

## Mesleki İngilizce - Technical English

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### • Notes:

#### – In the slides,

- texts enclosed by curly parenthesis, {...}, are examples.
- texts enclosed by square parenthesis, [...], are explanations related to examples.

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### WRITING PARAGRAPHS, STRUCTURE AND DEVELOPMENT

- Careful paragraphing reflects the writer's
  - logical thinking
  - organization
- Clear and orderly paragraphs help the reader follow the writer's thoughts more easily.
- think of a paragraph as an essay in miniature
  - since it is a group of sentences that support and develop a single idea

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### WRITING PARAGRAPHS, STRUCTURE AND DEVELOPMENT

- A paragraph
  - develops the unit of thought stated in what we call topic sentence
  - provides a logical break in the material
  - it creates a visual break on the page, which signals a new topic
- Paragraphs are the basic building blocks of writing.
  - must be restricted to a single topic summarized in a topic sentence, usually the first sentence in the paragraph.

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## TOPIC SENTENCE

- states the paragraph's main idea
  - the rest of the paragraph supports and develops that statement with carefully related details
- often the first sentence because it tells the reader what the paragraph is about
- usually most effective early in the paragraph,
  - but a paragraph can lead up to the topic sentence,
    - which is sometimes done to achieve emphasis.
- must be supported with sufficient details.

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## SUPPORTING SENTENCES

- give specific information that will support the main idea stated in the topic sentence.
  - Specific information may be expressed in the form of
    - facts, statistics, examples, reasons, incidents, or concrete and sensory details.
- Not giving sufficient support to the topic sentence is a frequent mistake that should be avoided.

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## SUPPORTING SENTENCES

- WEAK
  - {Many young people are working in the field of health – care administration. While the duties of today’s young health-care administrators are as diverse as their institutions, they reflect a common obligation: to make those institutions operate profitably.}
- In the following version, the writer provides three specific examples to support the topic sentence

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## SUPPORTING SENTENCES

- {Ali Can helps doctors become more businesslike at the Istanbul University Hospitals and Clinics. Fatma Kaya has responsibility for the budget and staff at Medical Park, a private hospital chain. Veli Korkmaz acts as a system integrator in many hospitals around the country. While the duties of today’s young technological researchers are as diverse as their institutions, they reflect a common obligation: to make those institutions operate profitably.}

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## UNITY IN THE PARAGRAPH

- singleness of purpose and treatment,
- the cohesive element that holds a document together
- means that everything in the document is essentially about one idea
- To achieve unity, the writer must select one **topic** and then treat it with singleness of purpose, without digressing into unrelated or loosely related paths.
  - [digress:leave the main subject temporarily in speech or writing]

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## UNITY IN THE PARAGRAPH

- The logical sequence provided by a good **outline** is essential to achieving unity
- An outline enables the writer to lay out the most direct route from **introduction** to **conclusion**.
- After you have completed your outline
  - check it to see that each part relates to your subject

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## OUTLINING

- the skeleton of the document you are going to write
- lists the main topics of your subject and each subtopic
- will provide structure to your writing by ensuring that it has
  - a beginning (**introduction** or **opening**),
  - a middle (**main body**),
  - an end (**conclusion**).

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## OUTLINING

- An outline
  - gives your writing **coherence** and **transition**
    - so that one part flows smoothly to the next without omitting anything important
      - [Coherence in writing is the "logical glue" that allows readers to move easily and clearly from one idea to the next]
  - indicates a starting point and keeps you moving logically
    - so you do not get lost before you arrive at your conclusion

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## OUTLINING

- Using an outline offers many benefits:
  - Logic errors are much easier to detect and correct in an outline than in a draft,
  - Larger and more difficult subjects are easier to handle by breaking them into manageable parts
  - The less certain you are about your writing ability or about your subject, the fuller your outline should be
  - The parts of an outline are easily moved around,
    - so you can see what arrangement of your ideas is most effective
  - Creating a good outline frees you to concentrate on writing when you begin the initial draft.

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## Types of Outlines

- Topic outlines
  - consist of short phrases that show the sequential order and relative importance of ideas
  - provide order and establishes the relationships of topics to one another
  - can be used to structure the major and minor divisions of your topic in preparation for creating a sentence outline
  - An outline for a small job is not as detailed as one for a larger job, but it is just as important;
    - a topic outline that lists your major and minor points can help greatly in a document as short as a letter, an email, or a memo
      - [memo: a short message sent from one person to another in the same organization]

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## Types of Outlines

- On a large writing project, create a topic outline first and then use it as a basis for creating a sentence outline
- Sentence outlines
  - summarizes each idea in a complete sentence that
    - may become the topic sentence for a paragraph in the initial draft
  - begin with a statement of the main idea that establishes the subject and then follows with a complete sentence for each idea in the major and minor divisions

