

Communication (Writing)

Second State/ English Department

College of Education / SUE

Question Bank

Q. Read the paragraph and underline the topic sentence. Then add a good concluding sentence to it by paraphrasing the topic sentence or summarizing the main points.

Remember to use an end-of-paragraph signal.

A person can be a good communicator by being a good listener. When speaking with someone, a good listener pays close attention to the speaker's words while looking at his or her face. A good listener also shows interest by smiling and nodding. Also, posture is important; it can affect communication for both the speaker and the listener. For instance, sitting slumped in a chair makes a person seem passive, while a relaxed posture with the body bent slightly forward shows interest in the speaker and the conversation. Remember, too, that good communicators do not interrupt while someone is speaking; although interruption is active participation, it can be impolite.

Q./ When does a paragraph have unity?

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Modern communication technology is raising the stress level for corporate workers. They feel buried under the large number messages they receive daily. In addition to telephone calls, office workers receive dozens of email, voice mail, and text messages daily. In fact, U.S. managers receive on average more than 200 email messages a day. Because they do not have enough time to respond to these messages during office hours, it is common for them to do so in the evenings or on weekends at home.

Q. One sentence in the group below strays off the point of its topic sentence. Underline the words in the topic sentence that suggest the type of support you'd expect to follow. Then draw a line through the sentence that doesn't belong.

Topic sentence: Before the fork was widely used in seventeenth-century Italy, people picked at their food in a variety of ways.

- a. they speared it with an eating knife.
- b. they scooped up their food in a spoon and lifted it to their mouths.
- c. they ridiculed men who used forks as fussy and unmanly.
- d. they held food with three fingers because five was considered impolite.

Topic sentence: Tecumseh (1768-1813) had all the qualities of a true leader of the Native American tribes.

- a. in the War of 1812, he was killed by a bullet through the heart from a member of the United States Cavalry.
- b. in battle, Tecumseh was fierce and fearless.
- c. in conversation, he was sophisticated and refined.
- d. in dress, he refused to wear the clothing of the whites, preferring simple buckskin with a tomahawk and a silver-handled hunting knife shoved under the belt.

Q/Read each sentence. Circle the topic and underline the controlling idea.

1. Learning a foreign language creates job opportunities.
2. There are three main reasons why advertisers target young people.
3. Rooftop gardens are badly needed green spaces that have many positive effects on urban neighbourhoods.
4. The native foods of America's immigrant population are reflected in American cooking.
5. Biotechnology is the use of plant or animal cells for commercial or scientific uses.

Q./ Read the following paragraph and analyse it by indicating its parts using the outline that follows.

The switch to Online Banking

It is easy to understand why people are changing from their traditional banking to online banking. First, customers decide to manage their money online because banks offer them special rewards in return. For example, some banks reduce their fees or give cash back when people change from paper to online services, therefore, customers eagerly make the switch. Second, online banking is becoming more popular because it saves time. Online customers can use a mobile phone or computer to take care of many of their banking needs. As a result of using online services, they do not spend time traveling to the bank or standing in line when they get there. Finally, online banking is safe. Since many customers fear becoming victims of identity theft, they want to be able to check their account balances regularly from home. They use online banking to make sure their money is still in their account and not in the hands of cyber criminals. Because of the factors like these, online banking is on the rise.

- Topic sentence**.....
- Main point 1**.....
- Supporting detail**
- Main point 2**.....
- Supporting detail**
- Supporting detail**.....
- Main point 3**.....
- Supporting detail**.....
- Supporting detail**.....
- Concluding sentence**.....

Q/ Combine the sentences below to show a cause / effect relationship using the signal words or phrases in parentheses. Change the capitalization and add punctuation as necessary.

1. (for) Not much is known about life on the ocean floor / Scientists have only recently developed the technology to explore it.

2. (result in) Stress / a variety of physical disorders, including headaches, stomach ulcers, and even alcoholism.

3. (due to) Few people were injured in the recent earthquake / strict laws requiring all buildings to be earthquake-resistant.

4. (consequently) The restaurant recently increased the number of servers /
Service has improved.

5. (as) The students became sleepier / The temperature in the room rose.
