

## Q. How can an author fall in the act of plagiarism?

Answer-

Plagiarism is a very serious problem in writing and academic work. The word plagiarism means **copying someone else's words, ideas, or work without giving them proper credit**. When an author uses another person's writing and pretends it is their own, it is called plagiarism. Many people think plagiarism happens only when someone copies whole sentences, but plagiarism can also happen in many other ways. Sometimes authors do not even realize that they are doing it. However, whether it is done knowingly or unknowingly, plagiarism is considered wrong and unethical.

An author can fall into the act of plagiarism in many situations. One of the most common reasons is **copying text directly from books, articles, journals, or the internet** without using quotation marks or without telling the reader where the information came from. When the author does this, they make it seem like those words belong to them, even though they actually belong to someone else.

Another way plagiarism happens is when an author **uses someone else's ideas or thoughts** but does not give proper credit to the original writer. Even if the author changes the words but keeps the same idea, it is still plagiarism if they do not mention who the idea originally belonged to.

Sometimes plagiarism takes place because of **poor research skills**. Many writers collect information from different sources but forget to note them properly. Later, when they start writing, they may include information without remembering where it came from. This can cause accidental plagiarism.

Plagiarism can also happen because of **lack of time or pressure**. When an author has deadlines and feels stressed, they may copy from other sources to finish the work quickly. This is intentional plagiarism and is considered very serious. It shows dishonesty and laziness.

Another type of plagiarism is **self-plagiarism**. This happens when an author copies from their own previous work and uses it again in a new assignment or publication without mentioning it. Many people do not know that even using your own old work without permission is also considered plagiarism.

Additionally, plagiarism can occur when an author **fails to cite or mention the source correctly**. Sometimes the author tries to give reference but does it in the wrong format or incomplete form. This is still considered plagiarism because the proper acknowledgment is missing.

In conclusion, an author can fall into the act of plagiarism very easily, both knowingly and unknowingly. Plagiarism happens when someone copies words, ideas, or information from other

sources without proper credit. It can occur due to lack of time, poor writing skills, pressure to perform, or simply not understanding the rules of citation. To avoid plagiarism, writers must always use their own original words, give proper reference to the sources, use quotation marks for copied lines, and learn correct citation methods. Good writers must be honest and responsible. Plagiarism not only harms the original writer but also destroys the trust and reputation of the author who copies. Therefore, every author should be careful and always respect the work of others.

## **Q. How to avoid plagiarism? Explain.**

### **Answer**

Plagiarism means using someone else's words, ideas, or work without giving them credit. It is like taking something that does not belong to us and pretending it is our own. In schools, colleges, universities, and even in writing jobs, plagiarism is considered a serious problem. Teachers and readers expect original work that shows our own thinking. When we copy from books, websites, or other people without mentioning their names, it is called plagiarism. To become honest students and good researchers, we must learn how to avoid plagiarism. There are simple methods that help us write in our own words and give respect to the original writers.

One of the easiest ways to avoid plagiarism is **to understand the topic clearly**. When we understand something, we can explain it by ourselves. But when we do not understand the topic, we try to copy from others. So, first we should read the material carefully and then close the book or website and explain it in our own way.

Another method is **paraphrasing**. Paraphrasing means writing the original idea in our own words and style without changing the meaning. We should not just replace some words with synonyms. We should rewrite the whole idea in a new structure. For example, instead of copying a sentence word by word, we can explain the idea with different sentences.

We should also use **quotations**. When we want to use the exact words of an author, we must put the sentence in quotation marks (" ") and write the author's name. For example:

*According to William Shakespeare, "All the world's a stage."*

This shows clearly that the sentence belongs to Shakespeare, not to us.

Another important method is **giving proper references or citations**. If we take information from books, journals, articles, or websites, we must write the name of the

author, the title of the work, the year of publication, and the link if it is from the internet. This shows respect and honesty towards the original writer.

We can also avoid plagiarism by **using plagiarism checker tools** like Turnitin, Grammarly, or Quetext. These tools show which parts of our writing are too similar to other sources. Then we can change those parts before submitting the work.

