

UNIT 2

LISTING-ORDER PARAGRAPHS



OBJECTIVES

- Use clustering to get ideas for writing
- Identify the three parts of a listing-order paragraph
- Use listing-order transition signals and conclusion signals
- Organize ideas with an outline

OBJECTIVES

- Work with compound sentences
- Identify and correct run-ons and comma splices
- Use listing order to write a paragraph related to a career

INTRODUCTION

A Paragraph should have 3 main parts:

- A topic sentence
- Supporting sentences (the body)
- A concluding sentence

PREWRITING

Clustering is a prewriting techniques that allows you to brainstorm and develop your ideas with the help of a diagram called a cluster.

Here is how to do it:

PREWRITING

STEP 1:

- Write your topic in the middle of your paper.
- Draw a circle around it.
- Think of ideas related to the topic.
- Write words or short phrases in circles and connect them with lines to the main circle.
- Write down every idea that comes into your mind.

PREWRITING

STEP 2:

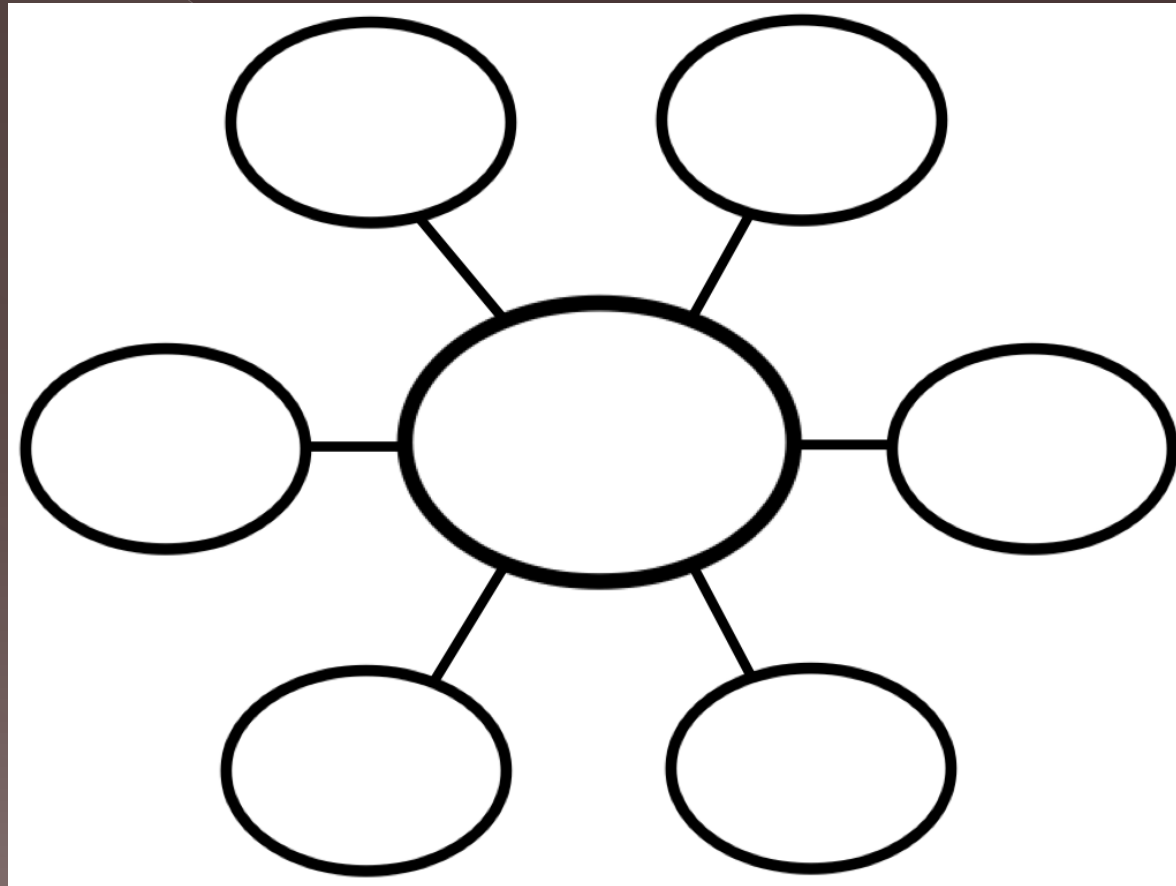
- Think about word or phrase in each circle and add ideas.
- Draw circles around each idea and draw lines to connect the ideas.
- From these clusters, you can begin to see which ideas to use and delete.
- Keep the clusters that have the most circles and cross out the ones that didn't produce related ideas.

