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Simple, Compound, and Complex Sentences



FIRST IMPRESSIONS

CONNECTING TO THE THEME

What can you do to make a good first impression? Which of the tips below do you think may help?

- 1 You should be neat and well-dressed.
- 2 You should make eye contact with the other person.
- 3 You should talk a lot about yourself.
- 4 You should be comfortable, but you shouldn't look too casual.
- 5 You should ask about the other person when the time is right.

1, 2, 4, and 5 will help you make a good first impression.

A. Skill Presentation

When you write, you should use a combination of simple, compound, and complex sentences.

A **simple sentence** has one or more subjects and one or more verbs. It has only one **independent clause** and expresses only one complete idea. Both of the following simple sentences have one independent clause, but the number of subjects and verbs varies.

Ethan is confident. (1 subject + 1 verb)

Ethan and Vicky feel important and look confident. (2 subjects + 2 verbs)

A **compound sentence** has two or more subjects and two or more verbs. It has at least two related independent clauses that are joined by a **coordinating conjunction**, such as *and*, *but*, *or*, or *so*.

— **INDEPENDENT CLAUSE** — — **INDEPENDENT CLAUSE** —

Ethan is confident, **and** he makes a good first impression.

Ethan and Vicky are confident, **but** their sister isn't confident at all.

A **complex sentence** has two or more subjects and two or more verbs. It has an independent clause that is connected to a **dependent clause**. The dependent clause starts with a **subordinating conjunction**, such as *after*, *before*, *when*, *because*, *although*, or *if*.

— **INDEPENDENT CLAUSE** — — **DEPENDENT CLAUSE** —

Ethan is usually selfish, **although** he sometimes thinks of other people.

Ethan will get the job **if** he makes a good impression.

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B. Over to You

1 Read the sentences. Decide if they are simple, compound, or complex. Write S for Simple, C for Compound, or CX for Complex.

- ___ 1 Tom made a good impression, so he got the job.
 ___ 2 Jason seems friendly, although he is very shy.
 ___ 3 Nancy and Lorena have a lot of friends.

2 Read the paragraph and check (✓) the correct answers.

First impressions are important in an interview. *You will make a good impression if you follow some important steps.* **Confident people often make good first impressions.** *Employers may feel uncomfortable when you do not seem confident.* **Your clothing can also make a good first impression.** Clean and neat clothing makes a good impression, and a neat hairstyle also shows professionalism. *Messy clothing does not make a good impression because people associate it with laziness.* You do not have to wear expensive clothing, but you can still dress nicely. **Finally, your body language says a lot about you.** *You should not move around too much, although you do not have to be perfectly still.* **You can follow this advice for your next interview.**

1 The sentences in **bold** are

- a. simple sentences.
 b. compound sentences.
 c. complex sentences.

2 The *italicized* sentences are

- a. simple sentences.
 b. compound sentences.
 c. complex sentences.

3 The underlined sentences are

- a. simple sentences.
 b. compound sentences.
 c. complex sentences.



CHECK!

- 1 A _____ sentence has at least one subject and at least one _____. It has only one independent clause.
 2 A _____ sentence has at least two subjects and at least two verbs. It has at least two _____ clauses that are related to each other.
 2 A _____ sentence has at least two subjects and at least two verbs. It has a _____ clause that is connected to an independent clause.

C. Practice

1 Read each sentence in the chart. Decide if it is simple, compound, or complex. Check (✓) the box in the correct column.

	SIMPLE SENTENCE	COMPOUND SENTENCE	COMPLEX SENTENCE
1. Confident people are usually happy.			
2. Cheerful people often get jobs easily because they are usually pleasant coworkers.			
3. My friend Jenny makes a bad first impression.			
4. Jenny seems negative when she meets people for the first time.			
5. She has friends, but she does not always keep them for very long.			
6. Negative people usually do not get jobs easily, but Jenny found a good job.			
7. Negative people can be unreasonable, and they can be difficult to work with.			
8. Negative people have many unpleasant characteristics, although they have good ones, too.			
9. Jenny likes telling jokes and making people laugh.			
10. Jenny is a good worker because she has many positive characteristics.			

2 Read the sentences. Write the number of independent and dependent clauses. If there are no clauses of a certain type, write X.

- The new employee made a positive first impression.
 ___ independent clause(s), ___ dependent clause(s)
- Employers often look at your clothing, so you should dress nicely for an interview.
 ___ independent clause(s), ___ dependent clause(s)
- John had a good interview, although his dirty suit made a bad first impression.
 ___ independent clause(s), ___ dependent clause(s)
- Mario is a great leader because he is passionate about his work.
 ___ independent clause(s), ___ dependent clause(s)
- Kim and Jocelyn are not very good leaders.
 ___ independent clause(s), ___ dependent clause(s)
- Some people make judgments about others, but first impressions are not always correct.
 ___ independent clause(s), ___ dependent clause(s)
- Employers sometimes make incorrect judgments about workers.
 ___ independent clause(s), ___ dependent clause(s)



D. Skill Quiz

Check (✓) the correct answer for each item.