Finally, we should **manage time properly**. Many students plagiarize because they start their assignments at the last moment. If we start early, plan properly, and do research step-by-step, we will not feel pressure to copy. Good time management helps us produce genuine work.

Plagiarism is a serious academic mistake and must be avoided. It harms creativity and honesty. To avoid plagiarism, we should understand the topic, use our own words, paraphrase, use quotations, give proper references, use plagiarism checking tools, and manage time wisely. When we follow these methods, our writing becomes original and trustworthy. Avoiding plagiarism makes us responsible learners and good human beings. Original work always earns respect and success.

## **Q. Write the major differences between Summerising and Paraphrising.**

### **Answer**

In English writing and reading, **summarising** and **paraphrasing** are two very important skills. They help us understand information and present it in our own words. Many students think that summarising and paraphrasing are the same, but they are actually different. Both are used to avoid copying directly from the original text. However, summarising makes the text shorter, while paraphrasing keeps almost the same length but changes the words.

**Summarising** means writing the **main idea** of a long text in **very short form**. Only the most important points are included and extra details are removed.

**Paraphrasing** means **rewriting the whole idea** in your **own words** without changing the meaning. The length is almost the same as the original text.

### **Meaning**

- **Summarising** means writing the main idea of a long text in a very short form.
- **Paraphrasing** means rewriting the same idea in different words without shortening too much.

### **Purpose**

- The purpose of **summarising** is to give only the important information and leave out unnecessary details.
- The purpose of **paraphrasing** is to make the meaning clearer, simpler, or easier to understand without removing details.

## Length

- A **summary** is always **shorter** than the original text.
- A **paraphrase** is almost **the same length** as the original, or sometimes slightly shorter or longer.

## Examples in Simple Form

- **Summarising Example:**  
Original: A long paragraph explaining how climate change affects weather.  
Summary: Climate change causes extreme weather conditions around the world.
- **Paraphrasing Example:**  
Original: Climate change affects weather patterns globally.  
Paraphrase: Weather systems across the world are changing because of climate change.

## Use

- We use **summaries** when we want to show the main idea of a big chapter, article, or story.
- We use **paraphrasing** when we want to explain a small part of a text in our own words.

## Information Included

- In **summarising**, only the most important points are included. All examples and explanations are removed.
- In **paraphrasing**, every idea is kept, but words and sentence structure are changed.

## Skills Needed

- **Summarising** requires selecting only the key points.
- **Paraphrasing** requires understanding the text deeply and rewriting it correctly without changing the meaning.

## Reader Understanding

- **Summaries** help the reader understand the overall idea quickly.
- **Paraphrases** help the reader understand specific lines or sentences clearly.

In conclusion, summarising and paraphrasing are both useful techniques in academic writing and learning. Summarising makes a long text short and focuses on the main idea, while paraphrasing rewrites the information in different words without cutting the details. Both help students avoid copying and improve understanding. Good writers and students must learn when to summarise and when to paraphrase. Summaries are best for giving a short overview of a long text like a chapter or article, while paraphrasing is best for explaining small parts in an easier way. Therefore, both skills are important for clear communication and successful study.

## **Q. How to Outline Essays**

### **Answer**

Writing an essay becomes much easier when we create an outline before starting. An outline is like a map that guides us through the writing process. It helps us organize ideas clearly so that the essay is easy to understand. When we have a good outline, our thoughts flow properly and we do not get confused or stuck while writing. An outline also saves time and makes our essay more meaningful and effective.

#### **\*\*1. Understand the Essay Topic\*\***

First of all, we must clearly understand what the topic is asking. We should read the question carefully and think about what we want to say. When we understand the topic, it becomes easier to decide the main points.

#### **\*\*2. Decide the Purpose and Audience\*\***

Before making an outline, we should know why we are writing the essay. Is it to inform, to argue, or to describe? We should also think about who will read our essay. This helps us choose the right tone and examples.

