longer be a person stressed-out without time to carry on with all your activities.

**Second**, it is obvious that once you exercise you will have a better condition.

You will be healthier in a physical way. It is probable that you will lose weight and your muscles will get stronger and stronger. Your body will feel good, full of energy and it will respond immediately to any action you want to do, any activity that has to be done with high spirits.

**The third reason** why exercising is good is that it affects you positively in a mental and psychological way. Doing exercise helps you set specific goals which along with strong will can be achieved. When you do that, you are aware of your abilities, accept your weaknesses, and your self-esteem goes up. Any sport distracts you because it helps you not to think about school, friends, problems, among other things. It brings you time to think about yourself and no one else. It helps you keep your mind busy and to avoid dangerous habits like drugs.

Doing exercise is very important to any person of any age. The positive effects of exercising, which I've already mentioned, are like a chain. Once you do a sports activity that you like, you get organized; therefore, you start doing things the right way and get enormous benefits which make you feel good as a whole human being. You start living your life happily.

### **Why You Should Communicate Effectively**

Establishing and developing effective communication is important in order to be heard and change your environment according to your own thoughts. No one will guess what you want or what you think if you don't tell them, and nothing is going to change if you do not propose a change. The purpose of this essay is to discuss four important skills that will help you communicate effectively. Such skills are not to be afraid of speaking, always defend what you want to say, express exactly what you mean to say, and listen



while you are not speaking.

The first aspect to communicate effectively is not to be afraid of speaking.

Anytime you need to say something, go ahead and do it. Most of the times people are afraid of speaking because they are not sure if it is the right thing to say and/or the right moment to say it. Be sure, say what you want to say, and do not regret it. If you speak you will be heard and taken into account. You are important so you need to be heard.

There is one thing you should not do somehow: Do not say something that will hurt somebody's feelings. Unless that something has to be said inevitably, say it, but as softly and gently as you can. Never hurt anyone intentionally. Always think twice before saying something. You choose what to say, just be sure to say the right thing at the right time. If you do that, you won't regret a thing.

Second, if you want to communicate effectively, defend what you say. Once you have said something you can never go backward; you must back it up. The worst thing that you can do when speaking is to hesitate. Hesitance means self-insecurity and this means weakness. The strength of your words will surely determine their effect on the listener. The way that you speak and the content of your speech tell a lot about yourself and your personality. A conversation allows speakers and listeners to get to know each other better. Besides, people will only know what you say; they cannot go any further if you do not let them. It is only by means of intelligence, strength, and security that you will be able to change the world around you. And, it is also by means of intelligence, strength, and security that you will be heard and taken into account.

The third main aspect of effective communication is to express exactly what you mean to say. Pick up the words that will express exactly what you are thinking of. Do not forget that one half of a word belongs to the listener and the other to the speaker.

The listener gets his or her own version of what is said. However, your job is to express yourself clearly, so that you can avoid misunderstandings. Although, avoiding misunderstandings are a hard task (not impossible), when it is achieved you will be expressing yourself effectively. Everybody will be able to identify exactly what you say, what you think, and what you want. Words are double edged weapons which can be used either to defend or to attack. If you make a good use of them, you will be able

to do almost everything.

The fourth main point to effective communication, and probably the most important of all, is the listening part. Listen and do not interrupt when it is no longer your turn to speak. You will surely learn new things from listening to others. If a person is speaking, it's because she or he wants to be heard. Effective communication is based on both listening and speaking. If communication were based only on speaking, it would be an absolute tyranny. Nevertheless, communication is the means through which you express yourself in order to be heard and change your environment according to your own version of reality. Thus, it would be impossible to change anything if there were no one to listen, learn, and accept new ideas. Listening is a gift, and good listeners are always very appreciated because there are only a few.

Effective communication will help you to express yourself better, allow you to let other people express themselves, and help you to change your environment toward your own thoughts and beliefs. Words inspire no fear. Speak them. Words make you strong. Support them. Words show what you are and what you think. Do not let yourself be misunderstood. Words are valuable. Listen to them! (750 words)

### **The opening paragraph**

Suppose a customer goes to a bookstore for getting a book and when he opens a book, the first paragraph of the book grabs his attention, he will definitely purchase this for the very first paragraph. Because, I have done this.

### **Guiding steps:**

Be careful not to generalize your topic much more and be specific and to the point your opening paragraph.

Your opening paragraph must of four or five sentences. Because the purpose is to respond directly to the topic of the essay.

In writing the opening paragraph you can use these phrases:

- In this essay I intend to explore...
- This essay will discuss...
- This essay will focus on...
- In order to discuss, I will analyze...

### **The body of the essay**

The essay which is not organized based on paragraphs, will be quite boring for the reader.

