

Skills for Effective Writing

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Discrete writing skills, such as creating topic sentences and recognizing irrelevant information, are critical for good writers. This 4-level series teaches these skills and offers extensive practice opportunities.

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Complex Sentences

BODY LANGUAGE

CONNECTING TO THE THEME

How much do you know about body language?

Body language is movements that show other people your feelings without words. Which group is believed to be better at recognizing body language?

A men B women C neither

Which of the following is a sign that someone is telling a lie?

A crossing their legs B looking down C scratching their head

Do eye contact patterns in every country?

A yes B no C not sure

A. Skill Presentation

A **complex sentence** has two parts. An **independent clause** is one part of a complex sentence. It has a subject and a verb, and it expresses one complete idea. A **dependent clause** is the other part of a complex sentence. It has a subject and a verb, but it does not express a complete idea. A dependent clause needs an independent clause to make a complete idea. When you join a dependent clause and an independent clause, you make a complex sentence.

—INDEPENDENT CLAUSE— —DEPENDENT CLAUSE—

Abdul travels quite a lot because he is a businessman.

In this sentence, the first part is the independent clause. Abdul is the subject, travels is the verb, and there is one complete idea. The second part is the dependent clause. There is information missing - we do not know what happens because he is a businessman.

A dependent clause always begins with a **conjunction**. You can use the conjunctions *because*, *if*, and *when* with dependent clauses.

Greg learned Turkish customs **because** he works in Turkey.

Jim will spend more time in Istanbul **if** he travels to Turkey again.

Hima follows Turkish customs **when** she visits Turkey.

SKILL PRESENTATION

Each unit teaches a single discrete writing skill, helping students focus their attention on developing the skill fully.

OVER TO YOU

Following instruction, students are eased into the skill's application, facilitating their understanding of exactly how each skill works.

B. Over to You

1 Read each clause in the chart. Decide if it is independent or dependent. Check (✓) the box in the correct column.

	INDEPENDENT CLAUSE	DEPENDENT CLAUSE
1. Because he is in a meeting		
2. When she visited China		
3. Paulo speaks Portuguese and Russian		
4. Jim shakes Natalia's hand		
5. Because her mother is from Quebec		
6. Because it shows bad manners		
7. Alberta nods her head		
8. If he does not understand		

2 Check (✓) the complex sentence in each item.

1 a. Paula looked at Ana.
b. Paula looked at Ana, but Ana did not look at Paula.
c. Paula and Ana looked at each other when they met.

2 a. Ana studied Spanish, but Tamas studied French.
b. Ana met Tamas when they were in college.
c. Ana studied Spanish and spoke it in Ecuador.

3 a. Carlo felt guilty, so he crossed his arms.
b. Carlo and Tina argued today.
c. Carlo is sad because he argued with Tina.

4 a. Antonio bowed to Karan when they met.
b. Antonio and Karan bowed to each other.
c. Antonio introduced himself, and Karan bowed.

5 a. Maria and Ken shook hands at the meeting.
b. Maria shook Ken's hand, and he introduced himself.
c. Maria shook hands with Ken when they met.

Check

1 A _____ sentence has an independent clause and a dependent clause joined by a _____ such as *because*, *if*, or *when*.

2 Both _____ have a subject and a verb, but a dependent clause does not _____ a complete idea. An independent clause expresses a complete idea.

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When students master these skills, all of their writing improves. This allows teachers to focus their time and feedback on the content of student work.

C. Practice

1 A Underline the dependent clause in each complex sentence.

- 1 People should learn Turkish customs if they want to work in Turkey.
- 2 Jim learns new customs when he travels.
- 3 I didn't like the movie because I didn't like the message in it.
- 4 Face-to-face conversations are usually clearer because it is easier to tell if someone doesn't understand you.
- 5 Your listener will relax if you smile when you talk.

B Now underline the independent clause in each complex sentence.

