

CAPSTONE

Verbal : Writing

Lecture 05

<u>Overview</u>	<u>Next Lecture</u>
<ul style="list-style-type: none">◆ Writing... (Types, Suggestions, Rules, Examples)	<ul style="list-style-type: none">◆ Gerund◆ Infinitive◆ Participle◆ Dangling Modifiers◆ Reading Comprehension

Name:

Batch:

IBA Regular Batch

Reach Us

Panthapath : 01972-277 866

Mouchak : 01999-017 011

Mirpur : 01970-985 421

Chattogram : 01970-985 420

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Types of Writing in IBA Admission Test

1. Argumentative Writing
2. Essay
3. Paragraph
4. Critical Writing
5. Letter Writing
6. Thematic Writing

Argumentative Writing:

An argumentative essay is a form of essay that presents arguments about both sides of an issue. It could be that both sides are presented equally balanced, or it could be that one side is presented more forcefully than the other. It all depends on the writer, and what side he supports the most.

The general structure of an argumentative essay follows this format:

1. **Introduction:** Attention Grabber / hook, Background Information, Question Statement
2. **Body:** Consists of at least 2/3 paragraphs (2/3 major arguments)
3. **Counterargument:** An argument to refute earlier arguments and give weight to the actual position
4. **Conclusion:** Rephrasing the actual statement, major points, call to attention, or concluding remarks.

Argumentative Essay Examples:

- ✓ "Social Media are doing more harm than good." ---Do you support the statement? Write in your own words.
- ✓ "GDP growth is not the actual indicator of how much a country has financially progressed." --- Do you agree with the statement?
- ✓ "DMP has decided to put a ban on Rickshaw in Dhaka city citing it as the prime reason behind the traffic congestion in Dhaka."--- Do you agree with the decision of DMP?
- ✓ "It's not the marketing that drives the business. Rather how a company manages people's expectation caters the growth." How true the statement is?
- ✓ "Technology has caused more problems to the mankind than bringing goods." Do you agree?

Expository Writing:

Expository writing style refers to a form of writing that informs or explains the topic in a chronological order. This style of writing encompasses a main idea along with the supporting facts and figures and a conclusion.

The main objective of expository writing is to inform the readers about something informative or to expose about the truth with the help of evidences. In this form of writing, the texts are written in a specific order so as to give a better clarity to the readers.

Instruction manuals, textbooks, research papers, news articles, posters, recipe book, language books and city guide are some of examples of expository writing.

Types of Expository Essays:

□ Creating Cause and Effect Essays:

This genre of essay explains several effects and one single cause. Through cause and effect essay, a writer describes what the cause is and what are its effects or consequences. For instance, what are the effects of global warming or effects of water scarcity, etc.

□ **Designing Descriptive Composition:**

Descriptive composition is about describing an event, a person, place or an idea with the help of supporting details. This form of writing is mostly used in school assignments. For example, description of a famous sportsperson, description of your favorite holiday destination.

□ **'How to do Something' Essay or Process Essay:**

In this type of writing, a writer explains the entire process of how to do something in a step-by-step manner. Generally, a writer provides all the information in a logical order, so that a reader can easily accomplish the task. For example, How to bake a cake, how to make a power point presentation, etc.

□ **Covering Compare and Contrast Composition:**

This form of writing focuses on two or more topics. A writer compares and contrasts the topics so as to give a thorough knowledge to readers. For example, essay about Childhood vs Adulthood, High School vs College, Coke vs Pepsi, etc.

Examples of Expository Writing

1. Major Cause of Stress Among High School Students
2. Online Learning Versus Classroom Learning
3. The Benefits of Fruits
4. Migrant workers in the economy of Bangladesh
5. Telecommunication sector in the economy of Bangladesh
6. Women Empowerment

Thematic Writing:

In a thematic writing an examinee is presented with a few set of words and then he/she is instructed to write a short paragraph by utilizing those words.

Examples of Thematic Writing

Write a short paragraph by utilizing above mentioned words. Use each word at least for once. Underline the words after utilizing them. Give a suitable title to your passage. You are not allowed to change the form of words given.

Childhood	Habit(s)	Physical well-being	Regular	Longevity
Exercise	Diseases	Obesity	Happiness	Dangerous

Types of Paragraphs usually come in IBA admission Test:

- "A friend in need is a friend indeed" - explain this statement.
- Importance of Physical Exercise.
- "Beauty is in the eye of the beholder." – explain this statement.
- "Passion leads to success."
- Write about the Winter Season in Bangladesh.

