

**Eng101 Short Notes**

**Lec 23 to 45**

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## Topic 23 eng101

### What is effective sentence?

Effective sentences are three elements which make for effectiveness in a sentence.

- (1) Unity
- (2) Coherence
- (3) Emphasis

### What is unity?

A good sentence has unity; it must express one main idea.

Unity is violated in many ways.

### Five ways unity is violated.

- (1) By combining unrelated ideas.
- (2) Putting too much in one idea.
- (3) Failure to complete an idea or grammatical construction.
- (4) Subordination.
- (5) Parallelism.

### What are independent or main clauses and dependent or subordinate clauses?

Those that express complete thoughts are called independent or main clauses; others are called dependent or subordinate clauses.

### What is coherence?

This helps to create an effective sentence when the various parts follow one another in an order which makes their relationship clear.

All these destroy coherence in a sentence

- 1) Reference of pronoun

- 2) Split contractions
- 3) Bad construction
  - a) Mixture of figures of speech
  - B) shifting aimless

#### What is Emphasis?

- A) position
- B) order of climax
- C) Repetition

#### Topic 24 Eng101

Writing identifying sentence Errors

#### How sentence Errors to be avoided?

Having considered the general elements which make for effectiveness in, sentence we will now take up **four common errors in sentence** these errors are:

- (1) Sentence fragments.
- (2) Run on sentence.
  - Fused sentence.
  - Comma splice.
- (3) Misplaced and Dangling Modifiers

#### What are Sentence fragments?

We said that a sentence is a group of words that must contain a subject and a verb

It must express one complete thought.

#### How many steps involves in fragments sentence?

Four steps

- 1) Dependent word fragments
- 2) Ing and to fragments
- 3) Added Detail fragments
- 4) Missing subject fragments

What are dependent word fragments?

Some fragments contain a subject and a verb but they do not express a complete thought

Since Ami was tired.

E: G

When the postman arrived after I had switched off light.

What is ING and to fragments?

When a word ending in ing appears at the beginning of group of words a fragments may result.

What is added Detail fragments?

Another common kind of fragment begins. With one of the following words like including.

Such as for example

For instance, except, without, especially and also.

What is missing subject fragments?

Some group is fragments. Because while they do have a verb they lack a subject.

Topic 25 Eng101

How many type of run on sentence?

There are two kinds of run on sentence

A) Fused sentence

b). Comma sentence

**What is fused sentence?**

Two or more sentence that run together with no marks of punctuation between them said to Fused

**What is Recognize Fused and comma splice?**

A comma splice can be connected by using one of the same three methods suggested for correcting a fused sentence.

- 1) Divide the comma splice into sentence.
- 2) Connect the two complete thoughts by placing a joining words (such, as and but or so) after the comma.
- 3) Use subordination (add a dependent word to one of complete thoughts).

(1) کوما اسپلائز کو جملہ میں تقسیم کریں۔

(2) کوما کے بعد شامل ہونے والے الفاظ (جیسے ، جیسے اور لیکن یا تو) رکھ کر دو مکمل خیالات کو مربوط کریں۔

(3) محکومیت کا استعمال کریں (مکمل خیالات میں سے ایک پر منحصر لفظ شامل کریں)۔

**What is Dangling Modifiers or single word modifier?**

Pay attention to single word modifier such as only almost and nearly for meaning there to be correctly understood they should be placed directly in front of the word they describe.

**Lecture 26**

**What is subject verb Agreement?**

subject and verb agree match in number in other words a singular subject will take a singular verb and plural subject take plural verbs.

### What is subject verb separated by prepositional phrase?

The present tense verbs we will now look at the situation which can pose problems in subject verb agreement in many sentences the **subject is close to the verb without the subject coming first the 1st type** of problem situation occurs when. The subject and verb do not occur side by side.

### What is indefinite pronoun subject?

The third situation that can pose problems in subject verb agreement is **when there is an indefinite pronoun subject** indefinite is pronoun that does not refer to a specific person or things.

**E ; g**

Each , anyone ,either every one ,neither ,one no one anybody ,anything everybody everything somebody ,something nobody ,nothing.

