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SUMMARY OF GST102 WITH PAST QUESTIONS

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You should try to answer all these questions, as they will help you understand the paragraphs. The aim of this unit is to help you in a systematic manner to write good paragraphs. You already know that any longer piece of writing is divided into a number of paragraphs. A paragraph is a piece of writing which is unified by a central, controlling idea or theme.

This idea or theme is called the topic of the paragraph. It is sometimes expressed at some place in the paragraph by one sentence which is usually called the topic sentence. This sentence is most frequently found at the beginning of the paragraph, but can sometimes come at the end or even in the middle of the paragraph. Very often there may not be a topic sentence at all, but it may be implied within the paragraph.

However at this stage, it may be useful for you to develop your paragraph by writing out your topic sentence. He may want to ward off the roaches in his kitchen or he may keep a dog or a bird and grow familiar with the way his pet behaves. There is a growing sense of marvel and affinity.

Find two verbs meaning more or less the same as 'take pleasure

Find an adjective which is equivalent to 'belonging to the earliest stage of development'. Somme, strange implements of flint now recognized as weapons with which the men of the Old Stone Age made war. Cro-Magnon men from what is now France, fought fifty thousand years ago for the mastery of the continent, and after a day of lusty battle, left perhaps a score of the dead on the field.

Find equivalents of the nouns: wonder relationship

One art alone has made indisputable progress in history and that is the art of war.

Neanderthal man

Very hard gray stone. The earliest known time in the history of man, when only the stone was used for making tools, weapons, simple. A type of early human creature who lived in Europe during the early Stone Age. Prehistoric man, who lived in South-Western Europe and used bone and stone implements.

When is too certain to be questioned.

The advantage in having it at the end is that all the sentences build up to this topic sentence and the conclusion becomes more effective.

[...]

The topic sentence of the paragraph below is hidden somewhere within the paragraph. After you have completed the exercise, you should check your answer with that given at the end of the unit.

In Mother's Shadow

During its early weeks, it depends almost completely upon her, and she, in turn, fastens her attentions upon it, although from time to time she will allow the other females to hold and fondle it.

If you don't find a topic sentence, state the main idea of the paragraph in your own words. Men have cleared away forests to make fields for growing crops. They have moved mountains to make room for roads and cities. This means that the sea will become more salty and fewer fish will be able to live in it.

When this happens, people who catch fish for their living will suffer. This can be done by adding more information, explanation, examples, illustrations, etc. to the idea expressed in the topic sentence. We shall discuss different ways of developing a paragraph in greater detail in unit 2. If you read the paragraph given under example 1 again, you will notice that this paragraph is developed mainly by adding examples.)

You will notice that this paragraph is developed slightly. When you write a paragraph of your own, choose the topic and write down all that you know about the topic. This will help you generate new ideas, and also give you something concrete to work on. However, when you start writing, ensure that every sentence contributes to the central idea which may be contained in the topic sentence.

Read example 3 again and answer the following questions. This exercise will help you understand the paragraph better.

[...]

As you develop your paragraph, use only those points which will support the topic sentence and leave out the rest. Your paragraph should not be more than 100 words.

The following sentences go together to form a complete paragraph but they are in the wrong

order. Keeping in mind the idea of coherence, put them in the right order. After you have done the exercise, you may check your answer with that given by us at the end of the unit. When the box is removed, the ant will not continue on its former course, but will start off rapidly in a new direction.

This can easily be demonstrated by a simple experiment. Place a light-tight box over an ant carrying food back to its nest, and keep it imprisoned for a few hours. We shall give you an example of what these transitional devices are and how they can be used. The transitional devices in example 4 are printed in bold type.

Man has been able to spread across the earth so widely for four main reasons. Firstly, he is a terrestrial animal not restricted to the forest. Secondly, he can cross any natural barriers such as deserts, oceans and mountains. Moreover, he can live on a very wide variety of food.

They too can move over unforested land. They, too can cross some natural barriers as they have the ability to swim. And they, too, can digest many kinds of food. Similarly, Macaques have done at least as well.

One species, the rhesus macaque, is equally at home in the forest, in open cultivated fields, and inside heavily populated cities. In example 4, the words/phrases
firstly, secondly, moreover, most important of all indicate the four main reasons why man has been able to spread so widely across the earth. Too indicates that monkeys also share man's characteristics. In the following paragraph, the transitional words and phrases are missing.

[...]

Of all the sea's possibilities for man's future, the greatest may be its promise of an important increase in the world's food supply. In this unit, you have been exposed to topic sentences, how they are identified and developed as well as the positions they take within a paragraph. You are expected to keep on practising how to write topic sentences. They give directions to your writing.

Write the Topic Sentence for the following essay topics

Education should be free for all. Life in the Town is better than Life in the City. The Food I like Best.

ILLUSTRATION AND DESCRIPTION

In this unit, we shall help you to develop different kinds of paragraphs. Paragraphs can be developed in a number of ways, depending on your purpose, the topic, and the kind of reader you have in view. There are no rules about the kind of development to be adopted in any writing situation, although some topics lend themselves more readily to certain kinds of development than they do to others. It must be realized, however, that you can combine more than one technique in composing a paragraph.

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[...]

identify different kinds of paragraphs using the techniques discussed. Giving examples is one of the easiest ways of developing a topic. When a writer gives examples, he helps the reader to understand a rather difficult and abstract generalization which may be contained in the topic sentence. He is also able to persuade the reader that the generalization is correct because there are examples to support it.

Example 1: Development of a Paragraph by Illustration

They never learn to swim `naturally', the mother has to take them out under her flipper and show them how. Birds sing without instruction, but they do not sing well unless they have had an opportunity of hearing older and more adept members of their species. Older harvest mice build better nests than beginners.

[...]

Each example should be developed with interesting details. Young birds and bats Learn to fly You have already come across the following words in example 1.

Name of Animals Skills to be Developed

Ram was at playing the sitar. The black South Africans are being of their rights by the white minority government. A number of people get every year because they don't know how to swim. Lack of money is a real to Rita's plans for travelling.

All these are illustrations used in the passage to develop the paragraphs. You may like to describe people, places, objects, habits and conditions, as well as scenes such as accidents. Since descriptions are concerned with detail, the larger and more precise your vocabulary, the better your descriptive writing will be.

[...]

His eyes, set just back from the mouth, are like a human being's capable of ranging.

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Notice the way in which the writer has built up a picture of the porpoise. The rest of the sentences add details to develop the subject. These details are concerned with the physical appearance of the subject, such as its teeth, nose, eyes, ears and brain.

[...]

We have already shown you in example 2 how a live object may be described. Now, we would like to describe a familiar scene, let's say your room. Keeping in mind the points we have discussed, write a description in about hundred words of the room you live in. Before you write

your paragraph, fill in the details in the following columns which may help you arrange your points.

Object Physical characteristics Location

After you have completed the paragraph, compare it with the specimen paragraph given by us at the end of the unit. Let's read example 2 again.

The porpoise suckles for about

The source of the porpoise's voice is its. In description, you should he conversant with the appropriate words to use. The wu must he such that what is being described is vivid, clear and well presented. Again, your description must follow some logical G57702 MODULE I order.

You may want to stall with the north down to the south or from left to right or from the important to the least important. Indeed, the work of a descriptive writing is to paint a picture of what to be described in words. A picture must emerge in the reader's mind after a description. In this unit, you have learnt how to use illustration and description to develop paragraphs.

You need to practise this way of developing paragraphs in your day-to-day writing. Remember, the more vivid your description, the better your writing. In the unit, we have devoted some time to the discussion of how we can use illustration and description to develop paragraphs. This is just the beginning of paragraph development.

In the next unit, you will learn many other ways by which paragraphs can be developed. Write a description of one major town or village you have ever lived in or visited.

AND EFFECT AND DEFINITIONS

In unit 2, you learnt about the development of paragraphs using illustration and description. In this unit, paragraph development is extended further. You will learn how to develop paragraphs using cause and effect and definitions. Almost every academic field engages in writing that demands cause and effect as well as definitions.