Writing Tricks & Suggestions

Introduction of Your Opinion:

1. Philosophers have it that the truth always held by minority, the same as the topic issue I believe.
2. It goes without saying that A / agreement will be in the high percentage among people but with exception of my inclination.
3. When move to the issue of _____, the majority would stand with the side of A, others perhaps holding the different idea like _____.
4. Opposite to the majority opinion, I regard B as my propensity.
5. In terms of my view, it is more advisable/sagacious to choose A rather than B.
6. From my own perspective, I believe I will stand with side A or the adverse part of B after deliberative calculation especially.
7. If I were forced to agree with one of the two methods, my choice would be for
8. When asked about _____, tradition has it that _____. Nevertheless, in my part, I prefer A rather than B as my inclination.
9. Under the risk of address the issue too direct, the advantages / merits of A always exceeding that of B.
10. Quite a few would announce that _____ as facing to the decision of A or B, but others, in contrast, deem A / B as the premier choice and that is also my point.

The First Paragraph

1. Certainly no other reason in my decision is more crucial than the one as follow.
2. In term of substantive level, the reason mentioned below seems to be advisable and deserve more consideration.
3. Beyond enormous obvious reasons, however, there lies more in-depth cause.
4. The main problem with this argument is that it is ignorant of the basic fact that _____.
5. There is some element of truth in the consideration of _____ but a deeper and more basic fact that _____ is ignored in this statement.

The Second Paragraph:

1. Despite these obvious benefits, also, there are good reasons to _____.
2. Also, it is arbitrary to judge _____ according only to the excuse I mentioned in the above paragraph.
3. It might also be noted that _____.
4. But there is a further more subtle point we must consider.
5. Another reason why I disagree with the above statement is that I believe that _____.

Driving Conclusion

1. To put all into a nutshell, I _____.
2. To sum up, from what has been discussed above, we may safely draw the conclusion that _____.
3. Taking into account of all these factors, we may reach the conclusion that _____.
4. All reliable evidences point to one saying, that is _____.
5. For the reasons presented above, I strongly commit to the notion that _____.
6. While it is true that the arguments I disagree hold a little bit of water, I think that _____.

Transitional Words Grouped according to their Purpose

To add extra information

and	also	additionally	alternatively
apart from	as well as	besides that	coupled with
equally important	finally	first, second, third, and etc	last
following this further	furthermore	indeed	in addition (to)
in fact	lastly	last but not least	likewise
moreover	not only, but also...	not to mention	

To give examples

for example	as an example	chiefly	for instance
especially	illustrated with	in this case	in another case
in particular	in this situation	including	markedly
namely	notably	on this occasion	particularly
specifically	such as	take the case of	to demonstrate
to illustrate	as an illustration		

To clarify the information you have presented

above all	I mean	in other words	in this case
that is to say	to put it in another way	under certain circumstances	up to a point
what I mean is			

To present consequence

accordingly	as a result	consequently	for this reason
for this purpose	hence	in that case	otherwise
so then	subsequently	therefore	thus
thereupon	under those circumstances		

To generalize information and facts

as a rule	as usual	for the most part	generally speaking
ordinarily	usually		

To compare and contrast

but	by the same token	by way of contrast	conversely
equally	however	in contrast	instead
likewise	nevertheless	on one hand	on the other hand
on the contrary	rather	similarly	still
though	whereas	while	yet

To present sequential information

afterward	at first	at the same time	earlier
first of all	first/second/third/last/lastly	for now	for the time being
in the first place	in time	in turn	later
later on	meanwhile		

To summarize

after all	all things considered	altogether	as a final point
briefly	by and large	in any case	in any event
in conclusion	in short	in summary	in the end
in the final analysis	in the long run	lastly	on balance
on the whole	overall	to conclude	to put it briefly
to sum up	to summarize		

Common Writing Mistakes

Subject-verb agreement

Singular subjects take singular verbs and plural subjects take plural verbs.

Incorrect: *Khalid study at the library every day.*

Correct: *Khalid studies at the library every day.*

Inconsistent tense

When writing about events in a novel, you must first make the decision whether to use the present or past tense. Generally speaking, either is acceptable, but once you make the choice, you need to be consistent.

Incorrect	Correct
Tazul decides to go to bed, but then he drank too much coffee and could not fall asleep. He watches TV for half an hour, then he finally felt sleepy.	Tazul decided to go to bed, but then he drank too much coffee and could not fall asleep. He watched TV for half an hour, then he finally felt sleepy.

Quoting instead of paraphrasing

As a rule, you should only quote when either the original author said what he/she said so well that you could simply not say it better OR you are quoting a passage from fiction to convey the tone of the story.