- 6 Many people make gestures with their hands when they speak.
- 7 It is important to learn about the local customs when you do business.
- 8 Body language is an important part of any conversation because people often respond to what you do more than to what you say.
- 9 In job interviews, it is important to look directly at interviewers if you want them to trust you.
- 10 Remember that communication is not just speaking because your eyes, hands, and body also "say" a lot.

2 Read the text. How many complex sentences are there? Check (✓) the correct answer.

Pedro will move to Vietnam if he finds a job there. Now he is trying to learn more about Vietnamese culture. He attends Vietnamese language classes three times a week. He is also reading a book about Vietnamese business customs. According to the book:

- He should bring a small gift to business meetings.
- He should shake hands with people when he meets them.
- He should hold his business card in both hands when he gives it to someone.
- He should make appointments in advance.
- He should get to know people first if he wants to build business relationships with them.
- It will be easier to meet new people if he makes contacts before he goes to Vietnam.
- He should learn at least a few words of Vietnamese.
- He should never point at another person in Vietnam.

☐ a. There are two complex sentences. Sentences: _____

☐ b. There are three complex sentences. Sentences: _____

☐ c. There are five complex sentences. Sentences: _____

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PRACTICE

The units include extensive practice so that students can truly master each skill.

SKILL QUIZ

Each unit ends with a quiz, giving teachers a quick snapshot of how well the students learned the skill.

D. Skill Quiz

Check (✓) the correct answer for each item.

1 An independent clause

☐ a. has a conjunction and either a subject or a verb.

☐ b. is a complete idea and has a subject and a verb.

☐ c. is not a complete idea but has a subject and a verb.

2 A dependent clause

☐ a. has a conjunction and either a subject or a verb.

☐ b. is a complete idea and has a subject and a verb.

☐ c. is not a complete idea but has a subject and a verb.

3 A complex sentence has

☐ a. an independent clause and a dependent clause.

☐ b. two independent clauses and a conjunction.

☐ c. two dependent clauses.

4 Examples of conjunctions in complex sentences are

☐ a. but, and, and or.

☐ b. when, because, and if.

☐ c. about, into, and through.

5 Choose the complex sentence.

☐ a. Selin got a new job and wanted to learn Spanish.

☐ b. Selin learned Spanish because she moved to Chile.

☐ c. Selin speaks Spanish, and her co-workers speak it, as well.

6 Choose the complex sentence.

☐ a. Ryan studies business, and Carlo studies management.

☐ b. Ryan is studying business and engineering.

☐ c. Ryan will study management if he is accepted into the university.

7 Choose the complex sentence.

☐ a. Alejandro bowed to show respect.

☐ b. Alejandro bowed, so Wei did, too.

☐ c. Alejandro bowed to Wei when Wei bowed to him.

8 Choose the complex sentence.

☐ a. Stefania works in Italy, but Gerardo works in the United States.

☐ b. Stefania works in Italy because she speaks Italian.

☐ c. Stefania and Gerardo both speak English.

9 Choose the complex sentence.

☐ a. Anton stands close to his family and friends.

☐ b. Anton eats a lot when he is in Brazil.

☐ c. Anton is going to Brazil, so he is learning about Brazilian culture.

10 Choose the complex sentence.

☐ a. Yusef will speak Turkish if he moves to Turkey.

☐ b. Yusef and his family want to move to Turkey.

☐ c. Yusef likes Ankara, but his wife prefers Istanbul.

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PERSONAL INFORMATION

CONNECTING TO THE THEME

Are you outgoing or shy?

When you meet people, do you **A** talk about your goals and interests? **B** ask about them?

When you are in a group, do you **A** talk the most? **B** talk the least?

In essays about yourself, do you **A** have a lot to say? **B** feel uncomfortable writing about yourself?

Mostly As: outgoing. Mostly Bs: shy.

A. Skill Presentation

Letters make **words**. Most words use small letters.

teacher, family, good, write

Some words use **capital letters** and small letters together.

