

Introduction to Nature & Style of Sensible Writing

Writing is a form of **communication that conveys ideas, information, opinions, or feelings** using structured language. Among the many styles of writing, **sensible writing** is considered essential for **clarity, precision, and effectiveness** in academic, professional, and everyday contexts.

Sensible writing ensures that the **reader can easily understand the intended message** without ambiguity, confusion, or misinterpretation.

2. Nature of Sensible Writing

The **nature of sensible writing** refers to its **fundamental qualities and characteristics**. It is defined by several key elements:

1. Clarity

- Ideas must be expressed in a way that is easily understood.
- Avoid ambiguity, unnecessary jargon, or complex sentences.
- Example:
 - Ambiguous: “She gave her dog food.” (Who ate the food?)
 - Clear: “She fed her dog.”

2. Precision

- Use exact and appropriate words to convey meaning.
- Avoid vague or generic terms.
- Example:
 - Vague: “The results were good.”
 - Precise: “The experiment produced consistent and accurate results.”

3. Coherence

- Sentences and paragraphs should be logically connected.
- Flow of ideas must be smooth, so the reader follows naturally.
- Use transitional words: *therefore, however, in addition, consequently*.

4. Conciseness

- Avoid unnecessary words or repetition.

- Make each word and sentence count without losing meaning.
- Example:
 - Wordy: “At this point in time, we are not able to proceed.”
 - Concise: “We cannot proceed now.”

5. **Readability**

- Writing should be easy to read.
- Use simple vocabulary, appropriate sentence length, and clear punctuation.

6. **Purposeful**

- Every sentence should contribute to the main idea or argument.
- Avoid irrelevant information.

3. **Style of Sensible Writing**

Style refers to the **way in which ideas are expressed** in writing. A sensible style balances clarity, elegance, and appropriateness for the audience.

Key Features

1. **Formal yet Simple**

- Avoid overly casual language in professional or academic writing.
- Example:
 - Casual: “Kids should read a lot.”
 - Formal & sensible: “Children should engage in regular reading to enhance their knowledge.”

2. **Direct and Active Voice**

- Prefer active voice over passive voice for clarity and impact.
- Example:
 - Passive: “The project was completed by the team.”
 - Active: “The team completed the project.”

3. **Consistency**

- Maintain a consistent tone, tense, and viewpoint throughout the text.
- Example: If narrating in present tense, avoid sudden past tense shifts.

4. **Logical Organization**

- Structure content with a clear introduction, body, and conclusion.
 - Paragraphs should each present a single main idea.
 - 5. Balanced and Objective**
 - Sensible writing avoids extreme emotions or exaggeration.
 - Use factual evidence, examples, and reasoned arguments.
 - 6. Precision in Vocabulary**
 - Choose words that accurately convey meaning.
 - Avoid vague terms: *thing, stuff, very*; replace with *equipment, items, extremely*.
 - 7. Economy of Words**
 - Express meaning in the fewest words necessary without losing clarity.
 - 8. Attention to Grammar and Punctuation**
 - Correct grammar ensures credibility.
 - Proper punctuation aids comprehension and meaning.
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4. Principles of Sensible Writing

- 1. Know Your Purpose**
 - Identify the goal: inform, persuade, explain, instruct.
 - 2. Know Your Audience**
 - Adjust vocabulary, examples, and tone based on readers' knowledge and expectations.
 - 3. Plan Before Writing**
 - Outline main points and supporting details.
 - 4. Use Clear Paragraphing**
 - One idea per paragraph.
 - Use topic sentences and supporting sentences.
 - 5. Use Transitional Words**
 - Connect ideas to improve flow: *firstly, moreover, however, finally*.
 - 6. Revise and Edit**
 - Re-read and edit for clarity, grammar, and conciseness.
 - Remove redundancies and ambiguities.
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5. Examples of Sensible vs Unsensible Writing

Aspect	Unsensible	Sensible
Clarity	“He did the thing quickly.”	“He completed the report within two hours.”
Conciseness	“At this point in time, we are unable to proceed with the task due to the current circumstances.”	“We cannot proceed with the task now.”
Active Voice	“The task was finished by the team.”	“The team finished the task.”
Vocabulary	“Stuff needs to be done.”	“The assignments need to be completed.”
Coherence	“I like reading. The sky is blue. I went to the market.”	“I went to the market after finishing my reading assignment.”