We often have occasions in our lives to ask «Why did it happen?» or

«What will happen if ...?» and then try to find the cause and effect of an event. You may, for instance, want to know the cause of your poor grades, or of a bus accident, or the effect or consequence of taking drugs, deforestation, etc., and so on. If the reasons follow a logical pattern i.e., if the main event is caused by A, and A in turn by B, and B by C, the organization is predetermined. But sometimes, the reasons or causes may be parallel, all contributing to the same result.

Then, a good strategy is to begin with the least important cause and conclude with the most important.

[...]

This softening is the first stage of erosion called weathering. GST I 02 AfODULE / streams and rivers and these carry the weathered rock away. Millions of years in the future, your favourite hills will have been worn completely away by erosion. It follows a sequence where the less important causes are mentioned first, followed by the most important cause.

Fill in the gaps

Water softens rocks because it carries certain softening is called This falls on hills and runs into and , which carry the Rock away. Effects Effects or consequences can be handled in the same way as reasons or causes. But now the main idea is regarded as causing the consequences discussed in the rest of the paragraph. The paragraph may deal with only a single effect or refer to several effects.

If several consequences are listed one must be careful to distinguish between the major and the minor ones.

Example 2: Developing a Paragraph by Listing Effects

If it strikes a modern city, the damage it causes is as great as if it has struck a primitive village. Gas mains burst, explosions are caused and fires are started. Underground railways are wrecked. If it strikes in mountain regions, avalanches roar down into the valleys.

Consider the terrifying statistics from the past. The following exercise will help you understand the organization of the paragraph above.

[...]

In Exercise 1, you noted the reasons for joining the Open University. Now write down what you think will be the results or consequences of your joining this programme.

Cause and Effect

We have discussed a paragraph which gives reasons to support a topic, and a paragraph which deals with effects. Often, however, cause and effect are more closely related, forming a chain where A gives rise to B, B to C and so on.

Example 3: Paragraph Developed by Stating Cause and Effect

Without sunlight, there can be no form of life as we know it and all man's basic needs can be ultimately traced back to the sun. In the first place, by its light and warmth, the sun directly provides man with water, for the heat of the sun causes the damp air over the seas to rise and form clouds which cool at a high altitude and consequently fall as rain. One result of rainfall is the formation of lakes and rivers from which man takes his water supply and which can be used for hydroelectric power. the fact of continuing to live.

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SELF ASSESSMENT EXERCISE S

In example 3, the paragraph has been developed by stating the cause and effect. By filling in the gaps below, you will be able to understand the organization of the paragraph.

[...]

Now write a paragraph of about 150 words combining both the reasons and the consequences of joining the Open University.

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Often when we write, we need to explain what something is or means, especially if we feel that our readers may not be familiar with it. This generally happens when we use technical terms or when we want to give our own meaning to an ordinary word.

Term Class Differentiation

Topic sentences which relate to abstract concepts such as 'freedom', 'democracy,' etc. need the support of specific examples. In fact, both in our thinking and writing, we often require extended definitions. Sometimes, a definition is used in the midst of other forms of writing, and sometimes, the definition itself becomes the focus of a piece of writing. Occasionally, maps show not only the roads, but pictures of other features.

Use the sentences given below to write a paragraph on Mammals.

Example

You may make any changes in the language and introduce any connectives you feel are required to write a smoothly flowing passage. You will need, for example, to replace some of the nouns with pronouns and avoid unnecessary repetitions. The young mammals are protected with the mother's body. After birth, the young mammals are nourished with milk secreted by the milk glands of the mother.

Mamthals are an extremely varied group, ranging in size from the largest mammal, the blue whale which is 150 tons, to shrews which weigh only a few grams. When we define an object or a concept, we often need to describe its characteristics.

A mammal is a warm-blooded vertebrate that has four limbs and a hairy skin the blue whale which is 150 tones

Here, we shall discuss the defining relative clauses. They are called defining relative clauses because they define or specify the noun which they qualify. They form an essential part of a sentence, as it remains logically incomplete if this additional information is not provided. That may refer to persons or things., which is used only for things, and who for persons.

Darwin was the person wrote The origin of

Mammals are a class of animals young are fed on the mother's milk. An animal has a large brain is called an anthropoid. The house into I went belongs to a friend of mine. GS1102 LSE OF ENGLISH AADCOALIIII.N1CA 770N SKILLS // So far, we have been disCussing ways of developing paragraphs which deal with only one topic.

Sometimes a topic can be developed by showing how two things are alike or how they are different. In fact, comparison and contrast are common devices in writing mainly because we tend to think that way. Our decisions are often based on comparison and contrast. For instance, comparison and contrast dominate our thoughts when we decide to join a particular college or university, when we choose a career or a job, and even when we buy a particular brand of tooth paste.

We often compare our teachers, our neighbours, the cities we have been to, the food served at different restaurants, and so on.

We generally compare or contrast two items for three basic purposes

We wish to point out distinctions in order to give information about two things. We wish to clarify the unfamiliar by comparing it with the familiar. We wish to show the superiority of one thing over another when we compare two cars, for example. There are two ways of arranging information when comparing or contrasting things.

[...]

They permit, first the making of quick decisions. Whenever people are brought together, they will only be able to reach decisions quickly if some kind of hierarchy is established. The same is true of monkeys, some animals in the group have to decide when the group shall move, which direction it shall follow and what action it shall take to avoid predators.

Comparison

The paragraph given above is organized by first discussing one subject and then comparing it with another. Let's try and understand the paragraph better.

It is particularly important for man because

Give three reasons why it is particularly important for monkeys to have a form of hierarchy.

Example 6: Developing a Paragraph by Contrast

It has fascinating erupting volcanoes. Since the moon has no atmosphere to protect it, its surface is heated to 105°C during its day, and cools to 155°C at night.

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Unlike example 5, the paragraph in example 6 has been organized by talking about the Earth and contrasting it with the moon.

What is the topic sentence?

Fill in the gaps in the following table to show the contrast between the Moon and the Earth.

The Moon The Earth very hot during the day, very cold during the night lush and fertile has volcanoes has atmosphere

Write a paragraph of your own contrasting the Arctic and the Antarctic regions. The first sentence and some points describing the two regions are given below. The expressions of contrast listed here may also help you in developing the paragraph. huge continent surrounded by Ocean.

less rain fall.

Expressions of contrast

Is different from, can be distinguished from, but, yet, while, although, whereas, despite the fact that, on the other hand are examples of contrast expressions. In unit 2, we introduced you to the use of illustration and description to develop paragraphs. In this unit, we extended the paragraph development procedures to the use of cause and effect, definitions and compare and contrast. You will agree with me that these techniques are extremely useful in writing.

They are the techniques you should use often in your day-to-day writing. More importantly, they are useful in academic writing activities. We have discussed different techniques of developing paragraphs in this unit. You should now be able to use these techniques in writing paragraphs on different topics.

[...]

The Secretary in the Ministry of External Affairs may, for instance, be required to pay a 'formal' call on the Ambassador of an important country when he arrives in the capital and takes up his new assignment. On certain occasions, we may have to wear a 'formal' dress because it is required by the custom. In the same way, there are occasions when we have to use formal communication.

[...]

apply the essentials of formal letters to writing such letters. We are likely to use formal language with strangers, business associates, people of a higher status than us, and so on. Formal language is often written generally in the form of official reports, business letters, legal documents, etc. Certain fields of human activities are usually associated with formal

language, for example, business, law, government. You must have noticed that certain items of vocabulary are never used except in formal situations.

[...]

Similarly, certain grammatical structures are more common in fornlal writing, for example, the use of the passive voice and the use of it as an impersonal subject.

[...]

The meeting win commence at 'I p.m. .

There are various degrees of formality as the examples below show

On his father's demise, Mr. Ramesh Chandra was obliged to seek employment. In these private letters, you may use whatever serves you best. These letters arc, therefore, rather varied in their styles and contents. Formal letters, on the other hand, are generally more 'set' in their styles and phraseology, although the conventions change from time to time.

You will no doubt realize the importance of formal letters, and how often you may have to write them in the course of your life. A formal letter has to observe the form usually adopted for such communication. There are certain things that one should keep in mind when writing a formal letter. Remember that the person you are writing to, hasn't the time to go through a long rambling letter.

