**PARAGRAPH AND DEVELOPING TEXTS**

**Paragraph Structure**

**Gold**

**1.** Gold, a precious metal, is prized for two important characteristics. **2.** First of all, gold has a lustrous beauty that is resistant to corrosion. **3.** Therefore, it is suitable for jewelry, coins, and ornamental purposes. **4.** Gold never needs to be polished and will remain beautiful forever. **5.** For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago. **6.** Another important characteristic of gold is its usefulness to industry and science. **7.** For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. **8.**The most recent use of gold is in astronauts’ suits. **9.** Astronauts wear gold-plated heat shields for protection when they go outside spaceships in space. **10.** In conclusion, gold is treasured not only for its beauty but also for its utility.

***Which sentence is the topic sentence:***

***Which sentences are supporting sentences:***

***Which sentence is the concluding sentence:***

**Topic sentence:**

 **Supporting sentence:**

 **Further detail:**

 **Further detail:**

 **Example:**

 **Supporting sentence:**

 **Further detail:**

 **Further detail:**

 **Example:**

**Conclusion:**

**Unity and Coherence (the asterisk \* marks bad examples)**

1. **Repetition of key nouns**

**Gold**, a precious metal, is prized for two important characteristics. First of all, **gold** has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. **Gold** never needs to be polished and will remain beautiful forever. For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago. Another important characteristic of **gold** is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. The most recent use of **gold** is in astronauts’ suits. Astronauts wear **gold**-plated heat shields for protection when they go outside spaceships in space. In conclusion, **gold** is treasured not only for its beauty but also for its utility.

***How many times is the word* gold *repeated in the eight lines above?***

\***Gold**, a precious metal, is prized for two important characteristics. First of all, **it** has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. **It** never needs to be polished and will remain beautiful forever. For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago. Another of **its** important characteristics is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. **Its** most recent use is in astronauts’ suits. Astronauts wear heat shields made from **it** for protection when they go outside spaceships in space. In conclusion, **it** is treasured not only for its beauty but also for its utility.

***What does the highlighted pronoun refer to? Is it clear or does the reader have to figure it out?***

1. **Consistent use of pronouns**

\***A student** who knows a few Latin and Greek roots and prefixes has an advantage over **a student** who does not know them. **They** can often guess the meaning of new words. If, for example, **you** know that the prefix *omni* means “all,” **you** have a better chance of guessing the meanings of words such as *omnibus*, *omnipresent*, and *omnidirectional*. Furthermore, **a student** who knows that the root *sci*- comes from *scire*, “to know,” can guess that *omniscient* means “all-knowing.”

***Who does they refer to? Is the tone personal or impersonal?***

***Who does you refer to? Is the tone personal or impersonal?***

***Which pronoun(s) is/are usually used in research articles?***

***Who do they refer to?***

1. **Use of transition signals**

\*One difference among the world’s seas and oceans is that the salinity varies in different climate zones. The Baltic Sea in northern Europe is only one-fourth as salty as the Red Sea in the Middle East. There are reasons for this. In warm climates, water evaporates rapidly. The concentration of salt is greater. The surrounding land is dry and does not contribute much freshwater to dilute the salty seawater. In cold climate zones, water evaporates slowly. The runoff created by melting snow adds a considerable amount of freshwater to dilute the saline seawater.

***Is it easy to understand the relationships between ideas and sentences in this paragraph?***

***Would it be fast and easy to take notes about this text?***

***Compare:***

One difference among the world’s seas and oceans is that the salinity varies in different climate zones. **For example,** the Baltic Sea in northern Europe is only one-fourth as salty as the Red Sea in the Middle East. There are **two** reasons for this. **First of all,** in warm climates, water evaporates rapidly**; therefore,** the concentration of salt is greater. **Second,** the surrounding land is dry**; consequently,** it does not contribute much freshwater to dilute the salty seawater. In cold climate zones, **on the other hand,** water evaporates slowly. **Furthermore,** the runoff created by melting snow adds a considerable amount of freshwater to dilute the saline seawater.

The main idea: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e.g.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Two reasons: 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ => \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ => \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Complete the paragraph with discourse markers. You may repeat them if necessary. Choose from the following:*** for example; furthermore; other; these; while.