6. Steps to Develop Sensible Writing Skills

1. Read Regularly

- Read quality newspapers, articles, and books.
- Observe sentence structures, word choice, and flow.

2. Practice Writing

- Start with short paragraphs, essays, or summaries.
- Focus on clarity, grammar, and vocabulary.

3. Edit and Revise

- Review your own writing.
- Remove redundancy and improve sentence structure.

4. Seek Feedback

- Ask teachers, peers, or colleagues to review writing.

5. Use Writing Tools

- Grammar checkers, readability tools, and dictionaries.

6. Focus on Purpose

- Always ask: Does this sentence communicate my idea clearly?

7. Common Mistakes in Writing and How to Avoid Them

Mistake	Solution
Wordiness	Be concise; remove unnecessary words
Ambiguity	Use precise vocabulary
Poor Paragraphing	One idea per paragraph; use topic sentences
Repetition	Avoid repeating ideas; use synonyms if needed
Informal language in formal writing	Replace slang with formal equivalents
Wrong punctuation	Learn rules for commas, semicolons, and colons

8. Conclusion

Sensible writing is the backbone of effective communication. It emphasizes:

- **Clarity, precision, and coherence**
- **Logical and structured presentation of ideas**
- **Conciseness and appropriate vocabulary**
- **Correct grammar, punctuation, and style**

By practicing and following the principles of sensible writing, one can **communicate ideas effectively, reduce misunderstandings, and make a professional impression** in academic, social, or workplace contexts.

1. Introduction

In sensible writing, it is not enough to just convey information; the writer must **organize ideas clearly, explain them effectively, and support them logically**.

Four essential techniques used to communicate ideas clearly are:

1. **Describing**
2. **Defining**
3. **Classifying**
4. **Providing Examples or Evidence**

Mastery of these techniques ensures that writing is **coherent, precise, and easy to understand**, which is the hallmark of sensible writing.

2. Describing in Sensible Writing

A. Purpose

- To **present a detailed picture** of a person, place, thing, event, or process.
- To help the reader **visualize, understand, and connect** with the subject.

B. Features

1. Use **vivid and precise language**
2. Focus on **characteristics, qualities, or features**
3. Maintain **logical sequence** (spatial, chronological, or importance-based)
4. Avoid **irrelevant details**

C. Techniques

- **Sensory description:** using sight, sound, smell, touch, taste
- **Comparisons and analogies:** help readers understand abstract ideas
- **Adjectives and adverbs:** to add detail without overloading sentences

D. Example

- **Describing a place:**
“The city park is a serene space with sprawling green lawns, colorful flowerbeds, and tall, shady trees. Children play on swings, while joggers move briskly along paved paths. The gentle sound of the fountain creates a soothing atmosphere.”
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3. Defining in Sensible Writing

A. Purpose

- To **explain the exact meaning** of a term, concept, or phenomenon.
- Helps prevent **ambiguity or misinterpretation**.

B. Types of Definitions

1. **Formal Definition:** A precise, dictionary-style explanation.
 - Example: *“Photosynthesis is the process by which green plants use sunlight to synthesize food from carbon dioxide and water.”*
2. **Informal Definition:** Uses simpler language for clarity.
 - Example: *“Photosynthesis is how plants make their food using sunlight.”*
3. **Operational Definition:** Explains how something functions.
 - Example: *“Productivity in a workplace can be defined as the amount of work completed within a specific time frame.”*

C. Techniques

- Use **simple, precise words**
- Explain **technical terms for general readers**

- Provide **examples or analogies** to clarify complex terms
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4. Classifying in Sensible Writing

A. Purpose

- To **organize information into categories** for better understanding.
- Helps the reader **recognize patterns, relationships, and differences**.