If he receives such a letter, he is likely to slip it in at the bottom of his pile of incoming mail with the thought 'that he'll look at it when he has more time. In fact, most formal letters are restricted to one or two main points. Most of them do not exceed one page of single-space typing and very few are longer than two pages. Topics that are too complex to be treated within the space of the usual formal letters are generally made the subject of reports.

If the situation requires a letter as well, you can send a covering letter with your report and state the main points and the conclusion. Your letters should be clear, precise and complete. This suggests that all the information should be given, but unnecessary details should be avoided. Care should be taken to highlight the main points.

These points should be arranged in a logical sequence. We are today in receipt of your letter of 6 October in which you have asked for the catalogue and prices of our watches. As you will notice, our watches range from the traditional types to the latest in quartz, with prices that would suit all sections of society. You must be aware that we are Nigeria's largest manufacturers of watches, and this position has been established after years of hard work.

We assure you that you will be fully satisfied with our products, and you can place your orders with us unhesitatingly. We might add that our watches carry a two-year guarantee against manufacturing defects. A copy of our standard guarantee terms is also enclosed. We look forward to hearing from you in the near future.

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You will probably agree that it is not a well-organized letter. First, let us consider what it is that the writer wants to say in the letter. These points are all included in the letter, but are not properly organized. There are too many details which are unnecessary and rather distracting.

For instance, if we look at the first paragraph of the letter, is there any need for a sentence such as «We often receive such enquiries oS7702 MODULE particularly ...stocks for Dadin Kowa Store» Also, is there any need for the entire paragraph beginning with 'You must be aware that we are Nigeria's largest manufacturers of watches...?'.

[...]

As requested by you, we have enclosed our catalogue and price list. You will notice that we offer a wide selection of watches, but may we draw your attention to the models described on pp. If there is any further information you require, please contact us. Meanwhile, we look forward to hearing from you soon.

You will agree that this letter is clearer and more precise. First, he thanks the reader for showing interest in his product. He then informs him that he is enclosing information about his products i.e. catalogues, price list, and guarantee terms. Remember that when you sign a letter, you are responsible for what it says, and sometimes it may even be legally binding on you.

Therefore, allow yourself time to review a letter before mailing it, and make the changes you believe are necessary. Even though you may not know your reader, you must take into account what he/she may feel on receiving the letter. Suppose, for example, you are the manager of a store selling electrical appliances, and you receive a letter from a customer who wants free replacement of a defective part, but does not give the cash memo number. Otherwise the replacement cannot be arranged.

'Please let us know the cash memo number so that we can process the replacement immediately.

Which reply do you think is better?

Notice that the second version uses the active voice while the first version is written in the passive voice. There is a tendency in many of us whenever we have to write official or business letters to use words or phrases that we would never use in any other situation. The overuse of 'set phrases' is likely to produce wrong results in that they may sound like polite formulas without any meaning.

Look at the following letters

In response to your query, I wish to state that we no longer sell the equipment you enquired about. You may address further correspondence to that firm for assistance in the mailer. As you must have noticed, the writing is full of out-of-date business jargon. We no longer sell the equipment you have asked for.

You may like to write to them for assistance.

[...]

As we agreed studying because of if usually although, even though yes.

[...]

Rewrite them, making the tone more courteous. `We hope that you have taken care of your return air/train booking. As we have already informed you, we do not undertake to do this for you. `We've just received the goods we ordered four months ago.

We are sending them back as we are unable to use them. 'Your request was unclear, so we cannot fulfill your requirements. We must have your payment by the beginning of next week or we will be forced to initiate recovery proceedings. 'We are herewith sending you the final circular with information regarding accommodation, travel, etc. .

`Student's Bulletin' especially for year 1988

Dear Mr. Joseph, We have received your gracious letter of the 13th instant in which you request information about the Personal Computer 'Future 300.

Since the work is confidential and urgent, I have been directed to request you to kindly spare your valuable services on

Saturday Dear Parents, As you are aware, our constant endeavour has been to make steady improvement in the academic standards and achievements of our students. In this section, we shall discuss the steps we have to take in the writing of a formal letter. We shall talk about the lay-out of the letter as well as the equipment used.

Drafting the Letter

We follow the same steps in composing a formal letter as we do for any other kind of letter or for other kinds of writing. We offer you some hints which you may find useful in composing your letter. It is always a good idea to prepare an outline. This may involve jotting down on a notepad the points you wish to make, and the order in which you wish to say them.

[...]

Describe what you would want the reader to do for you. Some Basic Equipment The appearance of an official or business letter may have a lot of influence on the recipient who has never seen you.

GSTIO2 USE OF ENGLISH AND COVIMUNICATIOS SKILLS II

Try as far as possible to type your letters. Be sure that the typewriter keys are clean and the

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ribbon is fresh. Sometimes your company/office may have its own format or style. In that case, you have to follow it.

Otherwise you may follow the guidelines given below.

Notes

Your personal address should go in the top right-hand corner. The date should go under your address. In case you write both, you need to remove 'The' from before the designation. Mr. J. Baba, Manager, Arewa Tourism, Ibrahim Taiwo Road, Write down the name of the office or institution that you are writing to, and then the official address.

Place the salutation or greeting two spaces below the recipient's address in line with the left margin. With women who do not have a professional title, use Ms. If the woman has expressed a preference for Miss or Mrs., honour her preference. The choice will depend on the subject of the letter.

Dear Parent/Guardian, Dear Principal, These days, writers who do not know the name or the designation of the recipient often address the letter to the appropriate department.

Could you please send me some information

On the next line, you may type your business title. Then sign your name in the space between the complimentary close and your typed name.

Regional Director

As you will notice, the format is not absolutely correct. You may have been writing formal letters wrongly before. This is an opportunity for you to put into practice what you have learned in this unit.

Write a formal letter to the coordinator of the Open University and

Your letter should not be more than 250 words.

[...]

In the previous unit, you learnt about formal style of communication, essentials of formal letters and mechanics of formal letters. In this unit which is a continuation of our series on formal letters, you will learn about formal letters of request, letters of complaint and how to give a reply to a letter of complaint. Your attention to this unit will do you a lot of good. This is because you will learn how to write formal letters that address specific issues better.

[...]

There are often things in our daily life which bother us, or cause us some inconvenience, or

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which need to be changed. It then becomes necessary to write a letter of complaint to the appropriate person, organization or department. If we want a larger audience to read it, we can get it published in a newspaper.

Here arc some suggestions about letters of complaint

Remember that the person who receives the letter may not be directly responsible for the situation you are complaining about. If you have a complaint to make, do not delay. There is no need to apologize if you are complaining.

I am very sorry to bring this up

Now look at the specimen letter given below. Notice that the tone is polite but firm.

[...]

On 27th April, we received a consignment of 50 pieces of 16» colour Picture Tubes in place of our order for 20« colour Picture Tubes. « We immediately returned these 16» picture tubes with a note indicating the mistake that had been made. However, not only have we failed to receive the Picture Tubes we ordered, but we have also been billed repeatedly. If you are unable to do so, please inform us immediately, so that we can make other arrangements.

Sincerely

The first paragraph of the following letter of complaint is missing.

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I am sure that this particular T-shirt is not representative of your products, and that you will immediately replace it. As a regular customer of Fair Price Clothes, I'm generally pleased with your garments and hope to continue shopping at your store. With great reluctance I bring it to your notice that the T-shirt I bought from your shop last week has lost its colour and shape after the very first wash. I bought a T-shirt from your shop last week.

I find that after the very first wash, the colour faded and it is out of shape. You may sometimes be in a position where you have to answer a letter of complaint. «If the complaint is justified, explain clearly why the error occurred.

`It was a mistake on the part of our dispatch department'

`We have rechecked your account and find that we have indeed been sending you the wrong statement due to a confusion in names and addresses. You must state specifically what you intend to do or have done to solve the problem. `We have already sent the correct size of Picture Tubes by road transport. `We have returned the T-shirt to the manufacturer.