- 1 Which phrase describes a simple sentence?
 - a. two or more subjects, two or more verbs, two independent clauses
 - b. two or more subjects, two or more verbs, an independent clause, a dependent clause
 - c. one or more subjects, one or more verbs, one independent clause

- 2 Which phrase describes a compound sentence?
 - a. two or more subjects, two or more verbs, two independent clauses
 - b. two or more subjects, two or more verbs, an independent clause, a dependent clause
 - c. one or more subjects, one or more verbs, one independent clause

- 3 Which phrase describes a complex sentence?
 - a. two or more subjects, two or more verbs, two independent clauses
 - b. two or more subjects, two or more verbs, one independent clause, one dependent clause
 - c. one or more subjects, one or more verbs, one independent clause

- 4 When you write a paragraph, you can include
 - a. only simple sentences.
 - b. simple, compound, and complex sentences.
 - c. exactly one compound sentence and one complex sentence.

- 5 *Good employees arrive on time.*
 How many dependent clauses does this sentence have?
 - a. zero
 - b. one
 - c. two

- 6 *Managers need to listen to people if there is a problem.*
 How many independent clauses does this sentence have?
 - a. zero
 - b. one
 - c. two

- 7 *Employers should not hire people based on personal judgments, and they should not pay attention to stereotypes.*
 How many independent clauses does this sentence have?
 - a. one
 - b. two
 - c. three

- 8 *Joanna and Kyle form opinions about others quickly.*
 What type of sentence is this?
 - a. simple
 - b. compound
 - c. complex

- 9 *Opinions may be incorrect if they are based on personal preferences.*
 What type of sentence is this?
 - a. simple
 - b. compound
 - c. complex

- 10 *Mark did not make a good impression, so Mr. Weston did not hire him.*
 What type of sentence is this?
 - a. simple
 - b. compound
 - c. complex

GLOBAL MARKETING

CONNECTING TO THE THEME

The Internet is the most important tool in global marketing today. Which of these are reasons why?

- 1 Word-of-mouth advertising, or hearing about products from people you know, does not impact as many people as the Internet does.
- 2 Social networking sites are popular.
- 3 More than 75 percent of social media users have bought something because of an ad or comment they saw online.
- 4 Some businesses do not have an Internet presence.

1 and 3 are two reasons why the Internet plays an important role in global marketing.

A. Skill Presentation

A **paragraph** usually starts with a **topic sentence**. The topic sentence states the main idea of the paragraph. There are also **supporting sentences**. They give more information, such as details, examples, or facts, to support the main idea. A paragraph also has a **concluding sentence**. This can summarize the ideas in the paragraph or restate the main idea.

A good paragraph has ideas that relate to each other. All sentences should relate to the main idea in the topic sentence. Supporting sentences that relate to the main idea are relevant. If a sentence is not related, it is irrelevant. Avoid irrelevant sentences when you write.

Read the beginning of this paragraph. Think about the features of a good paragraph as you read.

^{TS}People use a variety of interactive websites. ^{SS}**For example**, people use social networking sites to share information. ^{SS}People also use them to keep in touch with friends. ^{SS}~~Most people who work for social networking sites enjoy their jobs.~~ ^{SS}**In addition**, Internet phone and messaging services are also popular. ^{CS}There are many kinds of interactive websites in use today, for many different reasons.

The third supporting sentence is not related to the main idea. It is irrelevant, and it should not be included in this paragraph.

Supporting sentences should also be organized logically and should be connected. Use **transition words** and **phrases** to do this. Transition words such as *first*, *second*, and *then* and transition phrases like *for example*, *another example*, and *in addition* can help readers follow your ideas more easily. Look at the paragraph above again. The transition phrases *for example* and *in addition* help organize the supporting sentences logically.



B. Over to You

1 Read the paragraph and circle the correct answers for each item.

¹At MuchMarket, we use interactive websites to help sell products. ²For example, we use customer reviews to get new customers. ³In addition, we use social networking sites to communicate with customers. ⁴We pay our employees a lot and give them paid vacations. ⁵We love to use the newest technology to attract new customers.

1 Which sentence does not relate to the main idea?

Sentence 2 | Sentence 3 | Sentence 4

2 Which transition phrases connect supporting sentences?

At MuchMarket, | we use | For example, | In addition, | help sell products, | with customers

2 Read the topic sentence. Decide if the sentences support or provide a conclusion for the topic sentence. Write Y for Yes or N for No.

Topic Sentence: These days, businesses are trying to spend less money on advertising.

- ___ 1 For example, some companies are not giving employees pay raises, and they are not offering extra vacation time.
- ___ 2 Other companies are using free online tools to advertise their products.
- ___ 3 Some websites offer high-quality products that are still affordable.
- ___ 4 Companies are finding many ways to lower their advertising costs today.
- ___ 5 Spending money on advertising can increase profits.
- ___ 6 Companies that can save money on advertising can use the cash elsewhere.
- ___ 7 More and more effort is being made by businesses to cut the amount of money they spend on advertising.
- ___ 8 Social networking sites can be a great way to generate interest in a product without spending any money at all.