B. Features

1. Categories should be **mutually exclusive and collectively exhaustive**
2. Each category should be clearly **labeled and explained**
3. Maintain **logical order**: general to specific, most important to least important

C. Techniques

- Use **headings or subheadings** for categories
- Use **examples** to clarify each category
- Include **comparisons** to highlight differences

D. Example

- **Classifying mammals:**
“Mammals can be classified into three main groups: (1) Placental mammals, which give birth to live young and include humans, dogs, and elephants; (2) Marsupials, which carry their young in pouches, such as kangaroos and koalas; (3) Monotremes, which lay eggs, like the platypus and echidna.”
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5. Providing Examples or Evidence

A. Purpose

- To **support statements, arguments, or definitions**
- Makes writing **convincing, concrete, and credible**

B. Types of Evidence

1. **Examples:** Specific instances that illustrate a point.
 - Example: *“Renewable energy sources, such as solar panels and wind turbines, are increasingly used worldwide.”*
2. **Statistics / Data:** Quantitative evidence to strengthen arguments.
 - Example: *“According to a 2023 survey, 65% of households in India use solar energy for electricity.”*
3. **Quotations / References:** From experts or authorities.
 - Example: *“As Albert Einstein said, ‘Imagination is more important than knowledge.’”*
4. **Anecdotes / Case Studies:** Short stories or real-life instances.
 - Example: *“A small village in Rajasthan achieved water sustainability by adopting rainwater harvesting techniques.”*

C. Techniques

- Use evidence that is **relevant and credible**
- Integrate examples smoothly into sentences
- Avoid overloading paragraphs with too many examples

6. Combining These Techniques in Sensible Writing

Sensible writing often **combines describing, defining, classifying, and providing examples** for clarity and effectiveness.

Example Paragraph

“Renewable energy refers to sources of power that are naturally replenished, such as sunlight, wind, and water. Solar energy, obtained from sunlight, is widely used in domestic and industrial applications. Wind energy, generated through turbines, is another significant renewable source. Renewable energy can be classified into

three main types: solar, wind, and hydroelectric. For example, Denmark generates over 40% of its electricity from wind turbines. By adopting renewable energy, countries can reduce greenhouse gas emissions and achieve sustainable development."

Analysis:

- **Definition:** "Renewable energy refers to..."
 - **Description:** "Solar energy, obtained from sunlight..."
 - **Classification:** "Renewable energy can be classified..."
 - **Examples/Evidence:** "Denmark generates over 40%..."
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7. Principles for Using These Techniques

1. **Relevance:** Only provide information that supports the main idea.
 2. **Clarity:** Explain technical terms or concepts for the reader.
 3. **Logical Sequence:** Arrange description, definition, classification, and evidence in an order that flows naturally.
 4. **Consistency:** Maintain tone, tense, and style throughout.
 5. **Conciseness:** Avoid unnecessary repetition while still providing clarity.
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8. Common Mistakes and How to Avoid Them

Mistake	Solution
Overloading with examples	Choose the most relevant ones
Vague descriptions	Use precise and sensory details
Poor classification	Ensure categories are clear and non-overlapping
Weak evidence	Use credible sources or data
Mixing too many ideas in one paragraph	Focus on one main idea per paragraph

9. Conclusion

Describing, defining, classifying, and providing examples/evidence are **essential components of sensible writing**. They:

- Enhance **clarity and readability**
- Make arguments **convincing and well-structured**
- Help **organize complex information logically**
- Ensure writing is **professional, precise, and effective**

Mastering these techniques will help writers **communicate ideas clearly, logically, and persuasively** in both academic and professional contexts.

Introduction

In sensible writing, the **introduction** and **conclusion** are critical elements that frame the content.

- The **introduction** serves as a roadmap for the reader, presenting the topic, purpose, and scope of the writing.
- The **conclusion** provides closure, summarizes key points, and leaves a lasting impression.

Both must be **clear, precise, and aligned with the main content** to ensure coherent and professional writing.