Professor **G**arcia, **S**tate **U**niversity

A **sentence** always begins with a capital letter. A sentence also has **one space** between two words. Finally, a sentence usually ends with a **period**.

my essay is about me. ✗ **My** essay is about me. ✓

Myessayisaboutme. ✗ **My|essay|is|about|me.** ✓

My essay is about me ✗ **My essay is about me.** ✓

Sentences make **paragraphs**. It is important to write paragraphs correctly. A paragraph is about one idea.

In the paragraph below, the sentences *My teacher liked it* and *Maybe I will get a good grade* are about the same idea. The sentence *I like shopping* is not about the same idea as the other sentences. It shouldn't be used.

I wrote my essay. My teacher liked it. ~~I like shopping.~~ Maybe I will get a good grade.

The first line of a paragraph is **indented**. To indent, type about five spaces before the first word. A paragraph is not a list of sentences. At the end of a sentence, type a space. Then begin the next sentence.

I wrote my essay.
My teacher liked it.
Maybe I will get a good grade. ✗

I wrote my essay. My teacher liked
it. Maybe I will get a good grade. ✓



B. Over to You

1 Read the three paragraphs. Check (✓) the correct paragraph.

- ☐ 1 Today was our first class. We met our instructor. She told us about herself.
- ☐ 2 Today was our first class. We met our instructor. She told us about herself.
- ☐ 3 Today was our first class. We met our instructor. She told us about herself.

2 Correct the sentences and paragraphs.

- 1 goodessaysareinteresting

- 2 doctor Goodrich teaches at harvard university

- 3 My sister read my essay

- 4 I got a good grade today.
The teacher liked my essay.
I wrote it very carefully.

- 5 I want to be a doctor I am taking science and math courses I hope to get good grades.

- 6 My English teacher helped me a lot. She worked with me after class.
She helped me apply to college.



CHECK!

- 1 Sentences are groups of _____. Sentences begin with a capital letter and end with a _____. There is one _____ between the words.
- 2 _____ are groups of sentences about _____ idea. Remember to _____ paragraphs.

C. Practice

- 1 Read each sentence and paragraph in the chart. Decide if they are correct or incorrect. Check (✓) the box in the correct column.**

	CORRECT SENTENCE	CORRECT PARAGRAPH	NOT CORRECT
1. Today was our first class. We met our instructor. She told us about herself.			
2. That is my instructor.			
3. I like this essay. I think it is very good. It is very original.			
4. I planned my essay carefully. I wrote down a lot of ideas. I chose the best ideas. Then I started writing.			
5. The nursing program is very good			
6. malena wrote her personal essay. it took three hours. she needed more time.			
7. I play tennis everySaturday.			
8. I was very busy in high school I played basketball I got very good grades I also worked after school every day			

- 2 Match each paragraph (A–D) with the correct description (1–4).**

___ 1 No mistakes

___ 3 Not a paragraph

___ 2 Mistakes with spaces

___ 4 Mistakes with capital letters

A Iaminterestedinhistory. Iliketoreadbooksaboutimportantpeopleandeventsfromthepast. Ialsowatchhistoricalmovies. SometimesIgotolectures. IwanttolearnasmuchasIcan.

B I am interested in history. I like to read books about important people and events from the past. I also watch historical movies. Sometimes I go to lectures. I want to learn as much as I can.

C I am interested in history. I like to read books about important people and events from the past.
I also watch historical movies.
Sometimes I go to lectures.
I want to learn as much as I can.

D I am interested in history. i like to read books about important people and events from the past. i also watch historical movies. sometimes i go to lectures. i want to learn as much as I can.



D. Skill Quiz

Check (✓) the correct answer for each item.

1 A sentence has

- ☐ a. words and spaces.
- ☐ b. indentations and periods.
- ☐ c. only capital letters.

2 A sentence has

- ☐ a. a period.
- ☐ b. a capital letter.
- ☐ c. a period and a capital letter.

3 A paragraph

- ☐ a. is a list.
- ☐ b. has an indentation.
- ☐ c. has one or two words.

4 A paragraph is

- ☐ a. about one idea.
- ☐ b. about many ideas.
- ☐ c. the same thing as a sentence.

