

Ministry of Higher Education and Scientific Research

University of Djilali Bounaama in Khmis Miliana

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3th lesson

Paragraph Structure

A paragraph is a group of related sentences that discuss one (and usually only one) main idea. A paragraph can be as short as one sentence or as long as ten sentences.

The number of sentences is unimportant; however, the paragraph should be long enough to develop the main idea clearly.

A paragraph may stand by itself. In academic writing, you often write a paragraph to answer a test question. A paragraph may also be one part of a longer piece of writing such as an essay or a book.

We mark a paragraph by indenting the first word about a half inch (five spaces on a typewriter or computer) from the left margin.

The Three Parts of a Paragraph

All paragraphs have a topic sentence and supporting sentences, and some paragraphs also have a concluding sentence.

The topic sentence states the main idea of the paragraph. It not only names the topic of the paragraph, but it also limits the topic to one specific area that can be discussed completely in the space of a single paragraph. The part of the topic sentence that announces the specific area to be discussed is called the controlling idea.

Supporting sentences develop the topic sentence. That is, they explain or prove the topic sentence by giving more information about it.

The concluding sentence signals the end of the paragraph and leaves the reader with important points to remember: Concluding sentences are customary for stand-alone paragraphs. However, paragraphs that are parts of a longer piece of writing usually do not need concluding sentences.

4th lesson

What is an article?

An article is a written communication that portrays a central theme from a writer that they

want to display to their readership. Article topics may vary and take showcase current or past events worldwide. Additionally, the writer intends on writing content that draws a human interest and connects with viewers uniquely in comparison to other stories.

Other objectives a writer may aim to achieve when writing an article include:

- Gives advice and courses of actions
- Drives exposure on newsworthy and technological stories
- Influences the current opinions of their readers

How to write articles

Review these guidelines for how to write an efficient article that's likely to be read by your target audience.

- Select a topic to write about.
- Identify your target audience.
- Research facts that reinforce your story.
- Come up with an outline of your article.
- Write a rough draft and pare down your outline.
- Specify your subject matter.
- Read aloud until your draft is error-free.

1. Select a topic to write about

Make a list of topics that you want to write about before you start writing. This gives you the chance to find out what you're passionate about. If you're writing an article for your company, brainstorm ideas with the rest of your team to see which topic can evoke interest from potential customers. You may need to communicate with your manager or executive team directly to get a better idea of the audience you're targeting. However, it's recommended that you specify your article as soon as possible, so you can begin writing and see if it's the direction you want to take.

2. Identify your target audience

You need to take the viewpoint of the reader of your article to recognize the target audience you're trying to reach. Consider a [SWOT analysis](#) to see which audiences fit the content of the article you're writing.

Also, take a look at these factors when searching for the right target audience:

- **Demographics:** This factor gives you a comprehensive look at an individual's age, annual income geography and educational background. For example, you can target

an article for women ages 18 to 35 living in the tri-state area if you choose to write it on beauty products, whereas you can target suburban men ages 35 to 54 on shaving products.

- **Behaviors and interests:** You want to know what type of content a reader is interested in, so it's important to study industry trends in marketing and advertising to see what types of people interact with their brands regardless of the fact they're selling to them. One example can be a company that generates a lot of foot traffic at sporting events for a cause. Knowing what motivates readers to take action provides with you key details on how you can solicit action from them.
- **Buying habits:** Data on customer trends separate those seeking to purchase a product from those browsing the internet. A company can employ targeted ads that persuade them to scroll back to their website, so you may need to check in with your company's marketing team or check for customer trends articles online to see what can be a contributing factor to them consuming a product. This way, you may know what elements can be insightful to your audience and writes content that meshes with what they purchase.

3. Research facts that reinforce your story

Having the facts is essential to writing a powerful story that captivates a reader. You want to have a centralized area to keep your facts, so you can assemble all the elements of your story in one place. It's suitable to have a notebook where you can write down ideas quickly, but it'll be easier for you to write notes digitally on a word processing document on your computer or smartphone.

