

เอกสารประกอบการสอน

รายวิชา EN 131

Basic Writing



421.10711
Na282B
C.2

ณัฐฐา แก้วฉา

ภาควิชาภาษาตะวันตก

คณะมนุษยศาสตร์ มหาวิทยาลัยศรีนครินทรวิโรฒ

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25 ก.ค. 2555



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S413533

Course Syllabus
Faculty of Humanities

Course Title	Basic Writing		
Course Code	EN131	Credits	3(3-0)
Instructors	EN131 B01, B02	Nattha Kaewcha	Office: Room 213/1
Department	Department of Western Languages		
Semester	☐ First	☒ Second	☐ Summer
• Academic Year	2010		
Level	☒ Bachelor	☐ Diploma	
	☐ Master	☐ Doctorate	
Type of Course	☒ Major	☐ Minor	
	☐ Elective	☐ Foundation	

Course Description

A study of English grammar and practice in sentence and paragraph writing, including writing processes and organization.

Objectives

After the completion of the course, students will be able to:

1. recognize patterns, the organization and the process of writing.
2. apply the correct use of sentence structures, grammar, mechanics, organizational patterns and the writing process in their expression of ideas.
3. write well-organized, coherent and unified paragraphs or short compositions.

Course Outline

- The sentence variety and patterns
- The structure of a paragraph
- The writing process
- The organizational patterns, grammar and mechanics

Teaching Methods

- Lecture
- Problem based learning
- Cooperative learning
- Discussion
- Brainstorming
- Demonstration

Activities / Assignments

- In class
- Drills
- Writing assignments
- Discussion
- Peer review

Materials

- Power point
- Others: Supplementary sheets

Evaluation

1. Attitude & Approaches	10%
2. Assignments	40%
3. Quizzes	10%
4. Midterm exam	20%
5. Final exam	20%

Total	100%
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Based on the previous teaching assessment, some of the assignments, activities and materials are revised to be more student-centered.

Textbook: Self-designed teaching materials

References

- Dietsch, B. M. (2003). *Reasoning & writing well: A rhetoric, research guide, reader, and handbook* (3rd ed.). NY: McGraw-Hill.
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- Smalzer, W. R. (2005). *Write to be read*. UK: Cambridge University Press.
- The Mentor Group. (2006). *Basic English writing: First steps for the beginners*. Pathumthani: Skybook.
- Zemach, D. E., & Rumisek L. A. (2003). *College writing: From paragraph to essay*. UK: Macmillan.

Teaching Plan

Week	Topic
1	Course Introduction Pretest
2	Kinds of sentences • Simple sentence • Compound sentence
3	• Complex sentence
4	Paragraph organization • Topic sentence
5	• Supporting sentences • Concluding sentence
6	Instructions & Narration
7	Instructions & Narration
8	Describing
9	Describing Review
10	Midterm exam
11	Stating reasons & Using examples
12	Expressing an opinion
13	Sentence problems • Fragments • Run-on sentences • Comma splices
14	• Choppy sentences • Stringy sentences
15	Shifts in voice / tense
16	Shifts in person / number
17	Review Posttest
18	Final exam

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Unit 1

Objectives At the end of the unit, the students will learn the structure of a sentence and can identify which one is a complete or incomplete sentence. Furthermore, they will learn three kinds of sentences: simple sentence, compound sentence and complex sentence.

Contents

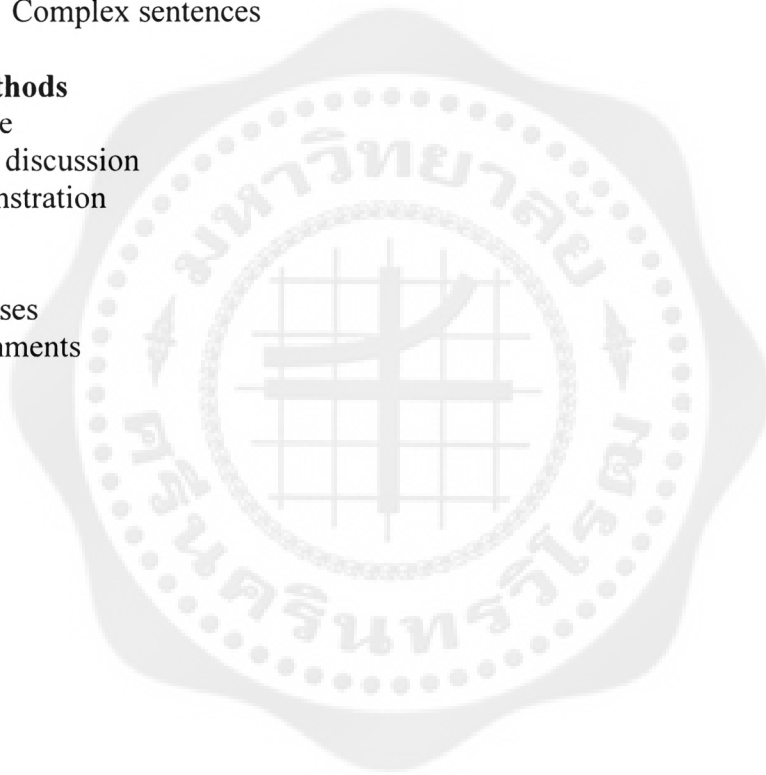
1. The structure of a sentence
2. Capitalization
3. Kinds of sentences
 - Simple sentences
 - Compound sentences
 - Complex sentences

Teaching methods

- Lecture
- Group discussion
- Demonstration

Evaluation

- Exercises
- Assignments



UNIT 1

Sentence

What is a sentence?

A **sentence** is a group of words that contains a subject and a verb and expresses a complete thought.

These are sentences:

- He looks tired.
- She is smiling.
- Where is the bank?
- I don't like snakes.
- Are you happy?
- Where did you have dinner last night?
- Don't worry!

These are not sentences:

- Cold weather. (There is no verb.)
- The girl ate. (This is not a complete thought.)
- When it rains. (This is not a complete thought.)
- Because it is expensive. (This is not a complete thought.)
- On Monday morning. (There is no subject or verb)

Exercise Decide which ones are complete sentences which ones are not.
Write **yes** next to the complete sentences and **no** next to the non sentences.
Explain why the non sentences are not sentences.

Example :

No Is very cold today. (There is no subject.)

Yes It is very cold today

- | | | |
|--|---|---|
| 1. She often goes swimming on Sunday. | (|) |
| 2. are very busy. | (|) |
| 3. My friend from New York. | (|) |
| 4. Before you come home. | (|) |
| 5. Don't be late! | (|) |
| 6. We don't like. | (|) |
| 7. Because you are so nice. | (|) |
| 8. One coffee, please. | (|) |
| 9. He went fishing last week. | (|) |
| 10. My sister called. | (|) |
| 11. Wish you good luck. | (|) |
| 12. Are they Americans? | (|) |
| 13. didn't join the meeting. | (|) |
| 14. I will go to the dentist tomorrow. | (|) |

15. That you do.

()

Capitalization

There are many rules for using capital letters. Here are five important ones.

Rules	Examples
Capitalize:	
1. The first word in a sentence	H is name is John Smiths.
2. The pronoun I alone	When I was young
3. Names of people and their titles	P resident George B ush P rofessor Susan J ones M r. J im Simpson D r. M artin P ines
But not a title without a name	He is a king. I didn't see my history professor.
Exception: A title without a name is sometimes capitalized if it refers to a specific person.	The P resident of F rance visited the K ing of T hailand
4. Nationalities, languages, religions, and ethic groups	English B uddhist Italian C hristian Spanish A sian French J ewish Japanese A merican H ispanic
5. Specific places found on a map	L ake O ntario the R ockey M ountains the P acific O cean the R ed S ea E urope S ilom R oad C anada
6. Names of days, months, and special days	F riday M ay N ew Y ear's D ay C hristmas I ndependence D ay

7. Names of school subjects with course numbers	English 101 Math 201 Chemistry 203
But not names of subjects without number, except languages.	biology computer science politics English conversation French composition
8. Names of specific structure such as buildings and bridges.	the White House Golden Gate Bridge the Grand Palace
9. Names of specific organizations like businesses, clubs or schools.	Starbucks Coffee Co. Bangkok Bank Chulalongkorn University American Heart Association Racing Club
10. Title of compositions, stories, books, magazines, newspapers, plays, poems and movies.	My Memorable Event The Nation Vogue Hamlet Cold Mountains

Exercise

1. Decide where sentences begin and end in this paragraph.
2. Add punctuation at the end of each sentence.
3. Change the first letter of each new sentence to a capital.

Love of Learning

Robert allen was 31 years old when he walked into a classroom for the very first time. Now eleven years later, he is set to receive his doctorate in literature. What has happened during these eleven years can serve as a lesson in determination for all people what happened before then is an even more remarkable story.

Robert Alllen was raised by his grandfather in the mountains of tennessee, in a poor, rural community 90 miles west of nashville. His grandfather did not want him to go to school; instead, his grandfather taught him carpentry from a young age Robert made a living with his hands, for himself and his grandfather.

Few people in Robert's community knew about his love of reading and learning. In fact, most people thought he was retarded, he dressed shabbily, spoke to almost no one, and lived in relative isolation with his grandfather. The person who did know Robert Allen was the county librarian, Claudine Halper. It was Claudine Halper who convinced him that he needed a formal education. A year later, he entered Bethel College, a small, four-year college nearby. He graduated from Bethel in three years with a 3.9 grade average. He got A's in every class except typing.

(Blanton, 1993, P. 93)

Kinds of Sentences

1. **Simple Sentences**
2. **Compound Sentences**
3. **Complex Sentences**

1. A **Simple Sentence** is one independent clause.

Simple sentences can be written in many formulas:

- | | |
|------------------------------------|---|
| I subject + verb | She went to the market yesterday. |
| II subject + verb + verb | My mother cleans the house and cooks food every day |
| III subject + subject + verb | My friend and I will go to Phuket next month. |
| IV subject + subject + verb + verb | John and Jim read and write English well. |

2. A **compound sentence** is two or more independent clauses joined together. There are three ways to join the clause.

1. Compound Sentences with Coordinators

Independent clause + coordinator + independent clause

There are coordinators known as FANBOYS : for, and, nor, but, or, yet and so

She got a scholarship, **for** she is a good student.

My sister does her homework, **and** she studies every night.

I don't like to study, **nor** do I like to do the housework.

John does not like a party, **but** he has to go as his girlfriend wants.

You have to go with me, **or** you will have to stay home alone.

Women seem to be the weaker sex, **yet** in some ways, they are stronger than men.

The gas becomes more and more expensive, **so** we should use public transportation.

2. Compound Sentences with Conjunctive Adverbs

Independent clause + conjunctive adverb + independent clause

Coordinators	Conjunctive adverbs	Sentences
And	besides furthermore moreover also	You can stay at the dormitory; furthermore , you can get a part time job in order to save your money.
But Yet	however nevertheless nonetheless	They have studied English for many years; however , they can speak just a little.
Or	otherwise	Students must hand in all the assignments; otherwise , they will receive a grade of Incomplete.
So	accordingly consequently hence therefore thus	There is little rain this year ; therefore , people face the problem of water shortage.

3. Compound Sentences with Semicolons

A compound sentence can be formed with a semicolon alone.

Independent clause; independent clause
--

My sister is a nurse; my brother is an engineer.

He likes to play tennis; he began to play when he was 10 years old.

Exercise I Decide which of the following are compound sentences and which are simple sentences.

Write **C** for compound sentences and **S** for simple sentences.

Put a comma in a compound sentence.

Example:

S You can go there by train or by bus.

1. _____ The students have to attend the class regularly and they must hand in the papers on time or they may fail the course.
2. _____ My friend and I went camping and we had a great time.
3. _____ I enjoy playing golf but hardly play it because of hard work.
4. _____ Teenagers like to spend time at the parties or like to chat on the Internet.
5. _____ Cookies are easy to make and easy to preserve.
6. _____ The weather today is hot and it seems to rain soon.

7. _____ The bus will leave on time so don't be late.
8. _____ She doesn't like Chinese or Italian food.
9. _____ I would like to go to Paris, London, or Venice on my next vacation.
10. _____ You must go with us or you will have to stay home alone.
11. _____ It is raining but the weather is still hot.
12. _____ He works very hard so he often gets a promotion.

Exercise II Combine these simple sentences into compound sentences by using and, but, or, or so.

Example:

English uses sound symbols. Chinese uses idea symbols

English uses sound symbols, but Chinese uses idea symbols

1. Toyota Company produces cars.
Toyota Company produces vans.
Isuzu Company produces trucks.

2. You should go to the wedding party with us.
You have to stay home alone.

3. The terrorism is a major problem in Thailand.
Corruption is a major problem in Thailand.
Economic crisis is a major problem in Thailand.

4. Susan went to the bookstore.
She wanted to buy a grammar book.
The clerk told her that the store was temporarily out of stock.

3. I can't wait for him.
I have to leave now.
I leave a note telling him to call me back.

4. She should make a decision now.
It will be too late.
She should think carefully before making a decision.

5. I bought a gift for my friend.
I plan to give it on her birthday.
I seem to be busy on that day.
I may be unable to meet her on her birthday.

6. Traffic jam is a serious problem of Bangkok.
It takes a long time to solve the problem.
The government can't solve it in a few months.

7. The global temperature is higher and higher.
More and more trees should be grown.
People should stop destroying forests.
This problem becomes worse and worse.

8. Freshmen must pay the tuition fee within this Friday.
They will not be allowed to take the exam.

They have to drop out of the course.

9. The new leader tries to improve economy.
 He tries to create more jobs for people.
 He tries to get rid of corruption.
 There is a tendency that economy will recover soon.
-
-

Complex sentence is a sentence which contains one independent clause and one (or more) dependent clause(s). In a complex sentence one idea is generally more important than the other one. The more important idea is placed in the independent clause while the less important one is placed in dependent clauses.

A clause is a group of words containing a subject and a verb. The clause that has a complete thought and can stand alone is an **independent clause**.

Independent clause

The situation in Iraq becomes worse and worse.
 He likes to live alone.
 There are a lot of resorts at Hua Hin Beach.

Dependent clause is a clause that does not express a complete thought and cannot stand alone. It needs to be joined to an independent clause to make sense.

There are many kinds of dependent clauses:

1. dependent adjective clauses

which are sold in many department stores
 whom you talked to
 who will join the meeting next month

2. dependent adverb clauses

when I last saw him
 after the dinner has been served
 because the house was on fire

3. dependent noun clause

That the growth of Thailand economy will decrease this year

Whether you will join the meeting or not

What you told me

Complex sentence

Independent clause	Dependent clause
He works in the company	which provides good welfare.
You should talk to the one	who gives you the message.
I called her	after I arrived home.
The boy smiles	when his mother gives him candies.
There is a flood in Bangkok	because it rained heavily last night.

Exercise Write **independent** or **dependent** in front of each of the following clauses.

1. _____ When we visit her at the hospital
2. _____ Afterward, she is getting better.
3. _____ Because the products are very expensive
4. _____ Before she gets married
5. _____ Where have you been?
6. _____ Wherever you go
7. _____ While children were sleeping
8. _____ Which resort provides various facilities?
9. _____ Whom you send the postcard
10. _____ Who will attend the seminar?

Complex sentences with adverb clauses

Dependent adverb clauses begin with one of these subordinating conjunctions:

1. To tell why: because, since, as

because they are away from home

since they are away from home

as they are away from home

2. To tell when and where: when, whenever, since, while, after, before, as soon as, wherever

when they are grown up

whenever people spend money

since the company has been established

while the phone is ringing
 after the sun sets
 before you leave here
 as soon as he gets the message
 wherever we study

3. To introduce an opposite idea: though, although, even though
 though they try to find a solution
 although they try to find a solution
 even though they try to find a solution

Exercise

1. Underline the independent clauses with a solid line and the dependent clauses with a broken line.
2. Draw a circle around the subordinating conjunction.
3. Add a comma if one is needed.

Example:

When I arrived home, my mother was cooking.

1. We went to the movie after we finished working.
2. Although cigarette is not good for health many people still smoke.
3. As soon as he arrived his wife told him about the bad news.
4. I decided to break up with him because I could not stand him any longer.
5. While John was waiting for the bus he met his old friend.
6. You should eat less when you are getting old.
7. You can save your money if you use public transportation.
8. Whenever she has a problem she likes to stay alone.
9. Since the was an earthquake last year people have been more aware of the alarming for this kind of the disaster.
10. Wherever you go you will never forget him.
11. However after I listened to him I was still confused.
12. If the government cannot solve the problems they may not win in the next election.
13. I was writing my paper whereas my roommate was watching television.
14. Finally after you exercise regularly you will be healthier.
15. Pat got the message as soon as she came home.

Exercise

1. Combine a dependent clause from column A with an independent clause from column B and write a complex sentence below. Use correct punctuation.

Example :

After it rained heavily for the whole week Bangkok is flooded.

After it rained heavily for the whole week, Bangkok is flooded.

Bangkok is flooded after it rained heavily for the whole week.

A**B**

- | | |
|---|---|
| 1. If you are looking for the place for of your vacation | a. you have to go to Lamngop Port to take a ferry to the island |
| 2. Although it is quite far from Bangkok | b. you will feel relaxed and fascinated |
| 3. since there is natural beauty and it provides many kinds of activities for you | c. you may lay on the beach looking at the beautiful scenery |
| 4. if you plan to come here | d. Ko Chang will be one of your destinations |
| 5. after you drive 4-5 hours and reach Trat | e. it is still a great place for you to spend your vacation |
| 6. as soon as you arrive the island | f. this island is good for both the ones who love nature and the ones who like sports and adventure |
| 7. When the dinner time comes | g. you may buy many famous products like ruby, mats and preserved food |
| 8. during the day while your friends may go canoeing or scuba diving | h. there are many things that you should know |
| 9. Before you go home | i. many kinds of seafood will be served |

Exercise

Write complex sentences using the given subordinating conjunction.

1. after

2. before

3. when

4. as soon as

5. because

6. although

Complex sentence with adjective clauses

An adjective clause is a dependent clause that functions as an adjective. That is, it modifies a noun or pronoun.

The one **who** won the award is my classmate.
The present **which** you gave me was very nice.

Relative pronouns and adverbs

An adjective clause begins with a relative pronoun or relative adverb.

Pronouns	who, whom, whose, that	refer to people
	which, whose, that	refer to animals and things
Adverbs	when, where	refer to a time or a place

To avoid confusion, an adjective clause should come right after its antecedent.

Confusing He left the notebook in his car that he had just bought.
Correct He left the notebook that he had just bought in his car.

Occasionally, other words may come between the antecedent and the adjective clause.

Last night I read the article from Time Magazine which is written by my professor.

Sometimes an adjective clause modifies an entire sentence. In this case, it comes at the end of the sentence. The relative pronoun is always **which**, and the clause is always nonrestrictive.

He was injured in a car accident, which shocked everyone.

Punctuation of Adjective clauses

Adjective clauses are either restrictive (necessary) or nonrestrictive (unnecessary).

- A restrictive clause is necessary because it identifies its antecedent for the reader. Do not use commas with restrictive clauses.
- A nonrestrictive clause is not necessary to identify its antecedent; it merely gives the reader some extra information about it. Because you can omit a nonrestrictive clause without loss of meaning, separate it from the rest of sentence with commas.
- The relative pronoun **that** is used in restrictive clauses only. **Which** is used in nonrestrictive clauses only. The other relative pronouns and adverbs can be used in both restrictive and nonrestrictive clauses.

Restrictive clauses: no commas

The professor **who teaches my history class** had a car accident last week.
He did the research **that might be useful for patients**.

Nonrestrictive clauses: commas

Professor Simon, **who teaches my history class** had a car accident last week.
He did the research on herbal medicine, **which might be useful for patients**.

