

- **In essay Native American Influences on modern U.S. Culture**

1. How many paragraphs does this essay contain?
2. How many paragraphs are in the body?
3. Underline the topic sentence of each body paragraph, and double underline the topic. (Note: the topic sentence is not necessarily the first sentence in every paragraph).
4. Notice which noun phrase appears four times in the introduction. Circle each repetition of this key noun in the other paragraphs of the essay.

- **Underline the Thesis Statement**

Paragraph: **Changing English: the African influence.**

**In these introductory paragraphs, underline the thesis statement. Then circle the topic and draw another line under the main idea in each thesis statement. Share your answers with a partner 7**

- **The Characteristic of foods in the UK**

Before I travelled to the **UK** last year, I thought that British food was just fish and chips, roast beef, apple pie, rice pudding and endless cups of tea. These foods are popular in Britain, but during my travels, I discovered that there is so much more to eating in the **UK**. People from all over the world have made their home in Britain, and they have brought with them their own food. Even in small towns, you can find Chinese, Indian and Italian restaurants, amongst other. The **UK** can be divided into different regions that each has its own characteristic foods influenced by the culture of the people who live there.

Everybody knows the koala, that sweet Australian animal that resembles a teddy bear. Although koalas look like toys, they are actually strong climbers and spend their days in the treetops. Mother koalas carry their babies around from tree to tree in a pouch, or pocket, on their stomach. Although there were millions of koalas in Australia in the past, they are now a protected species of animal. As a result of human population growth, deforestation and hunting, the number of koalas has declined.

Taoism is an ancient philosophy from Asia that places great impertinence on the natural world. Taoists believe that spirit can be found in every person or thing, living or non-living. For the Taoist, even a mountain or a stone contains spirit. Lao Tsu, a Taoist writer and philosopher, said, 'people follow earth. Earth follows heaven follows the Tao. The Tao follows what is natural'. For thousands of years in China and other Asia countries, gardens have been an important way to create a place where people can feel the spirit of the natural world. Creating a Taoist garden is an art. No two Taoist gardens are exactly alike, but all Taoist gardens include four essential elements: water, mountains, buildings and bridges

**Read these thesis statements below. Write ✓ (strong thesis statement), F (fact only--a weak thesis statement), or N (no clear opinion--a weak thesis statement).**

- A. \_\_\_\_ The top government official in my country is the prime minister.
- B. \_\_\_\_ Some people prefer digital cameras, while others like traditional cameras.
- C. \_\_\_\_ India became an independent country in 1947.
- D. \_\_\_\_ To be a successful student, good study habits are more important than intelligence
- E. \_\_\_\_ There are several advantages of owning a car, but there are also many disadvantages.
- F. \_\_\_\_ Half of the families in my country own a house.
- G. \_\_\_\_ Using public transport would be one of the best ways to solve the traffic and pollution problems in cities around the world

H. \_\_\_\_ While travelling, staying in a hotel offers more comfort, but sleeping in a tent is less expensive.

I. \_\_\_\_ Classical music concerts are very popular in my country.

J. \_\_\_\_ In order to create a successful advertisement, it is necessary to consider three issues: who should be targeted, where the advert should be placed, and what type of advert should be made

## L:2

### Practice 3: (A.) page 66

**Check the thesis statements that suggest logical division as a method of organization**

1. \_\_\_\_ Teenagers demonstrate their independence in several ways.

2. \_\_\_\_ on their eighteenth birthday, U.S. citizens receive two important rights/possibilities: they can vote, and they can sign legal contracts.

3. \_\_\_\_ in most occupations, women are still unequal to men in three areas: salary, power, and status.

4. \_\_\_\_ living in a dormitory offers several advantages to first-year students.

5. \_\_\_\_ a college degree in international business requires (1) a knowledge of business procedures and (2) a knowledge of cultural differences.

6. \_\_\_\_ a computer is both faster and more accurate than a human.

### Practice: 3 (B) page 66

**Analyze the following thesis statements. Note: you may want to use one of the topics in this practice or the next for your own essay at the end of the chapter.**

**Step 1** Locate the main topic and the subtopics in each of the following thesis statements.

**Step 2** Draw a box around the topic .

**Step 3** Underline the subtopics.

**Step 4** Draw a circle around the words or punctuation marks that introduce the subtopics.

1. Capital punishment should be abolished not only because it deprives another person of life but also because it does not stop crimes.

