

1

Words, Sentences,  
and Paragraphs

## PERSONAL INFORMATION

## CONNECTING TO THE THEME

Are you outgoing or shy?

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

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

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

*Mostly As: outgoing. Mostly Bs: shy.*

## A. Skill Presentation

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

teacher, family, good, write

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

Professor Garcia, State University

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

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

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

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

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

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

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

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

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

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



## B. Over to You

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

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

### 2 Correct the sentences and paragraphs.

1 goodessaysareinteresting

\_\_\_\_\_

2 doctor Goodrich teaches at harvard university

\_\_\_\_\_

3 My sister read my essay

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_



### CHECK!

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

## C. Practice

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

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

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

- \_\_\_ 1 No mistakes  
 \_\_\_ 2 Mistakes with spaces  
 \_\_\_ 3 Not a paragraph  
 \_\_\_ 4 Mistakes with capital letters

- A Iaminterestedinhistory. Iliketoreadbooksaboutimportantpeopleandeventsfromthepast. Ialsowatchhistoricalmovies. SometimesIgotolectures. IwanttolearnasmuchasIcan.
- B I am interested in history. I like to read books about important people and events from the past. I also watch historical movies. Sometimes I go to lectures. I want to learn as much as I can.
- C I am interested in history. I like to read books about important people and events from the past.  
I also watch historical movies.  
Sometimes I go to lectures.  
I want to learn as much as I can.
- D I am interested in history. i like to read books about important people and events from the past. i also watch historical movies. sometimes i go to lectures. i want to learn as much as I can.



## D. Skill Quiz

Check (✓) the correct answer for each item.

- 1 A sentence has  
 a. words and spaces.  
 b. indentations and periods.  
 c. only capital letters.
- 2 A sentence has  
 a. a period.  
 b. a capital letter.  
 c. a period and a capital letter.
- 3 A paragraph  
 a. is a list.  
 b. has an indentation.  
 c. has one or two words.
- 4 A paragraph is  
 a. about one idea.  
 b. about many ideas.  
 c. the same thing as a sentence.
- 5 *my bedroom is very messy*  
 This sentence needs  
 a. a period.  
 b. a capital letter.  
 c. a period and a capital letter.
- 6 *My teacher is busy.*  
 This sentence needs  
 a. a period.  
 b. a capital letter.  
 c. spaces between words.
- 7 *I buy lots of technology. I have two cell phones. I have a laptop. I also have an iPad. My friends say I don't need anything else.*  
 This paragraph  
 a. needs to be indented.  
 b. is correct.  
 c. needs spaces between sentences.
- 8 *my favorite subject is math. i enjoy my classes. the math classes are difficult. my teacher helps me.*  
 This paragraph needs  
 a. more ideas.  
 b. more spaces between words.  
 c. sentences that start with capital letters.
- 9 *I am interested in sports and health. I am good at working with people. I hope to get a job doing both. I would like to be a physical therapist.*  
 This paragraph needs  
 a. a list of sentences.  
 b. more capital letters.  
 c. one space between each sentence.
- 10 *I am writing an essay. The teacher gave me some examples. I have some good ideas to write about. My essay will be interesting.*  
 This paragraph needs  
 a. all capital letters.  
 b. spaces between words.  
 c. all capital letters and spaces between words.

## SCHEDULES

## CONNECTING TO THE THEME

## Are you organized?

I always get to class

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

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

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

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

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

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

## A. Skill Presentation

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

My next class is at noon.

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

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

**When** is your next class?

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

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

School starts on September 1, 2013.

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

Ivan is taking math, science, and history classes.



## B. Over to You

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

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

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

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



### CHECK!

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

## C. Practice

- 1 Read each sentence in the chart. Decide if the punctuation (period, question mark, commas) in each sentence is correct. Check (✓) the box in the correct column.**

	CORRECT PUNCTUATION	INCORRECT PUNCTUATION
1. I am taking four classes.		
2. Are you taking a reading class.		
3. My favorite class is history?		
4. Who is your favorite teacher?		
5. My friend finished school on May 15, 2013.		
6. The computer lab opens on October, 3 2013.		
7. The lab is open on Tuesday, Wednesday and Thursday.		
8. There are no classes in June, July, and August.		
9. What are you doing at noon.		
10. Registration begins next October?		
11. Are you taking three classes?		
12. The math class is difficult.		

- 2 Read the statements or questions. Add the correct punctuation (period, question mark, commas). If no punctuation is needed, leave it blank.**

- 1 Who is your teacher \_\_\_\_
- 2 My vacation starts on June \_\_\_\_ 10 \_\_\_\_ 2013 \_\_\_\_
- 3 Do you like \_\_\_\_ your English class \_\_\_\_
- 4 My favorite classes are English \_\_\_\_ math \_\_\_\_ and music \_\_\_\_
- 5 My science class \_\_\_\_ is difficult \_\_\_\_
- 6 I am taking math \_\_\_\_
- 7 The computer labs are in Building \_\_\_\_ A \_\_\_\_ Building C \_\_\_\_ and Building D \_\_\_\_
- 8 Where \_\_\_\_ is your next class \_\_\_\_
- 9 My next class is on Monday \_\_\_\_
- 10 School ended on May \_\_\_\_ 31 \_\_\_\_ 2013 \_\_\_\_



## D. Skill Quiz

Check (✓) the correct answer for each item.

- 1 A sentence that asks for information ends with a
- a. comma.  
 b. period.  
 c. question mark.
- 2 A sentence that gives information ends with a
- a. comma.  
 b. period.  
 c. question mark.
- 3 A sentence that gives a day and year always uses a
- a. comma.  
 b. period.  
 c. question mark.
- 4 Use a comma when you list
- a. one item.  
 b. two items.  
 c. three or more items.
- 5 Which list has commas in the correct place?
- a. Monday Wednesday and Friday  
 b. Monday, Wednesday, and Friday  
 c. Monday, Wednesday, and, Friday
- 6 *The exam is from 10:00 a.m. to 11:00 a.m. on September 27, 2010?*  
 This sentence is incorrect because
- a. there should not be a comma after 27.  
 b. there should be a period at the end.  
 c. there should be a comma before *to*.
- 7 *She is my favorite teacher because she is fun interesting, and smart.*  
 This sentence is incorrect because
- a. there should be a comma after *and*.  
 b. there should be a comma after *fun*.  
 c. there should not be a comma after *interesting*.
- 8 Which sentence is correct?
- a. Do you like that class.  
 b. It is my favorite class?  
 c. When did you go to that class?
- 9 Choose the correct punctuation to end this sentence: *Who are you meeting* —
- a. ,  
 b. .  
 c. ?
- 10 Choose the correct punctuation to end this sentence: *I am taking three classes* —
- a. ,  
 b. .  
 c. ?