

### **Use of grammar and vocabulary in essay writing**

Before you start writing your essay there are some important things to do. One of the important things is grammar and vocabulary. A sentence is a single, complete thought. The thought may be simple, or it may be a complex thought, with several modifications and clarifications along the way.

Paragraphs are units of a text that present a complete subject or idea of a manageable size. A paragraph is not normally the same as a single sentence. And a paragraph does not normally include more than six or eight sentences because that is not manageable. To aid the reader, a paragraph will normally have a sentence either at the beginning or the end that states what the idea or subject of the paragraph will be; in this paragraph, for example, the first sentence serves this purpose.

*Pronouns.* Whenever you use words like *this*, *it* or *that*, make sure it is clear what the pronoun is referring to. If you do not do that, then the reader will be unable to follow your argument. Usually, the pronoun reference will not be clear in the following circumstances: (a) if the sentence containing the pronoun *that* does not immediately follow the sentence containing the idea to which *that* refers; (b) If there are several ideas to which *that* might refer; (c) If you are using several pronouns at once (such as *that*, *it*, and *this*). Try to imagine yourself as a reader, i.e. not knowing in advance what you are writing about.

*Which* and *that* as connecting words. Use *that* in sentences with a final clause that is vital for the overall meaning of the sentence. Use *which* in sentences with a final clause that is not really vital, but which is just a clarifying, additional or incidental point. Be sure to answer the question completely, that is, answer all parts of the question. Now, this may seem obvious, but it is important to know what you are writing your essay on, what type of essay it is, and what your intent of the essay is.