2. Women generally live longer than men for two main reasons: They tend to take better care of their health, and they have better resistance to stress.

3. Teenagers declare their separateness from their parents by the way they dress and by the way they talk.

4. In choosing a major, a student has to consider various factors, such as personal interest, job opportunities, and the availability of training institutions.

5. An architect should be both an artist and an engineer.

6. A healthy lifestyle involves eating a nutritious diet, exercising regularly, and getting enough sleep at night.

### ❖ Practice 4: Writing Logical Division Thesis Statements

Write thesis statement for logical division essay on each of the following topics. For items 1-3, suggestions for subtopics are given in parentheses, which you do not have to use if you have ideas of your own. For items 4 and 5, use your own ideas.

**1. Clothing, hair, or shoe style in your school (three styles)**

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**2. Dangerous automobile drivers (speeders, cell-phone users, teens)**

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### 3. Disneyland's or Disney World's appeal (children and adults)

### 4. The advantages (or the disadvantages) of living in a large city/ a small town.

### 5. Kinds of appeals television advertisers use to sell automobiles/beer/ any product or service.

#### L:3

#### Practice:

##### Concluding Paragraph A

To sum up, culture shock is a very real phenomenon that has been studied for more than 30 years by psychologists and anthropologists. Its five phases are (1) positive feelings toward the new culture, (2) awareness of small difference, (3) growing discomfort and need for contact with home culture, (4) negative feelings, and (5) acceptance and adjustment. Symptoms may vary, and not all people experience all five phases. In the end, however, people who suffer culture shock are stronger from having overcome the difficulties and frustrations of adapting to life in a new land.

##### Concluding Paragraph B

In conclusion, nearly everyone moving to a new country feels some degree of culture shock. Symptoms may vary, and not all people experience all five stages. Newcomers with a strong support group may feel at home immediately in the new culture, while others may take months to feel comfortable. Staying in touch with friends and family, keeping a positive attitude, and, above all, learning the language as soon as possible are ways to overcome the difficulties and frustrations of adapting to life in a new land.

1. Which concluding paragraph is a summary of the subtopics? Which one paraphrases the thesis statement?

2. Which concluding paragraph gives suggestions? Which one makes a prediction?

#### L:4

#### Writing Technique Questions (Native American Influences on Modern U.S. Culture )

1. How many paragraphs does this essay contain? How many paragraphs are in the body?

2. Underline the topic sentence of each body paragraph, and double underline the topic.

(Note: The topic sentence is not necessarily the first sentence in every paragraph.)

3. Notice which noun phrase appears four times in the introduction. Circle each repetition of this key noun in the other paragraphs of the essay.

#### PRACTICE 1 : Introductory Paragraphs

**Step 1** Read each of the following sets of sentences. When put in the correct order, they will form introductory paragraphs.

**Step 2** Write each paragraph, beginning with the most general statement first. Then add each sentence in the correct order until the introduction becomes more specific. Write the thesis statement last.

**Step 3** Identify the type of introduction (funnel, dramatic/interesting/funny story, surprising statistics, historical).

##### • Paragraph 1

1. If done properly, a handshake gives the impression of strength and honesty, and if done improperly, it conveys weakness and dishonesty.

2. In some cultures, people bow, and in others, they shake hands.

3. In English-speaking countries, shaking hands is the custom.
4. A proper handshake has four ingredients: pressure, pumps<sup>1</sup>, eye contact, and verbal message.
5. The way people greet each other when they meet for the first time varies from culture to culture.
6. How one shakes hands sends an important message about one's character.

**Type of introduction:** \_\_\_\_\_

• **Paragraph 2**

1. To celebrate the occasion, Mr. X decided to throw a big party at the plant.
2. Mr. X went to Mexico from England to manage a milk pasteurization plant.
3. Then one day an impressive new pasteurization unit arrived and was installed.
4. The employees did most of the planning and draped the new unit with garlands.
5. During the party one of Mr. X's supervisors took him aside and said, "Now we see that you are buenagente<sup>2</sup>; from now on I am sure everyone will really try to do their best for you."
6. And so it was- neither punctuality nor quality checks were any longer needed.
7. This story illustrates the need to understand that doing business in a different culture demands an understanding of the culture.
8. The party was a great success, and everybody had a good time.
9. For eight months, he tried every way possible to convince his workers of the importance of punctuality and of checking every detail of their work.
10. The response was always, "Yes, yes, we will do our best," but nothing ever changed.

