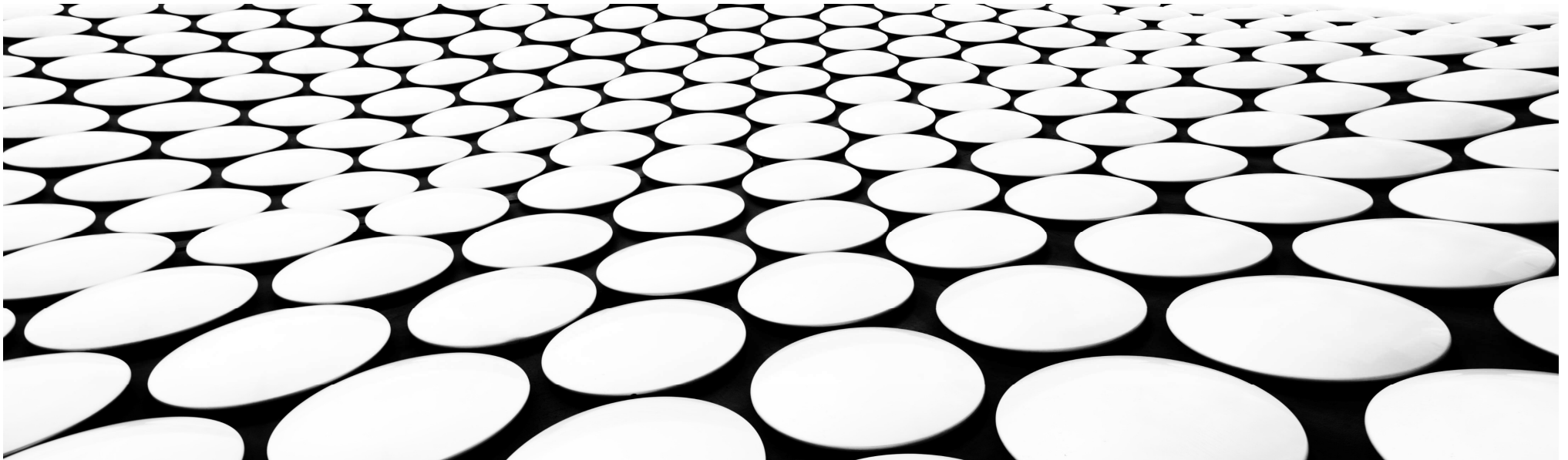

PARAGRAPH WRITING (EGL1003)

COMPLEX SENTENCES AND HOW-TO PARAGRAPH



Looking at sentence structure:

What is a complex sentence with time clause?

A complex sentence with time clause has one independent clause and one (or more) dependent clause (time clause).

Here are some examples of time clause, which always begin with time subordinators.

Subordinators	Time clause with time subordinators
After	..after I finish writing this paragraph
As soon as	as soon as she took the medicine
before	Before you cross a street
since	Since I left home
until	Until everyone finishes the test
when	When I called
while	While I was trying to sleep
Whenever	Whenever I don't sleep well

Identify independent and dependent clauses: Write *IC* and put a period at the end, if it is an independent clause, or write *DC* and circle the subordinator, if it is a dependent clause.

_____1. Before I go to work

_____2. I take a walk around the block

_____3. The exercise wakes up my body and clears my mind

_____4. It's hard to do this in the winter

_____5. When I go to school

_____6. It is still dark

_____7. .After I get home from work

_____8. He hasn't married yet.

Identify independent and dependent clauses: Write *IC* and put a period at the end, if it is an independent clause, or write *DC* and circle the subordinator, if it is a dependent clause.

_____9. I can always take a walk on weekends, even in the winter.

_____10. When it is raining, of course

_____11. I never go out

_____12. On rainy days, as soon as the alarm clock rings

_____13. I turn over and go back to sleep

_____14. Paris has excellent art museums

_____15. as soon as her father comes home

_____16. Whenever I got paid

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ic 2. I take a walk around the block.

ic 3. The exercise wakes up my body and clears my mind .

ic 4. It's hard to do this in the winter.

dc 5. When I go to school

ic 6. It is still dark.

dc 7. After I get home from work

ic 8. He hasn't married yet .