5 *my bedroom is very messy*

This sentence needs

- ☐ a. a period.
- ☐ b. a capital letter.
- ☐ c. a period and a capital letter.

6 *My teacher is busy.*

This sentence needs

- ☐ a. a period.
- ☐ b. a capital letter.
- ☐ c. spaces between words.

7 *I buy lots of technology. I have two cell phones. I have a laptop. I also have an iPad. My friends say I don't need anything else.*
This paragraph

- ☐ a. needs to be indented.
- ☐ b. is correct.
- ☐ c. needs spaces between sentences.

8 *my favorite subject is math. i enjoy my classes. the math classes are difficult. my teacher helps me.*

This paragraph needs

- ☐ a. more ideas.
- ☐ b. more spaces between words.
- ☐ c. sentences that start with capital letters.

9 *I am interested in sports and health. I am good at working with people. I hope to get a job doing both. I would like to be a physical therapist.*

This paragraph needs

- ☐ a. a list of sentences.
- ☐ b. more capital letters.
- ☐ c. one space between each sentence.

10 *I am writing an essay. The teacher gave me some examples. I have some good ideas to write about. My essay will be interesting.*

This paragraph needs

- ☐ a. all capital letters.
- ☐ b. spaces between words.
- ☐ c. all capital letters and spaces between words.

SCHEDULES

CONNECTING TO THE THEME

Are you organized?

I always get to class

A early. **B** on time. **C** late.

Do you make a plan of what you have to do?

A always **B** sometimes **C** never

Can you always find your books, keys, and cell phone when you need them?

A yes **B** usually **C** no

Mostly As: organized. Mostly Bs: sometimes organized. Mostly Cs: disorganized.

A. Skill Presentation

A statement is a sentence that **gives information**. A statement always ends with a **period**.

My next class is at noon.

If the sentence **asks for information**, it is a question. Many questions use a **question word**.

Some question words are *who*, *what*, *where*, *when*, *why*, *how*, *do*, and *did*. A question ends with a **question mark**.

When is your next class?

There are other words that can begin questions, like *are*, *is*, *was*, and *were*. If you use one of these words at the beginning of a sentence, put a question mark at the end.

There is also punctuation used in the middle of sentences, called **commas**. Use a comma when you write dates. The comma goes between the day and the year.

School starts on September 1, 2013.

Use commas when you write lists that have three or more items. Put a comma after each item except for the last item. Remember to put a comma before the word *and*.

Ivan is taking math, science, and history classes.



B. Over to You

1 Read the sentences. Check (✓) *Statement* or *Question*. Add a period or question mark at the end of each sentence.

Statement	Question	
☐	☐	1 When are you leaving for class ____
☐	☐	2 There are 15 people in my class ____
☐	☐	3 Do you have a math test today ____
☐	☐	4 How many classes are you taking ____
☐	☐	5 The English class is in Hudson Hall ____
☐	☐	6 The next meeting is on Tuesday ____
☐	☐	7 Are you sure the class starts at 10:00 a.m. ____
☐	☐	8 I have an unusual schedule this week ____
☐	☐	9 What are you doing after class ____
☐	☐	10 At 3:30 p.m. my class is over ____

2 Read the sentences and add commas where necessary. If no comma is needed, leave it blank.

- 1 Most students take English math and science.
- 2 I started school on June 25 2012.
- 3 I go to the library on Monday Tuesday and Wednesday nights.
- 4 School was over on April 7 2012.
- 5 I studied English with Dr. Lee Ms. Bunting and Mr. Johns.
- 6 The language lab has computers printers and copy machines.
- 7 We meet for breakfast coffee and dessert.
- 8 Fall classes began on September 15 2013.
- 9 Juan went to school in Missouri Colorado and California.
- 10 My favorite subjects are English health and history.



CHECK!

- 1 A _____ is a sentence that gives _____. Use a _____ to end a statement.
- 2 A _____ is a sentence that _____ for information. Use a _____ to end a question.
- 3 Commas go in the _____ of sentences. Use a comma with _____ and in lists with _____ or more items.