- Exercise**
1. Underline the adjective clause or clause(s) in each sentence.
 2. Write R for restrictive and NR for nonrestrictive clause.
 3. Add commas to nonrestrictive clauses.

- _____ 1. Indonesia which consists of many islands often faces natural disasters.
- _____ 2. It was an unforgettable experience to meet the author who won the Noble Prize.
- _____ 3. People who are able to speak more than two languages have a better chance to get a job.
- _____ 4. Thomas Edison who invented the light bulb had many experiments before becoming successful.
- _____ 5. The politicians who are blamed for the corruption have to prove themselves.
- _____ 6. English which is used by people all around the world becomes more important in the world of education and business.
- _____ 7. All freshmen are required to enroll English 101 which is the new course this year.
- _____ 8. The washing machine that I bought two years ago needs to be repaired.
- _____ 9. In the future, people may move to live on Mars which has many things similar to our world.
- _____ 10. Coca-Cola is a carbonated drink which is sold all over the world.
- _____ 11. Coca-Cola which is sold all over the world is a carbonated drink.
- _____ 12. Millions of people drink Coca-Cola which is sold all over the world.

Exercise Combine the two sentences in each pair to make a new complex sentence containing an adjective clause. Use who, whom, which, that, when, or where as appropriate. Add commas if necessary.

1. James Fort explained the structure of his company. He is the managing director.

2. She has planned the project. The project aims to offer loan to the poor.

3. They donate money to the flood victims. Their properties have been lost.

4. The party is held on Halloween night. The party is very fun.

5. The news reporter was shot dead. You talked to him a few hours ago.

6. Harry Potter is written by JK Rowling. It is very popular among young readers.

7. I live in a big city. There are many skyscrapers in a big city.

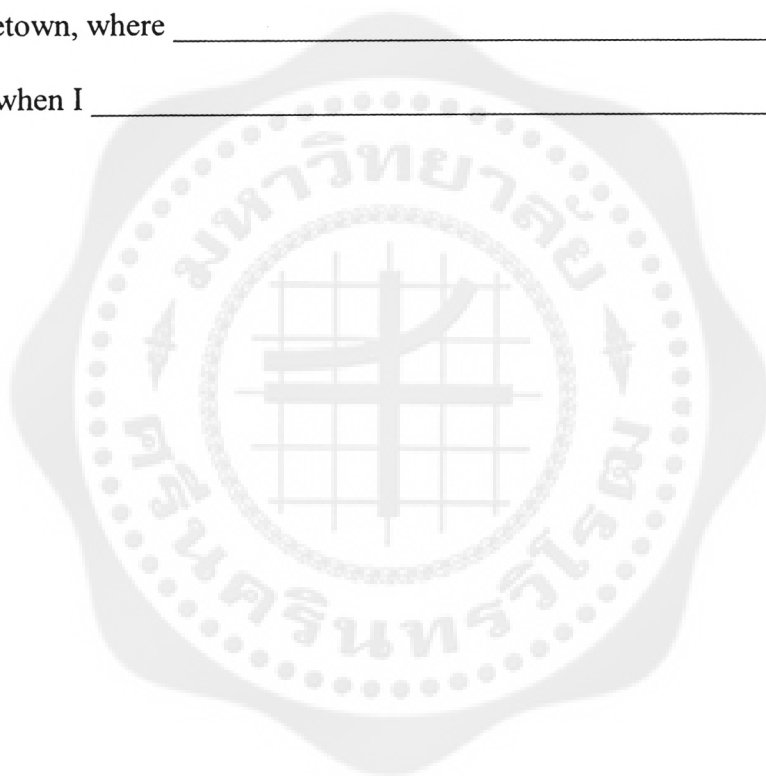
8. I live in an apartment. The apartment is well decorated.

9. May 15, 1990 was the day. She first met him on that day.

10. On April 6, 2007, my life completely changed. My father died on April 6, 2007.

Exercise Write 8 sentences which contain adjective clauses. Use the prompts given.

1. My sister, whom _____
2. _____ the present that _____
3. The movie that _____
4. The leader who _____
5. Our boss, who _____
6. The man whose _____
7. My hometown, where _____
8. The day when I _____



Unit 2

Objectives At the end of the unit, the students will learn the organization of a paragraph which contains a topic sentence, supporting sentences and a concluding sentence. Also, they should be able to write a good topic sentence as well as an appropriate concluding sentence. Furthermore, they should include only the supporting sentences which are relevant to their topic.

Contents

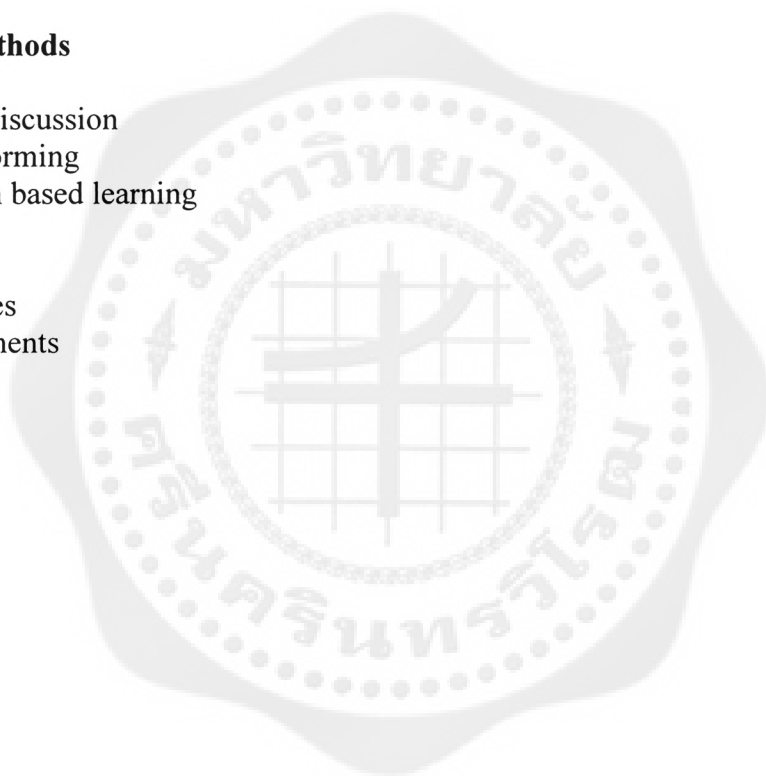
1. Paragraph organization
2. The topic sentence
3. The supporting sentences
4. The concluding sentence

Teaching methods

- Lecture
- Group discussion
- Brainstorming
- Problem based learning

Evaluation

- Exercises
- Assignments



UNIT 2

Paragraph Organization

Generally a paragraph is a group of related sentences that develops one main idea, which is the topic of the paragraph. Each paragraph is a separate unit. It is marked by indenting the first word from the left hand margin or by leaving extra space above and below the paragraph.

A paragraph is composed of three kinds of sentences that develop the writer's main idea, or opinion of the subject. These sentences are (1) the topic sentence, (2) supporting sentences and (3) the concluding sentence. Sometimes the writer may add a final comment after the conclusion.

1. The topic sentence

The topic sentence states the main idea of the paragraph. It not only names the topic of the paragraph, but it also limits the areas that will be mentioned in the paragraph. The specific area is called the controlling ideas.

Therefore, a topic sentence has two parts: **a topic** and **a controlling idea**. The topic part names the topic and tells what the paragraph is about while the controlling idea part limits what the paragraph will say about the topic. For example from the model paragraph on page 22, the topic of the paragraph is Dog. The controlling idea tells us that the paragraph will mention the three reasons why dogs are good pets. It will not give us any information about how to take care of them or how many kinds of them.

Usually, the topic will precede the controlling idea; however, sometimes the controlling idea may come first and then the topic follows.

Topic	Controlling idea
a. <u>Crimes</u> in Thai society have <u>several causes</u> .	

Controlling idea	Topic
b. There are <u>several causes</u> of <u>crimes</u> in Thai society.	

Topic	Controlling idea
a. <u>A good lecturer</u> should have both <u>intelligence and arts of speaking</u> .	

Controlling idea	
b. <u>Intelligence and arts of speaking</u> are two important qualifications of	

Topic
a <u>good lecturer</u> .

Exercise

1. Circle the topic and underline the controlling idea in the topic sentences below.
2. Discuss what the supporting sentences could be.

Example:

An ideal boss has three qualities.

1. Similan is famous for scuba diving and snorkeling.
2. Chiangrai has a perfect climate.
3. The “smiling face” of Thai people is well known.
4. Living in a university dorm has three advantages.
5. There are three advantages to study overseas.
6. A good employee has three important qualities.
7. Small cars are more economical than big cars for two reasons.
8. Many kinds of tests are employed in educational institutions.
9. Television has many influences on children.
10. Thai food is famous for its taste and its look.

Exercise

Add controlling ideas to these topics to make complete topic sentences.

Example:

English language is very important for your career nowadays.
 English language is widely used in many countries of the world.
 English language contains many loan words from French language.

1. Movies _____

Movies _____

Movies _____

2. Exercise _____

Exercise _____

Exercise _____

3. Paris _____

Paris _____

Paris _____

4. Playing sports _____

Playing sports _____

Playing sports _____

5. Italian food _____

Italian food _____

Italian food _____

Exercise Study the following pairs of sentences and check the one you think would be a good, clear topic sentence for a paragraph. Then explain your choice.

Example

- A. Exercise is healthful. (too broad)
- B. Jogging is healthful for several reasons.

1. Snow skiing on the highest mountainsides requires great skill.
2. Snow skiing is fun.
3. Hiking is a great outdoor activity.
4. Hiking requires a variety of special equipment.
5. Small cars are popular.
6. Driving a Honda Jazz saves money.
7. Drinking alcoholic drinks should be allowed for people who are twenty years old.
8. Drinking is dangerous to your health.

9. Watching television is a waste of time.
10. The violence on television can affect children's emotion.
11. Nepal is an exciting country.
12. Nepal is a dream world for adventurers.
13. Smoking is a bad habit.
14. There are three reasons why people should stop smoking.

Exercise Identify the topic sentence from the following paragraphs.

Example:

Many men are now employed in what were traditionally women's jobs. For example, there are now twice as many male nurses as there were ten years ago. Since 1972, the number of male telephone operators has almost doubled and the number of male secretaries is up about 24 percent.

The topic sentence: Many men are now employed in what were traditionally women's jobs.

1. The students in the class come from many different parts of the world. Some are from European countries such as France, Italy and Spain. Others are from Middle Eastern countries, like Saudi Arabia and Israel. Many are from Asian countries like Japan and China. The largest number are from Latin American countries such as Venezuela and Mexico.

The topic sentence: _____

2. Throughout history garlic has had many uses. The Romans gave garlic to their slaves for strength and to their soldiers for courage. During the Middle Ages, some people used garlic to keep witches away. In the eighteenth century it was used to cure diseases. Even today some people believe that eating garlic can prevent colds.

The topic sentence: _____

3. Video games are very popular on college campuses in the United States. Most Colleges have at least one video game. These games, which cost fifty cents to play, make hundreds of dollars per week and thousands of dollars per year. In many cases, the schools use the money from the machines for school improvements and scholarships.

The topic sentence: _____

4. There are many reasons why millions of Americans move every year. Some move to find better jobs or to advance their careers. Others are attracted to places with better weather. Still others want to move to a place with less crime. Finally, many people want to move to a place with a lower cost of living.

The topic sentence: _____

Exercise Write the topic sentence for the following paragraphs.

Example:

Dogs are good pets for many reasons.

First, dogs provide companionship to lonely people. They are warm and affectionate to their owners, never criticizing or arguing with them as people might do.

Furthermore, dogs also make excellent protectors. They bark to warn owners that a stranger is entering their house. Many people like the good-natured playfulness of dogs. Like children, they enjoy playing with a ball or running around the house.

1. _____

There is a blue sea with beautiful sandy beaches. Ones may relax themselves by laying on the beach and reading a book or sunbathing. Also, ones may go swimming or snorkeling. There are many beachside resorts ranging from the first class hotels with luxurious facilities to small bungalows with reasonable prices. Ones who enjoy eating or drinking can find many good restaurants and pubs along the beaches to spend their nightlife.

2. _____

First, it seems to cause heart disease, especially in people who are overweight or live stressful lives. It can also cause cancer of the mouth, throat, and lungs. Emphysema is another disease which can be caused by smoking. It leaves its victim unable to breathe properly. Cigarette smoking can also be dangerous for unborn children. Pregnant mothers who smoke expose their unborn child to a variety of toxic gases and substances found in cigarettes.

3. _____

The most serious reason is there are more and more cars in Bangkok. As the economy has improved in the last few years, people are encouraged to spend more. Therefore, they are likely to buy cars if they are afford to buy them. Furthermore, people still like to use their cars instead of using public transportation as it is more convenient and there is not enough public transportation at the present. Therefore, the government should provide more public transportation and make it good enough for people.

4.

First, you should find some information about the company you will go for an interview. This shows that you are interested in the organization you are going to work with. Also, practice to answer the questions for an interview such as the questions about yourself, your educational background, your work experience, your attitudes toward work and so on. Furthermore, be on time for an interview and dress properly in order to impress the one who interview you.

5.

My plane was six hours late. The hotel was horrible. On the third day my wallet was stolen, so I lost all my credit cards. It rained every day; therefore, I hardly went out anywhere; just stayed at the hotel for most of the time. There were not many tourist attractions and only few activities to do.

2. The supporting sentences

The supporting sentences will support the idea in the topic sentence. The supporting sentences are written in order according to the points in the paragraph. For example, good employees should have three important characteristics: having responsibility, being punctual and being honest. Then in a paragraph each characteristic is discussed in order. Therefore, responsibility will be mentioned first and some supporting sentences are written to support or explain more about this point. Next, being punctual and being honest are written respectively.

Paragraph Unity

Generally a paragraph must have a unity. This means that all the sentences in the paragraph are relevant to one main idea. There shouldn't be any sentences which mention other things out of the topic. For example, if your topic is about **your best friend**, a sentence like **My boss is the kind of person that I respect** is not irrelevant as now you are discussing about your friend, not your boss. Therefore, when you write a paragraph, make sure that all of your supporting sentences are relevant to the main idea.

Exercise The following paragraphs each contain one sentence that is irrelevant. Cross out that sentence and explain why it does not belong to the paragraph.

Example:

Cats make wonderful house pets. They are very loving and friendly. They are also clean. They don't eat much, so they are not expensive. Many people are allergic to their hair. They look beautiful.

Irrelevant sentence: Many people are allergic to their hair.

1. Running has many positive effects on the body. First of all, it increases the efficiency of the heart and lungs. Running also helps the body develop greater physical endurance. However, many people prefer swimming. Finally it helps the body

become more mechanically efficient.

Irrelevant sentence:

2. The packaging of many products is very wasteful. Often the packaging is twice as big as the product. Packaging is used to protect things that are breakable. Many food items, for example, have several layers of extra packaging. Most of these extra layers are absolutely useless.

Irrelevant sentence:

3. The Japanese automobile industry uses robots in many phases of its production process. In fact, one large Japanese auto factory uses robots in all of its production stages. Some Japanese universities are developing medical robots to detect certain kinds of cancer. An other automobile factory in Japan uses robots to paint cars as they come off the assembly line. Furthermore, most Japanese factories use robots to weld the parts of the finished car together.

Irrelevant sentence:

4. There are several reasons why many American women are waiting until they are thirty years old or older to have their first baby. Some women have good jobs and want to continue their careers. Many American couples have two children. Other women don't want the responsibility of having children until they are older. Still others are waiting until they are financially secure before they start a family.

Irrelevant sentence:

5. I like my jobs for many reasons. First of all, the work is very interesting. I learn New things every day, and I get to travel a lot. I seem tired of sitting on the bus for many hours as my home is very far from my office. Secondly, my boss is very nice. He is always willing to help me when I have a problem. I have many new friends at my job. And last, but not least, the salary is very fantastic.

Irrelevant sentence:

Listing Order Paragraph

In writing a listing order paragraph, you have to discuss your topic in many points. You begin with one point and then continue to another point and so on. Thus, You have to consider which point should be the first and which one should be the second, third and so on. For this listing order transition signals should be used to list the characteristics that are going to be discussed.

Listing-order Transition Signals

First.....	Second	Fourth....	also....
First of all....	Third....	Also....	In addition.....

Notice that these listing-order transition signals are the same as time-order transitions. However, in this kind of paragraph they do not show time order like when they appear in the paragraph about instructions.

4. The Concluding Sentence

Apart from a topic sentence and supporting sentences that a paragraph should have, a paragraph that stand alone (not part of a longer composition) often ends with a concluding sentence.

There are many ways to write a concluding sentence.

- a. Sometimes in order to review the main points, a writer may restate the topic sentence in different words:

Topic sentence: Beaches are fun in summer and in winter.

Concluding sentence: All in all, you can have a good time at the beach all year round.

- b. Sometimes a concluding sentence may summarize the main points briefly. In order to be a successful employee, one should have responsibility, be punctual and honest.
On the whole, dogs can be your best pets as they are friendly, loyal and smart.
- c. Sometimes a writer may end a paragraph by a personal comment.
Raising a dog in my house, I feel happier and safer than I used to be.

To write a concluding sentence, many conclusion transition signals can be used.

Conclusion Signals

In conclusion,....	In brief,....	In deed,....
In summary,.....	In short,...	To sum up,....
In the end,.....	In other words,....	To conclude,.....
All in all,....	On the whole,.....	For these reasons,....

Exercise Write a concluding sentence for each of the following topic sentences.

Example:

Writing a paragraph in English is not difficult if you follow these steps.

All in all, you will find it is easy to write a paragraph in English if you follow all the suggestions.

1. Watching a movie is a good way to learn English.

2. My first day at the office was a frightening experience.

3. When driving, you should not violate the traffic rules.

4. Pattaya is a good place to spend your vacation.

5. Daily swimming can make you a healthy person.

Exercise

1. Underline the topic sentence in each paragraph.
2. Add a good concluding sentence to each. You may either paraphrase the topic sentence or summarize the main points.
3. Use transition signals to begin the concluding sentences.

Example:

Synonyms, words that have the same basic meaning, do not always have the same emotional meaning. For example, the words “stingy” and “frugal” both mean

“careful with money.” However, to call a person stingy is an insult while the word frugal has a much more positive connotation. Similarly, a person wants to be slender but not skinny, and aggressive but not pushy. **Therefore, you should be careful in choosing words because many so-called synonyms are not really synonymous at all.**

1. You can reduce gas consumption in your car by careful driving and good maintenance. Don't speed. Gas consumption is about 10 percent higher at 60 miles per hour than at 50 miles per hour and even greater at higher speeds. Avoid fast stops and starts because they wear your tires out in addition to using a lot of gas. Check your tire pressure often because underinflated tires reduce gas mileage considerably. Get your car tuned up regularly because an inefficiently operating engine results in inefficient fuel consumption. _____

2. Alternative energy sources are becoming increasingly attractive as the energy crisis becomes more severe. Solar heating systems, which use the sun's radiation as a source of energy, are a promising alternative energy source. Nuclear power plants are already in operation in several parts of the country. Government and private industry are even investigating of capturing the power of ocean waves and tides conversion into usable energy. Coal is once again becoming an acceptable fuel as the nation searches for solution to the energy shortage. Even garbage is seen as a potential source of energy. In some communities, garbage is burned to heat buildings and light city streets. _____

3. Gold, a precious metal, is prized for two important characteristics. First of all, Gold has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. Gold never needs to be polished and will remain beautiful forever. For example, a Macedonian coin remains as untarnished today as the day it was minted twenty-three centuries ago. Another important characteristic of gold is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications. The most recent use of gold is in astronauts' suits. Astronauts wear gold-plated heat shields for protection outside the spaceship. _____

Unit 3

Objectives At the end of the unit, the students will learn how to write an instruction and a narration. In writing these kinds of paragraphs, they will learn how to use time order transition signals.