Prior research has indicated that men’s work role is typically their most salient, \_\_\_\_\_\_ the family role is often only of secondary importance (e.g., Barnett and Marshall 1991). \_\_\_\_\_\_\_\_\_\_\_\_, O’Neill (1982) suggests that men may place great emphasis on work, accomplishment, and eminence. Hoffman (1972) points out that men are motivated by achievement needs to a greater extent than women. \_\_\_\_\_\_\_ arguments suggest that men, more than women, are directed toward individualistic tasks and goals (Carlson 1971; Gill et al. 1987; see also Stein and Bailey 1973). \_\_\_\_\_\_\_\_\_\_\_ gender-related differences have also been reported in the literature. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, some researchers have shown that male-valued traits include “objective” and “logical” (Rosenkrantz et al. 1968). \_\_\_\_\_\_\_\_\_\_\_\_\_\_, as operationalized by Bem’s Sex Role Inventory (BSRI) (Bem 1981), men tend to exhibit more “masculine” traits (e.g., assertiveness) compared to women.

* 1. **Use of logical patterns:**

**Here is a list of some common logical patterns used in English with short examples:**

* General to specific
	+ I have two dogs. They are four-year old Labradors.
* Known to unknown
	+ Every country has a capital. The capital city of the Czech Republic is Prague.
* Chronological order
	+ By 2000, the inflation rate was 5 percent. By 2010, it dropped by one percentage point.
* Spatial order
	+ There are three climate zones: polar, moderate, and tropical.
* Concept to example
	+ There are still markets where we can sell our product. For example, South American countries are open to foreign companies.
* Problem to solution
	+ In order to solve the problem with our software, we hired a consultant. The consultant will carry out a detailed analysis and perform necessary adjustments to improve the software performance.
* Data to conclusion
	+ Our national debt is increasing at the rate of 4756 crowns per second while our GDP is increasing only at the rate of 2188 crowns per second. Therefore, financial reforms are necessary, or we will go bankrupt.
* Comparison/contrast
	+ The words with a similar meaning do not always have a similar emotional content. For example, the words *challenging* and *laborious* both describe a difficult job; however, *challenging* indicates an interesting and enjoyable experience while *laborious* suggests a long, difficult and often boring activity.
* Logical division of ideas/Order of importance.
	+ Based on weight, people can be described as underweight, normal weight and overweight. (From the lowest weight to the highest one).
	+ Based on weight, people can be described as overweight, underweight and normal weight. (From the greatest health risk to the lowest health risk).

**Location and summary**

The results of the measurement model estimation based on the data pooled across organizational sites at t1 are summarized in Appendix B (B1 reports the factor structure and B2 reports the reliability and discriminant validity coefficients). The pattern of measurement model results was consistent at the other two points of measurement as well. Table 2 presents the descriptive statistics (means and standard deviations) of the different variables, categorized by gender, at each point of measurement. With the exception of U at t1 and

SN at t3 (SN was a non-significant determinant of intention at t3—see hypothesis testing, discussed later), the mean values between women and men were statistically significantly different (p < .05) at all three points of measurement.

Table 1 summarizes the hypotheses being tested. For the purpose of this research, we expect that the short-term vs. long-term differences will help us glean an understanding of the influence of experience in this context. To that end, using the different points of measurement as a proxy for user experience with the system is consistent with prior research (e.g., Davis et al. 1989; Venkatesh and Davis 1996).

**Indicative and Informative Summaries**

***Decide whether the following verbs can be used as indicative, informative, or both. Hint: use a that-clause as a test.***

|  |  |  |
| --- | --- | --- |
|  | Indicative | Informative |
| *Show*  |  |  |
| *Provide* |  |  |
| *Give* |  |  |
| *Present* |  |  |
| *Summarize* |  |  |
| *Illustrate* |  |  |
| *Reveal* |  |  |
| *Display* |  |  |
| *Demonstrate* |  |  |
| *Indicate* |  |  |
| *Suggest* |  |  |

**ABSTRACTS**

**Abstract analysis**

*Pedagogic example*

**1.** Many scholars claim that democracy improves the welfare of the poor. **2.** This article uses data on infant and child mortality to challenge this claim. **3.** Cross-national studies tend to exclude from their samples non-democratic states that have performed well; this leads to the mistaken inference that non-democracies have worse records than democracies. **4.** Once these and other flaws are corrected, democracy has little or no effect on infant and child mortality rates. **5.** Democracies spend more money on education and health than non-democracies, but these benefits seem to accrue to middle- and upper-income groups.