### What is compound subject?

The fourth and the last type of situation which can pose problems **in subject verb agreement are** compound subjects.

### Lecture 27

### What is pronoun agreement?

Agreement shows relationship **between noun and pronoun and their verbs and between nouns** and their corresponding pronouns.

### What is pronoun reference?

Pronoun must agree in number with its antecedent for effective communication.

**E: G**

For a pronoun to refer clearly to the word it stands for if the noun and its pronoun is uncertain the sentence will be confusing.

### What is reference?

This agreement between a noun and its pronoun is related to number person gender and it's called reference.

## Lecture 28

### What is word choice?

You shall learn about the use and choice of words and expression and you shall learn look a number of words that often mistake for another because they are homonyms **i.e.**

They are words that are pronounced the same or almost the same but spelled differently and are different in meaning.

### What is clichés?

Clichés are expressions that were once lively and interesting however because these expressions have been used so much and so. Often they have become predictable dull and boring. A good writer tries to avoid clichés in his / her writing.

### What is wordiness?

Some writers show off their command of the language by using big difficult words actually this is annoying for the reader.

## Topic 29 eng101

### What is punctuation?

The marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning.

### How many problems in punctuation?

The greatest problems in have do with the use of the comma and the apostrophe.

### How many steps of Comma Rule?

The steps of comma rule are giving below:

- (1) Between item in a series.
- (2) After introductory material.
- (3) Around words that interrupt the flow of sentence.
- (4) Between complete thought connected by a joining word.
- (5) With a direct quotations.

### Topic 30 eng101

### What is effective writing paragraph?

A paragraph is the series of sentence about one main through or idea or points. The paragraph like sentence in that must concern its self with one thought.

### Write is goals in writing a paragraph?

Your goals in writing a paragraph should be

- 1) To make a point.
- 2) To support the point.
- 3) Orderly arrangements of material.

4) Write error free sentence.

**What is topic sentence?**

The sentence that expresses that main idea or point of a paragraph is called topic sentence.

**Topic 31 eng101**

**Writing: Paragraph**

**What is writing paragraph?**

We considered the different parts of a paragraph and we examined the paragraph my neighbors we note paragraph has three major structural Part of topic sentence supporting sentence and a conclusion sentence.

**How many elements of written paragraph?**

A well written paragraph has 5 elements

- (1) A topic sentence
- (2) Supporting sentence
- (3) A concluding sentence
- (4) Unity
- (5) Coherence

**Topic 32 eng101**

**(Unity, Coherence and Organization)**

### What is unity?

A good paragraph has unity in which only one main idea is discussed. The unity of a paragraph is determined by terms of the topic sentence.

### What is Coherence?

Coherence which means to hold together coherence in writing refers to the movement from one sentence to the next which must be smooth and logical.

### Coherence can be achieved in two ways

- 1) By using transition signals to show how one idea is related to the next.
- 2) By arranging sentence in a logical order.

### Topic 33 eng101

### Process of Writing

Writing usually takes place in steps or stages.

There are **five stages** or steps in the writing process.

(1) **Getting ideas**: brainstorming, clustering & free writing

(2) Making brief outline

(3) Writing the 1st draft

(4) Revising

(5) Proof reading

### What is Getting Ideas?

Primarily from reading, talking to people, listening to talk shows, TV programs on current issues etc.

### What is *Brainstorming*?

*Brainstorming* combines a relaxed, informal approach to problem solving with lateral thinking. It encourages people to come up with thoughts and ideas that can, at first, seem a bit crazy. Some of these ideas can be crafted into original, creative solutions to a problem, while others can spark even more ideas.

### What is Clustering?

**Clustering** is the task of dividing the population or data points into a number of groups such that data points in the same groups are more similar to other data points in the same group than those in other groups.