2. Writing an Effective Introduction

A. Purpose of an Introduction

1. **Present the Topic:** Clearly state what the writing is about.
2. **Attract the Reader's Attention:** Make the reader interested in continuing.

3. **Provide Background Information:** Brief context or background for understanding the topic.
 4. **State the Objective or Thesis:** Define the purpose, argument, or scope of the writing.
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B. Features of a Good Introduction

1. **Clarity:** The topic should be easily understood.
 2. **Conciseness:** Avoid lengthy explanations; get to the point.
 3. **Engagement:** Include a hook like a question, statistic, fact, or anecdote.
 4. **Relevance:** Provide only necessary background information.
 5. **Thesis Statement:** A clear sentence stating the main idea or objective.
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C. Techniques for Writing Introductions

1. **Start with a Hook:**
 - Question: *“Have you ever wondered why renewable energy is so important?”*
 - Fact/Statistic: *“Over 40% of global carbon emissions come from energy production.”*
 - Quote: *“Albert Einstein once said, ‘Imagination is more important than knowledge.’”*
 - Anecdote: *“Last summer, I visited a village that used solar energy exclusively for electricity.”*
2. **Provide Background Information:**
 - Give context or definitions related to the topic.
 - Example: *“Renewable energy refers to sources of power that are naturally replenished, such as sunlight, wind, and water.”*
3. **State the Objective / Thesis:**
 - Example: *“This essay will discuss the types of renewable energy, their benefits, and their role in sustainable development.”*

D. Example of an Introduction

"Climate change has become one of the most pressing issues of the 21st century. Rising global temperatures, extreme weather events, and melting glaciers are clear indicators of its impact. Renewable energy, derived from natural sources like sunlight, wind, and water, offers a sustainable solution. This essay will explore the different types of renewable energy, their advantages, and how they contribute to reducing environmental damage."

Analysis:

- Hook: "Climate change has become one of the most pressing issues..."
 - Background: "Rising global temperatures, extreme weather events..."
 - Thesis: "This essay will explore the different types of renewable energy..."
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3. Writing an Effective Conclusion

A. Purpose of a Conclusion

1. **Summarize Key Points:** Recap the main ideas discussed.
 2. **Provide Closure:** Give a sense of completion to the writing.
 3. **Reinforce the Thesis / Objective:** Restate the purpose in light of the discussion.
 4. **Leave a Lasting Impression:** End with a thought-provoking statement, recommendation, or call to action.
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B. Features of a Good Conclusion

1. **Clarity:** Avoid introducing new ideas or details.
2. **Conciseness:** Summarize without repetition.
3. **Impact:** Leave the reader with a clear understanding or reflection.

4. **Consistency:** Align with the tone, style, and objective of the writing.
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C. Techniques for Writing Conclusions

1. **Summarize Main Points:**

- Example: *“In summary, renewable energy sources such as solar, wind, and hydroelectric power are essential for sustainable development.”*

2. **Restate the Thesis or Objective:**

- Example: *“Clearly, adopting renewable energy can significantly reduce environmental impact and promote a cleaner future.”*

3. **End with a Recommendation or Call to Action:**

- Example: *“Governments and individuals must invest in renewable energy solutions to combat climate change effectively.”*

4. **Use Thought-Provoking Statements or Quotes:**

- Example: *“The future of our planet depends on the energy choices we make today.”*
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D. Example of a Conclusion

"In conclusion, renewable energy provides a sustainable alternative to fossil fuels, offering environmental, economic, and social benefits. Solar, wind, and hydroelectric power are practical solutions to reduce carbon emissions and promote sustainability. By embracing these technologies, societies can ensure a cleaner and healthier environment for future generations. It is imperative that both governments and individuals take decisive action to invest in renewable energy solutions."

Analysis:

- Summary: “Renewable energy provides a sustainable alternative...”
- Restatement of thesis: “Solar, wind, and hydroelectric power are practical solutions...”