Contents

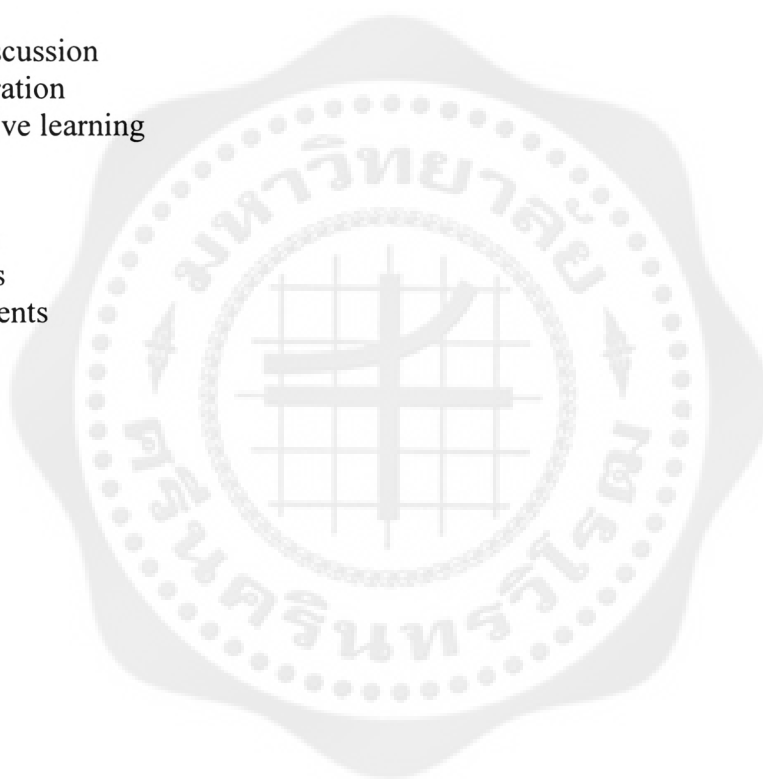
1. Instruction
2. Narration
3. Time order transition signals

Teaching methods

- Lecture
- Group discussion
- Demonstration
- Cooperative learning

Evaluation

- Exercises
- Assignments



UNIT 3

Writing Instruction and Narration

Organization

- Time order Paragraph
- Time-order Transition Signals

The Writing Process

- Brainstorming / Listing
- Outlining

Time-order Paragraphs

A time-order paragraph is a paragraph in which the ideas are put in order by time. For example, when you write about an event, time order transition signals are used to show the sequence of an event. You write *first this happened, next that happened, and then something happened.*

I Instruction

Model Paragraph

How to Cook an Omelet

Frequently at home you may feel hungry and find there is nothing left in the Refrigerator except some eggs. That is enough for you to make a simple but delicious dish, an omelet. For ingredients you need one or two eggs, some fish sauce, or salt and pepper, and some cooking oil. First, break the eggs into a bowl. Season the eggs with fish sauce, or salt and pepper as you like, and mix the ingredients thoroughly. Then place a saucepan on the stove and pour some vegetable oil into the pan. Heat the oil until it is hot. Next, pour the mixed ingredients into the pan and wait until the omelet turns light brown or golden. After that, turn it over and cook the other side the same way. You will get a nice omelet ready to be served on a plate of warm rice with chili sauce on top. The wonderful taste and smell may make it one of your favorite dishes.

Planning a paragraph outlining

In writing a paragraph, you should plan what you are going to write. A plan for your piece of writing is called an **outline**. An outline helps you organize your ideas and put them in logical order. There are many steps as follows:

Step1 Brainstorm to Get Ideas

When writing, in order to get ideas, you might brainstorm. In brainstorming, you quickly make a list of every word, every phrase, every idea that comes into your mind about your topic. Just try to write as much as possible and need not to worry whether it is correct or not.

How to Cook an Omelet	
1-2 eggs	break the eggs into a bowl
water	wash the eggs
fish sauce	mix all the ingredients
sugar	heat the oil
salt	put some vegetable oil into the saucepan
lemonade	pour the ingredients into a pan
vegetable oil	cook for 6 -7 minutes
butter	cook until it turns brown
stove	eat with chili sauce
pan	turn it over
pepper	cook the other side
	serve with rice

Step2 Edit the Brainstorming List

Another step in making an outline is to edit the free writing or brainstorming list. Decide what you want to include in your final paragraph and what you want to omit.

- Combine ideas that are related.
- Cross out words that repeat the same ideas.
- Cross out ideas that are not directly related to the main idea.

How to Cook an Omelet

1-2 eggs	break the eggs into a bowl
water	wash the eggs
fish sauce	mix all the ingredients
sugar	heat the oil
salt	put some vegetable oil into the saucepan
lemonade	pour the ingredients into a pan
vegetable oil	cook for 6 -7 minutes
butter	cook until it turns brown
stove	eat with chili sauce
pan	turn it over and cook the other side
pepper	serve with rice

Step3 Organize the List

The third step is to put the list in order. Tell what happens first, second, third and so on. Use Capital letter for each step (A, B, C, etc.).

List in time order

- A. Break the eggs into the bowl
- B. Season with fish sauce and/ or salt and pepper
- C. Mix ingredients thoroughly
- D. Put some vegetable oil into a saucepan
- E. Heat the oil
- F. Pour the ingredients into the pan
- G. Cook until it turns brown
- H. Turn it over and cook the other side

After organizing a list, to make it a complete outline there should be a title and a topic sentence.

To sum up, there are four steps in writing an outline.

1. Brainstorm a list
2. Edit the list
 - Combine related ideas
 - Cross out repeated ideas
 - Cross out unnecessary ideas
3. Organize the list
 - Put the steps in order by time
 - Give each step a capital letter
4. Add a title and a topic sentence

Model Outline

Title:

How to cook an Omelet

Topic sentence:

An omelet will be an easy menu if you follow the steps below:

- A. Break the eggs into the bowl
- B. Season with fish sauce and/ or salt and pepper
- C. Mix ingredients thoroughly
- D. Put some vegetable oil into a saucepan
- E. Heat the oil
- F. Pour the ingredients into the pan
- G. Cook until it turns brown
- H. Turn it over and cook the other side

Time-order Transition Signals

A transition signal is a word or phrase that shows how one idea is related to another idea. When you begin your sentence with *finally*, this shows that the last idea is coming.

In a paragraph giving instructions, time-order transition signals should be used To tell what to do first, second, and so on.

Time-order Transition Signals

First,...	In the morning,...
First of all,..	In the afternoon,...
Second,...	In the evening,...
Third,...	At night,...
Next,...	Before the earthquake,...
After that,...	During an earthquake,...
Then...	After an earthquake,...
Finally,...	

II Narration

Organization

- Time Order Paragraph
- Time Order Words and Phrases

Model Paragraph

Susan's Terrible Day

Susan had a terrible day today. She woke up late, so she had to hurry. After she took a bath and got dressed, she had to leave home without having time for breakfast. She was so hungry; therefore, she stopped to buy some snacks from a convenient store along the way to the bus stop. When reaching the bus stop, she found that the bus was just leaving. If she had waited for the next bus, she would have been late for sure. Then she decided to take a taxi to school. Because of the traffic jam, she had to pay almost 150 baht. She had 50 baht left, what should she do? She had to borrow money from her friend. Since she was in a hurry, she left her assignment which must be handed in today. She was blamed by the instructor although she tried to explain her. Later in the evening, while she was going home, she got a phone call from her mother telling that her brother had a car accident. Therefore, she had to go to the hospital to see her brother instead. She felt really worried about him. All in all, this was a very tiring day for her as many things happened to her.

Model Essay

Earthquake

May 20, 1996, was a day that I will never forget. It was the day I experienced my first earthquake. I had just gotten home from school and was lying on the living room sofa watching the news on TV. My little brother was in his room playing, and my older sister was in the kitchen preparing our dinner. Our parents were still at work.

At exactly 5:20 p.m., the earthquake struck. Our apartment started shaking violently as if it were a small wooden boat being tossed by giant waves in the ocean. At first, none of us realized what was happening. Then my sister yelled, "Earthquake! Get under something!" I was too frightened to move, but the shaking was so strong that I soon fell off the sofa onto the floor. I half rolled, half crawled across the floor to the dining table and got under it. My sister was sitting on the floor in the kitchen, holding her arms over her head to protect it from falling dishes. She yelled at my little brother to get under his desk, but he wanted to be near us. He tried to get out of his room, but he kept falling down. The earthquake lasted less than a minute, but it seemed like a year to us.

At last, the shaking stopped. For a minute or two, we were too scared to move. Then my sister and I cautiously got up and went to help our little brother, who was

crying. As soon as he saw us, he began to calm down. There was no electricity, so I looked for my transistor radio and turned it on. Unfortunately, it didn't work because the batteries were too old. Next, we checked the apartment for damage, but we didn't find any. We felt very lucky, for nothing was broken and no one was hurt. After a while, we started worrying about our parents. I tried to call them at work, but the phone lines were busy.

Two hours later, our parents finally arrived home. They were unhurt, but they had had to walk home because the electric streetcars were not working. We were so happy to see them!

Our first earthquake was an experience that none of us will ever forget, but it taught us a lesson, too. Now we keep emergency supplies such as fresh batteries for my radio available, and we have an emergency plan for communication with one another.

Narration is story writing. Writing a narrative essay, we write the events in the order that they happened. Time order words or phrases are used to organize the essay.

(Oshima and Hogue, 1997, p. 26)

An outline of the essay will be as follows:

I Introduction: Before the earthquake

II Body

- A. During the earthquake
- B. After the earthquake
- C. Two hours after the earthquake

III Conclusion

Time order words and phrases

Words	Phrases
first	at first
then	at exactly 5:20 p.m.
next	after a while
finally	after that
afterward	in the morning
meanwhile	in the meantime

Exercise:

1. Number the steps in the correct time order
2. Then write all sentences as a paragraph. The first sentence will be the topic sentence of the paragraph.

Example:**Jet Lag**

- __1__ Frequent flyers recommend these steps to prevent jet lag.
- __3__ During the flight, don't drink alcohol or coffee.
- __4__ Don't nap during the day when you arrive.
- __2__ Eat a high-carbohydrate meal before your flight.
- __5__ Go to bed early your first night in the new time zone.

Paragraph:**Jet Lag**

Frequent flyers recommend these steps to prevent jet lag. First of all, eat a high-carbohydrate meal before your flight. Then during the flight, don't drink alcohol or coffee. Next, don't nap during the day when you arrive. Finally, go to bed early your first night in the new time zone.

1. Book Reservation

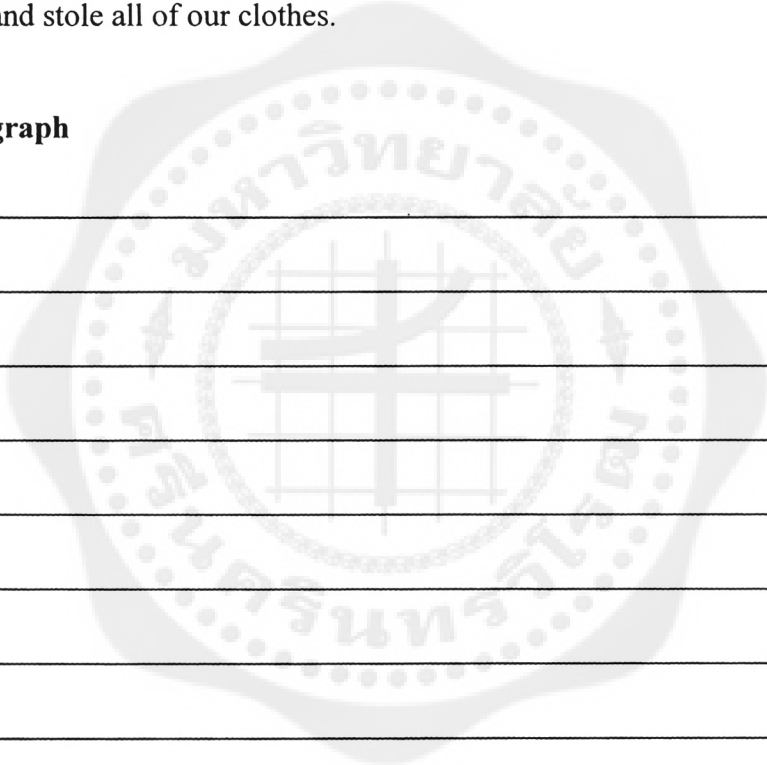
- _____ He filled it out and left.
- _____ He went to the bookshelf, but the book wasn't there.
- _____ Jim went to the library to get a book.
- _____ He went to the computer catalog.
- _____ The librarian told him to fill out a form.
- _____ He told the librarian he wanted to reserve the book.
- _____ He wrote down the title and call number of the book.

Paragraph

2. Our Horrible Vacation

- _____ Our vacation in Florida last month was a real disaster.
- _____ On the way to the airport, our taxi broke down.
- _____ We got a new hotel room after arguing with the manager.
- _____ When we arrived back home, we found that water had flooded our house because of a broken pipe.
- _____ We had to wait many hours for the next flight.
- _____ When we arrived at our hotel in Miami, our reservations had been canceled because we were late.
- _____ All in all, we should have stayed home.
- _____ We missed our plane to Miami.
- _____ It rained the entire week, so we couldn't go to the beach at all.
- _____ The second day we were in Miami, someone broke into our hotel room and stole all of our clothes.

Paragraph

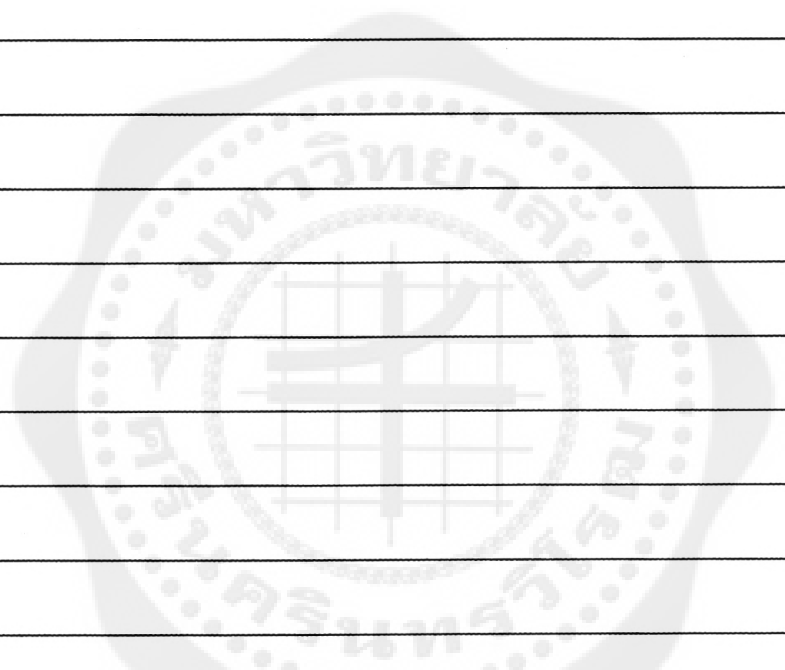


3. How to Live on a Small Budget

- _____ Don't spend money on unnecessary things.
- _____ Living on a small budget is not too difficult if you follow the suggestions below.
- _____ If you stay in an apartment, try to find the roommate to share the room rent with you.

- _____ Try to stay home on weekends because when going out you will spend more money.
- _____ Limit the money you will spend each month. Don't spend over the limit.
- _____ Eat at home rather than go out to a restaurant.
- _____ Buy clothes that can be used for many occasions. Try to use until they are old before throwing them away.
- _____ Plan before going out anywhere in order to save your money for travel expense.
- _____ Look for part-time job if you still have some free time.

Paragraph



Steps in writing a paragraph

Step1 Prewrite to get ideas

- Brainstorm a list of all the steps in your instructions.

Step2 Outline to organize the ideas

- Review your brainstorming list. Cross out repeated and irrelevant ideas
 - put the list into order by time.
 - Make an outline.
 - Add a title and the topic sentence
- (Your outline should look like the model on page 32)

Step 3 Write the first draft

- Write the paragraph. Begin with your topic sentence, and add some

- transition signals.
- Practice the capitalization rules.

Step 4 Edit the first draft

- Edit your paragraph and then check its correctness in organization, grammar and mechanics.

Exercise

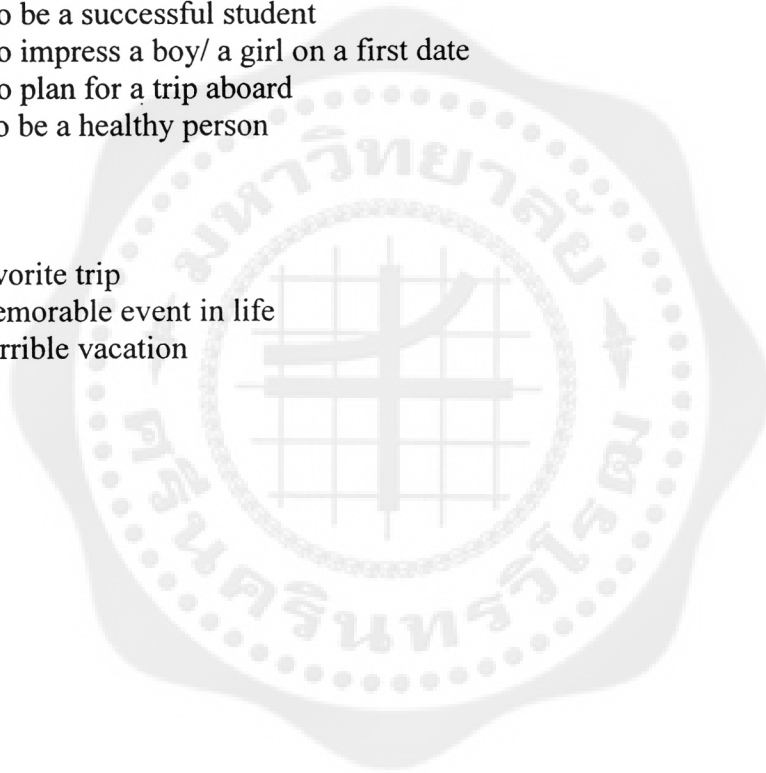
Write a paragraph from one of the topics below.

I Instruction

- How to clean your house after a party
- How to have a safe vacation
- How to be a successful student
- How to impress a boy/ a girl on a first date
- How to plan for a trip aboard
- How to be a healthy person

II Narration

- My favorite trip
- My memorable event in life
- My horrible vacation



Unit 4

Objectives At the end of the unit, the students will learn how to write a description. In writing this kind of paragraph, they will learn how to use space order transition signals.