PREWRITING

STEP 3:

- Think about word or phrase in each circle and add ideas.
- Draw circles around each idea and draw lines to connect the ideas.
- From these clusters, you can begin to see which ideas to use and delete.
- Keep the clusters that have the most circles and cross out the ones that didn't produce related ideas.

A clustering will help you further organize and develop your ideas after you get them down on paper.



PREWRITING

Listing-Order Paragraphs

There are three keys to writing a listing-order paragraph:

- Begin with a topic sentence that names the topic and says it has several points.
- Write about (or list) each point separately.

Listing-Order Paragraphs (Cont.)

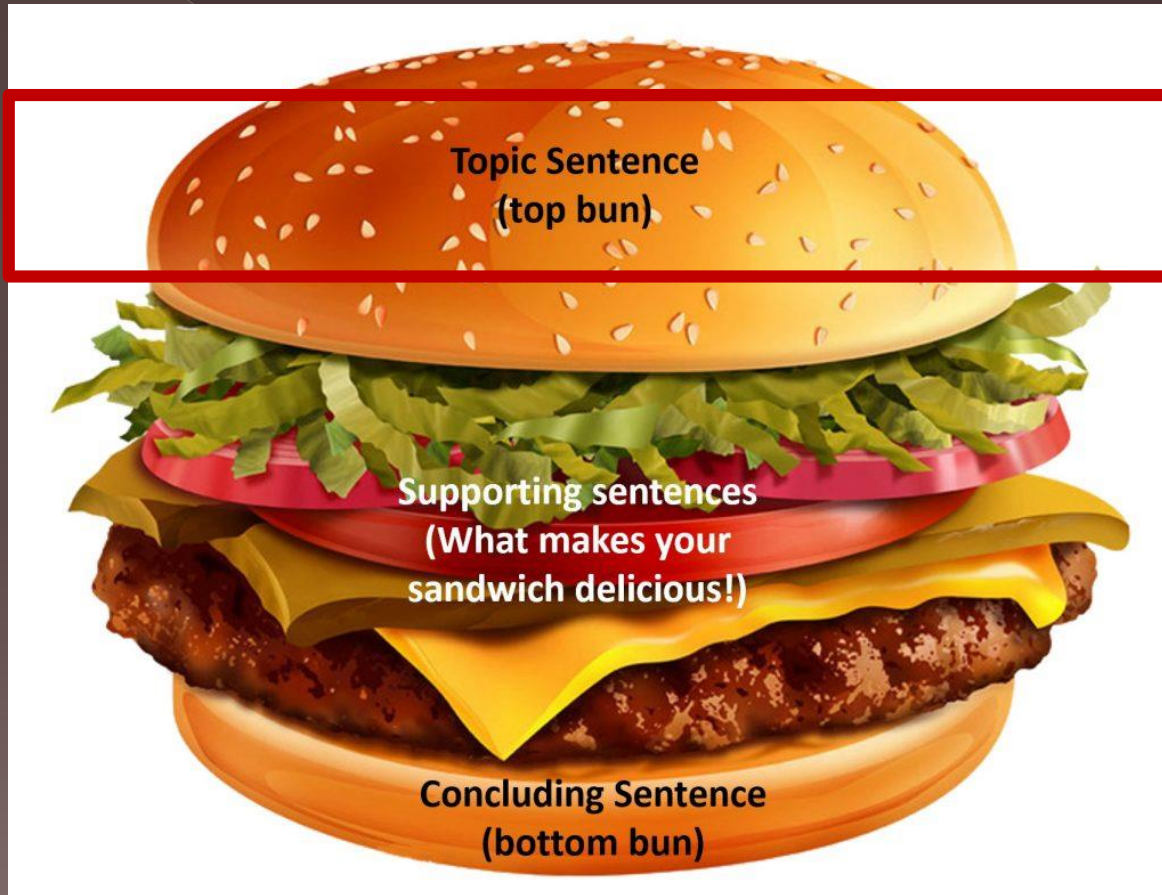
- End with a concluding sentence that reminds the reader about the points just discussed.

ORGANIZATION

The Topic Sentence

The topic sentence is the most important sentence in a paragraph. It tells reader what the main idea of the paragraph is. The topic sentence is usually the first sentence in a paragraph.

A topic sentence is the top piece of bread in our paragraph.