- Call to action: “It is imperative that both governments and individuals take decisive action...”
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4. Principles of Writing Effective Introductions and Conclusions

Principle	Explanation
Clarity	Make the topic and purpose clear from the start and finish
Relevance	Include only information that supports the main idea
Brevity	Be concise; avoid unnecessary elaboration
Coherence	Maintain logical flow from introduction to conclusion
Impact	Engage the reader initially and leave a lasting impression
Consistency	Match the tone, style, and tense of the body of the writing

5. Common Mistakes to Avoid

Mistake	Solution
Introducing new ideas in the conclusion	Only summarize or reinforce main points
Overly long introductions	Keep introductions concise; focus on hook + context + thesis
Weak closing statements	End with a strong recommendation, reflection, or call to action
Being vague or general	Provide specific context, purpose, and summary
Ignoring logical flow	Ensure conclusion aligns with points discussed in the body

6. Practical Tips for Sensible Writing

1. **Plan your introduction and conclusion first** to guide the writing.
2. **Use clear, simple language** suitable for the audience.
3. **Ensure the thesis statement is reflected in both introduction and conclusion.**
4. **Use transitional words:** *therefore, in conclusion, to summarize, thus.*

5. **Practice writing short essays or paragraphs** focusing on strong openings and closings.
 6. **Revise:** Edit introductions and conclusions to improve clarity and impact.
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7. Summary

Writing **effective introductions and conclusions** is an essential part of **sensible writing**.

- **Introduction:** Introduces the topic, engages the reader, provides context, and states the thesis.
- **Conclusion:** Summarizes main points, reinforces the thesis, provides closure, and leaves a lasting impression.

Key Tips: Clarity, conciseness, coherence, relevance, and impact. Mastery of these techniques enhances the **overall quality and professionalism of writing**.

Sensible writing is **clear, precise, coherent, and structured**. Two fundamental aspects of mastering it are:

1. **Writing Practices** – regular exercises that develop clarity, style, vocabulary, and organization.
2. **Comprehension** – understanding, analyzing, and interpreting written texts, which helps improve writing by exposing the learner to varied styles, sentence structures, and vocabulary.

Both aspects are interrelated: better comprehension enhances writing, while regular writing practice improves comprehension skills.

2. Writing Practices

A. Purpose

- To develop the ability to **express ideas clearly and logically**
 - To **practice different forms of writing**: essays, letters, reports, articles, summaries
 - To improve **grammar, vocabulary, style, coherence, and structure**
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B. Forms of Writing Practice

1. Paragraph Writing

- Focus on a **single idea** per paragraph
- Include **topic sentence, supporting sentences, and concluding sentence**
- Example: *“Climate change is a pressing global issue. Rising temperatures, deforestation, and pollution are major causes. Immediate action is required to reduce carbon emissions and promote sustainable living.”*

2. Essay Writing

- Structure: **Introduction → Body → Conclusion**
- Topics may be descriptive, argumentative, narrative, or expository
- Practice developing **thesis statements, topic sentences, and logical flow**

3. Letter / Email Writing

- Formal letters: job application, complaint, request
- Informal letters: friendly correspondence
- Focus on **clarity, format, tone, and purpose**

4. Report Writing

- Structured writing for **academic, professional, or scientific purposes**
- Include **title, introduction, methodology, findings, conclusion, and recommendations**
- Practice **conciseness, objectivity, and clarity**

5. Summarization / Precise Writing

- Practice **condensing paragraphs, essays, or articles**
- Focus on **key points, logical sequence, and coherence**

- Example: condense a 300-word article into 100 words without losing the essence

6. Creative Writing

- Short stories, narratives, or descriptive passages
 - Practice **imagery, vocabulary, and engaging style**
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C. Techniques for Sensible Writing Practice

1. **Plan Before Writing** – outline main ideas and structure
 2. **Focus on Clarity** – avoid ambiguity and complex constructions
 3. **Use Active Voice** – makes writing direct and effective
 4. **Practice Paragraphing** – one main idea per paragraph
 5. **Revise and Edit** – check grammar, punctuation, vocabulary, and coherence
 6. **Read Regularly** – newspapers, articles, literature to improve style and vocabulary
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3. Comprehension in Sensible Writing