Some examples of research you can gather include:

- Statistics
- Quotes from sources related to the topic you're writing about
- Definitions regarding the topic of the article
- Short stories
- References to pop culture or media
- Local or national events
- Resources that a user might find helpful

4. Come up with an outline of your article

Your article should have a basic format before you begin writing, so you can spend more time on the content instead of the structure. Your resources can also aid you to come up with a format that's clear and understandable to the reader.

The four main pieces of an outline that you should draw out should be:

- **Title:** The title is normally the one piece of an article that a viewer sees online when

they look for content on their search engines. Make sure that you write content that targets the rich snippet at the top of the search engine result page (SERP) to increase its viewership.

- **Intro paragraph:** The introductory paragraph introduces the main point of what you're trying to say about a topic. This is the ideal method of attracting attention from your audience because you're exhibiting value that demonstrates why they should continue reading your piece.
- **Body paragraph:** The body paragraph allows you to construct and organize supporting information that backs up the point you're trying to make. Use examples from your research above to accentuate your topic and inform your audience about new information and why it's impactful for them.
- **Conclusion:** The conclusion of your article can end with a call to action or something for the reader to consider in the future. You want them to focus on the value they received from what they learned, so they can tell others to read your content and share it with their network. If you're writing for a company, they can have a focus group make determinations on what they want to see next from the company, which can be the driving force to the way you can end your article while enticing them to look forward to more meaningful content.

5. Write a rough draft and pare down your outline

You should write everything down first before you begin editing, so you can unleash your creative process on paper. You can edit everything after and reflect on what you can do differently to enhance the article's quality and which subjects you plan on elaborating on. Make sure that you start writing and editing from the top to the bottom of the article, so you can save time on your first draft.

6. Specify your subject matter

Break down the key points for each section of the outline, so you can stay on track with your article. You want to keep the reader's eyes on your article at all times. You should always be collaborating with an editor or internal member of your team if you have questions on content and where to expand on it.

7. Read aloud until your draft is error-free

The last step is for you to read your article aloud multiple times before you submit it for approval. You want to ensure that'll be concise and understood by the reader. Have a trusted friend or family member read it over to get honest feedback as well.

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Tips for writing articles

- **Check for punctuation and grammatical errors:** It's important to proofread your articles for proper punctuation and grammatical usage. Also, since articles for media publications generally follow AP style guidelines, it's useful to have an AP stylebook handy.
- **Time yourself when writing:** If you have a set word count, write your first draft and see how long it takes you. This is a great way to manage your time and write quality content on a steady basis while keeping your manager or editor informed about your progress.
- **Keep your points simple:** Clarity is crucial for the success of your writing, and you should get your point across with fewer words than writing more to meet a word requirement. Check with your manager or editor about the content guidelines and word count.

The Similarities and Differences Between a Paragraph and an Essay

The relationship between a paragraph and an essay is symbiotic; you can't write an essay without using paragraphs, and four or more consecutive paragraphs about the same subject matter become an essay. Both paragraphs and essays have a distinct beginning, middle and end. They're also both composed of five sections: A paragraph typically has five sentences, and an essay, five paragraphs.

EXPLORE THIS ARTICLE

1Topic Sentence

Both paragraphs and essays begin with a topic sentence, or a thesis statement, that explains to the reader what the paragraph, or essay, is about. A thesis statement for an essay is longer and more detailed than the topic sentence at the beginning of a paragraph. For example, a thesis statement for an essay might be: "The gravity of marriage becomes more apparent over time; newlyweds imagine a glamorous life ahead and cannot yet imagine the test their love will endure, while couples married for a decade or more are beginning to understand the depth of their promise." A topic sentence for a paragraph might simply be: "A lasting marriage requires many levels of compromise."