Contents

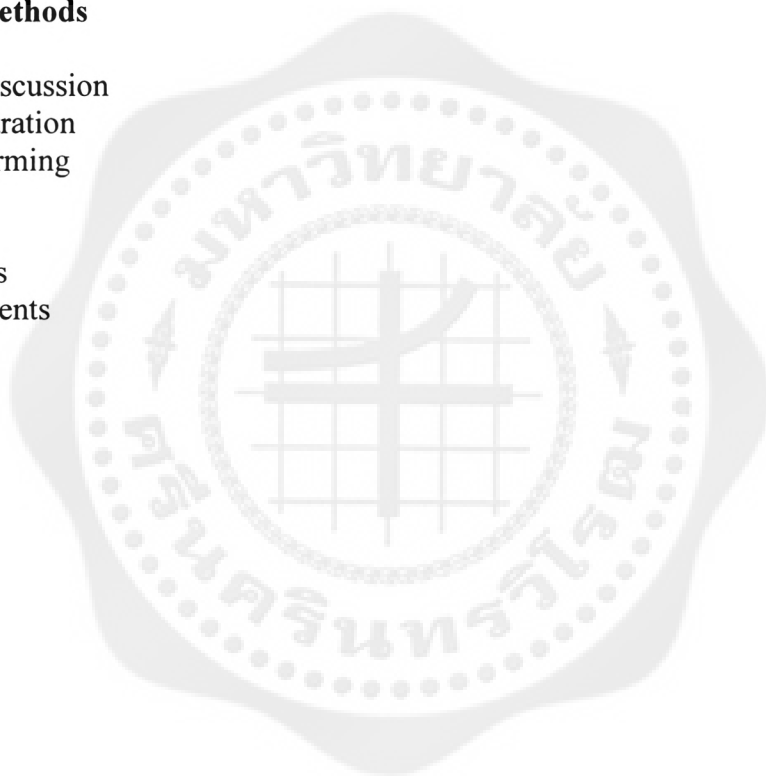
1. Description
2. Spatial order transition signals
3. Prepositional Phrases in Space and Time Order
4. Position of Prepositional Phrases

Teaching methods

- Lecture
- Group discussion
- Demonstration
- Brainstorming

Evaluation

- Exercises
- Assignments



UNIT 4

Describing

Organization

- Space-order Paragraphs
- Specific Details

Grammar and Mechanics

- Adjectives
- Preposition
- Prepositional Phrases

Sentence Structure

- Prepositional Phrases in Space and Time Order
- Position of Prepositional Phrases

Descriptions

Description is writing about how something or someone looks by using space order. To write good descriptions, you have to use space order, and specific details.

In describing something or someone, you may use space order beginning from

top to bottom
right to left
far to near
outside to inside

bottom to top
left to right
near to far
inside to outside

Model Paragraph

The Shared Refrigerator

My roommate and I share a refrigerator. My roommate's half of our refrigerator is very neat. On the top shelf is a carton of milk, a pitcher of orange juice, and a bottle of mineral water. These are arranged in a straight line on the shelf. On the next shelf are cans of soda. These are carefully lined up in rows. Orange soda is in the first row, Pepsi in the second, and 7-Up in the third. On the third shelf, he keeps dairy foods such as butter, cheese, eggs, and yogurt. On the bottom shelf sit plastic containers of leftovers. These are neatly arranged by size. The large ones are in the back, and the small ones are in the front. There are two drawers in the bottom of

the refrigerator. In his drawer, my roommate keeps vegetables and fruits. Each item is in a separate plastic bag in the drawer. My roommate is an organized person, and his half of our refrigerator really reflects his personality.

(Hogue, 1996, P. 73)

Exercise Read the model paragraph, analyze the organization and fill in the outline below.

The Shared Refrigerator	
Topic sentence:	My roommate's half of our refrigerator is very neat.
	A. _____
	B. _____
	C. _____
	D. _____
	E. _____
Concluding : sentence	My roommate is an organized person, and half of our refrigerator really reflects his personality.

Specific Details Apart from using space order to write a good description, specific details are necessary for this kind of writing as well. When you describe something, specific details will help readers see what you try to describe. The more specific you can be, the better your reader can see what you are describing.

Here are some examples:

Vague

a lot of money
a luxurious house

a nice car
drink a lot of water

Specific

\$ 600,000
a house with three bedrooms, a well
furnished living room and a modern
kitchen.
a BMW
drink 10 glasses of water a day

Exercise Add as many specific details as you can to these vague descriptions.
Then compare with other students.

Example

My aunt has a nice house.

- A. It has three bedrooms and two luxurious bathrooms.
- B. In front of the house there are beautiful gardens.
- C. There is a swimming pool.
- D. Every room in the house is well decorated.

1. Josh is a great actor.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

2. Paris is a fantastic city.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

3. B & B is a wonderful restaurant.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

4. London has a good transportation.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

5. My apartment is very terrible.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

Model Essay

The Taj Mahal

Shah Jahan, a Moghul emperor, completed the Taj Mahal in 1648 as memorial to his wife, Mumtaz Mahal. He called the domed memorial the “taj” after the Persian word for a tall, cone-shaped hat; the word “Mahal” was his wife’s name. It took hundreds of workmen 18 years to complete this beautiful domed structure. Shah Jahan meant the Taj Mahal to be both a memorial to his queen and a place of Moslem pilgrimage. He also meant it to be a burial place for both himself and his wife.

The Taj Mahal stands on the bank of the Jumna River at Agra in the northern Indian state of Uttar Pradesh. It is open daily from sunrise to sunset. For two rupees, or 12 cents(u.s.), anyone can enter this place of harmony and beauty.

As you enter, you pass through quiet gardens. From the gardens, you cross a broad courtyard. Suddenly, you see the tomb through a tall, arched gateway in the distance. From the cool, dark interior of this gate, the Taj Mahal seems to float between earth and sky. At daybreak, its white marble walls glow rose. At noon, they blaze white. At dusk, they become dark grey. The Taj Mahal is most beautiful by the

light of the full moon. Ah, then a visitor can feel a strong sense of romance and mystery.

Beyond the gate, you step onto a broad stone platform overlooking another garden. At this point, everything before you directs your eye to the Taj Mahal itself. Two shallow pools mirror its great dome. Beds of brilliant flowers, parallel rows of trees, and four minarets frame the great structure. It is almost impossible not to start down the stone steps toward the tomb, where the lovers rest side by side in adjacent graves.

Hundreds of years after its completion, the Taj Mahal remains what the inscription on the entrance gate says—"a palace of pearls where the pious can live forever."

(Blanton, 1993, P. 5)

Examine the use of each word to infer its meaning from the previous paragraph.

Nouns

emperor
memorial
structure
pilgrimage
sunrise
sunset
harmony
beauty
courtyard
tomb
gateway
daybreak
marble
dusk
sense
romance
mystery
platform
dome
minaret
grave
inscription
palace
pious

Verbs

float
glow
blaze
direct
mirror
frame
remain

Adjectives

domed
broad
arched
shallow
adjacent

Exercise A Using descriptive adjectives

Write sentences about the Taj Mahal and its grounds by using the adjectives below. Use each word only once.

adjacent

brilliant

dark

quiet

arched
beautiful

broad
cool

mysterious
parallel

shallow

1. Tell about the gardens.

2. Tell about the courtyard.

3. Tell about the gateway.

4. Tell about the interior of the arch.

5. Tell about the Taj Mahal by the light of the full moon.

6. Tell about the pools.

7. Tell about the flowers.

8. Tell about the row of trees.

9. Tell about the location of the tombs.

10. Overall, describe the Taj Mahal.

Exercise B Creating a sense

List at least three descriptive words for each place or scene below.
Write a descriptive phrase or sentence for each one.

1. Bangkok at night:

2. Phu Kradueng at sunrise:

3. a jungle full of wild animals:

4. an erupting volcano:

5. a big city at rush hour:

6. a candlelight dinner for two:

Grammar and Mechanics

Adjectives describes nouns and pronouns. Adjectives tell what things or people look like, what kind they are, or how many of them there are. They answer the questions what kind? which one? and how many?

what kind?	The five star hotel with various facilities
which one?	the one with a blue jacket
how many?	20 people

1. Adjectives always come in front of nouns, not after them.

Two young English high school students

2. Adjectives can also follow linking verbs.

be	She is lazy.
seem	They seem tired.
look	He looks nice.
smell	The food smells good.
taste	An orange tastes sweet.
feel	I feel terrible.

3. Adjectives are always singular. Never add an _s to an adjective or use a plural word as an adjective.

a six-feet man (not a six-feet man)
 a ten-dollar bill (not a ten-dollars bill)
 a two-year-old boy (not a two-years-old boy)

4. Nouns can be adjectives.

the Spanish novel the barber shop
 the tennis shoes a flower garden

5. Adjectives referring to nationalities and languages are capitalized.

the Italian restaurant
 an English class
 the Japanese government

6. _ing and _ed words (past participles) can be adjectives.

a crying baby the stolen car
 an exciting story a broken leg
 a swimming pool a frightened victim

Prepositions

Prepositions might be in one word or two words. Here are common prepositions.

about	besides	near	under
above	between	of	until
across	beyond	off	upon
after	by	on	with
against	down	out	without
along	during	outside	according to
around	except	over	because of
at	for	since	in addition to
before	from	through	in back of
behind	in	throughout	in front of
below	inside	till	in place of
beneath	into	to	next to
beside	like	toward	out of

Prepositional Phrases

A preposition which is followed by a noun or noun phrase is called a *prepositional phrase*.

- Prepositional phrase of place

at home	to the market
on the wall	opposite the door
next to the bank	in my new bathroom
under the bed	outside the town
along the road	between the two buildings
in front of the house	around the corner

- Prepositional phrase of time

after class
in 2001
before a meeting

in the morning
at night
on New Year's Day

- Prepositional phrases which show possession

(the sound) of the music
(the title) of the man

(the price) of the car
(the leader) of the country

- Prepositional phrases which describe or identify someone or something

(the man) in the blue jacket
(the student) from France

(the woman) with blond hair
(the restaurant) on Elm Street

Position of Prepositional Phrases

Prepositional phrases of time and place can be in different positions in a sentence. They can be at the beginning, in the middle, or at the end of the sentence. Placing prepositional phrases in the same location can make your paragraph boring. Therefore, it is a good idea to change the location of a prepositional phrase sometimes in order to create various styles of your writing.

Usual pattern : The temperature will go down to 2 degrees celsius in winter.

New pattern : In winter, the temperature will go down to 2 degrees celsius .

Usual pattern : You can see beautiful scenery on the top of the mountain.

New pattern : On the top of the mountain, you can see beautiful scenery.

A prepositional phrase can be moved in sentences that contain **there is** or **there are**.

Usual pattern : There is a post office next to our school.

New pattern : Next to our school, there is a post office.

Usual pattern : There are many kinds of animals in the zoo.

New pattern : In the zoo , there are many kinds of animals.

Be careful to put a comma after a prepositional phrase if it comes at the beginning of the sentence.

Sometimes a prepositional phrase of place and the subject of the sentence can just exchange places. This happens when the sentence contains only a subject (s), a verb, and a prepositional phrase. In this case, don't use a comma.

Usual pattern ; A 1500 metre mountain rises at the back of the village.

New pattern : At the back of the village rises a 1500 metre mountain.

Usual pattern : Soft white clouds rest on the tops of the mountains.

New pattern : On the tops on the mountains rest soft white clouds.

However, not all prepositional phrases can be moved. We can move only those that tell a time or a location.

Right : I forget the name of my relatives.

Wrong : Of my relatives, I forget the name.

Right : The girl in the white dress is my sister.

Wrong : In the white dress, the girl is my sister.

Possible : In the summer, the weather is hot and humid in my country.
(time)

Possible : In my country, the weather is hot and humid in the summer.
(location)

Exercise A Identifying and moving prepositional phrases

1. Find and put parentheses around all prepositional phrases in the following sentences. Some sentences do not contain any.
2. Move one prepositional phrase of time or place to the front of each sentence.
3. Rewrite the sentence in the new pattern, and add commas where necessary.

Example:

There is a wonderful place to spend your holiday (in France.)

In France, there is a wonderful place to spend your holiday.

1. Hotel Fiona has a big swimming pool and a fitness center.

2. The picture of Mae Hongson is on the wall.

3. There are only a few parks in Bangkok.

4. Three rooms are inside each cottage: a bedroom, a bathroom, and a kitchen.

5. My office is next to the hospital.

6. I have to return the books to the library.

7. They will welcome you upon your arrival.

8. She will stay here until next month.

9. He always takes a part-time job during summer.

10. There are many shops along the street.

Exercise B

Improve the following paragraph by moving some of the prepositional phrases of place to the beginning of the sentences.

1. First, put parentheses around all prepositional phrases.
2. then rewrite the paragraph by moving three or four of the prepositional phrases. Do not change every sentence. Change only a few of them in order to make the writing style more interesting.

The View from my Window

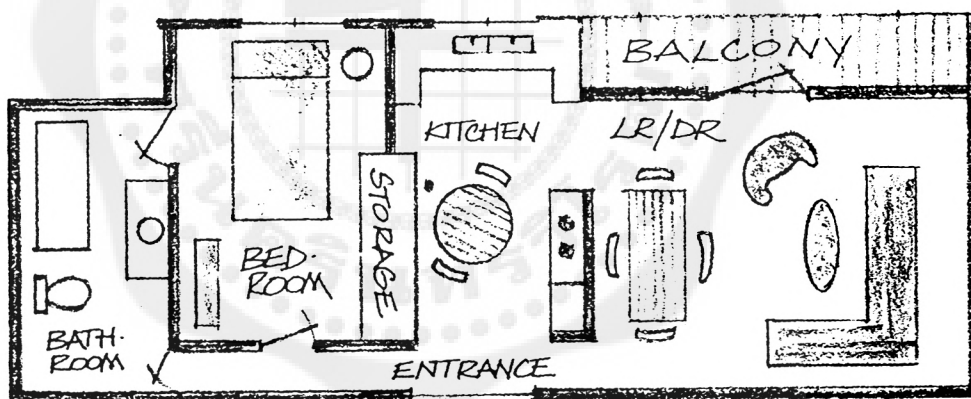
The view from my bedroom window is very beautiful in the fall. Two 12,000-foot mountains rise in the background. Soft white clouds rest on the mountaintops. There is a big lake near my house. A few oranges still hang from the orange trees in the distant orchard, but the branches of the other fruit trees are bare. The vegetable garden is next to the kitchen. The last tomatoes of the year hang from their vines. Big orange pumpkins rest on the ground waiting to be picked. The colors of the leaves on the trees outside my window have turned to various colors: red, orange, yellow, brown, gold, rust and purple. Birds and squirrels are making noise in the trees. They are busy collecting food for the winter. I enjoy the view from my window in every season of the year, but I especially like it in the fall.

(Hogue, 1996, P. 88)

Exercise Sentence combining

1. Combine the sentences in each group to make one sentence. There may be more than one way to combine each group.
2. Then write the sentences as a connected paragraph.

A. The description of the apartment in the drawing.



My Apartment

1. My apartment is very small.
It is quite comfortable.
2. It has a living room.
It has a bedroom.
It has a bathroom.
It has a kitchen.
3. There is something on the left side of the entrance.
There are doors.
There are two of them.

4. One door leads to the bathroom.
The other door leads to the bedroom.
5. The bathroom is on the far left.
The bedroom is next to the bathroom.
6. Directly in front of the entrance is something.
It is the kitchen.
7. There is something between the bedroom and the kitchen.
It is a large storage closet.
8. On the right side of the entrance is something.
It is the living room.
9. The living room is quite large.
It also serves as a dining room.
10. In the back wall of the living room there is something.
There is a door.
A door leads somewhere.
A door leads to a narrow balcony.
11. In nice weather, you can do something.
You can sit outside.
You can enjoy the view.

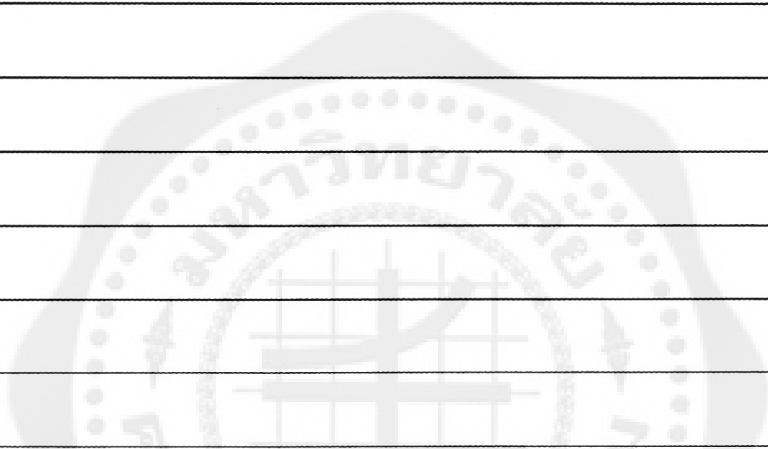
(Oshima & Hogue, 1997, P. 63-64)

My Apartment

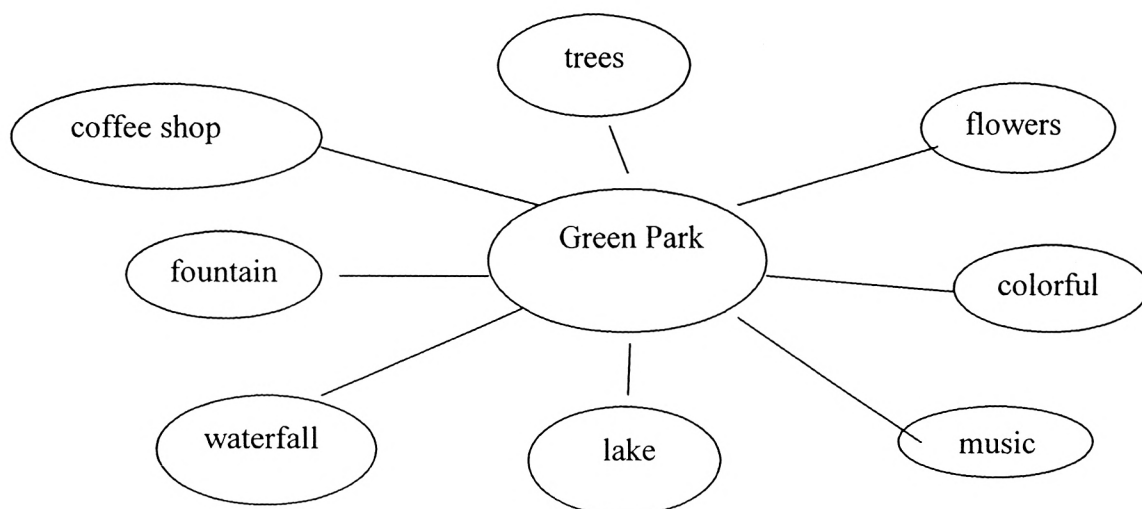
B. The description of the shared refrigerator

1. My half of our refrigerator is messy.
My half of our refrigerator is disorganized.
2. A box of eggs sits on the shelf.
The eggs are broken.
The shelf is the top one.
3. Carrots and salami share the shelf.
The shelf is the second one.
They share it with bread and lettuce.
The carrots are limp.
The salami is rock-hard.
The bread is moldy.
The bread is green.
The lettuce is slimy.
4. Fried chicken lies under a bowl of spaghetti.
The fried chicken is leftover.
The spaghetti is two-weeks old.
These things lie on the third shelf.
5. The bottom drawer holds a combination.
The combination is interesting.
The combination is of paper bags of food.
The food is from McDonald's.
The food is from Pizza Hut.
The food is from Sugarcane Restaurant.
6. A puddle covers the bottom.
The puddle is disgusting.
7. My roommate and I are different.
We get along.
We do this very well.