**Types of opening**

***Match the sentences with the types of opening in the slide:***

1. Corporate taxation rates vary around the world.
2. The relationship between corporate taxation and corporate strategy remains unclear.
3. The aim of this study is to examine the effects of the recent change in corporate taxation.
4. We analyse corporate taxation returns before and after the introduction of the new tax rules.

**Abstract analysis**

***Identify the types of subject in the following examples:***

1. The purpose of this study was to identify risk factors and to characterize infants with respiratory distress syndrome (RDS). A total of 67 newborns with RDS, born at gestational age (GA) > 35 weeks, were studied.
2. The objective of this study was to define the variables associated with vaginal birth after caesarean section (VBAC). We searched our computerized database for parturients with a history of VBAC.
3. The purpose of this study was to analyse the influence of disease on mortality rates. This was a multicentre, prospective, observational study.

**Results and *that*-clauses**

***Convert the following sentences into that-clauses:***

The results offer clear evidence of the reality of global warming.

Results confirm the influence of year of study and academic discipline on student information choices.

Our investigations indicate the greater probability of a future decline in the U.S. home construction.

***What effect does that-clause have in comparison with noun phrases?***

**Problematizing**

***Look at the following statements and decide whether they A. problematize directly, B. problematize indirectly, or C. do not problematize at all:***

…programs are expanding rapidly but evidence of their effects is unknown.

The formation of cracks in biscuits is an issue that manufacturers would like to predict and avoid.

The purpose of this study was to identify risk factors…

Many scholars claim that democracy improves the welfare of the poor.

As yet little is known about the … characteristics of today’s undergraduate students.

Increasing globalization is thought to be impacting business communications around the world.

**Thesis – bad and improved examples**

\*A college education is a good investment.

A college education is a good investment for four reasons.

\*Lasers are very useful.

Lasers have several applications in industry and medicine.

\*I am going to write about sports injuries.

Avoid sports injuries by taking a few simple precautions.

\*The Internet is a communication superhighway.

The explosion of the Internet has had both positive and negative consequences.

\*The reports in Time are entertaining and informative, but Time slants its reports to suit its political bias, and the vocabulary used by Time requires constant trips to the dictionary.

Although the reports in Time are entertaining and informative, their vocabulary makes them hard to read and the material is often slanted to suit a political bias.

**Comparisons**

***Correct the faulty comparisons:***

Some of these experiments are very similar to Charles Darwin.

His appetite was as huge as a pig.

Lincoln had more detailed knowledge of the Bible than any American president.

I like him more than you.

Hemingway is more indebted to Mark Twain than anyone else.

The higher the interaction of frameworks the lower their ability to absorb molecules.

**STYLE**

**Paraphrasing**

***Try to paraphrase the following sentences:***

Estimates from scientists suggest that only one percent of the world’s extinct animals and plants have been identified.

This report from the United Nations suggests that water will be at the heart of many future international disputes.

Drying food by means of solar energy is an ancient process applied wherever crops and climatic conditions make it possible.

**Making the Text More Academic**

1. **Noun Phrases**

***Rewrite the following sentences in a more formal style using nouns:***

1. He applied for the job and he was clearly a bit disappointed when he heard they’d turned him down.

He was unable to hide his \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of his \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. The employees said they thought it would be a good idea if the company reduced the working day by just a little, but management said they didn’t approve of the idea at all.

Management voiced their strong \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the employees’ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a slight \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the working day.

***Rewrite the following sentence. Feel free to leave out all unnecessary words*:**

The subjective norm is important when we want to determine what technology adoption decision women make, and researchers and practitioners alike should pay further attention to this issue.

1. **Use of the passive**

\*When Steve made the local soccer team, a talent scout spotted him, and before he knew it, the owner of a major team asked him to sign a contract. People say he is the best soccer player England has ever produced.