Sometimes you may have to deal with complaint which is unjustified. Even then you must be

firm but polite in your answer. `Our technical department has examined the two-in-one, and found that there were cracks on the body, as well as in the circuit. This could have happened only if a heavy object had fallen on the two-in-one, or if it had been dropped from a height.

As a gesture of good-will, we shall only charge you for the parts and not include labour charges. You are a manager of a company dealing in Air Coolers. GS7702 USE OF EA'GLISH AND COMMUNICATION SKILLS II the letter, you may compare it with the specimen letter given at the end of the unit.

[...]

Quick Electrical Goods, 14, Bazar Street, Complaint on the Air Cooler Bought I bought a 'Cool Home' air cooler from your shop on October 14 this year. We would be grateful if you could send an engineer and get the fault rectified. Since both my wife and I work, please ask the engineer to come after 6 p.m. D. Abdullahi Now that we have discussed the important features of letter of complaint, let's take up letters of request in our next discussion. Writing to commercial organizations and to official bodies for things you want to be done is probably the most common form of formal letters.

This teacher would like to take her students on a trip to yankari Game Reserve making preliminary enquiries. Notice, especially, the language used in the letter.

6 August, 1987

We are particularly interested in visiting this interesting place. I would like to know the days when your buses run, their timings, and whether they are air-conditioned. I would be grateful if you could also enclose a list of all the accommodation there with their tariffs. M. Ibrahim You must have noticed that there are three ways in which the teacher has requested the manager of Yankari Tourism for information.

[...]

When you make a second request or require more information you could use the word 'also', as in the letter above.

Another matter I need information on is

You would like to take a certificate course in Food and Nutrition. Complete the letter given below asking for information about the course.

[...]

Like to know if you have any plans for developing this into a degree course. In your letter, specify how many rooms you require, for how many people, for how long, your arrival and departure time, and finally, the meals you will require. Besides the content, be careful about the lay-out of the letter. Writing to complain and request is very common in our daily life.

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You can thus not overlook the suggestions given in this unit about writing formal letters of complaint and request. You will always be requested to lodge a complaint and request for something from somebody in an official manner.

[...]

The unit has been able to establish the importance of formal letters.

MODULE

Write a letter to the Manager of the Company lodging your complaint. Give him the particulars of the TV set bought and the receipt number.

[...]

In units 4 to 5 of module 1, we talked about some of the special features of the formal style of communication. We told you in some details about the essential elements of a formal letter.

[...]

While the first two types of letters are written mainly to, or on behalf of commercial organizations, the third type relates to day-to-day affairs in our lives.

[...]

This letter requires a special effort, as you have to convince your reader that you deserve to be called for an interview.

Applications

Whenever you send a copy of your curriculum vitae to an organization where you are looking for a job, you should also send a personal covering letter which is known as the letter of application. The two are sent together, and you should consider them inseparable, even if you are answering an advertisement that asks for only the curriculum vitae. This letter supplements your curriculum vitae in that it provides information that is not usually included in the curriculum vitae, or cannot be fitted in it for lack of space. The curriculum vitae is a straightforward, factual presentation of the facts relating to your education, work experience and other qualifications.

These facts may qualify you for a number of jobs in different organizations. In the covering letter, you have a chance to interpret these facts, and show how they are particularly relevant to the position you are applying for. An effective presentation can easily make even average qualifications appear quite impressive.

[...]

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You should try to achieve the three objectives in a one-page letter. If you are applying for a specific job which has been advertised, identify the job by title, and state where you came to know about it. Remember that an organization may have advertised for several jobs on the same day in the same newspaper or professional journal.

Some of the ways you could begin are

I am interested in applying for the post of which was advertised in The New Nigerian on 21 June, 1988. In answer to your advertisement in The Daily Times of 21 June, 1988, I wish to apply for the post of in your organization. Your advertisement in The Guardian of 21 June, 1988 for a production manager interested me because your requirements closely parallel my work experience. There may be occasions when you may be exploring the possibility of a suitable job in different organizations.

Then, you should explain that you are seeking a particular kind of job and are writing to inquire whether the organisation has any openings for such a job. I would be interested in exploring the possibility of obtaining such a position in your firm. Once you begun your letter , your aim should be to convince your reader that you are suitable for the job. You, therefore, need to explain how your experience and skills qualify you for the job.

In your curriculum vitae, you should have listed the basic facts relating to your education, experience and special skills. In your letter, you will have to show your reader what these facts mean by placing them in the specific context of the job you are applying for. If you are applying for a job as an office manager, indicate any supervisory experience you may have had. However, if you are applying for your first job, highlight how your education matches the job and show your capacity for hard work and taking initiative.

I have been employed as a stenographer with University of Abuja for the past four years, and thus have the experience of secretarial work. In this post I have had to assume a certain amount of responsibility. I enjoy this type of work, but with the return of the director's secretary from maternity leave, I shall have to go back to my earlier responsibilities. If I am found suitable for the post ads used, I feel that my experience and talents will contribute ,ly to the growth of your organization, but also to my person h.

1 have the experience of precisely the kind of work that the post you advertised entails.

After taking this diploma, I was an apprentice with Alfa Radios for six months where I repaired both Black-and-White and

During this period I also repaired many video sets You may want to enter into an entirely new field in which you lack experience. At the moment I am working as a clerk in a government office. I do not find this work particularly interesting, and wish to make a career in sales. Although I lack previous experience, I think I have the necessary personal qualities to be successful in this field.

I enjoy travelling and meeting people. My academic record is good, and the officer under whom

I work at present will be able to testify to my willingness to learn and work hard. In a letter of application, this is the place to request for an interview. Now, it is obvious that the aim of your letter is to ask for an interview.

Therefore, the important thing is not what you ask for, but how you do it. The point is to do it tactfully without appearing to beg or demand.

Don't write in any of the following ways

I hope that my letter receives your kind favour and you will give me a chance to appear for an interview. I am sure that when you have reviewed all the applications for this position, you will see that I am best qualified for this job.

I will appreciate an opportunity to talk to you in person about the position of in your company and will be available for an interview at

If my application is considered, I shall be available at any time to suit your convenience, though I would need a little notice in order to make travel arrangements. The last paragraph of your letter is also the place to state any restrictions on when you will be available for an interview, or special instructions about how to contact you. I will be happy to meet you at your convenience and provide any additional information you may need. You can contact me either at my home address or at 342643 during regular business hours.

With a week's notice I can arrange to travel to Abuja at You must make sure that you type your letter and avoid all errors. Rearrange the sentences in the correct order, and organize them into separate paragraphs. I am twenty-seven years old and have a diploma in marketing. I am interested in applying for the post of a Sales Officer which was advertised in New Nigerian on 21 June, 1988.

I enclose my curriculum vitae, and will be happy to give you any further information that you require. You can contact me either at my home address or at 623029 during regular business hours. The reason I wish to leave this job is that I find the office routine too monotonous. I have been working in a department store for the last three years where I have often been in sole charge of the shop.

Since the job advertised involves travelling and meeting people, it would suit my abilities and temperament better. Complete the letter by filling in the gaps.

Cabo Airlines

I may add that I also took a special course in Computer Science offered by the Institute, and am quite proficient in the use of the word processor.

Agnes Otaru

Keeping in mind the format discussed in this unit, write an answer to the advertisement. The

incumbent shall have full responsibility for sales promotion and will be required to formulate and implement marketing strategies.

Accepting an Offer

If you are offered a job that you would like to take up, you must write a brief letter of acceptance as soon as possible, certainly within a week. In the second paragraph, you would specify when you would like to take up the post. Conclude the letter with a statement that you look forward to working for your new employer.

Thank you for your letter of 6 May, 1988 offering me the post of

May 1 thank you for the kindness and courtesy shown to me when I came for interview on the 16th. I am glad to accept the post of Accounts Assistant in your organisation on the terms stated in your letter of yesterday. Thank you for your offer of the post of in your I have great pleasure in accepting the offer.

I look forward to what I am sure will be a rewarding future with

I feel very happy to have obtained this appointment and assure you that I shall do my best to make a success of my work.

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Write a letter accepting the offer.

[...]