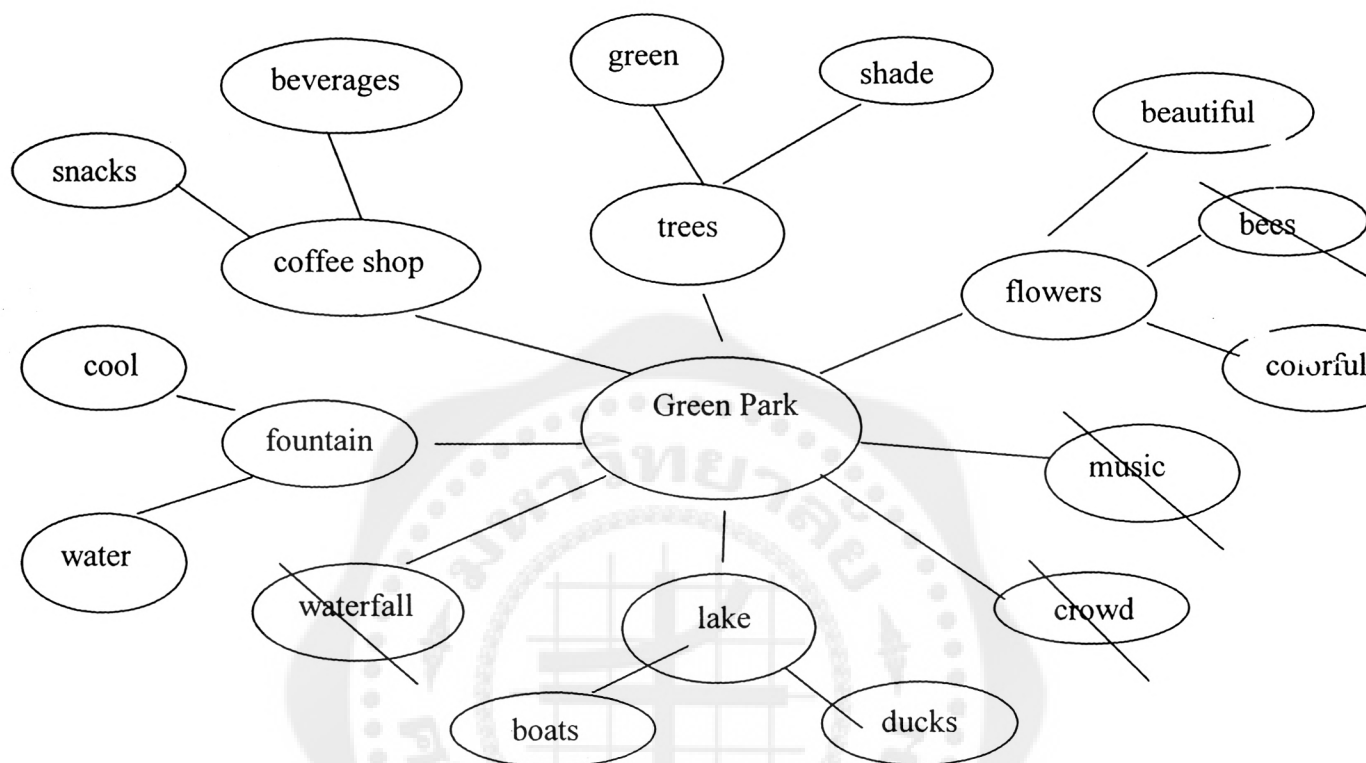
(Hogue, 1996, P. 90)



Clustering is another way to get ideas to write about. Like brainstorming technique, you write down every word or phrase that arises in your mind about your topic. However, you write them in circles, or bubbles around your topic like this:



Next, think about the word or phrase in each circle. Then write whatever comes to your mind in smaller circles. Also cross out any circles that you don't want. From these groups of circles, you begin to see which ideas to use and which ones to throw away.



The Writing Process

Step 1: Prewrite to get ideas

- Use the clustering technique

Step 2: Outline to organize the ideas

-The second step is to develop an outline. An outline from the clustering about “Green Park” may look like this:

Topic sentence**Green Park**

Green Park looks wonderful in every season.

A. Flowers and Trees

- various kinds of flowers and trees
- beautiful colors of flowers
- cool shade of trees

B. Fountain

- nice and cool

C. Lake

- boat
- ducks and geese

D. Coffee shop

- beverages
- cake and snacks

Concluding sentence

Green park's beautiful scenery and wonderful atmosphere make it a good place to relax.

Step 3: Revise the outline to show space order

- At this step we revise the outline by using the prepositional phrases of place to show the space order.

Green Park

—Green Park looks wonderful in every season.

A. Around the park

- various kinds of flowers and trees
- beautiful colors of flowers
- cool shade of trees

B. In front of the park, a fountain

- nice and cool water

C. In the middle, a big lake

- boat
- ducks and geese

D. Near the lake, a coffee shop

- beverages
- cake and snacks

Green park's beautiful scenery and wonderful atmosphere make it a good place to relax.

Step 4: Write the first draft

- Begin your paragraph with a topic sentence that names the place and gives a main idea about it. The first sentence may be like this:

Chaweng Beach is very romantic at sunset.

Our cottage is a wonderful place to spend vacation.

My apartment is very well designed.

- Use some kind of space order (left to right, far to near, top to bottom, etc.)
- Write many sentences with descriptive details. Be very specific. You can describe things and at the same time tell what people are doing in the place. Try to create the pictures to the readers as much as possible.

Step 5: Edit the first draft

- Edit your paragraph by using this paragraph checklist.

Paragraph Checklist

Form

- ___ Check the paragraph form.

Organization

- ___ Does the paragraph begin with a topic sentence?
- ___ Did you use some kind of space order?
- ___ Did you begin some of your sentences with prepositional phrases of place to show the space order?

Grammar and Mechanics

- ___ Check for capital letters.
- ___ Check the spelling.
- ___ Check the commas.
- ___ Is there a period at the end of all the sentences?
- ___ Did you use adjectives and prepositional phrases?

Sentence Structure

- ___ Check the sentences whether they are complete sentences or not.
- ___ Does the paragraph contain both simple and compound sentences?
- ___ Check for comma splices.

Step 6: Write the final draft

- Write a neat final draft to hand in your teacher.

Exercise

Choose one of the following topics and then write a paragraph to describe a place.

Topic suggestions

The office cafeteria at lunchtime
 A crowded bus on a hot day
 The subway at rush hour
 A pub on a weekend night
 A mountain top at sunrise
 A beach at sunset
 Your house or apartment
 Your bedroom

Unit 5

Objectives At the end of the unit, the students will learn how to write a paragraph of stating reasons and using examples to support their reasons. Furthermore, they will learn how to use transition signals with reasons and examples and how to use comma.

Contents

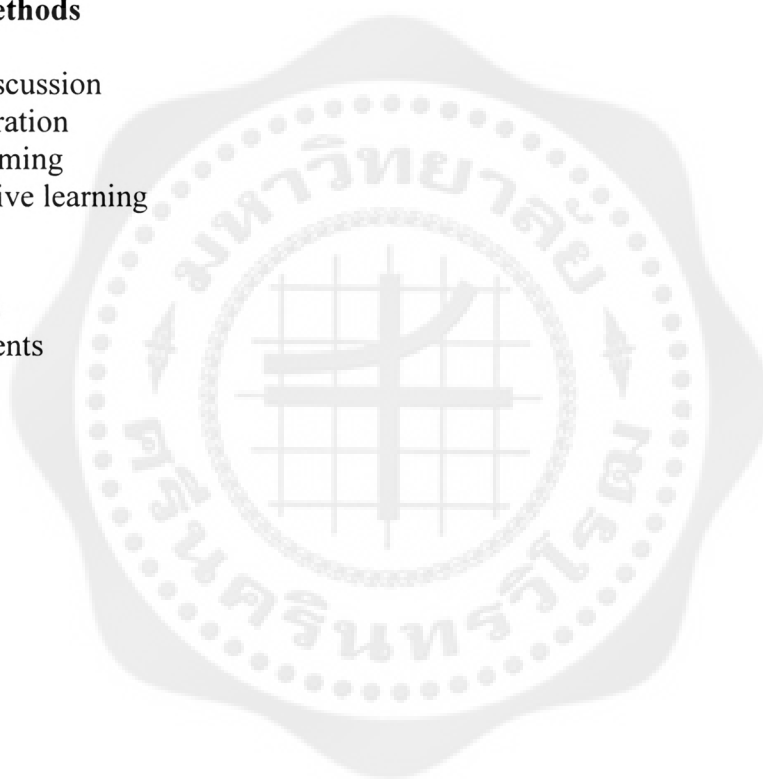
1. Stating reasons and using examples
2. Transition signals with reasons
3. Transition signals with examples
4. Comma rules

Teaching methods

- Lecture
- Group discussion
- Demonstration
- Brainstorming
- Cooperative learning

Evaluation

- Exercises
- Assignments



UNIT 5

Stating Reasons and Using Examples

Organization

- Reasons and Examples
- Transition Signals with Reasons and Examples

Grammar and Mechanics

- Comma Rules
- Capitalization

Model Paragraph

London

London is a great place to spend a vacation for two reasons. First of all, there are many interesting places where you can visit. For example, if you like paintings, you should visit National Galleries to see many beautiful paintings of the famous artists such as Renoir, Monet, Van Goh, Rambrend, etc. Also, there are a lot of museums where you can learn history and civilization of people in the past. The most famous and biggest one is British Museum where there are collections of things from many parts of the world. Therefore, you can see people's civilization and development through the time. Second, In London you can see beautiful scenery of many parks. For instance, in summer many visitors visit Regent's Park where there are a lot of beautiful flowers and trees. Or they may visit Hyde Park, another big park where people can do many kinds of activities like jogging, cycling, playing football, having a picnic and so on. Therefore, with its beautiful scenery and many interesting tourist attractions, you will have a wonderful time in London.

Complete the out line of the model paragraph.

_____ (Title)
Topic Sentence : _____ _____
Reason A: _____
Example 1: _____
Example 2: _____
Reason B: _____
Example 1: _____
Example 2: _____
Concluding Sentence: _____ _____

Reasons and Examples

When you write the topic sentence such as London is a wonderful place to spend your vacation, you need to explain it by stating reasons. In the model paragraph, two reasons given to support why London is a wonderful place to visit are:

1. There are many interesting places where you can visit.
2. In London you can see beautiful scenery of many parks.

After stating reasons, you should give specific examples in order to support your reasons. Specific examples can be the names of specific places, people or things. In the model paragraph, each reason has two supporting examples. The examples are specific as the actual names of the places in London

Exercise A –Complete the outline by giving specific examples of each reason.

	Outline A
Topic Sentence:	I chose this apartment for three reasons.
Reason:	A. The location is convenient.
Example:	1. _____ 2. _____
Reason:	B. The room is spacious.
Example:	1. _____ 2. _____
Reason:	C. The cost is affordable.
Example:	1. _____ 2. _____
Concluding sentence:	I decide to stay at this apartment because it is convenient, spacious and affordable.

Exercise B Complete the following outline.

Outline B	
Topic Sentence:	Baitong is the best restaurant in town.
Reason:	A. _____
Example:	1. _____
	2. _____
Reason:	B. _____
Example:	1. _____
	2. _____
Reason:	C. _____
Example:	1. _____
	2. _____
Concluding sentence:	_____

Exercise C Complete the following outline.

Outline C	
Topic sentence:	Anna is the most generous person I have ever met.
Reason:	A. _____
Example:	1. _____
	2. _____
Reason:	B. _____
Example:	1. _____
	2. _____
Reason:	C. _____
Example:	1. _____
	2. _____
Concluding sentence:	_____

Exercise D Complete the following outline.

Outline D	
Subway is the best transportation in Bangkok.	
A.	_____
1.	_____
2.	_____
B.	_____

1.	_____
2.	_____
C.	_____
1.	_____
2.	_____

Transition Signals with Reasons

When giving reasons, transition signals should be used to introduce each reason.

- a. **First of all**, in London there are many interesting places where you can visit.
Second, you can see beautiful scenery of many parks.

Also, you can put the transition word in the subject.

- b. The **first** reason is
The **second** reason is

Sentence b can be completed in two ways:

With a noun phrase: The first reason is many interesting places in London.
The second reason is beautiful scenery of many parks.

With a sentence
connected by that: The first reason is that in London, there are many interesting places.
The second reason is that you can see beautiful scenery of many parks.

Transition Signals with Examples

For example, _____ + sentence _____

For example, _____ + sentence _____

_____ such as _____ + noun _____

For example, if you like paintings, you should visit National Galleries to see many beautiful paintings of the famous artists **such as** Renoir, Monet, Van Goh, Rambrent, etc.

For instance, in summer many visitors visit Regent's Park where there are a lot of beautiful flowers and trees.

For example and for instance have the same meaning and are followed by a sentence. When we begin the sentence with for example and for instance, we must put a comma after it.

Wrong: The hotel provides many facilities, for example, the spa, the laundry and the fitness

Right: The hotel provides many facilities. **For example**, it has the spa, the laundry and the fitness for the guests.

Such as is different from for example and for instance as it is followed by a noun and we need not to put a comma after it.

In Bangkok, there are many temples **such as** the Temple of Emerald Buddha, the Temple of Dawn, the Marble Temple, etc.

Exercise Fill in the blanks with *for example*, *for instance*, or *such as*. Add commas where necessary.

Example:

The restaurant has many kinds of food such as Thai food, Italian food and Chinese food.

1. In Malaysia there are many ethnic groups of people _____ Chinese, Malaysian, and Indian.
2. There are many activities that you can do on your holidays. _____ you may go to the sea, go hiking on the mountain or spend time reading your favorite books at home.
3. A lot of tourists visit France for many reasons. _____ there are a lot of tourist attractions, museums and art galleries, and it is the center of world fashion.

4. Many kinds of books _____ science fictions, novels, magazines or newspapers are sold in this bookstore.
5. Traveling by public transportation _____ buses, subways, trains or taxis can save your money.
6. The restaurants _____ Rimnam, N&P, or Pepper are famous for their tasty food, good service and reasonable price.
7. She should get a job for many reasons _____ she has some experience in marketing , good command of English and good educational background.
8. A good employee should not do the bad things _____ telling lie, being late, or having bad attitudes toward his job.
9. You could donate something _____ money, food or clothes to the flood victims.
10. Bangkok should be improved in many ways. _____ there should be fewer cars and it should be less crowded.

Grammar and Mechanics

There are many rules for using commas. Here are some important ones.

Use a comma:	
1. After introductory transition signals (any transition word or phrase in front of the subject of the first independent clause)	After the test, I went home.
2. To separate the items in a series	She bought a handbag, an umbrella, a scarf, and a dress.
3. After the first part of a compound sentence	She works hard, but she earns little money.
4. After a dependent clause in a complex sentence	As the weather is cold, Pat wears a sweater.
5. To separate thousands, millions, billions, etc.	The total expense is 1,000,000 dollars.
6. To separate the parts of dates after years	July 15, 2009, is the day that I first met him.
7. To separate the parts of an address <i>Except</i> between the state and the zip code	My address is 154 Sukhumvit Rd., Wattana, Bangkok 10110.
8. After the greeting and closing in a personal letter, and after the closing in a business letter	Dear Mom, Love, Sincerely yours,

Exercise Add commas to the sentences (Not all sentences need them.)

1. Some people go for a walk or have a picnic in the park.
2. For instance when you go for an interview you should prepare all documents.
3. He cleans the room washes his clothes and does his homework.
4. Then she changed her plan and stayed at home.
5. She was very bored so she didn't say anything.
6. The archeologist believes that this fossil is 13000000 years old.
7. Her office's address is 123 Silom Rd. Bangrak Bangkok10400.
8. I called him and I invited him to my birthday party.
9. You have to leave early or you will miss the train.
10. We did not go to the party as I had to complete my paper.



Unit 6

Objectives At the end of the unit, the students will learn how to write a paragraph expressing opinions and how to support their opinions with reasons by using facts and examples. Furthermore, they will learn how to use transition signals for opinions.

Contents

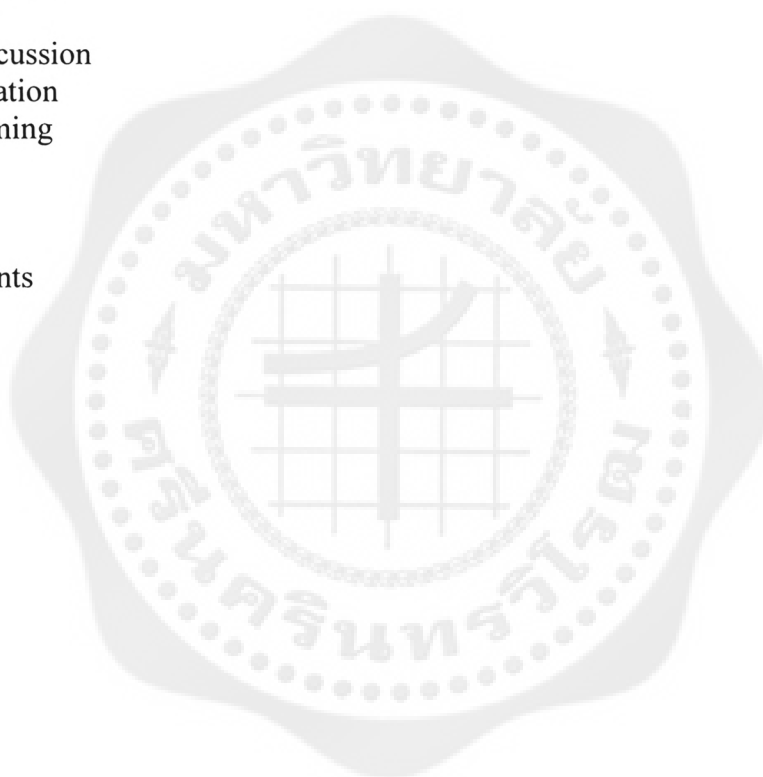
1. Facts and opinions
2. Transition signals for opinions
3. Model verbs

Teaching methods

- Lecture
- Group discussion
- Demonstration
- Brainstorming

Evaluation

- Exercises
- Assignments



UNIT 6

Expressing an Opinion

Organization

- Facts and Opinions
- Transition Signals for Opinions

Grammar

- Model verbs

Facts and Opinions

In this unit, we will express an opinion and then support that opinion with facts. Generally, opinions are statements of someone's belief whereas facts are true statements that we cannot disagree with.

Fact

In Bangkok the temperature is about 36 degrees in summer.

People who are under 18 years old cannot get a driving license.

There was a party last night.

The dress I bought costs 3,000 baht.

Mr. Smith said, "I am a good driver."

Opinion

Most people do not like the hot weather.

Women are better drivers than men.

Many people had a great time there.

It is very nice.

Mr. Smith is a good driver.

Model Paragraph

Capital Punishment

In my opinion, capital punishment is wrong. First of all, I believe that it is wrong to kill. Only God has the right to take away life. Human beings should not kill human beings. Even if a criminal has committed horrible crimes, the government does not have the right to execute him or her. Second, the threat of going to the electric chair or to the gas chamber does not stop criminals. When people commit a violent crime such as murder, they are not thinking about their punishment. In fact, many murders happen when people are angry. They are not thinking about the consequences of their actions. According to a report in the New York Times, The State of Louisiana executed eight men in nine weeks in the fall of 1987. During that same time

period, the murder rate in New Orleans rose 16.4 percent. This shows that the threat of capital punishment does not stop crime. The third and most—important reason for abolishing the death penalty is that the government sometimes makes mistakes and executes innocent people. In fact, this has happened. According to an article in Time magazine, there were twenty-three executions of innocent people in the United States between 1900 and 1991. In my view, this makes the government itself guilty of murder. For these three reasons, I believe that the United States should get rid of capital punishment, which is really just “legal murder.”

(Hogue, 1996, P. 176)

Discuss the following questions with your classmates.

1. What does the writer say about capital punishment? Is this a fact or opinion?
2. How many reasons does he give? What are the reasons? Are all the reasons facts, or is one or more of them an opinion?
3. Are all the details facts, or is one or more of them an opinion?

Exercise Complete the outline for the model paragraph.

Capital Punishment

Topic sentence: _____

A. It is wrong to kill.

1. _____

2. _____

B. _____

1. _____

2. _____

C.	
1.	
Concluding Sentence: 	

Transition Signals for opinions

When stating an opinion, you should use a transition expression to indicate that it is an opinion.

In my opinion		sentence	
In my view		sentence	
I believe (that)		sentence	
I think (that)		sentence	

In my opinion, smoking should be prohibited in public.
 In my view, women should be able to support themselves.
 I believe (that) the political situation will improve in the near future.
 I think (that) TV programs should provide more knowledge.