Quotations should be introduced by you; do not insert someone else's words in your essay as if they are merely a continuation of your own words.

Incomplete sentences

Every complete thought needs a subject and a verb. Usually the writer begins constructing a complex sentence, and then forgets to finish it. Here are some real examples, with names removed to protect the guilty:

The modernization could not have happened if first of all the social changes and then the political consolidation from an imperial state to a democracy. [Where's the verb in the conditional clause?]

While the soldiers who actually assaulted the woman, never acknowledges their guilt. [The "while" means "although," but there is no clause to finish the thought]

And the "shame society" always putting the blame on someone else or making excuses for themselves.

Single spacing and indenting

When you quote something which is more than one sentence long, the quote should be single-spaced and indented from the rest of the text. Also, in this form, there is no need for quotation marks around the quote.

A footnote or similar citation, however, is necessary (see handout on plagiarism for examples of format).

Contractions

Unless you are directly quoting another text, avoid using contractions such as don't, won't, can't, isn't, and its. Instead, use do not, will not, cannot, is not, etc.

Second Person

Avoid using the second person pronoun you. In its place, use the pronoun one. (Examples below cover both contractions and the second person pronoun).

Incorrect	Correct
If you don't understand the meaning of the book, you shouldn't feel stupid. You won't always see everything the author wants you to see.	If one does not understand the meaning of the book, one should not feel stupid. One will not always see everything the author wants one to see.

Dangling Participles

You may have heard of them, but do you know what they are? A "dangling participle" is a participle [a nominal form of a verb, often in -ing form] that lacks clear connection with the word it modifies. In other words, your sentence seems to change subject midstream. Here are some examples of dangling participles:

Incorrect	Correct
Working at my desk, the sudden noise startled me. [working lacks connection with noise]	Working at my desk, I was startled by the sudden noise.
Turning the corner, the view was much changed. [turning lacks connection with view]	Turning the corner, he discovered that the view was much changed.

Spelling mistakes

Many spelling mistakes occur when incorrect homophones (words with the same pronunciation, such as 'right', 'rite', and 'write') are used in a sentence.

Watch you're words! Spell-check may not see words that are miss used because they are spelled rite!

Watch your words! Spell check may not see words that are misused because they are spelled right!

Run-on sentences (no comma before a coordinating conjunction)

A coordinating conjunction connects two clauses that could be sentences on their own.

You can use the acronym FANBOYS to remember the most common coordinating conjunctions: for, and, nor, but, or, yet, and so.

Unless the clauses are very short and closely related, you need a comma before the conjunction. If you forget to put a comma before the conjunction, it becomes a run-on sentence.

My dog barks at the mailman but she's too lazy to chase him.

Solution: Check to see if the clauses before and after the conjunction could be sentences on their own. If so, insert a comma before the conjunction.

My dog barks at the mailman, but she's too lazy to chase him.

Sentence fragments

A sentence fragment is a sentence that's missing a subject (the thing doing the action) or a verb (the action).

An epic all-nighter!

Solution: Add a subject or verb to the fragment, as needed.

I pulled an epic all-nighter!

No comma after an introductory phrase

An introductory phrase provides some background information and is usually followed by a comma. The comma is optional when the phrase is very short.

While a Ramadan commercial played on the TV she was at the library trying to study for her final exams.

While a Ramadan commercial played on the TV, she was at the library trying to study for her final exams.

At long last I made it home. **Or,** At long last, I made it home.

Wordiness

A sentence is wordy if it uses more words than necessary to convey meaning. Wordiness often makes writing unclear.

Sumaiya ended up having to walk all the way home due to the fact that she missed the last train leaving Central Station.

Solution: Identify long phrases that can be replaced with a single word. Eliminate words that have the same meaning. Eliminate weak words, such as “basically” and “sort of.” Eliminate nonessential information.

Sumaiya walked home because she missed the last train.

Comma splicing

A comma splice occurs when you use a comma to connect two clauses that could be sentences on their own.

He bought back-to-school clothes, his mom bought a scarf.

Solution: Add a coordinating conjunction (remember: FANBOYS) after the comma, or change the comma to a period, semicolon, or colon.

He bought back-to-school clothes, and his mom bought a scarf. **OR:** He bought back-to-school clothes. His mom bought a scarf.

Comma misuse (inside a compound subject)

A compound subject uses a conjunction to connect more than one noun phrase.

Incorrect: My roommate, and his brother, went to see a cricket match.

Correct: My roommate and his brother went to see a cricket match.