**Type of introduction:** \_\_\_\_\_

• **Paragraph 3**

1. Currently under study are four main methods for predicting when and where the next Big One will occur.
2. In 1976, an earthquake in Tangshan, China, killed over 250,000 people.
3. In an average year, earthquakes kill 10,000 people worldwide and cause millions of dollars worth of property damage.
4. Iran suffered more than 80,000 deaths in two massive quakes in 1996 and 2003.
5. Scientists keep trying to find ways to predict earthquakes- so far without much success.

**Type of introduction:** \_\_\_\_\_

❖ **PRACTICE 2 : Thesis Statements**

**A.** Study these thesis statements from two different essays on the topic of the status of women in Xanadu, an imaginary country. One of the essays uses a comparison/contrast pattern, the other a time sequence (chronological order) pattern. Which statement indicates which pattern?

1. Beginning in World War II and continuing through the period of economic boom, the status of women in Xanadu has changed remarkably.

**Pattern of organization:** \_\_\_\_\_

2. Although the status of women in Xanadu has improved remarkably in recent years, it is still very low when compared to the status of women in the countries of the industrial world.

**Pattern of organization :** \_\_\_\_\_

**B.** In each of the following two thesis statements, both the method of organization and the major subdivisions of the topic are indicated. Each subdivision will itself become the topic of a separate paragraph in the body of the essay. Underline the topics of each paragraph. How many paragraphs will the body of each essay probably contain?

1. The status of women in Xanadu has changed remarkably in recent years due to increased educational opportunities and changes in the country's laws.

**Probable number of body paragraphs:** \_\_\_\_\_

2. The status of women in Xanadu has improved remarkably in recent years in the areas of economic independence, political rights, educational opportunities, and social status. **Probable number of body paragraphs:** \_\_\_\_\_

**PRACTICE 3 :Thesis Statements for logical Division of Ideas Check (✓) the thesis statements that suggest logical division as a method of organization.**

1. \_\_\_\_ Teenagers demonstrate their independence in several ways.
2. \_\_\_\_ My eighteenth birthday was the most memorable day in my life so far.
3. \_\_\_\_ On their eighteenth birthdays, U.S. citizens receive two important rights/responsibilities: They can vote, and they can sign legal contracts.
4. \_\_\_\_ In most occupations, women are still unequal to men in three areas: salary, power, and status.
5. \_\_\_\_ Living in a dormitory offers several advantages to first-year students.
6. \_\_\_\_ Photosynthesis is the process by which plants manufacture their own food.
7. \_\_\_\_ A college degree in international business requires (1) a knowledge of business procedures and (2) a knowledge of cultural differences.
8. \_\_\_\_ A computer is both faster and more accurate than a human.
9. \_\_\_\_ Giving a surprise birthday party requires careful planning.
10. \_\_\_\_ Being an only child has both advantages and disadvantages.

❖ **Analyze the following thesis statements.**

Note: You may want to use one of the topics in this practice or the next for your own essay at the end of the chapter.

**Step 1** Locate the main topic and the subtopics in each of the following thesis statements.

**Step 2** Draw a box around the topic.

**Step 3** Underline the subtopics.

**Step 4** Draw a circle around the words or punctuation marks that introduce the subtopics.

1. Capital punishment should be abolished not only because it deprives another person of life but also because it does not stop crime.
2. Women generally live longer than men for two main reasons : They tend to take better care of their health, and they have better resistance to stress.
3. Teenagers declare their separateness from their parents by the way they dress and by the way they talk.
4. In choosing a major, a student has to consider various factors, such as personal interest, job opportunities, and the availability of training institutions.

#### L:6

- **Understanding Chernobyl** ← اسئلة على المقال

#### Writing Technique Questions

1. What is the thesis statement? How does it indicate that at least part of this essay will use chronological organization?
2. Which two paragraphs explain processes (how something works or how something happens)? What two processes are explained?
3. Which paragraph describes the design of a nuclear power plant?