If information is taken from the outside source, we can use *according to* with a comma

According to X,.....(sentence).....

According to Time magazine, most people like the government policy.
 According to Peter, the accident happened around 1P.M.
 According to the traffic regulation, drivers must stop at the red light.

Exercise

1. Write an opinion on the following topics. Use a transition signal in every sentence.
2. Then think of at least two supports for your opinion.

3. Finally, show whether each support is a fact or an opinion.

Example:

Topic: Smoking in public

Opinion: In my opinion, smoking should be prohibited in public.

Support: Smoking is harmful to second hand smokers.

Support: Many people dislike the smell of cigarettes, so in some places like
A restaurant or a theatre smoking is not allowed.

1. Topic: Stray dogs

Opinion: _____

Support: _____

Support: _____

2. Topic: Public transportation

Opinion: _____

Support: _____

Support: _____

3. Topic: Prostitutes

Opinion: _____

Support: _____

Support: _____

4. Topic: Abortion

Opinion: _____

Support: _____

Support: _____

5. Topic: Drug addicts

Opinion: _____

Support: _____

Support: _____

Grammar and mechanics

Model verbs

Medical Marijuana

Medical scientists and doctors in the United States have recently discovered that marijuana, an illegal drug, is an effective medicine for severely ill patients who cannot get relief from their usual prescription drugs. In my opinion, marijuana should be legal for medical uses because it can improve the quality of life for some people with serious illnesses. First of all, marijuana can help cancer patients who must undergo chemotherapy or take anticancer drugs that cause serious side effects. It can also help AIDS patients to regain their appetite and therefore to gain weight. Moreover, it might effectively stop the spread of glaucoma, which can cause blindness, and it can relieve joint pain and relax muscles in certain other illnesses. Unfortunately, because marijuana is an illegal drug, it cannot be purchased even with a doctor's prescription at a pharmacy.

In brief, smoking marijuana is effective enough to help seriously ill people enjoy a meal or live without constant pain. Therefore, marijuana for medical purposes should be legal.

(Oshima and Hogue, 1997, P.175)

Model Verbs

Modal	Usage	Negative form
Can	express ability or inability and possibility or impossibility Marijuana can relieve pain. Bangkok can be flooded if there is no preparation.	Cannot
Could	expresses possibility or impossibility It could rain anytime, so please bring your umbrella. Jack couldn't finish his project without her assistance.	could not
may might	express weak possibility You may/ might get a prescription from your doctor. However, the pharmacy may not / might not fill it for you.	may not might not
Should Ought to	express advice The government ought to solve political problem first. Dr.Lee shouldn't aid terminally ill patients in committing suicide.	should not
Must have to	express necessity or lack of necessity The drivers must follow the traffic regulation. The students have to hand in the paper before the final exam.	must not does/ do not have to
Will	express future action Lowering the drinking age to eighteen will cause problems Many countries around the world will face natural disaster more and more.	will will not

Exercise Add a modal and a main verb to the following sentences. The meaning of the modal is given in parentheses after each sentence. Choose an appropriate main verb from the following list and use it only once: prevent, drop, show, lose, keep, find, check, get, enter.

1. The national minimum drinking age in the United States should remain at 21. (advice)
2. States _____ the minimum age for drinking at 21. (necessity)
3. The legal drinking age _____ from 21 to 18. (negative necessity)
4. Raising the drinking age _____ teenagers from drinking. (weak impossibility)
5. Teenagers _____ it more difficult to buy alcohol. (Future action)
6. Young people _____ identification cards to prove that they are old enough to drink. (necessity)
7. Without ID cards, teenagers _____ a pub. (impossibility)
8. Bartenders _____ ID cards carefully. (necessity)
9. Last night a 18-year-old Jenny _____ into a pub with her 21-year-old boyfriend. (past impossibility)
10. A pub _____ its legal permit to sell liquor if it sells alcoholic beverages to teenagers. (possibility)

Unit 7

Objectives In this unit, the students will learn many kinds of sentence problems: fragments, comma splices, run-on sentences, and a poor style of writing with too many choppy or stringy sentences. By learning these, they will be able to correct or improve incorrect and inappropriate sentences.

Contents

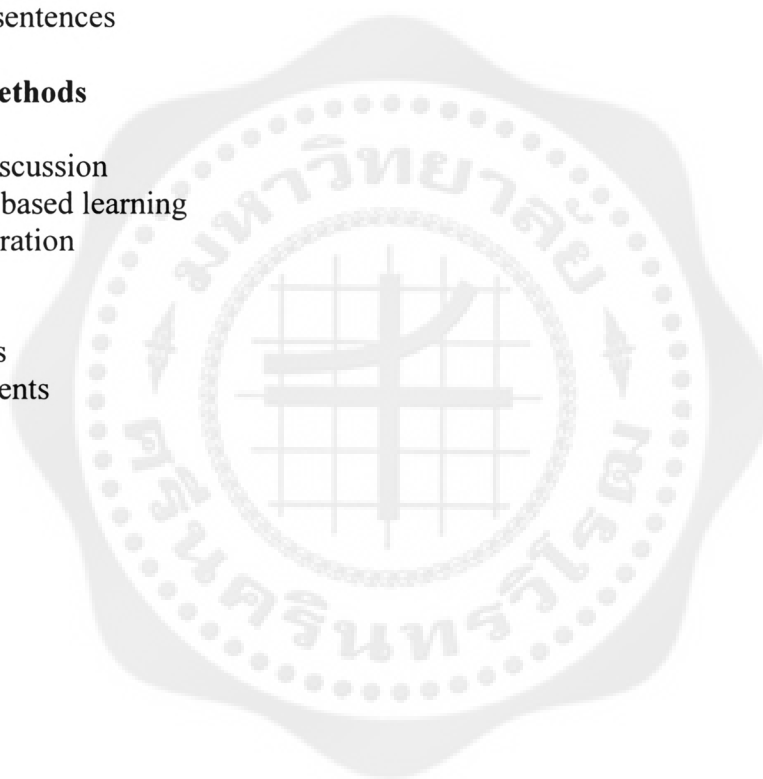
1. Fragments
2. Comma splices
3. Run-on sentences
4. Choppy sentences
5. Stringy sentences

Teaching methods

- Lecture
- Group discussion
- Problem based learning
- Demonstration

Evaluation

- Exercises
- Assignments



UNIT 7

Sentence Problems

Sentence Problems

There are many kinds of sentence problems which make a sentence incorrect or make it not a good style of writing. Sentence problems are as follows:

5. Fragments
6. Comma splices and run-on sentences
7. Choppy sentences
4. Stringy sentences

1. Fragments

Sentence fragments are incomplete sentences. They may lack a subject, a complete predicate or fail to state a complete thought.

- | | | |
|--------|--|-------------------------|
| Wrong: | Walk two miles to school. | (subject missing) |
| Right: | John walks two miles to school. | |
| Wrong: | He working until midnight. | (incomplete predicate) |
| Right: | He is working until midnight. | |
| Wrong: | Because she lost her glasses. | (incomplete thought) |
| Right: | She lost her glasses. | |
| Wrong: | Last summer I visited Rome. Which is a beautiful city. | |
| Right: | Last summer I visited Rome which is a beautiful city. | |

Fragments are acceptable when they are used for emphasis. Novelist and essayists often use them for dramatic effect:

At daybreak we searched for signs of help. But there was nothing. No planes.
No ships. Nothing but empty sea. Flat open sea in all directions.

Exercise A

Read the following sentences and write **F** for fragments and **C** for complete sentence.

1. ____ Many words derived from Latin have been wildly used.
2. ____ Thomas More writing the book **Utopia** in 1516.
3. ____ The book, published in Latin.
4. ____ Utopia was well organized so that poverty and injustice were all but eliminated.
5. ____ Because there was heavy rain yesterday, Bangkok is flooded.

7. ____ Threatened by bad news, people are uncertain about the economic situation.
8. ____ The apartment that my aunt moved into has two bedrooms.
9. ____ I enjoy daytime activities such as sightseeing, shopping, and visiting museums.
10. ____ Until you save up enough for an enjoyable trip.
11. ____ The spaceship that landed in my back yard.
12. ____ January 1, let's celebrate New Year's Day.
13. ____ Then you will see what happened to him.
14. ____ Why don't you come to the party with us?
15. ____ I can accept it as long as you do the right thing.
16. ____ Written by the famous author, the novel is sold out.
17. ____ Please accept my apology.
18. ____ If there is an earthquake.
19. ____ Accidents can happen whenever you are careless.
20. ____ We should leave before the sun rises.

Exercise B

Read and edit the following paragraphs.

Paragraph 1

My First Day at College

My first day of classes at Trinity College was a disaster. Everything was fine on the way to campus. Until I turned into the parking lot on Maple Street. All of the parking places were completely filled. Since I wanted to be on time, panicked and parked in a staff space. Near the administration building. As I ran toward the English classrooms, looked back and saw the campus police giving me a ticket. Next, I discovered that didn't have my class schedule with me. Was in my car, and were only a few seconds before the class was supposed to start. In a greater panic, ran back to the car. As fast as I could. When I reached into my pocket for my keys, were not there! I had locked them in my car! As a result, I missed my class. In the future, plan to arrive at school early. With plenty of time to spare.

(Young & Strauch, 1994, P. 56)

The ways to correct these two sentence errors are the same.

1. Add a period: Patrick graduated from a university. Then he started working in a company.
2. Add a semicolon: Patrick graduated from a university; then he started working in a company.
3. Add a coordinator: Patrick graduated from a university, and then he started working in a company.
4. Add a subordinator: Patrick graduated from a university before he started working in a company.

Exercise A

Read the following sentences and write **Ro** for run-on sentences, **Cs** for comma splice and **C** for complete sentences.

1. ___ Karate is a popular sport for several good reasons, it builds your body and helps you control your mind.
2. ___ Second-hand cigarette smoke harms nonsmokers. Much of this smoke rises off the end of a burning cigarette.
3. ___ Recent studies warn us of the dangers of second-hand smoke. It killed about 53,000 nonsmokers in the United States each year.
4. ___ Jim's favorite subject is math he always does very well on his math tests.
5. ___ River rafting can be dangerous, you need an experienced guide.
6. ___ If you stay out in the sun very long, you should use sunblock, skin cancer is a horrible disease.
7. ___ We planned to go to the beach, but it rained heavily all day we had to cancelled the plan.
8. ___ The big earthquake was on the front page of the newspaper many homes and buildings were destroyed.
9. ___ My car broke down on the way home, and the repairs were very expensive.
10. ___ Dogs are men's best friends they never betray their owners.
11. ___ Don't stay up late tonight, you have a meeting tomorrow morning.
12. ___ We had a great time at the party last night. Food and music are very wonderful.
13. ___ It takes about 3 hours to go to Hua-Hin. Hua-Hin is 220 Kilometers from Bangkok.
14. ___ I plan to go to France for my vacation, however I am not sure whether I could afford it.
15. ___ Susan will look for a part time job this summer. She would like to earn some money for her tuition fee.

Exercise B

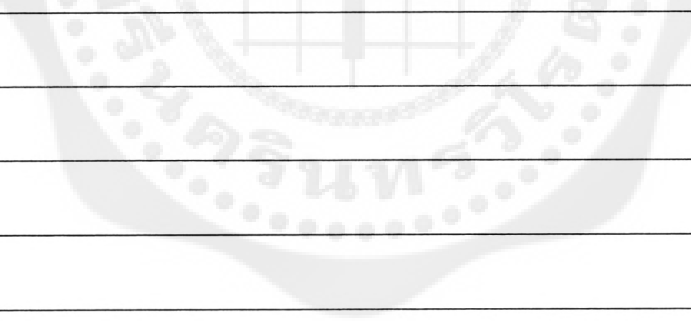
Read the following paragraphs and identify run-on sentences and comma splices. Then edit the paragraph.

Paragraph1

The Thrill of So Many Beautiful Cars

My first reaction to Los Angeles was amazement at all the gorgeous cars. My uncle picked me up in a huge Cadillac. The back seat was enormous, it felt so comfortable. We left the airport, I became fascinated with the traffic. My uncle told me to look out back, I didn't see anything at first, then a shiny blue Porsche sped past us. We got off the free way and I continued to be interested in all the glamorous automobiles. We were waiting at a red light, I looked out the window and saw nothing but huge tires. I looked up and saw a gigantic pickup truck. The pickup then made a right-hand turn, I was captivated even after it disappeared. Soon we drove up to my uncle's house and parked in front. My uncle was curious he asked me how I liked the United States so far. I answered, "I'm already in love with this country," my eyes weren't meeting his. My heart was pounding and my attention was glued to a silver gray Mercedes that was driving smoothly past us.

(Young & Strauch, 1994, P. 44-45)

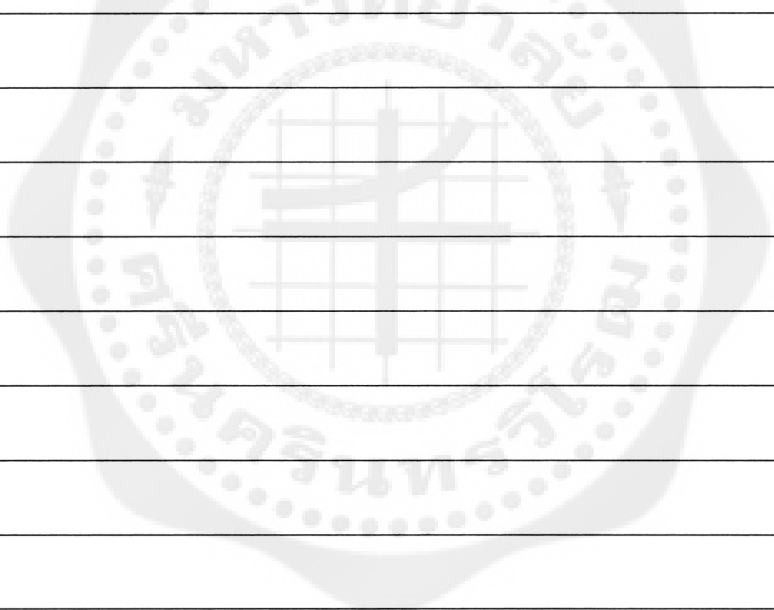


Paragraph 2

Sightseeing in Toronto

Toronto, Canada, has several fascinating places to visit. The first landmark you will notice in Toronto is the CN Tower, it's the tallest free- standing building in the world. The view is spectacular from the CN Building's Space Deck, for example, on a clear day you can see Niagara Falls. Next, the Metro Toronto Zoo has a modern idea for zoos. The emphasis is on showing nature as a whole, here you can see the animals in their natural environment. The African Pavilion is the largest and most interesting. It is like being inside a huge greenhouse. Another place worth visiting is the Royal Ontario Museum. This famous museum was once part of the University of Toronto, it's now independent. At the Royal Ontario Museum the visitors can enjoy art, archaeology, and the natural sciences. These are just a few of the many exciting places to visit and enjoy in Toronto.

(Young & Strauch, 1994, P. 45-46)



3. Choppy sentences

Choppy sentences are sentences that are too short.. Using too many short sentences in your composition can cause poor style of writing. Choppy sentences can be corrected by combining two or three short sentences to make one compound or complex sentence. Whether the sentences should be combined as a compound or complex sentence depends on the ideas in short sentences.

1. If the sentences express equal ideas, use coordination to combine them.

Choppy sentences: Wind is an enduring source of power. Water is also an unlimited energy source. Dams produce hydraulic power. They have existed for a long time. Windmills are relatively new.

Corrected: Both wind and water are enduring sources of power. Dams have produced hydraulic power for a long time, but windmills are relatively new.

2. If the sentences express unequal ideas, that is, if one sentence expresses a less important idea than the other, use subordination to combine them.

Choppy sentences: We must find new sources of energy. Natural sources of energy are decreasing. Solar energy is a promising new source of energy. Solar energy is energy from the sun.

Corrected: We must find new sources of energy because natural sources of energy are decreasing. Solar energy, which is energy from the sun, is a promising new source.

Exercise Improve the following choppy sentences by combining them to make either compound, complex, or compound-complex sentences.

1. The government has spent a lot of money advertising the dangers of smoking.
The number of smokers is still increasing.

2. The entrance exam should be improved. There are still some problems. The students feel stressed. The grading system in some schools are unfair.

3. Computers have many advantages. Computers have also created many problems

4. After graduation, some students may find jobs to earn their living. Some students may further their study for a master degree.

5. The gasoline price is increasing. We should use small cars. Small cars use less gasoline. People are encouraged to use public transportation.

6. Overpopulation is a major problem in Bangkok.
Traffic jam is a major problem in Bangkok.
Pollution is a major problem in Bangkok.

7. Laura went to the bookstore.
She wanted to buy some diskettes.
The diskettes were out of stock at the moment.

8. I bought a new dress.
The dress is white.
I will give it to my friend on her birthday.

9. I did not go to the party.
I had to stay home alone.
There was a lot of homework to do.

10. My friend likes to go diving in summer.
I like to go hiking in summer.
My friend and I like different activities.

4. Stringy sentences

A stringy sentence is a sentence with too many independent clauses, usually combined with and, but, so and because. This kind of sentence is often caused from writing the way you speak.

Generally there is no rule limiting the number of independent clauses allowed in one sentence, but two is a good maximum. To correct a stringy sentence, divide it and/ or recombine the clauses by subordinating when appropriate.

Stringy sentence: Many students attend classes all morning, and they do homework all afternoon, and they also have to study at night, so they are usually exhausted by the weekend.

Corrected: Many students attend classes all morning and do homework all afternoon. As they also have to study at night, they are usually exhausted by the weekend.

Because many students attend classes all morning, do homework all afternoon and study at night, they are usually exhausted by the weekend.

Exercise Improve these stringy sentences.

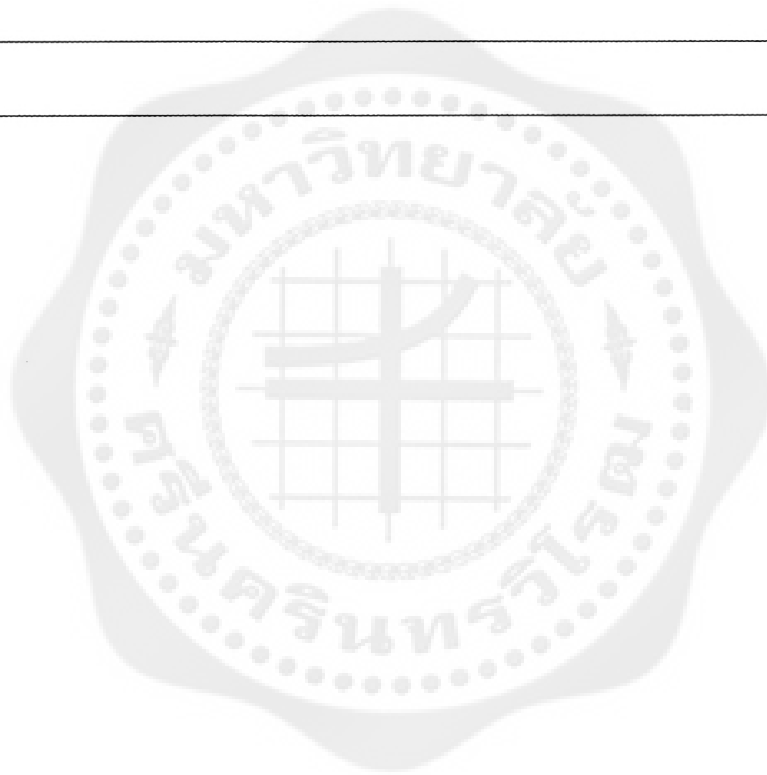
1. The hurricane destroyed the houses, and it ruined many cities, and it caused many deaths, so it was a real disaster.