No commas around interrupters

Interrupters are phrases that break the flow of a sentence to provide additional detail. Put commas around interrupters.

Incorrect: It was unfortunately the end of winter vacation.

Correct: It was, unfortunately, the end of winter vacation.

Squinting modifiers

A squinting modifier is a word, phrase, or clause that could modify the word before it or the word after it.

Students who study rarely get bad grades.

Solution: Put the modifier next to the word it should modify.

Students who rarely study get bad grades. Or, Students who study get bad grades rarely.

Argumentative essay outline:

Introduction: Determine your side of the argument and make sure you can back up your point of view with reasoning and evidence. Work against the opposing point of view and prove why your stance is correct.

Reasons & support: Get ready with a minimum of 3 reasons to explain the importance of accepting the author's position – it would be a topic sentence. Provide arguments, facts, statistics, and real-life examples to support the stated reasons. You can tell a story, which supports your point of view. Apply “if...then” reasoning to relate the reasons back to the main position. Support your main claim.

Anticipate the opinion of rivals: Consider strong arguments for both your side, as well as the "other" side—in order to shoot their statements down. Provide evidence without drama; sticking to the facts and clear examples that support your stance

Conclusion: The final word in your argumentative essay should explain the audience what to think/do based on both personal opinion.

Argumentative writing sample question:

Some opine that the commencement of Uber (a car ride hailing service) in Dhaka has increased the number of vehicles in the congested city and worsened the traffic situation. Others opine that Uber has not only been a solution to the woes of Dhaka city dwellers who have to depend on the abysmal public transport system but has also brought new employment opportunities to the city.

With which of the above opinion do you agree? Support your views with reasons and/ or examples from your own experience, observations or reading.

Answer:

The discussion whether the commencement of Uber in Dhaka has brought about congestion and worsened the traffic situation or has been a blessing so far for Dhaka dwellers is a controversial one. In my point of view, it is more sagacious to go for the latter one. A number of reasons are available to support my opinion. These are discussed below.

To begin with, a city with more than 20 million amidst almost 47,000 people per square kilometer offers no good experience for its people when it comes to travelling within the city. Uber is a blessing in this regard as it is convenient, safe and affordable.

In addition, there is gap between our demand and supply for convenient transports in Dhaka city. In this case, employment is created by offering the Uber services. A survey reveals that the gross income of a ride share car owner is tk. 60,000 a month. There is no denying that app-based ride services are bringing some early benefits to the economy. Taking into consideration the average monthly income of different ride share service provides and the estimated number vehicles currently involved in the business, we can estimate the size of the ride-share market in Dhaka at tk. 22 billion a year. It seems the market is going to expand further. Furthermore, rickshaws have been the most popular mode of transport within the city with an estimation of close to 400000 rickshaws running each day. The public transport is horrible and with such densely population, one can't expect to have smooth travel to any place within the city. It has been a struggle for people to go to office from home and to come back. In the hot humid city there are only a few air conditional bus services. In this case, Uber plays a vital role in facilitating a convenient and comfortable journey.

On the contrary, some opine that Uber causes traffic congestion as we are already over flooded with more than 11 lakhs registered vehicles in our country. It is true that after Uber started operation, our vehicles have been increasing day by day. Again, proper traffic system can alleviate our traffic congestion problem.

To sum up, from what has been discussed above, it is safe to conclude that after considering all the advantages of Uber service, it has been a blessing for city dweller.

How to write a thematic write-up:

- ✓ Give a suitable "Title".
- ✓ "Underline" the given words when using those.
- ✓ Depending on the complexity of the topic, the writing should have at least five sentences.
- ✓ You can use the given words/phrase more than once. If you do so, underline the word once.
- ✓ Write within "One" Para.
- ✓ You may also change the form of the words/phrases if necessary.
(Before doing so, read the instructions given in question)
- ✓ Lastly, the conclusion should be a summarization of all the idea presented. This should be done with a sentence or two that carry the strength of your work.

Thematic writing sample:

Instruction: Prepare a thematic write-up consistent in a theme using the following words/ phrase. Use as many words as possible from the list below. In your write-up, underline the words/ phrase as and when used. Give an appropriate title consistent with the theme. To maintain coherence, you may write some sentences without using the words/ phrase given in the list.

deplete, green, human being, conservation, resource, species, forest, growth, industrialization, sustain, melting of ice, sea level, migration, rich countries, vulnerable

Deforestation and Climate Change

Deforestation is closely related to climate change. Human being is cutting down trees for industrialization and makes our green forest depleted. As a result, lots of species are losing their habitats and we are at a time losing many resources. Greenhouse effect is on the earth because of deforestation. Consequently, melting of ice results in the rise in sea level. Migration happens when living beings cannot stay their habitats anymore. All the things make us vulnerable to death. That is why rich countries are nowadays focusing on the sustainable growth by conserving our invaluable forest.