Dear Mr. Hussain, 1 am pleased to be able to offer you the post of Technical Supervisor in our company. As we discussed during our talk with you, your initial salary will be in the scale SS-04. You will also be entitled to the regular allowances that we provide for our employees. If you accept this offer, please let us know how soon you can join our office.

Declining an Offer

To the other employers, you must write a letter of refusal immediately. When writing such a letter, begin by giving a thought to your readers. Remember that they have invested some time and effort in you, compared you with other applicants, and found you the best person for the job. They may have counted on your accepting the job.

If you refuse the offer, they will have to do some of their work over again. Therefore, in your letter of refusal, you must be tactful and courteous. Try to give honest and sincere reasons for your refusal. If you have accepted another offer, say so, and explain why.

Do everything to ensure that you and your readers part company as friends. You may begin the letter by first thanking them for offering you the post. Then make a reasonable excuse for not

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accepting the offer. Thank you for your letter of offering me the post of in your organisation.

I enjoyed talking with you about your opening for a and was gratified to receive your offer.

One of the ways in which you can conclude your letter is

I appreciate your consideration, and I am sure I would have enjoyed working for your company. Read the letter given in exercise 1.2 offering you the job of a Technical Supervisor. Write a letter in reply, refusing the offer. If you are employed in an organisation or are self-employed, you may often have to order supplies of goods or equipment.

S7 111/1 \/\S/ n 11,IS/1 give a detailed description of the size, style, colour and so on. You must specify the quantity needed of each item. Sometimes even a misplaced decimal point could cause a serious error. Probably the best way to begin a letter ordering goods is by coming straight to the point.

[...]

A covering letter allows you the opportunity to make any necessary points as well as confirm the terms that have been agreed on. Please find enclosed our order No. You should confirm the terms and the method of payment. As agreed, we shall send our remittance in full settlement of your invoice by a bank draft thirty days after receipt of goods ordered.

You may draw on us for the cost of the goods through Union

Please rest assured that your documents will be honoured on presentation by the bank. Once we have received your advice, we shall send a banker's draft to The enclosed cheque for N25,000 covers the price of goods and postage charges. You must also confirm the discount agreed upon. We had agreed that if we sent the payment along with our order, we would be entitled to a prompt payment discount of 5%.

We have, therefore, deducted this while making the payment.

You will notice from the size of our order that we are entitled to a

We would like to thank you for the 10% 'quantity discount' you have allowed us. We would like to take advantage of the generous cash discount you have offered for prompt settlement.

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Some Examples The goods may be dispatched through a reliable Road Transport Service, if possible through NITCO Roadways. We suggest delivery by road to avoid constant handling of this fragile consignment. If the goods are fragile, it is better to advise your supplier on how you want them packed.

[...]

The crates should be clearly marked 'crockery', 'fragile'. If you need them urgently for some reason, specify the reason as well as the mode of transport which you think will enable the goods to arrive faster. We note that you can supply these items from stock and look forward to delivery within the next few days.

[...]

As agreed, we shall send the payment by bank draft immediately on receiving the goods. We note that you can supply these items from stock and look forward to delivery in the next few days.

Alfred King

Now write a letter confirming your order. We often avoid writing these letters because we don't know how to. hi this section, we shall give you some examples of these letters and provide you with practice in writing them yourself. Letters of Complaint A letter we have to write frequently is a letter of complaint or protest.

You may find that the Electricity Undertaking or the Telephone NITEL overcharged you. Your telephone may be out of order for days or even months without the authorities bothering to repair it. The bus conductors may be rude to you. The sanitary conditions in your area may be deplorable.

You should then write to the department dealing with your specific problem. I want to bring to your notice that the sanitary conditions around the Block of Nine Flats and many adjoining flats in Area G., A.B.U, are deplorable. The sewer lines are faulty and stinking water is stagnating in almost every open drain. The cleaners turn up once in a fortnight and the garbage is rarely removed.

With the onset of the rainy season, things have worsened. The whole area has become a breeding place for mosquitoes and flies, and the residents open the doors and windows of their homes at their own risk.

What are the points that you should keep in mind while writing such a letter?

Don't make the complaint too general, give details of what is bothering you. In the letter given above, for example, notice how specific the writer is. You must include facts that your reader cannot possibly ignore. If you can suggest a solution, do so.

If you have made the same complaint before, say so in your

There is probably something that you want to complain about to the local authorities. Write a letter of complaint giving details of your problem.

Letters Giving Instructions

We sometimes write letters in which we convey our instructions to various organisations in order to have something done for us.

What are the points that you must keep in mind in writing such a letter?

Leave your reader with a clear understanding of what you expect him to do.

[...]

1 am writing to inform you that I shall be moving to a new house on 2nd July. My new address will be 642, Civil Lines, Kano. I hope we shall continue to receive them as regularly as we used to.

Danda Mohammed

You've lost a bearer cheque. Write a letter to the manager of the bank instructing him to stop payment. After you've written your letter, refer to the specimen letter given at the end of the unit.

Letters of Request

It includes letters to various organisations requesting for the provision of services. For instance, you may request the public transport organisation in your town to run more buses in your area. If you wish to meet an official, you often have to write a letter asking for an appointment. Letters have to be written to universities asking for application forms or duplicate copies of certificates.

The General Manager

I request the ETC to improve the bus service from this area. Specifically, could you start a direct bus service from No man's Land to Ahmadu Bello Way. It would benefit at least 150 school children and teachers. I hope you will take immediate action to solve our problem.

This is one type of a letter of request where you have a problem and request a certain organisation to solve it for you. Other types of letter of request will have a different organisation. When you do the next exercise, you will discover it for yourself. Write to the library asking for information regarding the rules for such membership.

GS77 02 SE OF ENGLISH AND COAEIfUNICATION SKILLS /1

This unit has exposed you to different types of formal letters. You should start to use suggestions provided in writing official letters. Remember, the way you write an official letter will determine whether you are serious or not. In this unit, we discussed some more types of formal letters.

You should now be able to write the different types of formal letters required for various purposes. Read this advertisement and apply A lecturer is wanted in Biology and Physics. The

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lecturer must have a good University degree and three-year working experience. The applicant should be of good behaviour and must have an appreciable number of research papers and publications and learned journals.

UNIT 2 WRITING REPORTS 1: REPORTING EVENTS

`objective' we mean that it should not be influenced by your personal feelings. When you write a report, you try to convey some information to others. You may wish to give an account of some event that you have come to know of. You may like to describe your personal experiences or state the results of your investigation.

A report may contain opinions, but these opinions should be supported by factual evidence. Write a letter to your father or some other near relative, giving a brief report of your studies, your hostel life, and your friends .

[...]

As in the case with any other serious task, you have to plan your report also. The way a report is planned is suggested to you in this section in stages. Stage 1 You have to ask yourself a number of relevant questions.

[...]

While doing so, you will have to take down notes. The advantage of taking notes is that you will not have to depend on your memory to recall every detail whenever you require it. Stage 3 Now you have to write an outline of the report. The outline makes the writing of your report easier and more effective, as it enables you to attend to one part of the report at a time.

In the introduction, you should state the subject and the purpose of the report. In the body of the report, you should present a detailed and organised account of the subject of the report. You may also include figures, tables, graphs, and charts as supporting evidence. In the conclusion, you should summarise your observations, and give your suggestions or recommendations.

Introduction: A major fire accident took place in Lokoja

Precautions to be taken to prevent such accidents.

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Of course, it will depend on the kind of topic and the kind of reader you have in mind. Remember that you are writing to communicate with others, not to impress or mystify them. By 'ambiguity' we mean that a word or a sentence may be understood in more than one way and even the context does not make the meaning clear. In a large university, you can meet people from many parts of the country and people with different interests.

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In such cases you should replace it by a synonym or a substitute word. Sometimes awkward repetition can be corrected by rewriting the sentence.

Point out the faults in the following sentences

Narration is narrated by a narrator who we cannot completely believe. 5 a.m. on the fifth floor and in no time the fifth, sixth , seventh and eight floors were gutted and thick smoke covered the entire building.

[...]

Going through this unit should be an eye-opener to you. If you find yourself working as a journalist tomorrow, this unit will be an asset to you. An outline has to be prepared first. Your language should be clear, concrete, and precise.