2. He tries to finish his paper on time, but he has other work to do, so he has to work late every night and he has to ask his friend to help him.

3. Smoking is bad for your health and others around you, and you have to spend a lot of money on it, so the government tries to encourage people to stop smoking.

4. The scientists worked many hours on their experiment, but they couldn't reach the conclusion, so they took a break and they relaxed themselves.

5. A lot consumption of oil has caused the high price of it, so people try to use fewer cars and they try to use public transportation instead, but the situation is not improving.



Unit 8

Objectives In this unit, the students will learn how to maintain the consistence in voice, tense, person, and number of the writing in order to avoid the lack of unity in their writing.

Contents

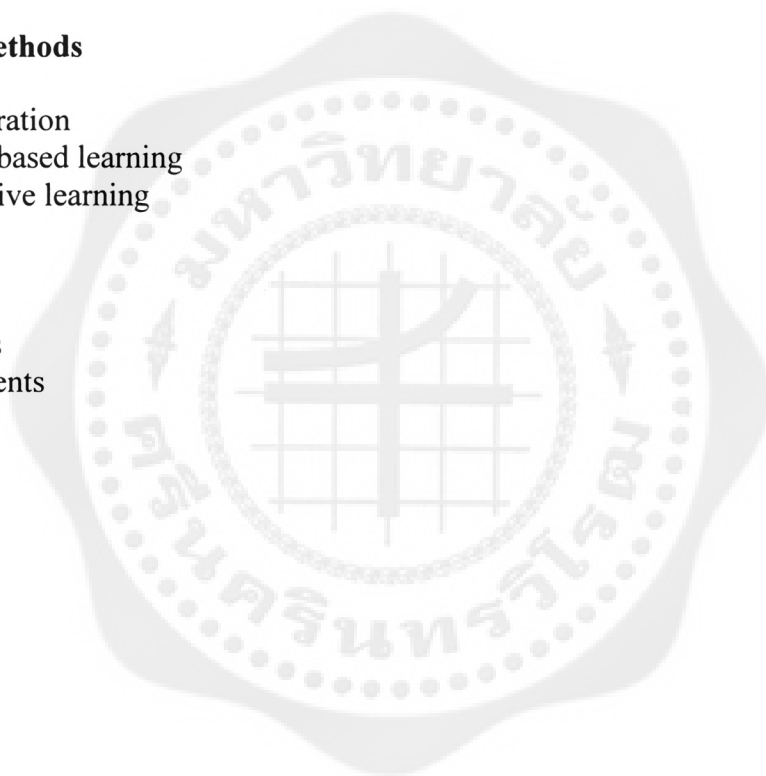
1. Shifts in voice
2. Shifts in tense
3. Shifts in person
4. Shifts in number

Teaching methods

- Lecture
- Demonstration
- Problem based learning
- Cooperative learning

Evaluation

- Exercises
- Assignments



UNIT 8

Shifts

Your writing goal should be to develop your thoughts clearly and concisely so that they move easily from one sentence to the next. To achieve smoothness and clearness, you must be careful with the consistence in voice, tense, person, and number of your writing.

One of the basic guidelines for good writing is the concept of unity. Unity implies a sense of oneness. A good paper has one basic idea to develop and it should be presented in one tense. All of these factors support the idea of unity. In order to achieve unity, the writer must be familiar with the concept of shifting. Shifting in voice, tense, person and number can break unity.

Shifts occur in verbs and pronouns. Shifts in voice and tense occur in verbs; shifts in person and number occur in pronouns. To check for shifts in your writing, you need only examine those two kinds of words: verbs (tense and voice) and pronouns (person and number).

I Shifts in Voice

Every sentence must have a subject and a verb. The verb can be in active voice or passive voice. In the *active voice*, the subject is *doing* the action of the verb while in the *passive voice*, the subject is *receiving* the action of the verb.

Active voice: subject + verb + object

Passive voice: subject + verb to be + past participle (+ by)

Active Voice

He bought a new car.	(subject he doing action of verb bought)
My boss postponed the meeting.	(subject boss doing action of verb postponed)
The students wrote term papers.	(subject students doing action of verb wrote)

Passive Voice

A new car was bought by him.	(subject car receiving action of verb bought)
The meeting was postponed by my boss.	(subject meeting receiving action of verb postponed)
Term papers were written by the students.	(subject term papers receiving action of verb written)

Generally, the sentences written in the active voice are more forceful than those written in the passive voice. Active verbs convey information with much more emphasis and vigor. Sentences in the active voice are less wordy and therefore more practical in business writing. However, when the doer of the action is either not known or unimportant, the use of passive voice is preferred.

The most important thing about voice in your writing is that you should keep it consistent. If you start a sentence in the active voice, all verbs in that sentence should be in the active voice. On the other hand, if you begin a sentence in the passive voice,

all verbs in that sentence should be in the passive voice. Also, for a paragraph or longer report, it should be consistent as well.

In the following sentences, you will see that the voice shifts from active to passive within one sentence. Notice how the sentences are corrected by changing the second verb from passive to active voice.

Examples

Shift: **Jack likes** physic, but **biology is preferred** by James.

Corrected: Jack likes physic, but James prefers biology.

Shift: **Susan took** a course in marketing while a program in **data processing was pursued** by Helen .

Corrected: Susan took a course in marketing while Helen pursued a program in data processing.

Exercise A

Correct any shift in voice by checking if both parts of the sentence are written in the same voice. If they are different, rewrite them.

1. As we came in on the bus, the factory was seen on the right.

2. Not enough attention is devoted to quantity- control instruction; the company conducts seminars only once a year.

3. An apology was made by him when he saw the evidence.

4. The transformer was checked because the engineer had discovered a current shortage.

5. Instructions were received by mail and I typed the report.

6. The lab technician completed the blood test, and a report was written by her.

7. Plans were drawn by architectural engineer, and his company constructed a new plant.

8. The nurse checked the patient's pulse, and his temperature was taken by the nurse's aide.

9. The programs are usually written by the personnel in the computer room, but we write our own program when they are too busy.

10. Every morning the electrical engineer checks all the switches, and any that are faulty are repaired by the maintenance men.

Exercise B

Read the following paragraph and correct all shifts in voice.

Forestry rangers have a wide variety of responsibilities. One of their duties is to watch for forest fires. Also, as a preventive measure trenches must be dug by them. In addition, trees must be marked for cutting. Sometimes, they have to supervise campgrounds. Diseased trees must be found. In short, forest rangers are kept busy by their many duties.

II Shifts in Tense

Tense means time. In writing, when you begin your introduction in one tense, you should keep the same tense throughout your paper. If you change time in a sentence or within a report without justification, you make a shift in tense. For example, you might be talking about a past event and suddenly, for no reason, switch to the present.

Example

George **started** on his new job yesterday. He **checked** his equipment and **begins** to work.

There is a shift in tense as the first two verbs in this sentence-**started** and **checked**- are past tense, but the third verb-**begins**- is present tense. There are two ways to correct this inconsistency: change all the verbs to past tense, or change all the verbs to present tense.

Corrected (using *past tense*)

George **started** on his new job yesterday. He **checked** his equipment and **began** to work.

Corrected (using *present tense*)

George **starts** on his new job. He **checks** his equipment and **begins** to work.

Once you have set the time of the action, you should be consistent. This does not mean that you can never change tense. A shift in tense is logical if time words such as *today* (present), *yesterday* (past), *tomorrow* (future) and other expressions of time are used. The verb tense must be consistent with the time expressed.

Example

Yesterday, I worked in the office. Today, I am working in the factory.
Tomorrow, I will meet the customers. (Acceptable shifts)

The followings are some examples of inappropriate shifts in tense. Notice how the shifts are corrected by changing all verbs in the same tense.

Examples

Shift: Chris sent his friend an email on New Year's Day while he writes a postcard to his mother on her birthday.

Corrected: Chris sent his friend an email on New Year's Day while he wrote a postcard to his mother on her birthday.

Shift: The secretary talks on the phone, makes an appointment with the doctor, and left a note for her boss.

Corrected: The secretary talks on the phone, makes an appointment with the doctor, and leaves a note for her boss.

Exercise A

Read the following sentences, underline any verbs that are inconsistent in tense and correct them.

1. The manager will visit my office Friday, and he visited your office next week.

2. Finally, the salesman reaches his goal, and he won the award for being the top salesman.

3. We hurried to the board meeting, but nobody is there.

4. The director announced that he reaches agreement on the new contract.

5. The new secretary knows how to write the report, but she did not know how to fix the computer.

6. The carpenter began repairing the window while the painter paints the fence.

7. The accountant checked the data, and then she reports to her boss.

8. The nurse checked the patient, and then she talks to the doctor.

9. In the meeting yesterday, the manager tells the employees about their new office.

10. When the weather gets better, I planed to take the trip.

11. Before the novelist writes a story, she carefully checked the facts.

12. After she finished her work, she goes out for shopping.

13. I wanted to meet him tomorrow, but he cancels the appointment.

14. The doctor visits the patients early in the morning; at night he made rounds again.

15. The committee notified the board of trustees that it reaches its decision at noon yesterday.

Exercise B

Read the following paragraph and correct any shifts in tense.

A field trip is a valuable experience for a student. For instance, a civil engineering student benefits from visiting various types of bridges. A nursing student learned a great deal from a trip to the hospital. In addition, a secretarial trainee gets helpful hints while she visited an office. All in all, a relevant field trip enlightens a student.

III Shifts in Person

The most troublesome shift for the writer is the shift in person or point of view. You should determine the point of view in your writing and keep it consistent throughout the paper. There are three persons or points of view: **First person** (I, we, our, us, me, etc.) is used only for very personal writing. It is used in business only in memos and letters. **Second person** (you, your) is used only with sets of directions or when a very informal approach is taken to a report. Generally, the report should be written in **the third person** (he, she, it, one, they, all nouns, and all indefinite pronouns).

It is easy to maintain consistency within a sentence or even a single paragraph. However, maintaining consistency throughout an entire report is rather difficult. Shifts can occur easily if you are not aware of what you are doing. To avoid this kind of error, you should proofread for shifts in person or point of view.

Your paragraph will lose unity if you shift “person” without good reason. If you begin writing in the first person (I), do not shift to the second person (you) or the third person (he, she, it, one, or they).

To remain consistent in person, you have to make sure that the antecedent (the word to which the pronoun refers) is in the same person form as the noun to which it refers. See the chart below.

	1 st PERSON (Person speaking)	2 nd PERSON (Person spoken to)	3 rd PERSON (Person spoken about)
Singular	I (my, mine, me)	You (your, yours)	He (his, him) She (her, hers) It (its) One (one's) All singular nouns
Plural	We (our, ours, us)	You (your, yours)	They (their, theirs, them) All plural nouns

6. Everybody should develop a resume, which you need when applying for a job.

7. When the contractors finished with the shopping center project, you moved on to the next assignment – building an apartment.

8. Stephen did the work you must do to qualify for the job promotion.

9. We checked the patients' charts, which you must look at every day.

10. His calculator was not working; therefore, you must check the warranty.

11. You will get a raise as soon as one passes the competency exam.

12. Anyone can do the job correctly if you read the manual.

13. When they completed the job assignment, you went on to the next task.

14. When a person goes for an interview, you should dress appropriately.

15. Some people break the traffic regulation as he is in a hurry and wants to reach the destination on time.

Exercise B

Read the following paragraph and correct any shifts in person.

A personnel manager may try in several ways to upset a job applicant to see how you handle an awkward situation. You may offer the interviewee coffee but no cream or sugar. Another trick is for the interviewer to have the applicant stand awkwardly without offering a seat. It would be wise for a prospective employee to be aware of possible attempts to frustrate you.

IV Shifts in Number

Whenever a pronoun is used, the noun to which it refers (the antecedent) should be carefully checked for agreement. This simply means making sure a plural pronoun is used to refer to a plural noun while a singular pronoun must be used for a singular noun.

Sometimes the shift in number can lead to confusion in meaning. Here are some examples of shifts in number. Notice how the shifts are corrected.

Examples

Shift: Sing
Each **draftsman** has done a fine job designing the new resort.
Pl Pl
Not only have **they** worked well together, but **they've** also produced
Pl
some good ideas. Furthermore, the **men** seem to have enjoyed
Pl
working on **their** project.

Corrected: All of the **draftsmen** have done a fine job designing the new resort.
Not only have **they** worked well together, but **they've** also produced
some good ideas. Furthermore, the **men** seem to have enjoyed
working on **their** project.

	Sing	Pl
Shift:	Each electronics student was asked to bring in their old television set to repair.	

	Sing	Pl
Corrected:	Each electronics student was asked to bring in his (or her) old television set to repair.	

Collective nouns (such as administration, association, club, committee, company, faculty, group, jury, organization, personnel, staff, team, etc.) are considered singular when the group is thought of as a unit but are considered plural when the individual members of the group are stressed. Usually, collective nouns are singular.

Examples

	Coll	Pl
Shift:	The jury deliberated three hours before they reached a verdict. (<i>emphasizes members</i>)	

	Coll	Sing
Better:	The jury deliberated three hours before it reached a verdict. (<i>Acts as a unit</i>)	

Also Corrected: The **members** of the jury deliberated three hours before **they** reached a verdict.

	Coll
Shift:	The Business and Professional Women's Club are holding Pl their annual meeting soon.

	Coll
Better:	The Business and Professional Women's Club are holding Sing its annual meeting soon. (<i>Acts as a unit</i>)

	Pl
Also Corrected:	The ladies of the Business and Professional Women's Club are Pl holding their annual meeting soon.

Generally, some indefinite pronouns such as all, any, some, part, most, none and half can be singular or plural. Certain other indefinite pronouns such as anyone, everybody, each, either, etc., are always singular. The indefinite pronouns both, few, several, and many are always plural.

Exercise A

Underline any shifts in number and correct them. Circle the antecedent and change verb forms if necessary.

1. Employment agencies should advertise job opening; furthermore, it should help match people to jobs.

2. The accounting club agreed to elect their officers at the next meeting.

3. Businessmen build goodwill through advertising. He should set aside money in the budget for sales promotion.

4. Every one of the stewardesses checked their schedule before going home.

5. All of the nurses are wearing her new uniforms today.

6. The group discussed the problem and decided on their strategy.

7. The publishing company asked for the script. They wanted to publish the play.

8. We are all aware that my sales decrease in summer.

9. A good accountant knows that neatness is important. In addition, they always strive for accuracy.

10. The college staff met to discuss the issue; they made an important decision.

11. The board of trustees agreed to announce their findings at the July meeting.

12. Salespersons attend conventions regularly. One must be away from home a great deal.

13. Both of the architects displayed his new design in the showcase.

14. The group met to review their news articles.

15. The manufacturing company discussed their sales promotion with the new employees.

Exercise B

Read the following paragraph and correct any shifts in number.

Nurses have many jobs to perform during a typical day. He or she must check the patients' temperature and blood pressure at regular intervals. They should also ask patients if he is having any complications. Furthermore, nurses must administer medication to his or her patients and enter the dosage on their charts. Truly, nurses have a busy schedule.

Exercise Review

Read the following sentences and correct any shifts in voice, tense, person, or number. Check verbs (voice and tense) and pronouns (person and number).

1. The tour of the industry was planned by the public relations officer, and the group of engineers arrived at 9.00 A.M.
-
-

2. The tour guide was a petroleum engineer, and she takes the group around the plant.
-
-

3. The public relations officer planned the industrial tour, and they set up an itinerary for the group.

4. Anyone could participate in the tour if you wanted to.

5. The group took the tour; then there is a question-and-answer period.

6. The engineers seemed to enjoy the tour; you got a complete view of the plant's operation.

7. The engineers enjoyed the tour; a complete view of the plant's operation was gotten.

8. As the members of the group entered the processing room, large vats were seen by them.

9. After the tour was completed, the guide invites the group to have lunch.

10. Everyone should take advantage of such a tour if they would like to learn more about a company.

Exercise Review

Correct the shifts in each of the following sentences and identify the type of shift (voice, tense, person, or number)

Example

Tense My brother had remembered to bring his textbooks, but he forgets his cell phone.

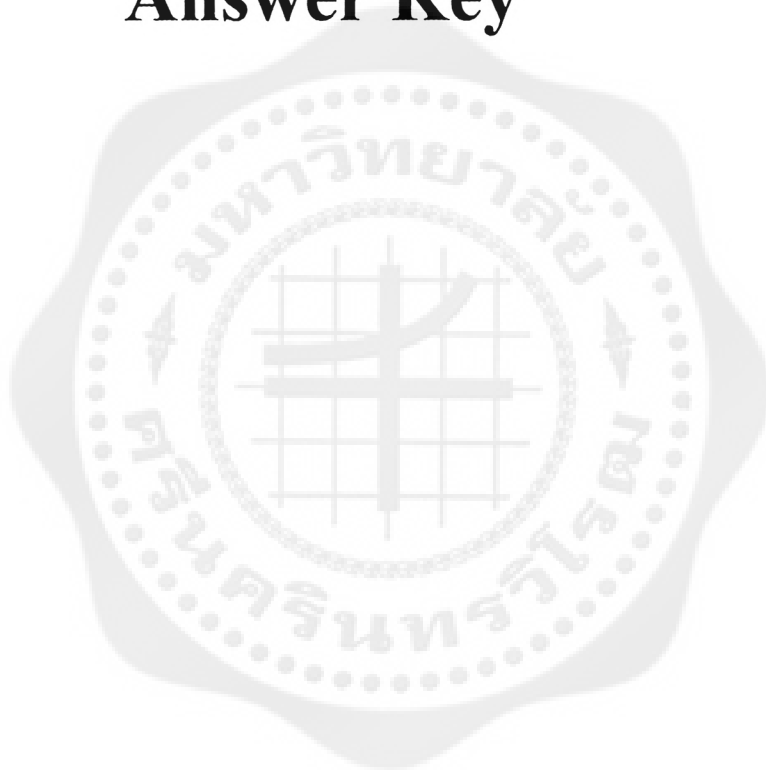
My brother had remembered to bring his textbooks, but he had forgotten his cell phone.

- _____ 1. The salesman worked to meet his quota, and 10 new accounts were opened in one week.
- _____ 2. Nathan will repair the radio, and Jeff helped him.
- _____ 3. We transported the tire to Chicago, and it has been charged to the manufacturer.
- _____ 4. Jennifer totaled the daily receipts, but several errors were made.
- _____ 5. Since Chris will retire at the conclusion of his project, no suggestions will be offered by him.
- _____ 6. The supervisor installed and tested the new equipment. Next month, it will be put into operation.
- _____ 7. The hotel manager made arrangements for the conversation, and his secretary requests the confirmations.
- _____ 8. The computer has been programmed by Murphy, and he checked it for bugs yesterday.
- _____ 9. A police officer holds a very important job in the community. Many people depend on them for help.
- _____ 10. Because everyone works hard, you should take a brake to relax.
- _____ 11. When the boss saw that an employee was sick, she was sent home to rest.
- _____ 12. Before I started to drive, my seat belt was fastened and the emergency brake released.
- _____ 13. A tourist can stop frequently if they drive their own car.
- _____ 14. A person does well in an interview if they prepare ahead of time.
- _____ 15. People should not trust rumors without checking for oneself.

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Answer Key



Answer key

Unit 1

Exercise A sentence or not P. 2

1. Yes
2. No (no subject)
3. No (no verb)
4. No (not a complete thought)
5. Yes
6. No (not a complete thought)
7. No (not a complete thought)
8. Yes
9. Yes
10. Yes
11. Yes
12. Yes
13. No (no subject)
14. Yes
15. No (not a complete thought)

Exercise Kinds of sentences P. 6

1. C
2. C
3. S
4. S
5. S
6. C
7. C
8. S
9. S
10. C
11. C
12. C

Exercise Combine sentences P. 7

1. Toyota Company produces cars and vans, but Isuzu produces trucks.
2. You should go to the wedding party with us, or you have to stay home alone.
3. Susan went to the bookstore to buy a grammar book, but the clerk told her that the store was temporarily out of stock.
4. I can't wait for him as I have to leave now, so I leave a note telling him to call me back.