The Topic Sentence

A topic sentence has two parts:

1. a topic

2. a controlling
idea

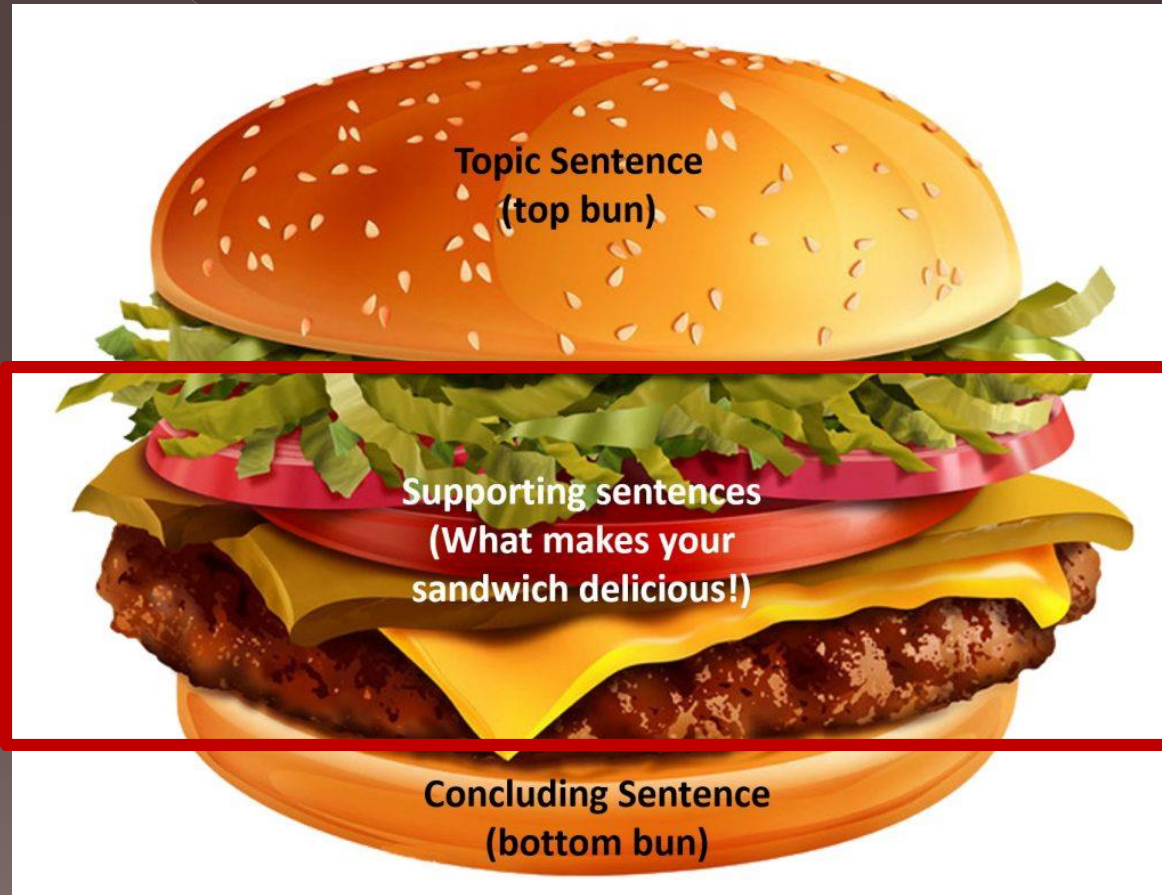
Here are examples of topic sentences about English:

- English is constantly adding new words.
- English is necessary for many different jobs.

Supporting Sentences

Supporting sentences follow the topic in a paragraph. They explain or prove the ideas in the topic sentence. (the BIGGEST part of the paragraph)

Supporting sentences are the filling in a paragraph.