کلسٹرنگ کا مقصد آبادی یا ڈیٹا پوائنٹس کو متعدد گروہوں میں تقسیم کرنا ہے جیسے ایک ہی گروپ میں ڈیٹا پوائنٹ دوسرے گروپوں کے گروپوں کے مقابلے میں ایک ہی گروپ میں موجود دوسرے ڈیٹا پوائنٹس کی طرح ملتے ہیں۔ آسان الفاظ میں ، اس کا مقصد یہ ہے کہ ایک جیسے گروہوں کو الگ الگ گروپ بنائیں اور انہیں کلسٹر میں تفویض کریں

### What is free writing?

This is also a very useful technique Continue writing for some time without stopping to worry about grammar or spellings etc.

### Write down the writing problem solving of two tasks?

The writer has two tasks before him

(a) The task of generating ideas and

(b) Of composing those ideas into some sort of shape in other words giving structure to those ideas.

How can write journalistic or academic?

All writing, whether journalistic or academic (a report, an essay, an assignment, a term paper, a project) has structure. There is first the introduction, second the main body in which the ideas are developed and third the conclusion.

Write down the writing introduction the topic or subject??

### **I. The Introduction**

The introduction is concerned with the topic or subject of writing. In the introductory paragraph, you will state the problem the issue in a few general statements to attract your reader's attention

Write down the number of ways in continue reading?

Imp

This can be done in a number of ways:

- By posing a question
- Using an apt quotation
- A dialogue
- A striking description or image

- Making a controversial statement
- Developing a historical perspective
- Background
- Making an appeal for action/change

Write down the writing in Main Body the essay?

## **II. The Main Body**

The second part of the essay is the main body where you develop the main idea with the help of examples and details. This part consists of more than one paragraph.

Write down the writing The Conclusion in essay?

## **III. The Conclusion**

In the third and last part of the essay you draw your conclusion. There are many ways of ending your composition .You should create a feeling of finale. This may take the form of a summary or review of the main points discussed in the body of the essay.

Topic 36 eng101

**Writing: Selecting and Researching an Essay Topic**

### Write down the Characteristics of Academic Essays?

1. General concepts to particular and vice versa
2. Gather combine description with analysis
3. Relate ideas from printed sources
4. Consider various aspects of a problem

### Write down the process of note-making forces?

The process of note-making forces you to:

- Summarize ideas and arguments
- Select points relevant to your purposes
- Understand and interpret the original source
- Continually clarify and adjust your perception of your essay topic in the light of your increasing understanding of the material.

### How do you take notes?

Your notes will develop their own format depending on your purpose and on the nature of the sources.

There are 4 general principles which apply to all methods of note-making.

- Clear Identification
- Develop them flexibly
- Leave room for your comments
- Develop an abbreviation system

### 1- Clear Identification:

We should record the author, title, place of publication, publisher and edition and even the year of publication. Next to each key point or direct quotation you must note the exact page system.

Record your notes reference.

2- Develop them flexibly, in such a way that it is easy to rearrange them for the purpose of your essay; if on loose-paper, and then remember to number the pages.

### 3- Leave room for your comments

Leave wide margins. They are useful for writing your own comments, adding cross-references, etc.

### 4- Develop an abbreviation system

Common symbols can be used such as:

e.g. For example

B/w between

& and

Btw by the way

= is equal to

> Greater than or became

< Lesser than or came from

.. Therefore.

Write down the emphasis Essay Topic of three basic factors?

In this discussion of art history, we give special emphasis to three basic factors.

**First, the background:** the religious, social, and economic conditions that make art possible in any period.

**Second, the foreground:** the work of art itself, its style and its variation from other styles.

**Third, the contribution** of the individual artist reveals his inspirations and the extent of his gift.

Write down the essay of two wrong ways?

There are two wrong ideas we must guard against.

**First,** art history is not a development from primitive beginnings in the past to final perfection in our own period. Styles change but artistic quality is more constant.

**Second,** often one style of art is the characteristic expression of one period. It is useless to attempt any evaluation between styles that have little in common.

Topic 37 eng101

## Ways of Organizing Texts

### Linear Relationships: Line & Process

Write down the **three** main patterns?

There are **three** main patterns for organizing the body of the essay.