Try to be simple. The Marshals took you to their office to write a report of the accident as the one who saw the accident really happening.

They can be carried out in a number of fields: from Physics to Medical

If you are a student of Science, you will have to perform a number of experiments in laboratories. Finally you will be required to write a report on the various steps you take while conducting an experiment, your findings, and your conclusions. All these activities you will practise in this unit.

[...]

You may divide your problem into parts which can more easily be answered separately than together. Experimentation is observation carried out in specific conditions. In an experiment, an event is seen to occur under known conditions. So you should eliminate as many outside influences as possible.

You should arrange the apparatus carefully to suit your purpose and follow the procedure you have in mind for conducting the experiment. In your notebook, you should record, carefully and accurately, the details about the purpose of the experiment, how the equipment was set up, the procedure, the results and the conclusions. You should avoid carelessness or dishonesty in recording the facts related to the experiment. You may use illustrations like diagrams, drawings, graphs, maps, or tables.

The purpose of an illustration is to clarify, or give a visual explanation of the text. With the help of an illustration, you can present a large number of details in a limited space. You will have to use the drawings of the apparatus, e.g. electrical circuit diagrams, in your report. They are very effective in indicating trends, distribution, and comparisons of two or more items.

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Maps are used to show geographical distribution of data. Tables are used for displaying mathematical data in a compact form.

[...]

You should identify the experiment you are reporting on and indicate the apparatus and other materials you used. In the concluding part of your report, you should give the results of your experiment. If an interpretation of the results is going to be useful to the reader, provide such an analysis in your conclusion. You may include your recommendations as well.

When you write your report, state your findings in clear sentences. So use the passive voice and include illustrations like diagrams, drawings or graphs to make your report clear.

Theory

Hydrogen gas is prepared in the laboratory by the action of dilute sulphuric acid on granulated zinc. The apparatus is set up as shown in figure. 5 grams of granulated zinc are put into the bottle. We make sure that the lower end of the thistle funnel is very near the bottom of the Woulfe bottle.

Dilute sulphuric acid is poured down the thistle funnel to cover zinc. It is observed that as soon as the acid comes in contact with zinc, a gas is produced.

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The gas is collected in the jar by the displacement of water. The mouth of the gas jar is closed with a glass disc. The jar is removed and put in the same position, that is, upside down, with the disc cover on the table. Observations The colour of the gas jar is observed.

A lighted splinter is introduced into the gas jar. The gas begins to burn at the mouth of the jar. An empty jar is placed with its mouth downward on the gas jar. The glass disc between the two jars is removed.

After two minutes, a burning splinter is introduced into each jar. The gas in the upper jar starts burning, but the gas in the lower jar does not burn. This indicates that the gas is lighter than air and has moved from the lower jar to the upper jar. The gas collected into the jar is colourless, odourless, combustible and lighter than air.

As it has all properties of hydrogen, the gas must be hydrogen. What then are the features of the experiment report just presented. Put some of these points down on a piece of paper and compare them with the ones I'm going to give here. What is observed is stated in plain language.

The pattern must be clear and logical. The diagrams are well presented and labelling clearly done. All sentences are written in full and fully developed. Let's study another example of experimental report.

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Here is an example of a report on a scientific experiment conducted in a Physics Laboratory. Apparatus used A flask of 1 litre capacity, a thermometer , a stop-watch, a stand to fix the thermometer. The apparatus is set up as shown in figure 2.

[...]

Writing experiments is an important task that science students must perform. If you are a science student, you will agree with me that constant practice in experiment writing should be your concern. You should make sure you follow the steps suggested in this unit. These are ways you can be an experts in writing experimental reports.

We conclude that writing of experiments should follow a logical order. You should be systematic in your presentation. You should be clear, brief and to the point, while writing experiments. Scientific language should avoid ambiguous statements.

Personal style involving pronouns such as I, we, us, they, she, he, etc are not used in writing experiments. In this unit you, learnt how to write experimental reports. Observe what happens during the experiment.

SUMMARIZING

Summarisation is a skill that you will be called upon to do from time to time in your academic work. You need to summarise all lectures and notes. Even when writing an essay, you need to summarise your points at the end of the essay. You definitely must know how to do it.

In this unit, you will learn the techniques of summarizing. At the end of the unit, you should be able to summarise passages in precise and concise manner.

[...]

apply the summarisation techniques learned to summarise passages of varying lengths. It is my hope that you will be able to perform all the tasks above after going through this unit.

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You are now going to read a passage about the river Nile. The Nile The great river Nile flows gently in its course through the hot plains in the first half of the year, but later on, when the melting snows and the rains on the mountains far to the south swell its tributaries, the Nile overflows. The settlers found, in the soft rich earth, barley and wheat and other crops could be planted, even without the use of the plough, and they began to make many settlements of farmers. Now you will read the passage a second time, sentence by sentence.

The great river Nile flows gently in its course through the hot plains in the first half of the year

but later on, when the melting snows and the rains on the mountains far to the south swell its tributaries, the Nile overflows.

Now read the opening sentence

' The clause that has just been removed, namely, `when the melting snows and the rains on the mountains far to the south swell its tributaries,' is a less important part of the statement as it only gives further information relating to the words. What we have retained so far is the entire main clause. It is important to learn to separate the main clause from its subordinate clauses in order to understand where the basic meaning of the sentence and the details lie. Notice also that in the main clause stated above, other phrases can be cut down to remove some details which are not absolutely essential.

Remember that we are trying to summarise, and in summaries, there is bound to be loss of detail and richness of information. Details are necessary in full-scale writing but not in summaries. Now, try and see which phrases you feel can be removed from the main clause above without destroying its basic meaning. In the blank space below, note down the words you wish to remove.

You cannot, obviously, remove «The great river Nile flows' without damaging the basic meaning of the sentence, so that has not been considered a possibility. » Let us, then, consider which of the three word groups given above you can possibly remove without much harm.

Notice that 'through the hot plains' is a contrast to 'the melting snows,'

So, the contrast with 'the hot plains' is not required here.

Do you agree that the sentence still conveys the basic sense of the original?

If this is done, the contrast with 'but later on,' which is necessary for the sentence, will be lost and the sentence as a whole will not remain meaningful. Hence has to be kept even in the summary. No, because it is being contrasted with 'but later on the Nile overflows'. The phrase is required in order to show the behaviour of the Nile at certain times with its behaviour at other times.

So you cannot cut down the sentence any further. You notice that what is being described here is the action of the river.

Now react the next sentence

Once you have written something down, look at the following words/phrases. Have you removed any of these? rich muddy from Ethiopia deep stretches of green fertile. Let us consider which words can in fact be deleted. The sentence states that during its course, the Nile spreads rich soil over its valley and form fertile lands along its bank.

So, if you delete the word 'rich' or' fertile' from your version of the sentences, the meaning will

be lost. But you can, in order to shorten the sentence remove , , and above, because these words relate to the sub-ideas and not to the main idea of the sentence. Again, the phrase 'from Ethiopia,' while providing useful information about the course of the river, is not essential for describing the action of the river. 'The settlers found that in the soft rich earth, barley and wheat and other crops could be planted, even without the use of the plough, and they began to make many settlements of farmers.

In the blank space given below, write down what you think can be deleted. If you read the sentences carefully, you will find that not only the richness but also the softness of the soil is important here because of the statement that crops can be planted without the use of the plough. So, and cannot be removed without damage to the sense. Notice that is required because it indicates an amazing softness of soil, something that normal fertile soil doesn't posses.

So it needs to be retained. Examples of crops as in on the other hand, can perhaps be removed. It is possible to condense this part of the sentence to 'a number of crops could be planted. In order to do this, the sentence will have to be written in a shortened form.

Now read the last line of this paragraph.

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If so, write down these words in the blank space below. You may find it difficult to select the words which can be removed from here. Remember that it is not always possible to do so. Write this down in the blank space given below before reading further.

-1 'They learnt the art of tool-making with the use of stone, flint and copper.

Perhaps it is possible to say

«'»fool-making can cover the making of tools and weapons. It spreads rich soil over its valley and form fertile lands along its banks. Many settlements of fanners were formed there because of the soft, rich earth on which a number of crops could be planted even without the use of the plough. They learnt the art of tool-making with the use of stone, flint and copper.

