

UNIT 3

GIVING INSTRUCTION



OBJECTIVES

- Use listing to get ideas for writing
- Organize a “how-to” paragraph using time order or listing order
- Edit a list of ideas to create an outline
- Work with complex sentences with time clauses

OBJECTIVES

- Correct sentence fragments
- Use additional rules for capitalization and commas
- Write, revise, and edit a “how-to” paragraph

INTRODUCTION

A “how-to” paragraph explains...

- how to do something
- how to make something

how to change a flat tire/ how to perform a science experiment

PREWRITING

Listing is a prewriting techniques that allows you to brainstorm and helps you to generate ideas for writing.

Here is how to do it:

- Begin by thinking about your topic.
- Make a list of every word or phrase that comes into your mind.
- Keep writing down words and phrase.

PREWRITING

“How-To” Paragraphs

There are four keys to writing a clear “how-to” paragraph:

- Begin with a topic sentence that names the topic and says the paragraph will give instructions about it.

“How-To” Paragraphs

- Divide the instruction into a series of steps or tips. (time order transitional signals)
- Explain each step or tip one by one.
- Use transitional signals to introduce each important step or tip.

ORGANIZATION

Topic Sentences & Concluding Sentences

The topic sentence for a “how-to” paragraph names the topic. The controlling idea part tells your readers that they will learn how to do or make something related to the topic.

Topic Sentences & Concluding Sentences

Here are other examples of topic sentences for “how-to” paragraphs.

- Anyone can change a flat tire by taking these steps.
- It's easy to soothe a crying baby if you follow my advice.
- Follow these instructions to make delicious pizza.

Topic Sentences & Concluding Sentences

The concluding sentence of a “how-to” paragraph mentions the topic again to remind the reader what the paragraph was about.

Topic Sentences & Concluding Sentences

Here are other examples of concluding sentences for “how-to” paragraphs.

- In no time at all, your flat tire will be repaired, and you will be on your way again.
- If you follow these four steps, your baby will fall asleep quickly.
- You now have a delicious pizza to enjoy.

Time-Order & Listing-Order Transitional Signals

Rules:

- Use time-order transitional signals if the steps in your instructions must be in a specific order. (First/Next)
- Use listing-order signals if your paragraph contains a number of tips that can be discussed in any order. (First/ Second)

Time-Order & Listing-Order Transitional Signals

Listing-Order Transitional 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,

Outlining

There are three steps for using outlining.

STEP 1:
Use listing to
get ideas.

STEP 2:
Edit the lists.

STEP 3:
Create the
outline.

SENTENCE STRUCTURE

Independent & Dependent Clauses

A clause is a group of words that contains a subject and a verb. There are two kinds of clauses in English:

Independent
clauses

Dependent
clauses

Independent Clauses

An independent clause is a group of words that has a subject and a verb and expresses a complete thought. It can stand alone as a sentence by itself.

Paris **has** excellent art museums.

We **finished** our homework.

****Red: Subject / Blue: VERB ****

Dependent Clauses

A dependent clause is a group of words that has a subject and a verb. Unlike an independent clause, however, a dependent clause always begins with an introductory word known as a subordinator.

because **Washington, D.C.,** **has** excellent museums
after **Mrs. Martinez** **explained** the homework

****Green: SUBORDINATOR Red: SUBJECT / Blue: VERB ****

Complex Sentences with Time Clauses

A complex sentence has one independent clause and one (or more) dependent clauses. Complex sentences contain a special kind of dependent clause known as a time clause.

Complex Sentences with Time Clauses

A time clause is a dependent clause that has a subject and verb and begins with an introductory word known as a time subordinator.

Complex Sentences with Time Clauses

Here are examples of common time subordinators:

Time Subordinators

after, as soon as, before, since,
until, when, whenever, while

Common Sentences Errors: Fragments

The word fragment means a part of something. A sentence fragment is only part of a sentence. It's not a complete sentence.

Incorrect: Before the test began.

Correct: The teacher passed out paper **before the test began**.
Before the test began, the teacher passed out paper.

Summary: Simple, Compound, and Complex Sentences

(1) A simple sentence has one independent clause.

Examples: It was a sunny day.

Raise your hand to ask a question.

Summary: Simple, Compound, and Complex Sentences

(2) A compound sentence has two or more independent clause joined by a comma and coordinating conjunction.

Examples: It was a sunny day, **so** we went to the beach.
Talk quietly, **or** don't talk at all.

Summary: Simple, Compound, and Complex Sentences

(3) A complex sentence has one independent clause and one or more dependent clauses. In complex sentences with time clauses, a comma is needed when the dependent time clause comes before the independent clause.

Examples: **While the meat is cooking**, prepare the sauce.

Prepare the sauce **while the meat is cooking**.

MECHANICS

Capitalization: Four More Rules

Here are four additional rules:

1. names of specific structures
(buildings/ roads/
bridges)

2. names of specific organizations
(businesses/
schools/ clubs)

Capitalization: Four More Rules

Here are four additional rules:

3. names of the
days, months,
holidays & special
time periods

4. geographic
areas

Punctuation: Commas

There are many rules for using commas.

Rules:

(1) after listing-order and time-order signals

EXCEPTION: then

(2) Before coordinating conjunctions in a compound sentence

EXCEPTION: Sometimes writer omit this comma in very short sentences.

Punctuation: Commas

Rules:

(3) in complex sentence, when a dependent time clause comes before an independent clause

(4) to separate items in a series

(A series is three or more related things, people, or actions that occur one after the other.)

REFERENCE

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

IMAGE SOURCE

- <https://www.rawpixel.com/image/384918/premium-illustration-image-designer-computer-action>