4. What kind of introduction does this essay have-"funnel" or attention-getting?
5. What kind of conclusion does it have? Does it summarize the main points or paraphrase the thesis, or is it a different kind? Does it give a final comment? In your opinion, is this kind of conclusion appropriate for this essay?

### ❖ **RACTICE 1 :Thesis Statements for Chronological Order**

**Step 1** Check (✓) the thesis statements that suggest a chronological order. Put a double check (✓✓) next to the thesis statements that suggest the essay will describe a process or procedure.

**Step 2** In the sentences you have checked, circle the word or words that indicate chronological order.

1. \_\_\_\_ A child learns to handle responsibility in a series of small steps
2. \_\_\_\_ A person's intelligence is the product of both heredity and environment.
3. \_\_\_\_ There are two main reasons I believe women in the army should not be allowed in a war zone along with men.
4. \_\_\_\_ The procedure for submitting expense reports has recently changed.
5. \_\_\_\_ The tensions that led to last year's student riots had been developing for several years.
6. \_\_\_\_ North American directness often conflicts with Asian modesty.
7. \_\_\_\_ The two busiest travel days in the United States are the-Wednesday before and the Sunday after Thanksgiving.
8. \_\_\_\_ Cultures celebrate the end of winter and the arrival of spring in different ways.
9. \_\_\_\_ The preparation of the poisonous puffer fish for eating is a delicate process that is not for amateur chefs.
10. \_\_\_\_ The life cycle of the monarch butterfly is an interesting phenomenon.

### ❖ **RACTICE 2: Transition Signals for Chronological Order**

**A.** Reread the model essay on pages 82-83. Find and circle all chronological order signals, including time words, time phrases, and time clauses.

**B.** Fill in each blank with an appropriate chronological order signal from the list provided. Use each signal only once. Change small letters to capital letters and add commas where necessary.

#### **How to Annoy a Teacher**

It is quite easy to annoy a teacher-even the most patient, kind-hearted teacher in the world-if you follow these simple steps. \_\_\_\_\_ (1) always come to class just a little late. \_\_\_\_\_ (2) make as much noise as possible as you enter the room. \_\_\_\_\_ (3) greet all your friends with a cheerful wave or even better, with a shouted greeting. \_\_\_\_\_ (4) slam your heavy backpack down on the floor next to your desk and do a few stretching exercises. ( After all, you will be sitting still for the next 40 minutes or so! ) \_\_\_\_\_ (5) make a big, gaping yawn and take your seat. \_\_\_\_\_ (6) raise your hand and ask to be excused to go to the restroom. \_\_\_\_\_, (7) be sure to slam the door, and again, make as much noise as possible while taking your seat. \_\_\_\_\_ (8) turn the pages of your book noisily, search in your backpack for a pencil, ask your neighbour if you can borrow an eraser, and announce in a loud voice that you cannot find your homework. \_\_\_\_\_ (9) raise your hand and ask to be excused to look for it in your locker. If the teacher should happen to call on you during the class, mumble an answer. \_\_\_\_\_ (10) mumble again-maybe a little louder this



time, but still not loudly enough to be heard. If the teacher dares to ask you \_\_\_\_\_, (11) give a loud and clear answer to the previous question-the one your classmate answered a minute ago-and smile smugly as you do so. \_\_\_\_\_ (12) if these techniques do not achieve the desired results, you can always fold your arms across your desk, put your head down, and take a nap. Just do not forget to snore!

### Spring Cleaning, No Mops

*The messiest place in your house may be your hard drive.*

← اسئلة على المقال

#### 1. Which sentence is true about the thesis statement of this magazine article?

- a. The thesis statement announces the topic and indicates that this is going to be a "how to" essay.
- b. The thesis statement announces the topic without indicating what pattern of organization it will use.
- c. There is no clear thesis statement.

#### 2. Which sentence best describes the conclusion?

- a. The conclusion restates the thesis in different words.
- b. There is no formal conclusion; the conclusion is actually a final step.

#### 3. What pattern of organization does the article use?

- a. Chronological order: process
- b. Logical division of ideas
- c. A combination of chronological process and logical division of ideas.