As it contains all the essential points of the original, it can be considered a summary of it. Notice that the task of separating these points was made easy because you had to shorten only one sentence at a time. So, now you are not required to write new sentences of your own or to combine sentences from the passage. All you have to do is to remove those points that are not absolutely essentials to the meaning.

We shall deal with other ways of summarising later.

Now are you ready to work through another passage using the same method?

This passage deals with the importance of plants in human life and the uses to which they have been put. It goes on to deal particularly with the Jojoba plant. Now read the passage

through, trying to understand its meaning.

Plants

Yet most of the plants that are important to people were domesticated, or tamed, in prehistoric times. For example, before history was written, corn and wheat became part of people's diets. People have grown these grains as crops in small fields for thousands of years. Scientists have only recently begun to keep records of the domestication of plants.

The first reason is that they have never been successful in taming a wild plant. The second reason is that scientists have kept records for a relatively short time. The Jojoba is an example of a plant that scientists are trying to domesticate. The Jojoba is a desert plant that grows wild in the dry regions of the southwestern United States and northern Mexico.

It is a bush that grows to be about two metres high. This liquid substance, called jojoba oil, is valuable. It can be used as a base for all kinds of cosmetics. By domesticating the jojoba, scientists hope to change unproductive desert land into productive agricultural land.

Let us begin by reading the first two sentences

There are perhaps some words here which repeat the meaning that is being stated in different words.

[...]

By doing this, you have removed the repetition of the words `Plantsare important to people' because this idea is already contained in .

Notice also that 'they' in 'they are the principal ingredients' changes to

`these' in the reduced form. In the rewritten sentence, however, there can be some confusion about whether `they' refers to `people' or `plants. Grammatically speaking, in the rewritten sentence, `they' should refer to 'people' because that is the subject of the sentence, but that will not make any sense. `These,' on the other hand, indicates very clearly that it is plants which are being referred to.

They may be some repetition that remains and so, after going through the whole passage, you may decide to cut out some more words. But that can be considered later. 'Yet most of the plants that are important to people were domesticated, or tamed, in pre-historic times. For example, before history was written, corn and wheat became part of people's diet.

People have grown these grains as crops in small fields for thousand of years. Underline or write down the words in the above sentences which say the same thing. Once you have done this, read ahead.

Did you underline any of the following?

Notice that the three phrases in very clearly mean the same thing. In, the words/phrases are not identical in meaning, in themselves. `Yet most of the plants that are important to people, for example, corn and wheat, were domesticated in pre-historic times.

One way of doing this will be

In producing this summary, most of has been kept, but and have been cut out. This is because the same ideas were being repeated. By now you must have begun to understand when ideas are being repeated.

Notice the substitutions used

Another way to reduce the sentences is to cut out any references to the scientists who are performing this task. `Records of the domestication of plants are very recent and they can help predict some problems areas in this field. Notice that the following phrases have been reduced.

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Think about this a little before looking ahead.

You may jot down your points here. Notice that 'On the other hand' seems to be required because it signals that a different viewpoint is being presented from the one in the earlier sentence. But, nevertheless, this phrase can be shortened. Can you suggest a word you can use instead?.

What words are being repeated in the four sentences above ?

Write your shortened version here on the basis of the changes you have made above. Here is one way in which the sentences can be reduced.

[...]

Notice that sentence 12 has been retained without any change, partly because it is required to be a bridge to paragraph 3.

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Now read sentences 13-19 which make up the whole of paragraph 3. 'The jojoba is a desert plant that grows wild in the dry regions of the south western United States and northern Mexico.

On its many woody branches, the jojoba produces a fruit that is

This liquid substance, called jojoba oil is valuable. First, think of ways in which you can shorten this.

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You can jot down your points here or underline in the paragraph the words that you wish to remove. The jojoba, a wild desert bush that grows in some parts of the United States and Mexico, is about 2 metres high. First, is 'a desert plant that grows wild' and 'it is a bush' have been combined to form 'a wild desert bush.

What has been done here?

After 'jojoba' we place 'a wild desert bush' separately by a comma, in order to show that the jojoba and the wild desert bush refer to exactly the same thing. In your grammar books you will find an explanation for this relationship, namely that 'a wild desert bush' is a noun phrase in apposition to 'jojoba'. This is a useful way of condensing sentences provided that the two nouns in apposition refer to identical things. Third, it is not necessary to include in your summary all the details that occur in a passage.

Passages can, of course be summarised for various reasons, and certain details will be required for certain particular purposes. However, in a general summary, such as we are attempting here, detail of any kind which is not needed for the development of the main point can be deleted. So, we have left out mention of 'the dry regions' in which the jojoba grows, and the fact that it grows in the `south-western' parts of the United States and 'northern Mexico'. Fourth, notice that because sentences 13 and 14 have been combined, the main clause is 'the jojoba is about two metres high.

These contain a number of sentences dealing with the jojoba fruit, its contents and use. First, underline the parts of the sentence that deal with detail which is not necessary for the main argument. Once you have done that, you can proceed to combine sentences 15-18 into two sentences. Write your combined sentences here.

Read your sentences again to check whether you can improve them. This is, of course, only one way of condensing the sentences.

[...]

Let us analyse what steps have been taken to produce these sentences.

[...]

We draw on sentence 16, removing the common element 'liquid substance' and add 'called jojoba oil, which is valuable. ' Notice that we have added the word 'which' which refers to liquid wax. ' Remember that the process of condensing sentences requires you very often to combine sentences in such a way that one or more sentences become subordinate clauses in the new sentences. GSTI 02 USE OF ENGLISH AND COMMUNICADON SKILLS II must therefore learn how to distinguish main and subordinate clauses and also how to produce these different clauses.

It appears difficult to condense this without removing the essential point of the passage, so we can just leave it as it is.

Summary A

`Yet' is confusing. What is being contrasted occurs in sentences 2 and 3, namely the fact that though plants were domesticated in pre-historic times , yet records of this domestication are very recent.

So the placement of 'Yet' in the sentence has to be changed. They can help predict some problems areas in domesticating a plant. Notice that sentence 2 is made to carry the contrast mentioned above with the help of part of sentence 3. So the second part of sentence 3 is made to stand alone here.

This would seem to be a suitable way of joining the two sentences. Sentence 4 goes on to outline the reasons why all problems cannot be predicted in advance. A new paragraph is started at this point. The reason is that the passage moves from a general statement of the issues to a short case study of the jojoba plant.

A new paragraph is needed to indicate this change in focus. Paragraph 2, sentence 1 states that the jojoba is an example of plants that scientists are trying to domesticate. This word 'example' very clearly indicates the nature of the relationship between the jojoba tree and the rest of the discussion that has taken place earlier. It repeats the word 'jojoba', indicating that it is going to make a statement about it.

Sentence 3 is connected to sentence 2 by means of the pronouns 'its'. Sentence 4 is connected to sentence 3 by means of the word 'this' which refers to jojoba oil . Sentence 5 makes a general statement about the effect that domesticating the jojoba plant will have on the productivity of the land. It is therefore connected to the whole of paragraph 2 and is also linked to the word 'solutions' in paragraph 1.

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Different statements are being made in paragraph 1, namely the ones given below.

Summary B

Problems areas in domesticating plants can be predicted by studying records of the domestication of plants. Perhaps the points that can be removed are and because these are not absolutely essential. If the first two are removed, the whole meaning of the passage will collapse. Notice the way in which statements i-iv have been written.

What changes have been made to the form in which these statements occurred in Summary A/B?.

`People depends on plants' People's dependence on plants

`People's dependence on plants has led to the domestication of plants and grains that are

important for man's existence.

The verb 'depend' has been turned into 'clependence'— a noun'; the verb

This is based mainly on sentence 1 of summary A/B, though 'the domestication of plants in pre-historic times' is drawn from sentence 2.

The second sentence of Summary C can read

Note them down here before reading further.

The first sentence of paragraph 2 can read

The first part of this is drawn mainly from sentence 1 quoted above. Note them down in the space given below.