A. Purpose

- To **understand, interpret, and analyze** written texts
 - To enhance **critical thinking, vocabulary, and writing style**
 - To develop the ability to **summarize, paraphrase, and respond effectively**
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B. Types of Comprehension Exercises

1. **Literal Comprehension**
 - Understanding **explicit meaning** in the text
 - Example: *Identify the main idea, facts, or events*
2. **Inferential Comprehension**
 - Reading **between the lines**

- Example: *Infer the author's attitude or hidden meaning*
 - 3. **Critical / Analytical Comprehension**
 - Evaluate **arguments, reasoning, and evidence**
 - Example: *Assess whether the conclusions are logical or supported by evidence*
 - 4. **Vocabulary and Contextual Understanding**
 - Identify **meaning of words from context**
 - Example: *"The scientist's theory was revolutionary" → meaning of "revolutionary"*
 - 5. **Summarization and Paraphrasing**
 - Condense text into **main points** without changing meaning
 - Rewrite sentences in **own words**
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C. Techniques to Improve Comprehension

1. **Active Reading**
 - Highlight main points, key facts, and unfamiliar vocabulary
 - Take notes or make annotations
 2. **Identify Structure**
 - Recognize **introduction, supporting arguments, and conclusion**
 - Note **transitions, headings, and examples**
 3. **Predict Content**
 - Use headings and first sentences to **anticipate ideas**
 4. **Ask Questions**
 - Who? What? When? Where? Why? How?
 - Helps in **critical understanding**
 5. **Practice Regularly**
 - Read essays, articles, reports, or literature
 - Answer comprehension questions, summarize, and discuss
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4. Combining Writing Practices with Comprehension

Sensible writing improves with **integrated practice of writing and comprehension**. For example:

1. **Read an Article → Summarize → Write a Response**
 - Improves analytical and expression skills
 2. **Analyze a Paragraph → Identify Key Ideas → Expand into Essay**
 - Enhances structure, coherence, and elaboration
 3. **Identify Techniques in Text → Apply in Writing**
 - Observe **descriptive language, examples, argumentation** in reading and mimic in your writing
 4. **Comprehension-Based Writing**
 - Read a passage, then write **answers, summaries, or critiques**
 - Practice maintaining **clarity, logical sequence, and concise style**
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5. Principles of Sensible Writing in Practice and Comprehension

Principle	Application
Clarity	Use simple, precise words; avoid ambiguity
Coherence	Organize ideas logically in paragraphs and essays
Relevance	Focus on key points; avoid unrelated information
Conciseness	Express ideas in the fewest words without losing meaning
Evidence & Examples	Support statements with examples, data, or illustrations
Correctness	Grammar, punctuation, spelling, and vocabulary should be accurate
Audience Awareness	Adjust tone, complexity, and style according to the reader

6. Common Mistakes to Avoid

Mistake	Solution
Writing without planning	Outline ideas before starting
Mixing ideas in one paragraph	One main idea per paragraph
Ignoring comprehension	Read and analyze texts before writing
Overloading sentences	Keep sentences clear and concise

Weak evidence	Use relevant examples or facts
Inconsistent style	Maintain consistent tone, tense, and format

7. Practical Tips for Sensible Writing and Comprehension

1. Read regularly and widely to enhance vocabulary and style.
 2. Maintain a **writing journal** for daily practice.
 3. Practice **summarization and paraphrasing** of articles.
 4. Use comprehension exercises to **analyze arguments and structure**.
 5. Revise and edit all writing to improve clarity and correctness.
 6. Use **transitions and cohesive devices** to connect ideas.
 7. Simulate exam or workplace tasks: report writing, essay writing, or article comprehension.
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8. Example Exercise Integrating Writing and Comprehension

Step 1: Read the passage

"Urbanization has transformed cities worldwide. While it promotes economic growth and infrastructure development, it also creates challenges like pollution, traffic congestion, and loss of green spaces."