### ❖ About the Support

#### 4. Which sentence would best serve as a topic sentence for paragraph 2?

- a. The first step is to clean the exterior of your computer.
- b. The first step is to clean up what you can easily see.

#### 5. Paragraphs 3, 4, and 5 all discuss the same general topic, but only one paragraph has a topic sentence.

A. Which paragraph has a topic sentence? \_ \_ \_ \_ \_

Write the topic sentence here: \_ \_ \_ \_ \_

#### B. Consider combining the other two paragraphs. Which of the following sentences best serves as a topic sentence for the combined paragraph?

- (1) Next, delete your old files safely by using a built-in program.
- (2) The next step, getting rid of old files and programs, is more difficult.
- (3) Next, empty your recycle bin.

### ❖ About Coherence

#### 6. Look for chronological order signal words and phrases.

a. Which paragraphs begin with chronological order signals? \_ \_ \_ \_ \_

Write the signals here: \_ \_ \_ \_ \_

b. What other chronological order signals can you find in paragraphs 5 and 6?

List them here: \_ \_ \_ \_ \_

Shyness ← أسئلة على المقال

### Writing Technique Questions

1. Is the topic of this essay primarily the causes or the effects of shyness?

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2. Which paragraph(s) discuss(es) the causes?

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3. Which paragraph(s) discuss(es) the effects?

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4. What two subtopics are named in the thesis statement?

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5. Which paragraph(s) discuss(es) the first subtopic?

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6. Which paragraph(s) discuss(es) the second subtopic?

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7. What is the function of paragraph 3?

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8. Which pattern (A, B, C, or D) does the model follow?

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### PRACTICE I

#### Block Organization

Fill in the boxes to show the block organizational pattern of the essay. Write in the topic of each paragraph and tell whether it is a cause or an effect. The first two boxes have been filled in for you.

INTRODUCTION

Thesis statement: They have found that shyness in an individual can result from both biological and environmental factors.

1st cause: genetics

CONCLUSION

SAD ← أسئلة على المقال

### ❖ Writing Technique Questions

1. Which paragraph contains the chain of causes and effects?

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2. What is the effect of decreased sunlight in winter?

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3. What other change results from a decrease in the amount of sunlight?

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4. What is the final result?

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## Japan and the USA – Different but Alike. ← أسئلة على المقال

### ❖ Writing Technique Questions

1. In which paragraph(s) are the similarities discussed? In which paragraph(s) are the differences discussed?

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2. What is the function of paragraph 4?

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### ❖ PRACTICE 1 Independent and Dependent Clauses

Remember that an independent clause by itself is a complete sentence. but a dependent clause by itself is an incomplete sentence. Write *Indep.* next to the complete sentences and put a period (.) after them. Write *Dep.* next to the incomplete sentences.

1. ----- Globalization means more travel for businessmen and women.
2. ----- As business executives fly around the globe to sell their companies products and services
3. ----- Jet lag affects most long-distance travelers
4. ----- Which is simply the urge to sleep at inappropriate times
5. ----- During long journeys through several time zones, the body's inner clock is disrupted
6. ----- For some reasons travel from west to east causes greater jet lag than travel from east to west.
7. ----- Also, changes in work schedules can cause jet lag
8. ----- When hospital nurses change from a day shift to a night shift, for example
9. ----- Although there is no sure way to prevent jet lag
10. ----- There are some ways to minimize it
11. ----- Because jet lag is caused at least partially by loss of sleep, not just a change in the time of sleep
12. ----- A traveler should plan to arrive at his or her destination as late as possible
13. ----- Upon arriving, he or she should immediately go to bed
14. ----- Then the traveler should start to live in the new time zone immediately
15. ----- Even when the traveler arrives early in the morning and cannot go to bed immediately

### • PRACTICE 8 Complex Sentences

**Step 1** Underline the independent clause of each sentence with a solid line.

**Step2** Underline the dependent clause with a broken line. One sentence has two dependent clauses.

**Step 3** Write *Sub.* Above the subordinator. Refer to the list of subordinators on page 163.

1. Because the cost of education is rising, many students must work part-time.
2. When students from other countries come to the United States, they often suffer from culture shock.
3. Because financial aid is difficult to obtain, many students have to work part-time.