5. She should make a decision now, or it will be too late, but she should think carefully before making a decision.
6. I bought a gift for my friend and plan to give it on her birthday, but I seem to be busy on that day, so I may be unable to meet her on her birthday.
7. Traffic jam is a serious problem of Bangkok, so it takes a long time to solve the problem, and the government can't solve it in a few months.
8. The global temperature is higher and higher, so more and more trees should be grown and people should stop destroying forests, or this problem becomes worse and worse.
9. Freshmen must pay the tuition fee within this Friday, or they will not be allowed to take the exam and they have to drop out of the course.
10. The new government tries to improve economy, and create more jobs for people, and get rid of corruption. There is a tendency that economy will recover soon.

Exercise P. 10

1. Dependent
2. Independent
3. Dependent
4. Dependent
5. Independent
6. Dependent
7. Dependent
8. Independent
9. Dependent
10. Independent

Exercise P. 11

1. We went to the movie after we finished working.
2. Although cigarette is not good for health, many people still smoke.
3. As soon as he arrived, his wife told him about the bad news.
4. I decided to break up with him because I could not stand him any longer.
5. While John was waiting for the bus, he met his old friend.
6. You should eat less when you are getting old.
7. You can save your money if you use public transportation.

8. Whenever she has a problem, she likes to stay alone.
9. Since there was an earthquake last year, people have been more aware of the alarming for this kind of the disaster.
10. Wherever you go, you will never forget him.
11. However after I listened to him, I was still confused.
12. If the government cannot solve the problems, they may not win in the next election.
13. I was writing my paper whereas my roommate was watching television.
14. Finally after you exercise regularly, you will be healthier.
15. Pat got the message as soon as she came home.

Exercise P. 12

A

B

- | | |
|---|--|
| 1. If you are looking for the place for your vacation | a. Ko Chang will be one of your destinations |
| 2. Although it is quite far from Bangkok | b. it is still a great place for you to spend your vacation |
| 3. since there is natural beauty and it provides many kinds of activities for you | c. this island is good for both the ones who love nature and the ones who like sports and adventure. |
| 4. if you plan to come here | d. there are many things that you should know |
| 5. after you drive 4-5 hours and reach Trat | e. you have to go to Lamngop Port to take the ferry to the island |
| 6. as soon as you arrive the island | f. you will feel relaxed and fascinated |
| 7. When the dinner time comes | g. many kinds of seafood will be served |
| 8. during the day while your friends may canoeing or scuba diving | h. you may lay on the beach looking at the beautiful scenery |
| 9. Before you go home | g. you may buy many famous souvenirs like ruby, preserved fruits and mats. |

Exercise Adjective clause P. 14

1. NR
2. R
3. R
4. NR
5. R
6. NR
7. NR
8. R
9. NR
10. R
11. NR
12. NR

Exercise P. 15

1. James Fort, who is the managing director, explained the structure of his company.
2. She has planned the project which / that aims to offer loan to the poor.
3. They donate money to the flood victims whose properties have been lost.
4. The party which / that is held on Halloween night is very fun.
5. The news reporter whom you talked to a few hours ago was shot dead.
6. Harry Potter, which is written by J.K. Rolling, is very popular among young readers.
7. I live in a big city where there are many skyscrapers.
8. I live in an apartment which is well decorated.
9. May 15, 1990 was the day when she first met him.
10. On April 6, 2007, when my father died, my life completely changed.

Unit 2**Exercise Topic / Controlling ideas P. 19**

1. Similan is famous for scuba diving and snorkeling.
2. Chiangrai has a perfect climate.
3. The “smiling face” of Thai people is well known.

4. Living in a university dorm has three advantages.
5. There are three advantages to study overseas.
6. A good employee has three important qualities.
7. Small cars are more economical than big cars for two reasons.
8. Many kinds of tests are employed in educational institutions.
9. Television has many influences on children.
10. Thai food is famous for its taste and its look.

Exercise P. 20

- * 1. Snow skiing on the highest mountainsides requires great skill.
2. Snow skiing is fun.
3. Hiking is a great outdoor activity.
- * 4. Hiking requires a variety of special equipment.
5. Small cars are popular.
- * 6. Driving a Honda Jazz saves money.
- * 7. Drinking alcoholic drinks should be allowed for people who are twenty years old.
8. Drinking is dangerous to your health.
9. Watching television is a waste of time.
- * 10. The violence on television can affect children's emotion.
11. Nepal is an exciting country.
- * 12. Nepal is a dream world for adventurers.
13. Smoking is a bad habit.
- * 14. There are three reasons why people should stop smoking.

Exercise The topic sentence P. 21

1. The students in the class come from many different parts of the world.
2. Throughout history garlic has had many uses.
3. Video games are very popular on college campuses in the United States
4. There are many reasons why millions of Americans move every year.

Exercise Irrelevant sentence P. 23

1. However, many people prefer swimming.
2. Packaging is used to protect things that are breakable
3. Some Japanese universities are developing medical robots to detect certain kinds of cancer.
4. Many American couples have two children
5. I seem tired of sitting on the bus for many hours as my home is very far from my office.

Unit 3**Exercise P. 35****1. Book Reservation**

- ___7___ He filled it out and left.
 ___4___ He went to the bookshelf, but the book wasn't there.
 ___1___ Jim went to the library to get a book.
 ___2___ He went to the computer catalog.
 ___6___ The librarian told him to fill out a form.
 ___5___ He told the librarian he wanted to reserve the book.
 ___3___ He wrote down the title and call number of the book.

2. Our Horrible Vacation

- ___1___ Our vacation in Florida last month was a real disaster.
 ___2___ On the way to the airport, our taxi broke down.
 ___6___ We got a new hotel room after arguing with the manager.
 ___9___ When we arrived back home, we found that water had flooded our house because of a broken pipe.
 ___4___ We had to wait many hours for the next flight.
 ___5___ When we arrived at our hotel in Miami, our reservations had been canceled because we were late.
 ___10___ All in all, we should have stayed home.
 ___3___ We missed our plane to Miami.
 ___8___ It rained the entire week, so we couldn't go to the beach at all.
 ___7___ The second day we were in Miami, someone broke into our hotel room and stole all of our clothes.

3. How to Live on a Small Budget

- ___2___ Don't spend money on unnecessary things.
 ___1___ Living on a small budget is not too difficult if you follow the suggestions below.
 ___4___ If you stay in an apartment, try to find the roommate to share the room rent with you.
 ___7___ Try to stay home on weekends because when going out you will spend more money.
 ___3___ Limit the money you will spend each month. Don't spend over the limit.
 ___5___ Eat at home rather than go out to a restaurant.

- __6__ Buy clothes that can be used for many occasions. Try to use until they are old before throwing them away.
- __8__ Plan before going out anywhere in order to save your money for travel expense.
- __9__ Look for part-time job if you still have some free time.

Unit 4

Exercise Descriptive adjective P. 45

1. quiet gardens
2. broad courtyard
3. tall, arched gateway
4. dark
5. beautiful
6. shallow pools
7. brilliant flowers
8. parallel rows of trees
9. adjacent
10. cool, mysterious

Exercise Moving prepositional phrases P. 49

1. -
2. On the wall is the picture of Mae Hongson .
3. In Bangkok, there are only a few parks.
4. Inside each cottage is three rooms: a bedroom, a bathroom, and a kitchen.
5. Next to the hospital is my office.
6. -
7. Upon your arrival, they will welcome you.
8. Until next month, she will stay here.
9. During summer, he always takes a part-time job.
10. Along the street, there are many shops.

Exercise Sentence combining P. 51

My Apartment

1. My apartment is very small, but it is quite comfortable.
2. It has a living room, a bedroom, a bathroom, and a kitchen.
3. There are two doors on the left side of the entrance.
4. One door leads to the bathroom while the other door leads to the bedroom.
5. The bathroom is on the far left, and the bedroom is next to the bathroom.

6. Directly in front of the entrance is the kitchen.
7. There is a large storage closet between the bedroom and the kitchen.
8. On the right side of the entrance is the living room.
9. The large living room is also serves as a dining room.
10. In the back wall of the living room there is a door which leads to a narrow balcony.
11. In nice weather, you can sit outside and enjoy the view.

Unit 5

Exercise Complete the outline P. 61

London

Topic Sentence : London is a great place to spend a vacation for two reasons.

Reason A: there are many interesting places where you can visit.

Example 1: You should visit National Galleries to see many beautiful paintings.

Example 2: There are a lot of museums where you can learn history and civilization

Reason B: In London you can see beautiful scenery of many parks.

Example 1: In summer many visitors visit Regent's Park where there are a lot of beautiful flowers and trees

Example 2: They may visit Hyde Park, another big park where people can do many kinds of activities

Concluding Sentence: Therefore, with its beautiful scenery and many interesting tourist attractions, you will have a wonderful time in London.

Exercise P. 66

1. such as
2. For example,
3. For example,
4. such as

5. such as
6. such as
7. For example,
8. such as
9. such as
10. For example,

Exercise P. 68

1. Some people go for a walk or have a picnic in the park.
2. For instance, when you go for an interview, you should prepare all documents.
3. He cleans the room, washes his clothes, and does his homework.
4. Then she changed her plan and stayed at home.
5. She was very bored, so she didn't say anything.
6. The archeologist believes that this fossil is 13,000,000 years old.
7. Her office's address is 123 Silom Rd., Bangrak, Bangkok 10400.
8. I called him, and I invited him to my birthday party.
9. You have to leave early, or you will miss the train.
10. We did not go to the party as I had to complete my paper.

Unit 6

Exercise Complete the outline P. 71

Capital Punishment

Topic sentence: In my opinion, capital punishment is wrong

A. It is wrong to kill.

1. Only God has the right to take away life.
2. Even if a criminal has committed horrible crimes, the government does not have the right to execute him or her.

B. The threat of going to the electric chair or to the gas chamber does not stop criminals.

1. Criminals don't think about punishment while committing crime.
2. The murder rate rose in New Orleans during the period when there were a lot of executions.

C. The government sometimes makes mistakes and executes innocent people.

1. Between 1900 and 1991, 23 innocent people were executed in the U.S.

Concluding Sentence: For these three reasons, I believe that the United States should get rid of capital punishment, which is really just “legal murder.”

Exercise Using modals P. 76

2. must keep
3. must not drop
4. might not prevent
5. will find
6. must / have to show
7. could not enter
8. must check
9. could not get
10. may lose

Unit 7

Exercise A

Fragment P. 78

- | | |
|-------|-------|
| 1. C | 11. F |
| 2. F | 12. C |
| 3. F | 13. C |
| 4. C | 14. C |
| 5. C | 15. C |
| 6. F | 16. C |
| 7. C | 17. C |
| 8. C | 18. F |
| 9. C | 19. C |
| 10. F | 20. C |

Exercise A Ro/ Cs P. 81

1. Cs
2. C
3. C
4. Ro
5. Cs

- | | |
|--------|--------|
| 6. Cs | 11. Cs |
| 7. Ro | 12. C |
| 8. Ro | 13. C |
| 9. C | 14. Cs |
| 10. Ro | 15. C |

Exercise Choppy sentence P. 84

1. The government has spent a lot of money advertising the dangers of smoking, but the number of smokers is still increasing.
2. The entrance exam should be improved because there are still some problems. For example, the students feel stressed, and the grading system in some schools are unfair.
3. Computers have many advantages; however, they have also created many problems.
4. After graduation, some students may find jobs to earn their living while some students may further their study for a master degree.
5. The gasoline price is increasing, so we should use small cars. As small cars use less gasoline, people are encouraged to use public transportation.
6. Overpopulation, traffic jam, and pollution are major problems in Bangkok.
7. Laura went to the bookstore to buy some diskettes which were out of stock at the moment.
8. I bought a new white dress, and I will give it to my friend on her birthday.
9. I did not go to the party because there was a lot of homework to do. Therefore, I had to stay home alone.
10. My friend and I like different activities as my friend likes to go diving while I like to go hiking in summer.

Exercise Stringy sentence P. 86

1. The hurricane destroyed the houses, ruined many cities, caused many deaths, so it was a real disaster.
2. He tries to finish his paper on time, but he has other work to do. Therefore, he has to work late every night and has to ask his friend to help him.
He tries to finish his paper on time. As he has other work to do, he has to work late every night and has to ask his friend to help him.

3. Because smoking is bad for your health and others around you, and you have to spend a lot of money on it, the government tries to encourage people to stop smoking.
4. Since the scientists worked many hours on their experiment but couldn't reach the conclusion, they took a break and relaxed themselves.
5. As a lot consumption of oil has caused the high price of it, people try to use fewer cars and use public transportation instead. But the situation is not improving.

Unit 8

Exercise A Shifts in voice P. 90

1. As we came in on the bus, we saw the factory on the right.
2. The company does not devote enough attention to quantity- control instruction; it conducts seminars only once a year.
3. He made an apology when he saw the evidence.
4. The engineer checked the transformer because he had discovered a current shortage.
5. I received instructions by mail and typed the report.
6. The lab technician completed the blood test, and she wrote a report.
7. The architectural engineer drew the plans, and his company constructed a new plant.
8. The nurse checked the patient's pulse, and the nurse's aide took his temperature
9. The personnel in the computer room usually write the programs, but we write our own program when they are too busy.
10. Every morning the electrical engineer checks all the switches, and the maintenance men repair any that are faulty.

Exercise B

Forestry rangers have a wide variety of responsibilities. One of their duties is to watch for forest fires. Also, as a preventive measure they must dig trenches. In addition, they must mark trees for cutting. Sometimes, they have to supervise campgrounds. They must find diseased trees. In short, the many duties of forest rangers keep them busy.

Exercise A Shifts in tense P. 93

1. The manager will visit my office Friday, and he will visit your office next week.
2. Finally, the salesman reached his goal, and he won the award for being the top salesman.
3. We hurried to the board meeting, but nobody was there.
4. The director announced that he reached agreement on the new contract.
5. The new secretary knows how to write the report, but she does not know how to fix the computer.
6. The carpenter began repairing the window while the painter painted the fence.
7. The accountant checked (checks) the data, and then she reported (reports) to her boss.
8. The nurse checked (checks) the patient, and then she talked (talks) to the doctor.
9. In the meeting yesterday, the manager told the employees about their new office.
10. When the weather gets better, I plan to take the trip.
11. Before the novelist writes (wrote) a story, she carefully checks (checked) the facts.
12. After she finished her work, she went out for shopping.
13. I wanted to meet him tomorrow, but he canceled the appointment.
14. The doctor visits (visited) the patients early in the morning; at night he makes (made) rounds again.
15. The committee notified the board of trustees that it reached its decision at noon yesterday.

Exercise B

A field trip is a valuable experience for a student. For instance, a civil engineering student benefits from visiting various types of bridges. A nursing student learns a great deal from a trip to the hospital. In addition, a secretarial trainee gets helpful hints while she visits an office. All in all, a relevant field trip enlightens a student.

Exercise A Shifts in person P. 96

1. May would like to know where she could find a good plumber.
2. The bookkeeper balanced out the account which he must total every day.
3. I broke my microscope; I always hurry to finish the experiment on time.
4. If one is to finish the program for the computer on time, he probably will have to work overtime.
5. Anyone can fill in the application if he/she concentrates.
6. Everybody (you) should develop a resume, which he (you) need when applying for a job.
7. When the contractors finished with the shopping center project, they moved on to the next assignment – building an apartment.
8. Stephen did the work he must do to qualify for the job promotion.
9. We checked the patients' charts, which we must look at every day.
10. His calculator was not working; therefore, he must check the warranty.
11. You will get a raise as soon as you pass the competency exam.
12. Anyone can do the job correctly if he/she reads the manual.
13. When they completed the job assignment, they went on to the next task.
14. When a person (you) goes for an interview, he / she (you) should dress appropriately.
15. Some people break the traffic regulation as they are in a hurry and want to reach the destination on time.

Exercise B

A personnel manager may try in several ways to upset a job applicant to see how he handles an awkward situation. He may offer the interviewee coffee but no cream or sugar. Another trick is for the interviewer to have him stand awkwardly without offering him a seat. It would be wise for a prospective employee to be aware of possible attempts to frustrate him.

Exercise A Shifts in number P. 99

1. Employment agencies should advertise job opening; furthermore, they should help match people to jobs.
2. The accounting club agreed to elect its officers at the next meeting.
3. Businessmen build goodwill through advertising. They should set aside money in the budget for sales promotion.
4. Every one of the stewardesses checked her schedule before going home.
5. All of the nurses are wearing their new uniforms today.
6. The group discussed the problem and decided on its strategy.
7. The publishing company asked for the script. It wanted to publish the play.
8. We are all aware that our sales decrease in summer.
9. A good accountant knows that neatness is important. In addition, he/ she always strives for accuracy.
10. The college staff met to discuss the issue; it made an important decision.
11. The board of trustees agreed to announce its findings at the July meeting.
12. Salespersons attend conventions regularly. They must be away from home a great deal.
13. Both of the architects displayed their new design in the showcase.
14. The group met to review its news articles.
15. The manufacturing company discussed its sales promotion with the new employees.

Exercise B

Nurses have many jobs to perform during a typical day. They must check the patients' temperature and blood pressure at regular intervals. They should also ask patients if they are having any complications. Furthermore, nurses must administer medication to their patients and enter the dosage on their charts. Truly, nurses have a busy schedule.

Exercise Review P. 101

1. The public relations officer planned the tour of the industry, and the group of engineers arrived at 9.00 A.M. (voice)
2. The tour guide was a petroleum engineer, and she took the group around the plant. (tense)
3. The public relations officer planned the industrial tour, and he/she set up an itinerary for the group. (number)
4. Anyone could participate in the tour if he wanted to. (person)
5. The group took the tour; then there was a question-and-answer period. (tense)
6. The engineers seemed to enjoy the tour; they got a complete view of the plant's operation. (person and number)
7. The engineers enjoyed the tour; they got a complete view of the plant's operation. (voice)
8. As the members of the group entered the processing room, they saw large vats. (voice)
9. After the tour was completed, the guide invited the group to have lunch. (tense)
10. Everyone should take advantage of such a tour if he/ she would like to learn more about a company. (number)

Exercise Review P. 103

Correct the shifts in each of the following sentences and identify the type of shift (voice, tense, person, or number)

- | | |
|-------|--|
| Voice | 1. The salesman worked to meet his quota, and he opened 10 new accounts in one week. |
| Tense | 2. Nathan will repair the radio, and Jeff helped him. |
| Voice | 3. We transported the tire to Chicago, and we charged it to the manufacturer. |
| Voice | 4. Jennifer totaled the daily receipts, but she made several errors. |
| Voice | 5. Since Chris will retire at the conclusion of his project, he offered no suggestions. |
| Voice | 6. The supervisor installed and tested the new equipment. Next month, he will put it into operation. |

- Tense 7. The hotel manager made arrangements for the conversation, and his secretary requested the confirmations.
- Voice 8. Murphy programmed the computer, and he checked it for bugs yesterday.
- Number 9. A police officer holds a very important job in the community. Many people depend on him/her for help.
- Person 10. Because everyone works hard, he/she should take a brake to relax.
- Voice 11. When the boss saw that an employee was sick, he sent her home to rest.
- Voice 12. Before I started to drive, I fastened my seat belt and released the emergency brake.
- Number 13. A tourist can stop frequently if he/she drives his/her own car.
- Number 14. A person does well in an interview if he/she prepares ahead of time.
- Number 15. People should not trust rumors without checking for themselves.
- 