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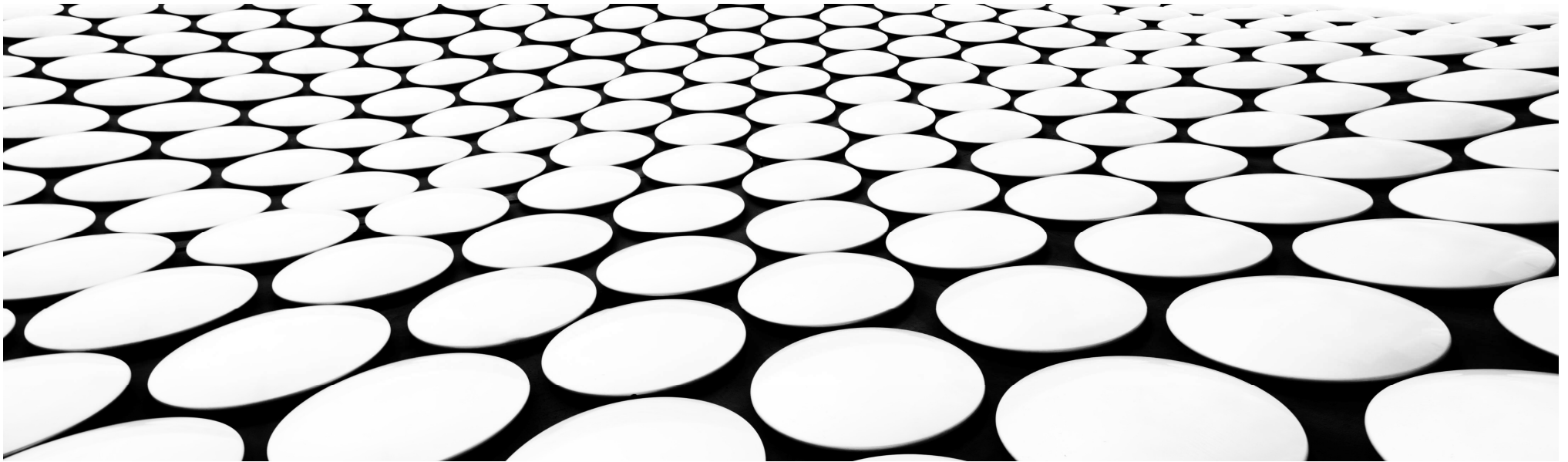
ic 14. Paris has excellent art museums.

dc 15. as soon as her father comes home

dc 16. Whenever I got paid

PARAGRAPH WRITING (EGL1003)

ORGANIZATION OF A PARAGRAPH: COMPLEX SENTENCE IN 'HOW-TO' PARAGRAPHS



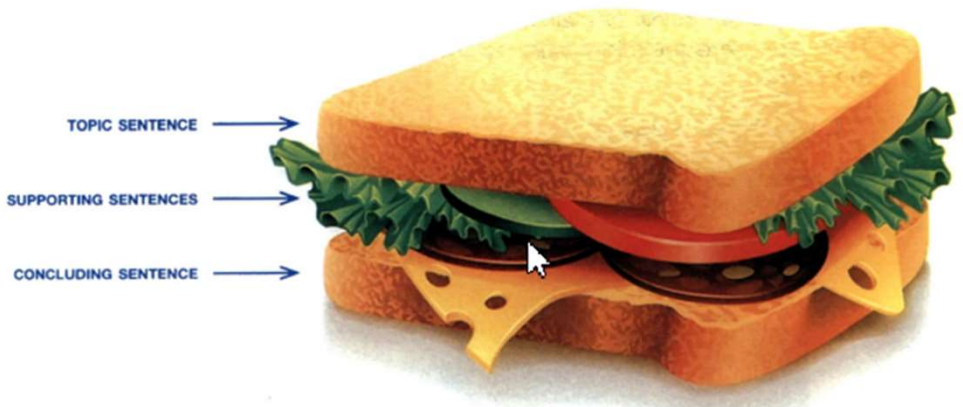
Organization of a 'how-to' paragraph

A 'how-to' paragraph explains how to do something or how to make something.