Writing showing relationships:

- (i.i) Linear
- (i.ii) Spatial relationships
- (i.iii) Comparison and contrast

#### I- Linear relationships

- a) Chronological
- b) Process in linear sequence

#### II- Spatial relationships: Classification & definition

#### III- Comparison and contrast

- a) Process in cyclic sequence
- b) Cause and effect

Topic 38 eng101

Ways of Organizing Texts: Linear

## (Cyclic Process & Cause – Effect)

Write down the difference between linear process and cyclic processes?

**Linear process** – a process that consists of a series of stages and which has a beginning and an end.

**A cyclic process** is described in very much the same way as a linear process is, except, it is not always clear where the cycle begins.

### **HOW TO WRITE CAUSE AND EFFECT:**

Cause and effect are closely related. There are several ways of expressing cause-effect relationship in English

1. Because of his depression, he remained quiet.
2. He remained quiet because of his depression.

**Long question**

### **The Life-Cycle of the Malaria Parasite**

- 1- Malaria is caused by tiny one-celled animal parasites, called PLASMODIA that are injected into the blood of man by the female ANOPHELES mosquito.
- 2- Some diseases are transmitted by tiny water animals.
- 3- The anopheles mosquito sucks blood from a person with malaria.
- 4- Once in the stomach of the mosquito these parasites undergo some development and end up in the mosquito's salivary glands.
- 5- House flies transmit microbes on their feet.
- 6- If this mosquito now bites a healthy person, it introduces some parasites together with the saliva, into the blood of the person.
- 7- The malarial parasites then enter the person's liver, in which they change and multiply.
- 8- From there, they pass into the blood cells, where they cause the malaria attack.
- 9- The spread of insect-borne disease can be controlled.

### Topic 39 eng101

#### Ways of Organizing Texts (Spatial Relationships & Classification)

Write down the types of linear organizations?

We looked into details at the 4 types of linear organizations:

- a) Chronological writing about events in time.
- b) Describing processes in linear sequence.
- c) Describing a cyclic process.
- d) How to show cause – effect relationships.

Write down two more ways of organizing texts?

Consider two more ways of organizing texts:

- (i) Spatial relationships

(ii) Classification.

### Write down the Spatial Relationships?

The word spatial means dealing with, happening or existing in space. While writing, very often, we have to describe the location of a place, how a place is laid out, or how a set of things / objects are connected.

### Definition of classification?

The action or process of classifying something.

"The classification of disease according to symptoms"

### Write down the Writing a Classification?

Writing a classification is based on convention i.e.

Data and ideas are divided into categories and this is done in a logical way.

### Some types of order are:

- (I) according to time (oldest to newest)
- (ii) General to particular,
- (iii) Scale:

### Write down the scale of order?

Type of scale

- (a) Importance: most important to least important

(b) Size: largest to smallest

(c) Familiarity: best known to least known

Topic 40 eng101

## Writing Skills

### Paraphrasing

What is paraphrasing?

Paraphrasing is presenting ideas and information in your own words and acknowledging where they come from. By using your own words, you demonstrate your understanding and your ability to convey this information.

How to write a summary in English?

A summary is written in your own words. A summary contains only the ideas of the original text. Do not insert any of your own opinions, interpretations, deductions or comments into a summary.

Topic 41 eng101

## Writing a Summary

Define a summary?

A summary or précis (French word which means the same as summary) is a **brief** and **clear** statement in a **connected** and **readable shape** of the substance of a longer passage.

Write down the rule of writing a summary?

There are 7 rule of writing a summary

A summary writing will give you;

- (i) Good practice both in **clear writing and clear thinking**.
- (ii) It enables you to express in your own words, somebody else's ideas even if you do not agree with those ideas.
- (iii) Read the passage carefully.
- (iv) Read the passage again. Note the different points it contains. Number the points.
- (v) Strike out points not essential to the meaning, repetitions, illustrations, anecdotes, comparisons, etc...
- (vi) Arrange the points in a best possible way.
- (vii) Write summary – first draft.

Topic 42 eng101

## **Tenses and Passive Sentences**

Definition of Tens?

**Tens** play a crucial role in the English language. It denotes the time an action takes place, whether some time in the past, in the present or future.

What is difference between base form and past tense form?

### **The Base Form:**

It is the form in which verbs are listed in the dictionary. It is used in the present tense for all subjects except third - person singular subjects.