#### **\*\*3. Brainstorm Ideas\*\***

Next, we should collect ideas related to the topic. We can write down all the points that come to our mind. This is called brainstorming. At this stage, we do not worry about order or correctness. We simply write ideas freely.

#### **\*\*4. Select the Main Points\*\***

After brainstorming, we should choose the strongest ideas. These main points will become the main body paragraphs of our essay. We should remove weak or unnecessary ideas that may confuse the reader.

#### **\*\*5. Arrange Points in a Logical Order\*\***

Once we have selected the important points, we must arrange them in a proper order. A good essay normally follows this structure:

\* **\*\*Introduction\*\***

\* **\*\*Body Paragraph 1\*\***

\* **\*\*Body Paragraph 2\*\***

\* **\*\*Body Paragraph 3\*\***

\* **\*\*Conclusion\*\***

The points should move from general to specific or from simple to complex. This makes the essay smooth and easy to read.

#### **\*\*6. Add Supporting Details\*\***

Each body paragraph should have examples, explanations, or facts to support the main point. We can write small notes under each point about what we want to include, such as definitions, examples, quotations, or reasons.

#### **\*\*7. Write the Introduction Outline\*\***

The introduction should have:

\* A hook or interesting beginning

\* Background or context

\* A thesis statement (the main idea of the whole essay)

## **\*\*8. Write the Conclusion Outline\*\***

The conclusion summarizes the main points and restates the thesis. We can end with a final thought or suggestion.

In conclusion, outlining an essay is an important step that helps in planning and organizing ideas. It makes writing easier and the essay more clear and attractive. A good outline contains an introduction, body points with details, and a conclusion. When we learn to outline properly, we become better writers, and our essays look neat, logical, and well-structured. So, before writing any essay, we should always take a little time to create a proper outline.

## **Q. How to Add Introduction and Conclusion in an Essay**

### **Answer**

Writing an essay becomes easy when we know how to begin and how to end. The beginning section of an essay is called the **introduction**, and the last section is called the **conclusion**. These two parts are very important because they help the reader understand the main idea of the essay. The introduction prepares the reader for what is coming next, and the conclusion gives a final thought or message. Without a good introduction and conclusion, an essay looks incomplete and unclear. Therefore, learning how to write them properly is important for all students.

### **1. What is an Introduction in an Essay?**

An introduction is the first paragraph of an essay. It introduces the topic to the reader. It tells what the essay will discuss. A good introduction should not be too long or too short. It should be interesting and clear. It should make the reader want to read more. In the introduction, the writer can start with a quotation, a question, a fact, or a general idea about the topic. After that, the writer should give a **thesis statement**. A thesis statement is one sentence that explains the main point or purpose of the essay. It is usually placed at the end of the introduction.

**Example of an introduction:**

“Education is the key to success in life. It helps people to grow mentally and socially. In this essay, we will discuss the importance of education and how it changes a person’s life.”

In this example, the introduction begins with a general statement about education. Then the main idea of the essay is presented at the end.

A conclusion is the last paragraph of an essay. It ends the discussion by summarizing the main points. The conclusion should not include new ideas. It should only repeat the main idea in different words. The purpose of a conclusion is to give a final message or opinion to the reader. A good conclusion leaves the reader with something to think about. It makes the essay feel complete.

**Example of a conclusion:**

“In conclusion, education is very important for personal and social development. It helps people achieve their goals and improve their lives. Therefore, every student should understand the value of education and work hard to gain knowledge.”

This conclusion restates the main idea and gives a powerful closing thought.

To sum up, the introduction and conclusion are essential parts of an essay. The introduction opens the topic and explains what the essay will talk about. It catches the reader’s attention and gives the thesis statement. The conclusion ends the essay by summarizing the main points and giving a final message. Writing a strong introduction and conclusion makes an essay meaningful, organized, and effective. Every student should practice writing them because they make a big difference in exam answers and academic writing. When we carefully write the beginning and ending, the essay becomes clear, attractive, and easy to understand for the reader.