Listing-Order Transitional Signals

Listing-Order Transitional Signals

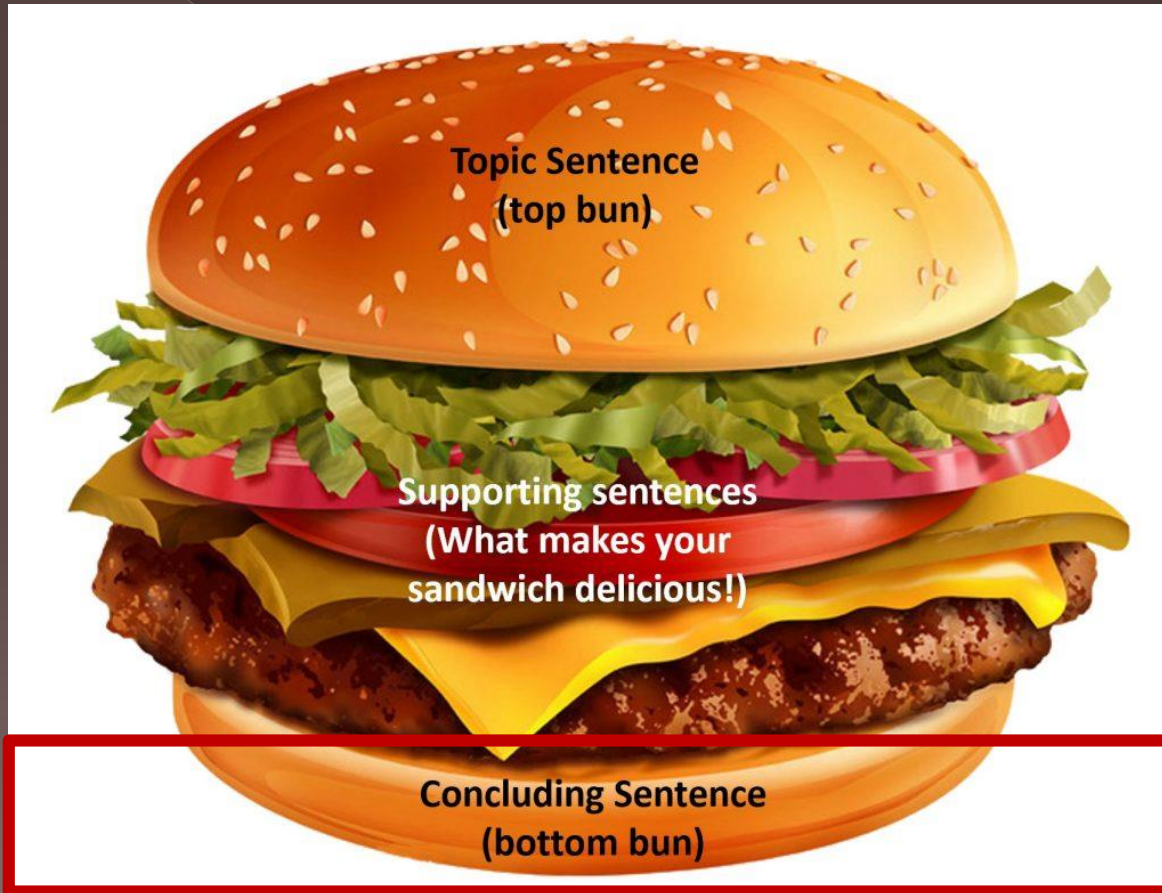
First,
First of all,
Second,
In addition,
Also,
Finally,

...also...
..., also.

The Concluding Sentence

Paragraphs that stand alone often end with a concluding sentence. It signals the close of the paragraph to the reader.

The concluding sentence is the bottom piece of bread in our paragraph.



Outlining

Outlining is the another prewriting technique that helps you organize ideas about a topic.

Title

Topic Sentence

1st / 2nd / 3rd Main Point

Conclusion Sentence

SENTENCE STRUCTURE

Compound Sentences

A compound sentence is two simple sentences connected by a comma and a coordinating conjunction.

(and/but/or/so)

Compound Sentences

Patterns:

- SVV
- SV, so SV
- SSV, but SV
- SV, or SV

Coordinating Conjunctions: And/But/Or/So

Rules:

- And connects two sentences with similar ideas. The sentences can be positive or negative.
- But connects two sentences with contrasting or opposite ideas.
- Or connects two sentences that express alternatives or choices.
- So connects a reason and a result.

Common Sentences Errors: Run-Ons

A run-on sentence is two simple sentences incorrectly joined with no coordinating conjunction and no comma.

Incorrect: My roommate wants to win the Tour de France someday he spends hours riding his bicycle.

Correct: My roommate wants to win the Tour de France someday. He spends hours riding his bicycle.

Common Sentences Errors: Comma Splices

A comma splice is two simple sentences incorrectly joined with a comma but no coordinating conjunction.

Incorrect: My roommate wants to win the Tour de France someday, he spends hours riding his bicycle.

Correct: My roommate wants to win the Tour de France someday, **so** he spends hours riding his bicycle.

REFERENCE

Hogue, A. (2017). *Longman Academic Writing Series 2*. USA: Pearson Education, Inc.

IMAGE SOURCES

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