### **Past Tense Form:**

The past-tense form of most verbs is formed by adding -ed or -d to the basic form.

### **Definition of Present Participle?**

It is the -ing form of a verb. The present participle is the form that is used with the helping verbs am, is, are, was, or were to show continuing action.

### **Definition of Past Participle?**

The past participle of a verb is usually the same as its past tense form. The past participle is the form that is used with the helping verbs have, has, and had and with am, is, are, was, were.

### **Write down the name of main tenses?**

There are six main tenses in English. They are present, past, future, present perfect, past perfect and future perfect.

### **Tense or example**

Tense	Example
Present	I jump

Past	I jumped
Future	I will jump
Present perfect	I have jumped
Past perfect	I had jumped
Future perfect	I will have jumped

### What is **The Present Tense**?

It is used to describe an action that is happening in the present or to describe a condition that exists at the present time regardless of the other verbs in the sentence.

### What is **The Past Tense**?

It is used to describe an action or state of being that occurred some time in the past.

### What is **The Future Tense**?

It is used to indicate an action which is to take place in the future or a state or condition that will exist sometime in the future.

**The Three Perfect Tenses** are formed by adding the helping verb have, has, or had to the past participle of the verb. The past participle of a regular verb is simply the form that ends in -ed.

**The Present Perfect Tense** is used to describe an action that started in the past and either has been finished or is continuing at the present time.

The present perfect tense is formed when we add has or have plus the past participle.

### What is **The Past Perfect Tense**?

It describes an action that was completed in the past before another past action. The past perfect tense is formed when we add had plus the past participle.

### What is **Future Perfect Tense**?

It describes an action that will be completed before sometime in the future. The future perfect tense is formed when we add shall have or will have to the past participle.

### What is **The Three Progressive Tenses**?

As their name suggests, these tenses express actions still in progress at a particular time. They are made by adding a form of the helping verb -be to the -ing form of the verb.

#### **1. Present Progressive Tense:**

It expresses an action taking place at this moment or that will occur sometime in the future.

#### **2. past Progressive Tense:**

It expresses an action that was in progress at a certain time in the past.

### **3. Future Progressive Tense:**

It expresses an action that will be in progressive at a certain time in the future.

1. Marina will be working tomorrow.

## **VERB TENSES IN PASSIVE SENTENCES**

### **PRESENT TENSES**

#### **Simple Present:**

Jewels are bought by ladies.

#### **Present Continuous:**

Jewels are being bought by ladies

#### **Present Perfect:**

Ladies have been advised to declare their jewelry in their wealth tax forms.

#### **Present Modals:**

Steps must be taken to educate the public about filling in tax returns.

### **PAST TENSES**

**Simple Past:**

Maps of the rebel's hide-out were shown to the press.

**Past continuous:**

Until recently hand crafted jewelry was not being designed locally.

**Past Perfect:**

Pakistani carpets had always been designed by local artists.

**Perfect Modals:**

The textile industry might not have been required by the government to pay taxes.

**FUTURE TENSES**

'Will' - teaching assistants will be used to assist teachers in evaluating students' examination scripts.

**Future Perfect**

- By 2010 the new canal system will have been put into regular use.

What is The Agent in Passive Sentences?

A passive sentence can be written **with or without the agent**.

### **With the Agent:**

The agent in the passive sentence answers the question by whom or by what the action is performed.

1. The agent is named if it is important or necessary to complete the meaning or understanding of the sentence. e.g.

The accident was caused by a cyclist.-

### **Without the Agent:**

The agent in a passive sentence is not named under certain conditions.

1. When the identity of the agent is understood and does not have to be mentioned. e.g.

- The president has been re-elected for another year (by the council)

- Shina is spoken in many parts of northern areas of Pakistan (by people)

2. When the identity of the agent is unimportant. e.g.

-Pakistan television newscasts are translated into both English and Arabic. (By someone)

3. When the identity of the agent is unknown:

-An error has been made in the computer input data (by someone)

## Write a note on USES OF PASSIVE?

1. When you want to give your writing an objective and impersonal tone. It is often used in scientific, business writing and newspaper reports.