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## Creating an Outline

- When you are outlining large and difficult subjects with many pieces of information,
  - group related items and write them on note cards
    - Use an appropriate method of development to arrange items and label them with roman numerals
    - For example, the major divisions for this discussion of outlining could be as follows:
      - I. Advantages of outlining
      - II. Types of outlines
      - III. Creating an outline
  - establish your minor points by deciding on the minor divisions within each major division

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## Creating an Outline

- Use a method of development to arrange minor divisions under the appropriate major divisions and label them with capital letters.
  - II. Types of outlines
    - A. Topic outlines
    - B. Sentence outlines
  - III. Creating an outline
    - A. establish major and minor divisions.
    - B. Sort note cards by major and minor divisions.
    - C. Complete the sentence outline
- If your subject is complicated, you may need three or four levels of heads to better organize all your ideas in proper relationship to one another

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## Creating an Outline

- In that event, use the following numbering scheme:
  - I. First-level heading
    - A. Second-level heading
      - 1. Third-level heading
        - a. Fourth-level heading
- mark each detailed note card with the appropriate Roman numeral and capital letter
- sort the note cards by major and minor division headings
- organize the cards logically within each minor heading and mark each with the appropriate sequential Arabic number

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## Creating an Outline

- transfer your notes to a document, converting them to complete sentences
  - As you do, make sure that the subordination of minor division headings to major heads is logical.
  - All headings, major and minor within a division should be written in parallel structure.
  - For example,
    - all the second-level headings under “III. Creating an outline” are complete sentences in the active voice.
- The outline samples shown to this point use a combination of numbers and letters to differentiate the various levels of information

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## Creating an Outline

- You could also use a decimal numbering system for your outline
  - 1 FIRST-LEVEL SECTION
    - 1.1 Second-level section
      - 1.2.1 Third-level section
        - 1.2.2.1 Fourth-level section
          - 1.2.2.2 Fourth-level section
    - 1.2.2 Third-level section
  - 1.3 Second-level section
- 2 FIRST-LEVEL SECTION

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## Creating an Outline

- This system should not go beyond the 4<sup>th</sup> level,
  - because the numbers get too cumbersome beyond that point
- In many documents, the decimal numbering system is carried over from the outline to the final version of the document
  - for ease of crossreferencing sections
- Make certain that your outline follows your method of development

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## Creating an Outline

- Check that it develops your subject and does not stray into unrelated or only loosely related topics
- Check your outline for completeness;
  - scan it to see whether you need more information in any of your divisions and insert any information that is missing
- You now have a complete sentence outline, and the most difficult part of the writing job is over
  - However, an outline may need to change as you write the draft, but it should always be your point of departure and return

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## Coherence in the Paragraph

- Writing is coherent when the relationship among ideas is clear to the reader.
  - Coherent writing moves logically and consistently from point to point
  - Each idea should relate clearly to the other ideas, with one idea flowing smoothly to the next
  - Major components of coherent writing:
    - a logical sequence of ideas
    - clear transitional expressions between ideas.
      - [Coherence: 1. the quality of being logical and consistent; 2. the quality of forming a unified whole]

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## Transitional expressions

- To link similar ideas or add an idea to one already stated:

again	for example	in the same fashion
also	for instance	likewise
and	further	moreover
another	furthermore	of course
besides	in addition	similarly
equally important	in a like manner	too

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## Transitional expressions

### ➤ To link ideas that are dissimilar or apparently contradictory:

although	however	on the other hand
and yet	in spite of	otherwise
as if	instead	provided that
but	nevertheless	still
conversely	on the contrary	yet

### ➤ To indicate cause, purpose, or result:

as	for	so
as a result	for this reason	then
because	hence	therefore
consequently	since	thus

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## Transitional expressions

### ➤ To indicate time or position:

above	before	meanwhile
across	beyond	next
afterward	eventually	presently
around	finally	thereafter
at once	first	thereupon
at the present time	here	

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## Transitional expressions

### ➤ To indicate an example or a summary of ideas:

as a result	in any event	in short
as I have said	in brief	on the whole
for example	in conclusion	to sum up
for instance	in fact	
in any case	in other words	

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## Chronological Order or Method of Development

- The chronological **method of development** arranges the events under discussion in sequential order,
  - beginning with the first event
  - continuing chronologically to the last
- Chronological order is often used to describe the step in a process
- The following transitional expressions are often used to show chronological order.