When Steve made the local soccer team, he was spotted by a talent scout, and before he knew it, he was asked by the owner of a major team to sign a contract. He is said to be the best soccer player England has ever produced.

1. **Hedging**

**Hedging Techniques:**

***Here is a list of techniques you can use to make a claim weaker:***

1. Using modal verbs:

Will May Might/Could

Changes in a diet will/may/might/could result in a weight loss.

1. Describing modality with synonyms to modal verbs:

Certain almost certain very probable/highly likely probable/likely

possible unlikely very/highly unlikely

OR

A definite possibility a strong possibility a good possibility a slight possibility little possibility

1. Using verbs which distance you from data:

It seems to, it appears to

1. Using adjectives indicating that the data are soft in some way:

Limited data, some experts, preliminary study, informal survey

1. Reducing overgeneralizations:

Women live longer than men.

While this statement can be supported with data, there are certainly some men who live longer than some women. The following words qualify the generalization:

Tend to, many, a majority of, in most developed countries,…

1. Adding exceptions:

With the exception of, apart from, except from

1. Using weaker verbs:

**Table 1 shows** is stronger than **Table 1 suggests**

1. Combining all of the above.

***Look at the following sentences and find words that make the statements weaker:***

Since activated β1 integrins bind ligands with enhanced affinity, they might well be expected to affect tumor cell adhesion and motility during steps of the metastatic cascade.

However, some aspects of tumor progression may be influenced by integrins in a ligand-independent manner.

Our findings from animal models indicate a role for inside-out activation of b1 integrins in the later stages of the metastatic cascade.

The validity of using 9EG7 for this purpose was assessed in preliminary studies.

***Choose the stronger verb from the pairs below:***

Indicate/establish

Question/challenge

Validate/support

Influence/distort

Fail/neglect

Encourage/stimulate

Depict/clarify

**Reporting Verbs**

Argue – support with reasons

Assert – say directly and firmly, sometimes despite disagreement of others

Assume – say without a proof

Claim – say directly and firmly, sometimes despite disagreement of others

Comment – say briefly

Conclude – state results after reasoning

Contend – say directly and firmly, sometimes despite disagreement of others

Declare – say directly and firmly, sometimes despite disagreement of others

Demonstrate

Describe

Emphasize – give particular importance to something

Explain

Highlight – give particular importance to something

Imply – say indirectly

Indicate

Insist

Maintain – say directly and firmly, sometimes despite disagreement of others

Mention – say briefly

Note – say briefly

Observe – say briefly

Presume

Prove – show something must be true

Question – express doubts

Report – formally summarize

Reveal – to make known

Show

State – say directly

Stress – give particular importance to something

Suggest – say indirectly

**Parallel Structures**

***Reading***, ***writing***, and ***calculating*** are important skills to learn.

***Identify parallel structures in the following sentences:***

Research has shown that while the direct effects of perceived ease of use remain important, over

time, the indirect effect of perceived ease of use (through perceived usefulness) becomes stronger.

Yet, as our world becomes more global, interconnected, hyper-competitive, and fast paced, dealing with increasing competing demands, contradictions and opposing tensions has become more prominent.

This means they must not only keep their eyes on the target, but also leave their minds open to what is happening around them at the periphery.

To ‘construe’ means to ‘look at’ as well as to ‘deal with’.

These findings are important because they reveal to us not only *what* constructs are used, but also *how* they are used as managers make sense of strategic tools usefulness

***Correct the following examples*:**

He is neither a member of Parliament nor a political party.

The author’s intention was not only an attack on social hypocrisies but also an appeal for greater humanity.

He talked about the famine, an urgent need of more supplies, and the seriousness of the situation.

He had wealth, vitality, and sophistication.

**Flow of ideas**

***Flow forward, from left to right.***

**Look at the following text:**

\*The rise of housing costs as a result of bureaucratic regulations in combination with poor urban planning can cause unattainability of home ownership.

**I WROTE**

Rise of housing costs 🡨 bureaucratic regulations 🡨 poor urban planning 🡪 unattainability of home ownership

**I MEAN**

Poor urban planning 🡪 bureaucratic regulations 🡪 rise of housing costs 🡪 unattainability of home ownership

**Revised version:**

\*The up-regulation of CARC10 as a result of MAPK signalling in the presence of elevated levels PMA can cause hyperplasia.