4. Please tell me where the student union is.
5. Engineers, who have an aptitude for drafting and mechanics, must also be artistic and imaginative.
6. While the contractor follows the blueprint, the engineer checks the construction in progress.
7. Since the blueprint presents the details of the engineer's plans, it must be interpreted accurately by the contractor.
8. Students should declare a major by their junior year unless they have not made up their minds.
9. Even though students declare a major now, they can change it later.
10. The government says that inflation is holding steady.
11. Economists are concerned that the rate of Inflation will double if the government does not take immediate steps to control it.

- **Step 1** Add a logical independent clause to each of the dependent clauses.

**Step 2** Punctuate each sentence correctly. The first one has been done for you as an example.

1. \_\_\_\_\_ until I pay my tuition.
2. Unless I take 12 units each term, \_\_\_\_\_.
3. \_\_\_\_\_ that computer engineering is a popular major.
4. \_\_\_\_\_ who taught this course last term?
5. Because I had to look for a part-time job , \_\_\_\_\_
6. \_\_\_\_\_ if I want to get to school on time.
7. \_\_\_\_\_ whether I should take advanced calculus.
8. \_\_\_\_\_, whom I met at the math club meeting last week.
9. When I left my country, \_\_\_\_\_.
10. \_\_\_\_\_ that my college adviser recommends.

- **Step 1** Underline the independent clauses with a solid line and the dependent clauses with a broken line.

**Step 2** Add commas and/or semicolons as necessary.

1. Information and communication technology is reaching out to help people in the poorest countries improve their lives for example fishermen on the Bay of Bengal can now receive online weather reports that tell them when it is safe to go out.
2. Furthermore, when the fishermen bring in a boatload of fish they can find out the current market prices for their fish, which will help them bargain with the middlemen to whom they sell their catch.
3. The cost of the cheapest computer is at least \$200 and since this is more than an individual fisherman can afford several fishing villages together pool their money and buy one to share.

4. The worldwide reach of the Internet is also providing employment opportunities in developing countries and as greater numbers of people learn the technology these opportunities will expand.
5. When you call your U.S. bank you may find yourself speaking to a customer service representative who is sitting in the Philippines or Puerto Rico and when you need technical support for your home computer you will probably get help from a programmer in New Delhi.

### L:11

#### ❖ Exercises

1. The curtains were pulled shut. The school was empty.
2. Alvin has always lived in the city. His parents bought a home in the suburbs.
3. Biggie Molar has a toothache. He will see the dentist, Dr. I. Yankum.
4. Carmelo received a new Mini Cooper. He passed all his subjects with A's.
5. Rod Ketchum worked in the city sewer system. He attended night school.
6. I may take a trip to Mt. Rushmore. I may stay home.

#### ❖ More Exercises

1. The boys were given five detentions each. They had cut Mr. Atom's science class.
2. I had a chance to buy a ten speed racer. I decided on buying an ATV instead.
3. Bike riding enables me to see the sights of the city. It allows me to lose weight.
4. The canoe was old and leaky. We won the race.
5. The girls had never played on the team before. They won the first game of the season.
6. He was bigger and stronger than I. I let him kick sand in my face.
7. Girls are weaker than boys. Boys are putty in their hands.

### L:12

#### ❖ Let's practice:

- Mr. Garcia has promised me a good job and to pay me a fair salary.
  - The manager asked both groups to meet and share their differences and finally arriving at an agreement.
  - The magazine contains news, pictures, ads, tell you where to shop, and feature columns.
  - Tennis, modeling and to read suspense novels took up most of her time.
  - This is the life –to live, working and cooking outdoors.
  - Running towards the end zone, he slipped, got up, and was keeping on going as fast as he could.
  - **EXERCISE 24: Each of the following sentences contains words or groups of words that should be parallel. Circle the word that indicates that the sentence should have parallel parts. Underline the parts that should be parallel. Then indicate if the sentences are correct (C) or incorrect (I).**
1. -- She held jobs as a typist, a housekeeper, (and) in a restaurant.
  2. -- The report you are looking for could be in the file (or) on the desk.
  3. -- She works very hard but usually gets below-average grades.
  4. -- The speaker introduced himself, told several interesting anecdotes, and finishing with an emotional plea.
  5. -- You should know when the program starts and how many units you must complete.