2Supporting Details

Paragraphs and essays both require supporting details that elaborate on the statements made in the topic sentence or thesis statement. In a paragraph, each subsequent sentence builds upon the point made in the topic sentence; in an essay, the first sentence in each paragraph discusses points made in the thesis statement. In a paragraph, the sentences following the topic sentence are called "supporting details." In an essay, the paragraphs following the thesis statement are called "supporting paragraphs." Each supporting paragraph has its own supporting details.

3Length

Paragraphs and essays differ in their length. Paragraphs are typically between five and six sentences long. They're composed of a topic sentence and four or five supporting details. Essays contain at least five paragraphs; they're composed of an introductory paragraph (which includes the thesis statement), at least three supporting paragraphs and a conclusion paragraph.

4Conclusion

Both paragraphs and essays must end with a conclusion, but the type of conclusion differs. Paragraphs must end with a concluding sentence that states the basic point of the paragraph. It should not rephrase or reiterate the topic sentence. Essays end with a conclusion paragraph that summarizes the content of the essay and reiterates the thesis statement with different phrasing. The conclusion paragraph usually revisits the points introduced in the supporting paragraphs to prove to the reader that, from the writer's point of view, the thesis statement was correct.

5th lesson

Curriculum Vitae Tips and Samples

THE BASICS

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background, teaching, and research experience. It is the standard representation of credentials within academia.

– For a position at a research-intensive university, the CV will accentuate research.

- Format can vary by field, so also seek disciplinary-specific advice from advisers, professors, and others within your field.
- There are no length restrictions for CVs.

FORMATTING

Your CV must be well organized and easy to read.

Choose an effective format and be consistent.

Use bolds, italics, underlines, and capitalization to draw attention.

List all relevant items in reverse chronological order in each section.

Strategically place the most important information near the top and/or left side of the

In general, place the name of the position, title, award, or institution on the left

side of the page and associated dates on the right.

separated.

DESCRIBE YOUR EXPERIENCES

Articulate what you have done and take advantage of the opportunity to describe your research and teaching experiences—do more than simply list them. Avoid the bland phrase “responsibilities included.” This can sound like a dull job

description. Instead, use bullets to describe your activities, accomplishments, and successes.

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SECTIONS TO INCLUDE

The Basic Sections

Heading: Name, email address, mailing address (only one), and phone number

Education: List academic degrees, with in progress or most recently earned first.

•	Name of institution, city and state, degree type and major, month and year degree was (will be) awarded Thesis title and advisor, if applicable
•	
Relevant Experience: List positions that show off your skills and expertise. You can group experiences into relevant categories to enhance your CV (e.g. Research, Teaching, and Administration). For each position, include:	
• •	Title, organization name, city and state, dates position was held. Bullet points that summarize your activities/duties, accomplishments, and successes.

Use action verbs.

Publications: Give bibliographic citations for articles, pamphlets, chapters in books, research

reports, or any other publications that you have authored or co-authored. Use the format appropriate to your particular academic discipline for a clean look.

Presentations (Oral and Poster): Give titles of professional presentations, name of conference or event, dates and location, and, if appropriate in your discipline, also include a brief description.

Use the format appropriate to your particular academic discipline for a consistent and clean

Honors and Awards: Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.

References: Three to five are appropriate. If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet.

Optional Sections

Qualifications or Skills: A summary of particular or relevant strengths or skills which you want to highlight. Typically, this is not included as a separate section, but addressed in other sections.

Occasionally, it may be appropriate to list special computing or language skills.

Grants Received: Include name of grant, name of granting agency, date received, and title or purpose of research project.

Institutional Service: List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you have assisted with.

Certifications: List all relevant certifications and the year received.

Professional Associations: Memberships in national, regional, state, and local professional organizations. Also, list significant appointments to positions or committees in these associations.

Student memberships in professional associations are appropriate.

Recent/Current Research: Description of research projects recently conducted or in progress.

Include the type of research and a brief description of the purpose.

Community Involvement: Appropriate and relevant volunteer work, church work, community service organizations, etc.