

Dear third-year English-major students, the Faculty of Education, I hope you are all doing well.

My meeting with you today is divided into two main parts:

Part One: A Revision on Previous Lectures via the following ideas/questions:

- 1- What is meant by an essay?
- 2- How should an idealistic essay be like?
- 3- The title—it is advisable to have a two-part title!
- 4- Capitalizing title words with the exception of articles, prepositions, & conjunctions.
- 5- How can I write the introductory paragraph of my essay?
- 6- Principles you must be aware of as you come to write your paragraphs, such as
 - 1-A good paragraph is structured like a mini-essay,
 - 2-You should not tackle an idea in more than one paragraph,
 - 3-You should not tackle more than one idea in one certain paragraph,
 - 4-You must leave one cm at the beginning of each new paragraph with the exception of the paragraph coming under a title (the opening paragraph of your essay) and the one coming under a heading,
 - 5-Your paragraphs should be intermediate in length—neither too long nor too short. “A normal paragraph should be somewhere between 200 and 400 words long” p. 15,
- 7- How can I write the introductory paragraph of my essay—topic sentences?
- 8- The introductory paragraph as the last thing the writer writes and the first thing the reader reads.
- 9- The introductory paragraph represents ten percent of your essay in size or number of words.
- 10- The topic sentence is tantamount to an introduction to your paragraph and the opening paragraph is to your essay.
- 11- An essay is not written from the first time—you should have draughts.
- 12- You have to have your reader into account—he/she is not expected to read your mind—be easy-peasy (i.e., simple and straightforward).
- 13- Plagiarism is a step to AVOID!
- 14- Be honest in giving credit to your sources!
- 15- Your conclusion should be concise and must not bring anything new!
- 16- Cohesion (lexical & grammatical cohesion), coherence & transitional words
- 17- Common Errors you must avoid (p. 20)
- 18- Contracted forms are not allowed in formal writing (p. 24)
- 19- Avoid using clichés such as “I will now discuss,” etc.
- 20- The average of your sentence is around twenty-five words.

Part Two: The Main Ideas You to have to Focus on in the Next Two Chapters— Essay Style & Quotations

- 1- An academic essay must avoid some inappropriate constructions such as -contractions, familiar words and phrases like “big,” “a lot of,” etc., clichés such as “in any way,” “like the plague,” etc, colloquial vocabulary & expressions such as “anyway,” “for sure,” etc.—See p. 24.
- 2- Use the present tense of narration to discuss both primary & secondary sources in your essay, regardless of when the work was written and/or published—p. 25
- 3- The average of your sentence is around twenty-five words.
- 4- Quotations of more than four lines (or more than thirty words) should be presented as block quotations (p. 45) leaving 1.25 cm on the left margin and nothing on the right one.
- 5- The pages from 29 till the end of the chapter are negotiating punctuation marks such as quotation marks (“ ”), the semicolon (;), the colon (:), the comma (,), parentheses (), the dash (—), the apostrophe (’), the ellipsis (...), the hyphen (-), the slash (/), etc. For such and other words, you can go back to your *Basics of Translation* course we studied together two years ago.
- 6- Double quotation marks (“ ”) are used to differentiate your writing from others’ you are quoting; single quotation marks (‘ ’) are used for quotations inside quotations! For quotations more than four lines, no quotation marks are needed for indenting them is enough for differentiation.
- 7- When indicating quantities, spell out numbers of less than 100, i.e., four children—not 4 children, twenty-five books—not 25 books, etc.
- 8- The fourth chapter differentiates between primary sources & secondary sources—the former as referring to all material written by the author of the work you are working on and the latter as to sources tackling the work you are working on.
- 9- Italics & Quotation Marks are explained in full on pp. 36-37. In case you encounter any difficulty contact me!
- 10- Direct quotation *vs* paraphrase—both are sources to be honest in giving credit to the author you benefit from.

Dear students, you are kindly required to leaf through the book till the end of Chapter Five, p. 67.

NB. I am available for any query on Facebook.