Topic sentence: Topic and controlling idea

A topic sentence for a "how-to" paragraph just names the topic, while controlling idea tells the readers that they will learn how to do something related to the topic.

Supporting sentence provides series of instructions of how to do or make things. The instructions can be listed in specific time order or in any listing order.



Concluding sentence of 'how-to' paragraph mentions the topic again to remind the reader what the paragraph was about, for example, "In no time at all, ..."
"If you follow these...steps, ..."

TRANSITION SIGNALS		
Time Order		Listing Order
First, First of all, Second, Third, Next, After that, Then Finally,	before a test in the morning during a flight	First, First of all, Second, Third, In addition, Also, Finally,

Look at the model and answer the following questions.

Write (T) for the topic, (TS) for the topic sentence, (CS) for the concluding sentence, and underline the controlling idea.

(Longman
Academic
Writing
Series 2,
p. 74)

How to Have a Successful Yard Sale

Does the writer use time order or listing order?

Highlight adverb of manners

Put a dotted line under the transition signals and time phrase. (There are eight in total ranging from one to seven words.)

There are nine command sentences in this “how-to” paragraph, put a parenthesis on each of them.

1 In order to have a successful yard sale, you need to prepare well by following these simple steps. 2 First, decide on a day and time for your sale. 3 Make sure it's several weeks in the future so that you have time to get ready. 4 Next, look through your family's belongings and collect used items in good condition. 5 These can be anything that you no longer want, such as clothing, toys, books, dishes, lamps, furniture, and even TVs. 6 Then clean everything thoroughly, and clearly label each item with a price. 7 If you are not sure how much to charge, check the prices at other yard sales in your community. 8 If you price your items cheaply, people will be more likely to buy them. 9 After that, you should store your items carefully until the day of the sale. 10 About a week before, get some change from the bank. 11 You should get at least \$20 in one-dollar bills, \$50 in five-dollar bills, \$100 in 10-dollar bills, and one or two rolls of quarters. 12 A day or two before the sale, make signs advertising the date, time, and address of your sale. 13 Then put the signs up in places where they will easily attract people's attention. 14 Finally, on the morning of the sale, get up early and arrange the items attractively on tables in front of your home. 15 It's important to be ready on time because smart shoppers often arrive early. 16 If you work hard and organize the details, your yard sale will be a great success.

Look at the model and answer the following questions.

Write (T) for the topic, (TS) for the topic sentence, (CS) for the concluding sentence, and underline the controlling idea.

(Longman
Academic
Writing
Series 2,
p. 74)

T How to Have a Successful Yard Sale

TS

1 In order to have a successful yard sale, you need to prepare well by following these simple steps. 2 First, (decide) on a day and time for your sale. 3 (Make) sure it's several weeks in the future so that you have time to get ready. 4 Next, (look through) your family's belongings and (collect) used items in good condition. 5 These can be anything that you no longer want, such as clothing, toys, books, dishes, lamps, furniture, and even TVs. 6 Then (clean) everything thoroughly, and clearly (label) each item with a price. 7 If you are not sure how much to charge, (check) the prices at other yard sales in your community. 8 If you price your items cheaply, people will be more likely to buy them. 9 After that, you should store your items carefully until the day of the sale. 10 About a week before, (get) some change from the bank. 11 You should get at least \$20 in one-dollar bills, \$50 in five-dollar bills, \$100 in 10-dollar bills, and one or two rolls of quarters. 12 A day or two before the sale, (make) signs advertising the date, time, and address of your sale. 13 Then (put) the signs up in places where they will easily attract people's attention. 14 Finally, on the morning of the sale, (get up) early and (arrange) the items attractively on tables in front of your home. 15 It's important to be ready on time because smart shoppers often arrive early. CS 16 If you work hard and organize the details, your yard sale will be a great success.

Does the writer use time order or listing order? Time order

Highlight adverb of manners

Put a dotted line under the transition signals and time phrase. (There are eight in total ranging from one to seven words.)

There are nine command sentences in this "how-to" paragraph, put a parenthesis on each of them. () 9 command sentences are found