**I WROTE**

up-regulation of CARC10 🡨 MAPK signalling 🡨 high levels of PMA 🡪 hyperplasia

**I MEAN**

High levels of PMA 🡪 MAPK signalling 🡪 up-regulation of CARC10 🡪 hyperplasia.

**Revised version:**

**Exercises:**

**Identify the problems in the following passages:**

\*1. In contrast to our study, Jones et al. reported a much higher proportion of unsatisfied customers. Differences in the sampling frame, sample size, and underrepresentation of women may explain this discrepancy.

\*2. In our study, the control group and test group showed several differences. The frequency of Type A behaviour and the XYZ coefficients were higher and lower in the test group, respectively.

**SENTENCES AND PUNCTUATION**

**Complex Condensation**

1. **Eliminating Dependent Clauses**

**Barking** dog doesn’t bite.

I applied for a grant **to receive** additional financial support.

Some companies believe that **allowing** employees to work from home will help them **to survive** the recession better than traditional businesses.

people who use computers

treatments that are based on antibodies

a part of the course that must be completed

data that has been released recently

1. **Eliminating Wordiness**

\*It may be difficult to make a decision about the method that we should use.

\*There are some inorganic materials that can be used by bioengineers in the process of tissue engineering that have been shown to be very promising.

***Cut the clutter in the following passages. Can you reduce the text by 50%?***

This paper provides a review of the basic tenets of cancer biology study design, using as examples studies that illustrate the methodologic challenges or that demonstrate successful solutions to the difficulties inherent in biological research. (35 words)

As it is well known, increased athletic activity has been related to a profile of lower cardiovascular risk, lower blood pressure levels, and improved muscular and cardio-respiratory performance. (28)

The experimental demonstration is the first of its kind and is a proof of principle for the concept of laser driven particle acceleration in a structure-loaded vacuum. (28)

**Punctuation in different sentence structures**

**Compound Sentences**

Grammar is easy**, so** I learned it quickly.

We need the document finished soon**; however**, we will not sacrifice accuracy for speed.

Our equipment is old**;** it is no longer reliable.

**Complex Sentences**

1. **Adverb Clauses**

I asked for advice **because** I was confused.

**Because** I was confused, I asked for advice.

1. **Adjective (Relative) Clauses**

My brother **who** lives in London is a doctor.

My husband**, who** I met in London**,** is a doctor.

☝Never use *that* in non-defining clauses, and never write the comma before *that*.

1. **Noun Clauses**

I did not know **what** I was supposed to do.

**Where** she comes from is a mystery.

***Punctuate the following sentences:***

My family went to Australia then they emigrated to Canada.

My family went to Australia and then they emigrated to Canada.

My family went to Australia before they emigrated to Canada.

After my family went to Australia they emigrated to Canada.

**Introductory Comma Patterns**

**According to Stern,** this issue has been neglected.

**After I finished the experiment,** I immediately started to write the report.

**To learn a foreign language,** one must study regularly.

**Having received more funding,** we continued with the research.

**Used in the 17th century,** the machine was obsolete.

**ARTICLE ALGORITHM**

This is a simplified use of articles. There are other possibilities and more choices, but if you stick to this, you can’t go wrong. Please note that the order of questions is crucial; you shouldn’t change it.



**Copyright information:**

The examples above were taken from copyrighted materials and can be used only for educational purposes. Several examples are my own.

**Authentic examples in the worksheet have been chosen and sometimes adapted from the following articles:**

Kato H, Liao Z, Mitsios JV, Wang H-Y, Deryugina EI, et al. (2012) The Primacy of b1 Integrin Activation in the Metastatic Cascade. PLoS ONE 7(10): e46576. doi:10.1371/journal.pone.0046576

Venkatesh, Viswanath and Michael G. Morris (2000). *Why Don’t Men Ever Stop to Ask for Direction? Gender, Social Influence, and Their Role in Technology Acceptance and Usage Behavior*. MIS Quarterly 24 (1): 115-139.

Wright, Robert P., Sotirios E. Paroutis and Daniela P. Blettner (2013). *How Useful Are the Strategic Tools We Teach in Business Schools?* Journal of Management Studies 50 (1): 92-125.

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