Essay writing: Mobile Phone and The Young Generation

The adoption of the mobile phone by young generation has been a global phenomenon in recent years. It is now an integral part of adolescents' daily lives and is for the majority, the most popular form of electronic communication. In fact, the mobile phone has turned from a technological tool to a social tool. Young people may use the mobile phone in positive ways to organize and maintain their social networks. Mobile phone has lead to changed dynamics in the family, with issues of safety and surveillance from a parental perspective leading to negotiated changing freedoms for young people.

Young generation is prone to abuse privileges; they overuse their devices in ways that harm them. Whether it is staying up too late playing on their phone, ignoring classes in favor of using their phone or something similar abuse has clear and obvious consequences. Most importantly, an excessive focus on anything detracts from the ability to focus others, which impairs the healthy developments of our youth.

The other concern is access to social media. Young people will have access to social media without mobile phone but statistics show that young people primarily access social media through mobile devices, making it a reasonable conclusion that the effects of social media exposure, such as cyber-bullying be mitigated by removing that access.

In addition, researchers say that excessive use of mobile phone may cause serious health problems. It may appear shocking but an entire young generation may become senile or have brain cancer due to excessive use of mobile phone which emits radio waves.

After exerting a close look and analyzing the issue, we can deduce that using mobile phone can result in a good blessing only if young generation can offset the drawbacks.

Amplify the famous quotation:

“The word ‘impossible’ only exists in the dictionary of fools”

Answer: **The word ‘impossible’ only exists in the dictionary of fools**

The word ‘impossible’ itself spells, ‘I’m possible. Napoleon Bonaparte once remarked, “That the word ‘impossible’ is found only in the dictionary of fools”. In this world, everything is possible on the basis of will power, dogged determination and sacrifice.

To accomplish the most difficult tasks, one needs to put in a lot of hard work, extra perseverance and concentration on a single objective. One should have patience and faith in oneself. One should have dedication, determination and devotion to attain success. One is bound to face obstacles in route to success, but with courage and perseverance, one can master them. So, positive attitude and clear frame of mind determined one’s future. In this world, there is no such thing as ‘change’. By one’s own ideas, will and ability, one can create a number of chances, circumstances and the desired atmosphere to achieve the toughest goal.

Great minds have purposes, whereas others simply have wishes. Little minds are tamed and subdued by seeming setbacks, but great minds rise above them and fight their way to victory. Faith works like miracle. It looks beyond all boundaries transcends all limitations, conquers all obstacles and carries one to the goal.

Nelson Mandela, the former president of South Africa is an example. He succeeded in his war against apartheid, in spite of various failures. There are so many examples, which show that the word ‘impossible’ is not present in dictionary but what is present is faith.

Nothing is impossible in this world. The will is like the hammer that shatters glass but forges steel. A determination that is as strong as steel makes everything possible in the world.

Critical writing sample:

“It is high time for Bangladesh to effectively utilize its youth force for national development” -Explain.

The statement that it is high time for Bangladesh to effectively utilize its youth force for national development is a critical issue. In my point of view, youth are the backbone of a nation: they bring enthusiasm and dynamics not only to the population structure but also to the social structure. Focusing on the biological and social development of youth is vital for a nation to achieve its human development goals. As a youth myself, I believe we play an important role in the socio-economic development of country.

Unfortunately, this vital force remains unutilized or not transformed as trained and skilled youth force befitting the needs of the overall development program of a country. As a result, the optimum level of development is not achieved. As such, it is felt that more efforts are needed to raise awareness about the importance of civic engagement of the youth socially, politically and economically for proper utilization of the youth force for sustainable development of a country.

Currently 47 percent of our graduates of Bangladesh are unemployed, said in a special report of the Economist Intelligence Unit (EIU). This happens because our demand for job is much greater than the supply of employment. In this case youth can play a vital role in creating job opportunities by themselves. They can make innovative ideas and meet up the make gap. I believe that education is one of the prime ways to achieve positive human development.

In addition, if we look at the developed countries in the world, we can see that youth are contributing much than we do in national development. It is true that without investing in youth, development of the youth force remains untouched. As youth are the future leader, so the more the youth are innovative, proactive, the more a country will do well.

In conclusion, from what has been discussed above, it is justified to say that it is high time to utilize our youth for national developments.