2. When you want to focus attention on the receiver of an action. e.g.

If you were to write with active verbs, the reader might think your paper is about the person who made the discovery and not the discovery itself.

## Topic 43 eng101

### Word Order

English sentence and give you some practice in their use. The words are:

- (1) Verb + object - place and time
- (2) The position of: also, always, probably, am, is, are...
- (3) Still, yet, anymore, any longer, no longer
- (4) Although, yet, even though, in spite of, despite
- (5) Even
- (6) As (time) as (reason)
- (7) Use of like and as

## Write a note on Verb & Object?

A) In English the verb and its object, usually go together. Other words are not put between them. e.g

V	O
<i>I like</i>	<i>animals very much</i>

### Write a note on Adverbs with the Verb?

An adverb is a word that modifies (describes) a verb (he sings loudly), an adjective (very tall), another adverb (ended too quickly), or even a whole sentence (Fortunately, I had brought an umbrella). Adverbs often end in -ly, but some (such as fast) look exactly the same as their adjective counterparts.

### Topic 44 eng101

#### Articles and Their Use:

#### What is Determiners?

**Determiners** are a class of minor words. A determiner is a word which precedes or comes before nouns and adjectives e.g.

- The cat sat on my bag. (Art, poss.)

#### There are 5 main types of determiners.

- (i) Articles: a, an, the
- (ii) Demonstratives: this, that, these, those
- (iii) Possessives: my, you, his, her, its, our, them
- (iv) Quantifiers: some, any, all, enough, no, both, each, ever, few, much, more, most, fewer, less, either, neither
- (v) Why-determiners: what (ever) which (ever) whoever, whose

This party will be the /di/ social event of the week

#### Write a note on Forms of the Articles?

**Pronunciation:** The spelling of the indefinite article 'a' and the pronunciation of both the definite and indefinite articles depend on the initial sound of the word that follows. Articles are normally not stressed, but may be stressed for the sake of emphasis.

### Write an Article Usage?

The general rules are:

(A). the definite article 'the' can be used with all kinds of nouns except most proper nouns.

Sing. Count nouns: the dog / child / train

(b) The indefinite article 'a/ an' can normally only be used with singular count nouns: e.g.

### Write a Use of The Definite Article?

When we use the definite article 'the', it indicates that a hearer or reader can identify the thing referred to, or know what is being talked about. e.g.

*I saw the film* (reader/hearer knows which one)

### Write a note on Adjectives & Group Nouns?

'The' is also used with adjectives to show:

- i) a class of people: - the poor, the rich, the disabled, the wealthy, the handicapped OR
- ii) To denote an abstract quality: the sublime, the ridiculous, the absurd.

### Write a Some Common Nouns without Article?

The following is a list of groups of common nouns without the article, which occur mainly in idiomatic expressions

## Topic 45 eng101

### Language Forms and Functions

#### What is a language function?

A language function explains why someone says something. For example, if you are teaching a class you'll have to give instructions. "Giving Instructions" is the language function. Language functions then require certain grammar.

#### Have you ever asked yourself the question what are people trying to do when they speak?

The aims of speaking involve not only broad functions such as conveying information, expressing emotion, keeping in touch socially, and so on..., but also more specific purposes for which language can be used.

#### The following are some very common language functions.

1. Requesting information: to ask, question, request, inquire.
2. Giving information: to announce, describe, explain, instruct, to summarize...
3. Establishing contact / interpersonal relations: to greet, to welcome, to introduce, take leave, bid farewell, interrupt...
4. Responding to others' behavior / actions / statements: to apologize, deny, disagree, often, thank, etc...
5. Expressing emotions / inclinations: fear, happiness, shock, surprise, dislike, etc...
6. Influencing others' behavior / actions: to allow, blame, discourage, order, warn.
7. Judging / evaluating: to complain, compare, criticize, disapprove, praise, etc...

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***Eng101 YouTube Final term Short Video 2:33:49***

Video one

<https://youtu.be/BVM6gbw07Z4>

Video Two

<https://youtu.be/4NcvIqN0z40>