Step 2: Comprehension Questions

1. What are the benefits of urbanization?
2. What are the challenges mentioned?
3. Summarize the paragraph in one sentence.

Step 3: Writing Practice

- Expand the paragraph into a short essay discussing both advantages and disadvantages of urbanization.
- Use clear structure: Introduction → Body → Conclusion
- Support ideas with examples and evidence.

9. Conclusion

Writing practices and comprehension are **interdependent pillars** of sensible writing.

- **Writing practice** develops the ability to express ideas clearly, logically, and professionally.
- **Comprehension** develops critical thinking, understanding of structure, and effective use of vocabulary.

By integrating both, a writer can **produce coherent, precise, and impactful written communication**, suitable for academic, professional, and everyday contexts.

Sensible writing emphasizes **clarity, coherence, precision, and proper organization**. Two important components of structured writing are:

1. **Precis Writing** – the skill of condensing a passage into a brief, concise summary without losing the meaning.
2. **Essay Writing** – the skill of developing an idea or topic into a coherent, organized, and detailed piece of writing.

Both skills are crucial for **academic, professional, and competitive examinations**, as well as effective communication in workplaces.

2. Precis Writing

A. Definition

- **Precis writing** is the process of summarizing a passage into a **short, clear, and precise form**.
 - It involves **retaining the core meaning** while removing **unnecessary words, examples, repetitions, and explanations**.
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B. Purpose

1. To develop the ability to **identify main ideas** and **essential points**.
 2. To practice **conciseness and clarity**.
 3. To demonstrate **comprehension and analytical skills**.
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C. Features of a Good Precis

1. **Brevity:** Express ideas in the fewest possible words.
 2. **Clarity:** Avoid ambiguity and ensure the meaning is easily understood.
 3. **Coherence:** Present ideas logically and in the same sequence as the original passage.
 4. **Accuracy:** Preserve the original meaning without distortion.
 5. **Formal Style:** Avoid personal opinions, explanations, or examples.
 6. **Grammar & Vocabulary:** Use correct grammar, punctuation, and precise vocabulary.
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D. Steps to Write a Precis

1. **Read the Passage Carefully**
 - Understand the theme, tone, and structure.
2. **Identify the Main Ideas**
 - Focus on the **thesis statement** and key points.
3. **Eliminate Unnecessary Words**
 - Remove examples, repetitions, explanations, and descriptive phrases.
4. **Rewrite in Your Own Words**

- Use concise, formal, and clear language.
 - 5. **Maintain Logical Sequence**
 - Ensure the precis follows the same order as the original passage.
 - 6. **Check Word Limit**
 - Usually, a precis is **1/3 or 1/4 of the original passage**.
 - 7. **Proofread**
 - Check for grammar, spelling, punctuation, and clarity.
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E. Example of Precis Writing

Original Passage:

"Education is the most powerful tool for personal and social development. It enables individuals to acquire knowledge, skills, and values necessary to improve their lives and contribute positively to society. Education also fosters critical thinking and creativity, helping individuals solve problems and make informed decisions. Societies that invest in education witness economic growth, social cohesion, and cultural advancement."

Precis:

"Education empowers individuals with knowledge, skills, and values, fostering critical thinking and creativity. Societies that invest in education benefit from economic growth, social cohesion, and cultural advancement."

Analysis:

- Main ideas retained
 - Unnecessary words and examples removed
 - Coherent, concise, formal style maintained
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3. Essay Writing

A. Definition

- An **essay** is a structured piece of writing that explores a topic in depth.
 - Essays express **ideas, arguments, or opinions** in a **coherent and organized manner**.
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B. Purpose

1. To **develop ideas logically and coherently**.
 2. To **analyze, explain, or persuade** the reader.
 3. To demonstrate **clarity of thought, writing skill, and style**.
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C. Structure of an Essay

1. Introduction

- Introduce the topic clearly
- Engage the reader with a hook (question, quote, fact, or anecdote)
- Present **thesis statement** or purpose

2. Body

- Develop 2–5 paragraphs depending on length
- Each paragraph should have a **topic sentence, supporting details, and examples or evidence**
- Maintain **logical flow and coherence**
- Use **transitions** for smooth connection between paragraphs

3. Conclusion

- Summarize main points
 - Restate thesis or central idea
 - Provide **reflection, recommendation, or call to action**
 - End with a **strong and impactful sentence**
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D. Features of a Good Essay

1. **Clarity:** Ideas should be clear and easy to understand.