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## Chronological Order or Method of Development

after	earlier	moments later
afterwards	finally	next
as soon as	first	since
at first	formerly	soon
at last	in the end	then
	in the beginning	
at the same time	in the meantime	until
before	later	when
during	meanwhile	while

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## Spatial Order or Method of Development

- In a spatial sequence, you describe an object or a process according to the physical arrangement of its features.
  - Descriptions of this kind rely mainly on dimension (height, width, length).
  - When spatial order is used, details are arranged as the observer's eye might see them,
    - moving from left to right, top to bottom, inside to outside, near to far, etc.
- In paragraphs where you use this method of development, the following transitional expressions are often used:

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### Spatial Order or Method of Development

above	between	opposite
across	beyond	outside
against	down	over
alongside	facing	throughout
among	in a corner	to the side of
around	in back of	toward
at	in front of	under
before	inside	underneath
behind	in the middle	up
below	near	upon
beneath	next to	within
beside	on	without

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### Writing Expository Compositions

- **Exposition** informs readers by presenting facts and ideas in direct and concise language
- **Expository writing** attempts to explain to readers
  - what the subject is
  - how it works
  - how it relates to something else
- Exposition is aimed at the readers' understanding rather than at their imagination or emotions
  - it is a sharing of the writer's knowledge

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### Writing Expository Compositions

- Exposition aims to provide accurate, complete information and to analyze it for the readers
- An expository composition presents information through several paragraphs that are organized into a particular structure and that fulfill specific purposes.
- The structure consists of
  - an introduction
  - a body
  - a conclusion

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### Writing Expository Compositions

- Exposition is widely used in several types of technical writing
  - because it is the most effective form of discourse for explaining difficult subjects
- To write exposition, you must have a thorough knowledge of your subject
  - how much of that knowledge you pass on to your readers depends on the reader's needs and your purpose

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### Writing Expository Compositions

- Writing a composition is divided into several stages
  - beginning with searching for subjects
  - ending with preparing a final draft
- Although it is sometimes possible to combine several of the steps of the writing process into one, you will find it helpful
  - to take each of these steps separately and in order,
    - solving the problems of one before moving on to the next.

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### SEARCHING FOR SUBJECTS

- You are in a position in which you do not have to worry much about searching for subjects.
- Your subject is determined by the occasion and circumstances you find yourself.
- Your background of interests, knowledge, and experiences are the most important and primary resource in the search for subjects for expository compositions.

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## LIMITING SUBJECTS

- After having selected a broad subject for your expository composition, you should limit this subject to a manageable size.
- General statements are an important part of writing,
  - but they must always be backed up with specific details that make them meaningful.

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## LIMITING SUBJECTS

- During the prewriting stage, your aim should be
  - to arrive at a topic focused enough to be clearly and thoroughly explained in the space available in an expository composition.
- To limit the broad subject you have selected,
  - you should analyze it, or
  - divide it into its smaller parts,
    - by focusing on successively smaller aspects of the subject until you arrive at one that you can manage in an expository composition.

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## CONSIDERING PURPOSE

- In an expository composition, your purpose is
  - to inform
  - or
  - to explain
- You should consider this purpose from two different angles when you evaluate your topic.
- 1<sup>st</sup>, consider your topic in terms of the space available in an expository composition.
  - Is your topic sufficiently limited to be explained in the paragraphs available in a composition?

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## CONSIDERING PURPOSE

- 2<sup>nd</sup>, the purpose of expository writing should be reflected in your topic.
- When you evaluate your topic, you should ask yourself if this topic clearly calls for
  - information
  - or
  - explanation.

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## CONSIDERING PURPOSE

- For example,
  - the topic “machinery behaviour” is obviously too broad for a composition:
- Entire books could easily be written on such a topic.
- A more suitable topic for a composition might be
  - “key features of strategic behaviour in new machines.”
- This more limited aspect of machine behaviour could be discussed in several paragraphs.

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## CONSIDERING AUDIENCE

- The 1<sup>st</sup> rule of effective writing is to help your readers.
- If you overlook that commitment,
  - your writing will not achieve its purpose.
- Purpose of expository writing is to convey information to someone
  - your particular audience
    - who influences how your topic should be limited,
      - ie, what aspects of the topic you ought to explain in your composition.

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## CONSIDERING TONE

- **Tone** is an important consideration when you are evaluating your expository composition.
- **Tone** reflects not only a writer's attitude towards a particular topic, but an attitude towards readers.
  - **The tone may be**
    - casual or serious,
    - enthusiastic or skeptical,
    - friendly or hostile,
    - personal or formal.

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## CONSIDERING TONE

- In correspondence,
  - **tone is particularly important because**
    - the message represents direct communication between two people.
    - Moreover, a positive tone helps establish **rapport** between the institution or organization you represent and the public.
      - [rapport: a friendly relationship]
- In workplace writing,
  - **the tone may range widely, depending on the**
    - purpose, situation, context, audience, and even medium.

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## CLASSIFYING AND ARRANGING IDEAS

- Organization is essential to the success of any writing project
- Good organization is achieved through an outline created with a logical and appropriate method of development that suits
  - **your subject,**
  - **your readers,**
  - **your purpose.**
- An outline gives shape and structure to the material you gathered during research.