Notice that the following changes are made

Two sentences from the previous summaries are combined to form a complex sentence with two subordinate clause. The subordinate clauses found in some parts of the U.S. and Mexico which has fruit consisting largely to liquid wax.

`This can be used to produce oil for making cosmetics and high quality In what ways has Summary A/B been changed to produce this sentence?

In addition, by domesticating the jojoba, unproductive desert land can be changed into productive agricultural land.

Summary C

People's dependence on plants has led to the domestication of plants and grains that are important for man's existence. Most of the important plants, e.g. corn and wheat, were domesticated in pre-historic times, but scientists are still trying to domesticate more plants. This can be used to produce oil for making cosmetics and high-quality machine oils. In addition, by domesticating the jojoba, unproductive desert land can be changed into.

[...]

You need to be able to summarise what you have learnt in readiness for examination. Summarisation shows how well organised and focused a writer and a speaker is. That's why you must take the techniques of summarising taught in this unit seriously. All of these tasks are regarded as techniques of summarisation.

The next unit will expose you to more techniques of summarising.
MCQ1: The core aspect of a paragraph is its
Answer: Main idea

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MCQ2: The main idea is usually couched in the
Answer: Topic sentence

MCQ3: Most topic sentences are usually _____ of the paragraph.
Answer: At the beginning

MCQ4: In most writings, the _____ in a paragraph tends to present the central theme in it.
Answer: First sentence

MCQ5: When using example as a paragraph development device, you will likely use one of these
Answer: For example

MCQ6: The central concern of narrative writing is
Answer: Telling a story

MCQ7: The major focus of a descriptive paragraph is to _____ about a thing or person.
Answer: Give details

MCQ8: A paragraph providing step by step details of a process of an experiment you just performed will be called _____.
Answer: Explanatory

MCQ9: "All men are women abusers" is an example of a statement that will be referred to as
Answer: Generalisation

MCQ10: When you write to the VC of your university, it is a(n)
Answer: Formal letter

MCQ11: A major way of determining if a letter is informal or not is through the
Answer: Language usage

MCQ12: If you are writing a letter to your friend, one of the ways you will salute them is to start your letter with
Answer: Dear Sam

MCQ13: If you are to write a letter to your Faculty Dean, you are expected to write it ____ your Centre Director.
Answer: Through

MCQ14: When a patient dies of lung cancer attributable to his chain smoking habit, it would be right to say cigarette is _____.of his death.
Answer: Cause

MCQ15: Letter to the Editor is normally written to

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Answer: Newspaper houses

MCQ16: A letter seeking for job is usually called
Answer: Application letter

MCQ17: You were offered jobs by two organisations, which letter will you write to the one you did not want to work with?
Answer: Letter of acceptance

MCQ18: If you have a job offer from more than one organisation, state the type of letter you are going to write to the organisation you do not wish to work with _____.
Answer: Letter to decline

MCQ19: An essay you write to present your class debate will be written in _____ language.
Answer: Formal

MCQ20: When you want to write a letter to accept a job offer, it should be done with
Answer: Gratitude

MCQ21: If you are seeking to further your studies, what sort of letter can your lecturer writer to support your quest?
Answer: Reference letter

MCQ22: When you want to sign off the letter to your friend, putting your full name and signature will be regarded as ____.
Answer: Out of order

MCQ23: You have siblings attending the conventional universities, if you are to write to the president to express your opinion on how the current ASUU strike should be handled, you are likely to express it as _____.
Answer: Newspaper article

MCQ24: If you are addressing a woman with her professional title, it is always better to address her without _____, except she requested otherwise.
Answer: Mrs.

MCQ25: When your letter ends with 'Yours sincerely, Chuka' it is most probably a letter to
Answer: Your friend

MCQ26: A formal letter is usually expected to have ____ as the summary of its content.
Answer: A heading

MCQ27: Most letters to the editor tend to contain
Answer: complaints

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MCQ28: If you witnessed an armed robbery incident, the report you will give to the Police is called
Answer: A statement

MCQ29: An experimental report will likely contain a thing like
Answer: Procedure

MCQ30: A core requirement for a scientific report is that it MUST be
Answer: Objective

MCQ31: When you are presenting only the salient points of a passage, you are doing
Answer: Summary writing

MCQ32: What best way do you think you can develop your summary writing skill?
Answer: By practising it daily

MCQ33: One good way of developing the summary of a passage is by taking the ____ in each paragraph.
Answer: main idea

MCQ34: Expansion materials are not acceptable in
Answer: A summary passage

MCQ35: To really master the summary writing skill, you must _____.
Answer: Learn to identify core points in the passage

FBQ1: A paragraph that presents a cause should have the ____ too for it to be considered good paragraph development strategy.
Answer: effect

FBQ2: In this sentence, 'She has arrived, …?', its second part will likely be: ____
Answer: hasn't she

FBQ3: An English polar question will most probably be answered with a ____ or _____.
Answer: yes

FBQ4: A summary passage is expected to be ____ than the passage it was extracted from in terms of length.
Answer: shorter

FBQ5: When you use comparison in developing a paragraph, it means that, at least, _____ things are the focus of your writing.
Answer: two

FBQ6: The correct transcription of 'back' is _____.
Answer: /bæk/

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FBQ7: The transcribed word /ʃelvz/ is lexically written as _____.
Answer: shelves

FBQ8: The word transcribed as /lʌv/ will be orthographically presented as _____.
Answer: love

FBQ9: 'How kind of you!' is structurally regarded as _____ in the classification of sentences.
Answer: simple

FBQ10: The transcription /jɔt/ will normally represent _____ word in English.
Answer: yacht

FBQ11: The transcribed word /kəum/ here is _____.
Answer: comb

FBQ12: This word 'examination' has the main stress on its ____ syllable.
Answer: fourth

FBQ13: The word 'Registrar' has _____ syllables.
Answer: three

FBQ14: Transcribe the word 'children'.
Answer: ʧɪldrən

FBQ15: Give the transcribed form of the word 'shot' _____.
Answer: /ʃɔt/

FBQ16: /θɪn/ would be a transcript of _____.
Answer: thin

FBQ17: /ʃə:t/ is a transcription of _____.
Answer: shirt

FBQ18: Transcribe the word 'cloth' _____.
Answer: /klɔθ/

FBQ19: Indicate the number of syllables in this word 'kingship' _____.
Answer: two

FBQ20: The word transcribed as /wəndə/ is written in English as ____
Answer: wonder

FBQ21: 'I will see you tomorrow, God willing' will functionally be described as: _____.
Answer: A statement

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FBQ22: ‘Whenever he arrives, tell him to come in’ is functionally regarded as _____ sentence.
Answer: command

FBQ23: ‘He came, he saw, he conquered’ could be structurally described as _____.
Answer: compound sentence

FBQ24: ‘The boy that came to visit me is my nephew; he is in the University of Lagos, doing his first degree’ is a sentence that is structurally _____.
Answer: compound-complex

FBQ25: ‘I just love to read!’ is functionally ____.
Answer: exclamation

FBQ26: One way of developing paragraphs is by ____ one thing with another, which usually brings together positive features of the two elements.
Answer: comparing

FBQ27: You can also bring together two things in a negative sense; this is called _____ because it brings side by side negative features of those elements being focused.
Answer: contrast

FBQ28: When a group of scholars come together to discuss a topic in their department, it is usually known as _____.
Answer: seminar

FBQ29: To moderate a seminar session, the person to chair is usually expected to be ____ in that field of study.
Answer: An expert

FBQ30: A seminar cover page is expected to give the _____ of the writer to identify who it is that did the work.
Answer: name

FBQ31: Seminar presentation is usually the -----____ end of writing it.
Answer: logical

FBQ32: When a seminar paper stirs up debate about the topic of discussion it is focused on, it is considered ____.
Answer: good

FBQ33: A seminar paper that has every point raised acceptable to the audience would be considered _____.
Answer: suspect

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FBQ34: Every culture has its manner of doing _____ in the public, depending on the acceptable way of speaking to its community members.
Answer: oratory

FBQ 35: 'I stand on the existing protocols' appears to be a ___ cultural thing.
Answer: Nigerian

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