2. **Coherence:** Logical flow from introduction to conclusion.
 3. **Conciseness:** Avoid unnecessary repetition or wordiness.
 4. **Engagement:** Keep the reader interested with relevant examples and explanations.
 5. **Formal Style:** Appropriate tone and vocabulary for the audience.
 6. **Correct Grammar and Punctuation:** Maintain credibility and readability.
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E. Types of Essays

Type	Description	Example Topics
Descriptive	Describe a person, place, event, or object	“A memorable journey”
Narrative	Tell a story or personal experience	“My first day at college”
Expository / Informative	Explain ideas or concepts	“Importance of education”
Argumentative / Persuasive	Present and defend a viewpoint	“Should students use mobile phones in schools?”
Analytical / Critical	Analyze, evaluate, or interpret	“Impact of social media on youth”

F. Techniques for Effective Essay Writing

1. **Plan Before Writing**
 - Outline main ideas, supporting points, and examples.
2. **Use Clear Paragraphs**
 - One main idea per paragraph.
3. **Use Transitions**
 - Words like *however*, *moreover*, *consequently*, *in addition*, *therefore*.
4. **Provide Evidence or Examples**
 - Use facts, statistics, or real-life examples to support ideas.
5. **Use Concise and Formal Language**
 - Avoid slang, colloquial expressions, and verbosity.
6. **Revise and Edit**

- Check for clarity, coherence, grammar, and vocabulary.
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G. Example Essay

Topic: *Importance of Education*

Introduction:

“Education is the cornerstone of personal and societal development. It equips individuals with knowledge, skills, and values necessary for success in life and meaningful contribution to society.”

Body:

- *“Education enhances personal growth by fostering critical thinking and creativity. Students learn to solve problems, make informed decisions, and develop a sense of responsibility.”*
- *“From a societal perspective, educated communities experience economic growth, social cohesion, and reduced inequality. Investment in education strengthens democracy and cultural development.”*

Conclusion:

“In conclusion, education is vital for individual empowerment and societal progress. By promoting access to quality education, societies can achieve sustainable development and a brighter future for all.”

4. Common Mistakes in Precis and Essay Writing

Mistake	Solution
Including personal opinions in precis	Stick to main ideas only
Copying word-for-word from the passage	Use your own words
Writing long, unstructured essays	Plan and organize paragraphs
Weak thesis or unclear topic sentence	Clearly state purpose in introduction
Ignoring coherence and transitions	Use linking words and logical sequence
Overloading sentences with examples	Use concise, relevant examples

5. Principles of Sensible Writing for Precis and Essay

1. **Clarity:** Express ideas clearly and avoid ambiguity.
 2. **Coherence:** Maintain logical flow from start to end.
 3. **Conciseness:** Remove unnecessary words without losing meaning.
 4. **Relevance:** Stick to main ideas or arguments.
 5. **Evidence and Examples:** Support arguments with data, examples, or reasoning.
 6. **Formal Style:** Use professional tone, grammar, and vocabulary.
 7. **Revision:** Always proofread and edit for precision, clarity, and style.
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6. Conclusion

Precis writing and essay writing are **essential components of sensible writing**.

- **Precis writing** hones the ability to **identify main ideas and present them concisely**.
- **Essay writing** develops the skill to **explore ideas in detail, organize thoughts, and communicate effectively**.

Mastering these skills ensures writing that is **clear, coherent, precise, and impactful**, suitable for **academic, professional, and real-life communication**.