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## CLASSIFYING AND ARRANGING IDEAS

- An outline
  - **enables you to emphasize your key points**
    - by placing them in the positions of greatest importance
  - **makes large or complex subjects easier for you to organize, classify, and arrange**
    - by breaking your material into manageable parts
  - **ensures that your finished writing will move logically from idea to idea**
    - without omitting anything important

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## WRITING THE FIRST DRAFT

- After having developed a topic outline, you are ready to start writing your expository composition.
- At this point bear in mind that you will have to consider writing
  - **the introduction,**
  - **the body,**
  - **the conclusion.**

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## Introductions

- The purpose of an introduction
  - **to give readers enough general information about the subject**
  - **to enable them to understand the detailed information in the body of the document**
- An introduction provides
  - **background details,**
    - such as why the document is necessary
  - **a frame of reference for the details contained in the body of the document.**

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## Introductions

- should accomplish the following:
  - **State the subject**
    - The introduction should state the subject and provide background information, such as
      - definition, history, or theory,
  - **State the purpose**
    - The statement of purpose should make readers aware of your goal as they read the document
    - It should also tell them why the document exists and whether your material provides a new perspective or clarifies an existing perspective

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## Introductions

- **State the scope**
  - By stating the scope of the document, you tell readers the amount of detail you plan to cover
- **Preview the development of the subject.**
  - In an academic paper, a report, or a journal article, it may be helpful if you state how you plan to develop the subject.
    - Providing such information allows readers to anticipate how the subject will be presented and gives them a basis for evaluating how you arrived at your conclusions or recommendations.
- Consider writing the introduction last.
  - **Many writers find that only then do they have a full perspective on the subject to introduce it adequately**

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## Writing the Body

- Asking
  - **who, what, when, where, why, and how**leads smoothly to an efficient outline for the report body.
- Historical or chronological structure is often effective in this section.
- The body, or main part, of a composition fulfills the purpose expressed in the composition's introduction.

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## Writing the Body

- It may consist of only a few paragraphs in a short composition, or it may consist of many
  - **Roughly, you may consider the body as being about three-fourths the length of your whole composition**
- Your outline should be the blueprint for the body of your composition
  - You may think of a paragraph for each main topic in your outline, or
  - **occasionally you may devote a complete paragraph to develop an important subtopic.**

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## Writing the Body

- Each paragraph should bear a clear relationship to an item in your outline.
  - **It is important to remember that each paragraph should be developed**
    - according to one of the methods of paragraph development
    - according to the principles of unity and coherence
- Paragraphs in the body should also be arranged following some kind of logical order,
  - **perhaps reflecting the arrangement of main headings in your topic outline.**

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## Writing the Conclusion

- The conclusion of a document ties all the main ideas together
- The final point may be
  - to recommend a course of action,
  - to make a prediction or a judgment,
  - to summarize the document's main points.
- The way you conclude depends on both the purpose of your writing and your readers' needs.

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## Writing the Conclusion

- Some examples:
  - **RECOMMENDATION**
    - {These results indicate that you need to alter your testing procedure to eliminate the impurities we found in specimens A through E.}
  - **PREDICTION**
    - {Although I have exceeded my original estimate for equipment (\$60000) by \$6900, I have reduced my original labor estimate (\$180000) by \$10500; therefore, I will easily stay within the limits of my original bid. In addition, I see no difficulty in having the arena finished for the December 23 holiday program.}

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## Writing the Conclusion

- **JUDGEMENT**
  - {Although our estimate calls for a substantially higher budget than in the three previous years, we believe it is reasonable given our planned expansion.}
- **SUMMARY**
  - {As this letter has indicated, we would attract more recent graduates if we did the following:
    1. Establish a Web site where students can register and submit only résumés
    2. Increase our advertising in local student newspapers
    3. Expand our local co-op program
    4. Send a representative to career fairs at local colleges
    5. Invite local college instructors to teach in-house courses here at the facility}

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## Writing the Conclusion

- The concluding statement may
  - present ideas for consideration,
  - call for action,
  - deliberately provoke thought.
- **IDEAS FOR CONSIDERATION**
  - {The new prices become effective in the first month of the year. Price adjustments are routine for the company, but some of your customers will not consider them so. Please bear in mind the needs of both your customers and the company as they implement these new prices.}

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## Writing the Conclusion

- **CALL FOR ACTION**
  - {Send us a check for \$250 now if you wish to keep your account active. If you have not responded to our previous letters because some special hardship, I will be glad to work out a solution with you personally.}
- **THOUGHT**
  - {Can we continue to accept the losses incurred by inefficiency? Must we accept the inevitable? Or should we consider steps to control it now?}
- **PROVOKING STATEMENT**
  - {Be careful not to introduce a new topic when you conclude. A conclusion should always relate to and reinforce the ideas presented earlier in your writing.}

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