Deal with one main point per paragraph. If you try more than one, you will baffle your reader. It is a good idea to use linking words or phrases in your essay for better connection and understanding.

### **The closing paragraph**

Your essay needs beginning, middle and end in that case.

Discursive essay sometimes referred as argumentative as well, involving you in putting forward arguments for and against a particular point of view. These types of essays are often rambling and unfocused.

### **Two important points of revising the essay:**

- Checking the content and clarity
- Checking the punctuation and spelling

### **Content:**

Is there is a thesis statement?

Are there supporting details for each paragraph?

Is there a topic sentence for each paragraph?

Is there a conclusion?

### **Clarity**

Are the structures parallel?

Are there misplaced modifiers or dangled modifiers?

Are there transition words?

Are the sentences and paragraphs cohesive?

### Checking the punctuation and spelling

Are paragraphs indented?

Are there punctuation marks?

Do all the sentences begin with capital letters?

Are the words spelled correctly?

### Adverbials

You can use these adverbials in your essays for better impression.

An adverbial is used after a verb to show position, direction of movement and so on...

<b>Seemingly</b>	<b>Perhaps</b>	<b>Almost</b>	<b>All in all</b>
<b>Conceivably</b>	Probably	Doubtlessly	Basically
<b>Possibly</b>	Presumably	No doubt	Generally
<b>Maybe</b>	Certainly	Definitely	On the whole
<b>Overall</b>	In a way	To some extent	For all intents and purposes
<b>Practically</b>	Up to a point	So to speak	More or less

### Transitional words

They will help your reader to shift from sentence to sentence and from paragraph to paragraph.

<b>Before</b>	<b>Next</b>	<b>Then</b>	<b>In addition</b>	<b>For example</b>
<b>For instance</b>	After	During	Always	Sometimes
<b>Basically</b>	Secondary	Primarily	Principally	Essentially
<b>Correspondingly</b>	Similarly	In the way	Just as	Common in
<b>For this reason</b>	As a result	Consequently	Because of	Owing to
<b>Such as</b>	To illustrate	To explain	Namely	To paraphrase
<b>Moreover</b>	Furthermore	As well as	What is more	Also
<b>As</b>	Since	In other words	Thus	Although

### Why do people attend colleges?

People attend college for a lot of different reasons. I believe that three most common reasons are to prepare for a career, to have new experiences, and to increase their knowledge of themselves and of the world around them.

Career preparation is probably the primary reason that people attend college these days. The job market is very competitive careers such as information technology will need many new workers in the near future. At college students can learn new skills for these careers and increase their opportunities for the future.

Students also go to college to have new experiences for many, it is their first time away from home. At college they can meet new people from many different places. They can see what life is like in a different city. They can learn to live on their own and take care of themselves Without having their family near.

At college students have the opportunity to increase their knowledge. As they decide what they want to study, pursue their studies and instruct their classmates, they learn a lot about themselves. They also off course have the opportunity to learn about many subjects in their classes. In addition to the skills and knowledge related to their career. College students always have the chance to take their classes in other areas. For many this will be last chance to study different subjects.

Colleges offer much more than career preparation. They offer the opportunity to have new experiences and to learn many kinds of things. I think all of these are reasons why people attend college.

### **Are parents the best teachers**

Parents shape their children from the beginning of their children's life. They teach their children values. They share their interests with them. They also develop close emotional ties with them. Parents can be very important teachers in their children's lives. However, they are not always the best teachers.

Parents maybe too close to their children emotionally, for examples, they may limit a child's freedom in the name of safety. A teacher may organize an educational trip to a big city but a parent may think this trip is too dangerous. A school may want to take the children camping, but a parent maybe afraid of the child getting hurt.

Another problem is that parents sometimes expect their children's interests to be similar to their own. If parents love science, they may try to force their child to love science too, but what if the child prefers Cricket, the parents may force their child to participate in different science classes.

Parents want to pass on their values to their children however, things change, the children of today are growing up in a world different from their parents' world. Sometimes, parents especially, older ones cannot keep up with rapid social or technological changes, a student who has friends of different races at school may find that his parents have narrower views. A student who loves computers may find that her parents don't understand or value the digital revolution.

Parents are also important teachers in our lives, but they are not always the best teachers. Unfortunately, we have many teachers in our lives. Our parents teach us, our teachers teach us, and we learn from our peers and both of them.