CHECK!

- 1 A *good* | *bad* paragraph has a topic sentence, supporting sentences, and a concluding sentence.
- 2 A good paragraph includes only *relevant* | *irrelevant* supporting sentences, not *relevant* | *irrelevant* supporting sentences.
- 3 A good paragraph also has sentences that are organized *transitionally* | *logically* and uses *logic* | *transition* words and phrases correctly.

C. Practice

1 Read the paragraph. Underline three sentences that are irrelevant.

¹Video-sharing websites can help businesses. ²First, many companies can save money by advertising on these sites. ³A local business, for example, can make a video and post it for free. ⁴Famous actors sometimes earn a lot of money. ⁵Next, businesses can often find new customers by sharing videos online. ⁶For example, an American company may be able to reach a more global market. ⁷Many Americans think other cultures are truly interesting. ⁸Finally, friends can use video-sharing sites to share videos of special events, such as graduation. ⁹There are many ways that businesses can use video-sharing websites to sell their products.

2 Read the paragraph and circle the correct transition words to help connect the ideas.

The restaurant Mimi had a great year. The owner decided to use free online tools to reach more customers. *First, | Then, | After that,* he created an account on a popular social networking site. *Then, | First, | In conclusion,* he posted information about the restaurant, including its location, the menu, and a list of daily specials. *After that, | In conclusion, | Finally,* he took pictures of happy customers and posted them on the site. *Finally, | To start, | Second,* he asked frequent customers to write reviews on the site. Soon the site was very busy, and the restaurant was full.

3 Read the paragraph and answer the questions.

Virtual Word-of-Mouth Marketing

¹Innovative businesses are now using virtual, or online, word-of-mouth advertising. ²Have you ever bought something because a friend said, "I love it!"? ³Most people have. ⁴In fact, a 2009 study found that 90 percent of people trust word-of-mouth advertising more than any other kind. ⁵Review websites allow customers to write their opinions about businesses. ⁶Other people then read the reviews before making decisions about what to buy. ⁷Some businesses also use social networking sites to post frequent updates. ⁸People read these updates and tell their friends about them. ⁹For example, Kogi, a mobile food truck in Los Angeles, gives information about its location several times a day. ¹⁰Over 50,000 fans follow these updates. ¹¹They buy food when a Kogi truck is nearby. ¹²In addition, they often tell their friends. ¹³Clever businesses are finding new ways to use websites to promote their products more effectively.

- Which sentence is the topic sentence? ____
- Which sentence gives a fact about how many people trust word-of-mouth advertising? ____
- Which sentences describe how people use review websites? _____
- Which sentences describe how businesses use social networking sites? _____
- Which transition words are used to connect ideas? _____
- Which sentence summarizes the main idea? ____



D. Skill Quiz

Check (✓) the correct answer for each item.

- 1 The ___ sentence expresses the main idea of a paragraph.
 - a. topic
 - b. supporting
 - c. concluding
- 2 ___ sentences give more information about the topic sentence.
 - a. Independent
 - b. Supporting
 - c. Factual
- 3 A good paragraph has
 - a. only sentences related to the main idea.
 - b. one or more irrelevant sentences.
 - c. only one relevant sentence.
- 4 Use transition words to
 - a. make an idea relevant.
 - b. format your paragraph correctly.
 - c. help organize supporting sentences.
- 5 Choose the most appropriate transition phrase for this paragraph:
Review websites help companies sell products. ___, online reviews are helpful for getting new customers. Social networking sites are also useful.
 - a. In addition
 - b. For example
 - c. After that
- 6 Choose a relevant supporting sentence for this topic sentence: *Many people read customer reviews when they shop online.*
 - a. Customers use credit or debit cards to pay for things online.
 - b. Online advertisements may be inappropriate for different cultures.
 - c. In fact, more than 60 percent of shoppers read others' comments before deciding which product to buy.
- 7 Choose the irrelevant sentence in this paragraph:
Some businesses post frequent updates on websites. People read these updates and tell friends. The best businesses treat their customers well. Clever businesses use these sites to sell products.
 - a. The best businesses treat their customers well.
 - b. Clever businesses use these sites to sell products.
 - c. People read these updates and tell friends.
- 8 Choose a relevant supporting sentence for this topic sentence: *There are many examples of word-of-mouth advertising online.*
 - a. You can see posters for new products in many cities.
 - b. You can find businesses advertising on video-sharing websites.
 - c. You can make many friends on social networking sites.
- 9 Choose a relevant concluding sentence to match this topic sentence: *Word-of-mouth advertising can be anything from talking to a friend to watching videos online.*
 - a. Teens spend more time sending messages than talking on the phone.
 - b. In everyday life, there are many types of word-of-mouth advertising.
 - c. Word-of-mouth advertising is a good way to make new friends.
- 10 Choose the transition words to help organize the sentences in this paragraph:
It is easy to sign up on a video-sharing website. ___, you click on "Sign up." ___, you create a user name.
 - a. First, Then
 - b. After that, Finally
 - c. For example, In addition