6. -- The term paper he wrote was rather short but very impressive.
7. -- She suggested taking the plane this evening or that we go by train tomorrow.
8. -- The dean or the assistant dean will inform you of when and where you should apply for your diploma.
9. -- There are papers to file, reports to type, and those letters should be answered.
10. -- The manager needed a quick but thorough response.

- **EXERCISE 25: Each of the following sentences contains words or groups of word should be parallel. Circle the word or words that indicate that the sentence should parallel parts. Underline the parts that should be parallel. Then indicate if the sentence are correct (C) or incorrect (I).**

1. -- According to the syllabus, you can (either) write a paper (or) you can take an example
2. -- It would be (both) noticed (and) appreciated if you could finish the work before you leave.
3. -- She would like neither to see a movie or to go bowling.
4. -- Either the manager or her assistant can help you with your refund.
5. -- She wants not only to take a trip to Europe but she also would like to travel to America
6. -- He could correct neither what you said nor you wrote.
7. -- Both the tailor or the laundress could fix the damage to the dress.
8. -- He not only called the police department but also called the fire department.

- **EXERCISE 26: Each of the following sentences contains words or groups of words that should be parallel. Circle the word or words that indicate that the sentence should have parallel parts. Underline the parts that should be parallel. Then indicate if each sentence is correct (C) or incorrect (I).**

1. -- His research for the thesis was (more useful than) hers.
2. -- Dining in a restaurant is (more fun than) to eat at home.
3. -- I want a new secretary who is as efficient as the previous one.
4. -- What you do today should be the same as did yesterday.
5. -- This lesson is more difficult than we had before.
6. -- You have less homework than they do.

### L:13

**Directions:** Insert the proper punctuation marks in the following sections; each section is titled with the punctuation to be used. If the sentence is correct, put a C next to the number in the margin.

#### ❖ Semicolons

1. The last day of summer vacation finally arrived consequently we prepared for the first day of a new year.
2. She was willing to run the fifty-mile race after she soaked in her Jacuzzi for two days.
3. She enjoys ice-skating. She learned how to roller-blade when she was a child.
4. Paula did well in two subjects hence she will have a high average at the end of the year.
5. My mother is a basketball fan thus she has not missed a single home game in the last three years.
6. Today we do not use such comparisons "most unkindest cut of all" Elizabethan plays however contain many double negatives.

7. In the seventeenth century, the era of such distinguished prose writers as Sir Thomas Browne, John Donne, and Jeremy Taylor, the balanced compound sentence using commas and semicolons reached a high degree of perfection and popularity but the tendency of many writers today is to use a fast-moving style with shorter sentences and fewer commas and semicolons.

8. The three top seniors in this year's class have the following four-year averages: Marvin Chan, 94.8 Ruth Ann Cummins, 93.6 and Joan Dorf, 92.8.

### ❖ Colons

1. The applications for employment at the manufacturing plant asked the following questions How old are you? Have you ever worked in manufacturing plant before? What other jobs have you held?

2. Don't miss the following items that will be on sale during the first week in June ice skates, skis, snowshoes, parkas, ski pants, mittens, etc.

3. When she went to camp, she had to take blankets, sheets, toilet articles, a flashlight, and poison ivy lotion.

4. Our school board provides the students with free books, book covers, a notebook cover, notebook paper, yellow pads, and one pencil every six weeks.

5. Here are the four main uses of the comma (1) to prevent misreading; (2) to separate items in a series; (3) to set off expressions that interrupt the sentence; and (4) to set off introductory phrases and clauses .

6. The graduate was nervous about leaving for college she felt safe, secure, and happy in her hometown.

7. The reasons for the success of the play are obvious it has fine actors, witty dialogue, and tuneful music.

### ❖ Comma

1. Stars sparkle brighter on crisp winter nights.

2. A robot cannot do your housework, walk, or lift huge loads.

3. Hedgehogs look like porcupines but they are related to moles.

4. Jeremy prefers to cook shellfish for they are easy to clean.

5. Fastening cushions on top of seats they made chairs easier to sit on.

6. For exhibiting their porcelain they had joiners make cupboards.

7. For great hunting maps write to Dr. John Filson U. S. Geological Survey 12201 Sunrise Valley Drive Reston VA 22092.