### **Travelling with a companion and alone**

*Traveling alone is the only way to travel. If you take someone with you, you take your home with you. When you travel alone, you meet new people, have new experiences, and learn more about yourself.*

*When I travel with a friend, I spend all my time with that friend. We do everything together. When I travel alone, I spend my time looking for new friends. I meet other tourists or local people. We have coffee together or share a meal and we become friends.*

*It's easier to meet new people when I travel alone. When I travel with a friend, my routine is predictable. We follow the same schedule that we do at home. When I travel alone, I adapt myself to the customs of the place.*

*I might take a nap in the afternoon and eat dinner late at night. I might go to a club and dance all night. I am more open to new experiences when I travel alone.*

*When I travel with a friend, we take care of each other. When I am alone, I have to take care of myself. I encounter a difficult situation, I have to find my own solution.*

*Maybe I don't speak the language and I have to figure out how to make myself understood. Maybe the food looks strange and I have to decide what to eat. When I travel alone, I learn about how I react in new or strange situations.*

*I think it is always important to do things on your own. You can find new friends, have new experiences, and learn a lot about yourself, too. Isn't that the point of travel?*

**A classification is one that places information into categories, each based on a specific criterion or standard.**

For example, if you are writing about chairs, you might base on category on the criterion type of material. Then you could create a subcategory called wood and another subcategory called steel, and examine the characteristics of wood and steel chairs. This principle of forming categories and subcategories according to sets of criteria will help you to logically organize the information for your classification essay.

### **Process essay**

A process essay either describes a process or provides instructions for how to do something. In other words, it is a step-by-step explanation of how something works, or how to perform a task.

### **Cause and effect**

A cause is a reason something happened or is happening, while an effect is the change that results from something happening. In academic and professional pursuits, cause and effect generally applies to examinations of social behavior, scientific investigation, and the study of historical events. A cause and effect is one that explores the causes and effects of an action, an event, or series of occurrences. For example, a virus may have caused sore throat, but lack of sleep and too much stress may have lowered the resistance to the virus.

### **Use these transition signals to introduce causes**

A key factor

Because

Because of

Due to

One reason

Owing to

Since this occurred the first cause

### **Use the transition signals to introduce effects**

Accordingly, as a consequence, as a result, consequently, one outcome, resulting in, so, the first effect

**use these transition signals to qualify statements.**

Could have, may have, might have, perhaps, possibly, probably

### **Writing a good paraphrase**

1. Identifies the source of the original
2. Shows that you have fully understood the material
3. Differs enough from the original that it is clearly your own writing.
4. Does not merely substitute synonyms for the words in the original sentence

### **Summary/response essays**

Writing a summary and response essay plays an important role in college work. Throughout your academic career. You will be expected to produce summary and response writing in essay examinations and research papers. A summary demonstrates your understanding of a reading's main ideas. Then your response allows you to analyze it, compare or contrast it with other material you have studied, agree or disagree with its claims, or expand on the claims further.

### **The five stages**

For any essay to achieve high marks it is essential to through five distinct stages:

#### **1) Interpretation of the question**

Revealing the structure

A practical example

Learning to analyze

Brainstorming

Flexibility

Using the right ability

The range of abilities

Changing our pattern of study

## **2) Research**

Reading purposefully

Processing the ideas

Note-taking for analysis and structure

Remembering your notes

Note-taking for criticism and evaluation

Organizing your retrieval system

Organizing your time

Your own personal timetable

## **3) Planning**

Planning that makes a difference

Editing and ordering your material

Planning for the exam

Revising for the exam

## **4) Writing**

Getting your own ideas down

Introductions

Paragraphs

Conclusions

Style- simplicity

Style- economy

Working with evidence

Plagiarism

Referencing and bibliographies

## **5) Revision**

preserving your best ideas

revising the structure

revising the content



If you ignore even one of them, you will definitely face problems in your essay. You might encounter irrelevance, weak structure, insufficient evidence and examples to support your arguments, lack of fluency between paragraphs, inconsistent arguments, and many others.

### **Length of paragraphs**

It is better that the length of your paragraphs vary if you want to make that interesting for reading.

Three parts of a paragraph

- The topic sentence introduces the topic of the paragraph.
- The development
- The evidence

Keep in mind these three principles about writing simply:

- Logic
- Interest
- Brevity

**References**

Google

*Business letters, emails and other documents (Shirley Taylor)*

As Jhumpa Lahiri has said, “That is the thing about books. *They let you travel without moving your feet.*” *Take a good book to bed with you. Books do not snore.* Reading is itself a sort of passion, love and we can say additive. If you really searching for happiness, mental riches, contentment and anything else, then read books relevantly. Reading about success means that you are on the way to domination.



Munawardin Lakanwal, who is the very writer and accumulator of the very book, is son of Gul Bahar-U-din Lakanwal. He was born in the dignified and noble tribe of Pashtuns in Khost, Afghanistan. Currently, he lives in Kabul, Afghanistan. Contemporarily, he is sweating in the very domain to serve the beckon of his motherland. Better to say that he has studied English Language at International English Language Institute and he has been teaching there for 5years.

## Other Publications of Munawardin Lakanwal

