

Skills for Effective Writing 1



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

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Complex Sentences

BODY LANGUAGE

CONNECTING TO THE THEME

How much do you know about body language?
 Body language is movements that show other people your feelings without words. Which group is believed to be better at recognizing body language?

A men B women C neither

Where did the following originate? (Feel free to guess if you're not sure.)
 A nodding the head B winking C touching their hand to the eye contact point in every country?

A yes B no C not sure

A. Skill Presentation

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

INDEPENDENT CLAUSE — **DEPENDENT CLAUSE**

Abdul travels quite a lot, so he is a business man.

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

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

Greg learned Turkish customs because he travels in the city.
 Jim will spend more time in Istanbul if he returns to Turkey again.
 Rita follows the coach closely when she visits Turkey.

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SKILL PRESENTATION

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

OVER TO YOU

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

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B. Over to You

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

	INDEPENDENT CLAUSE	DEPENDENT CLAUSE
1. Because he is in a meeting.		
2. When she visited Clara.		
3. Pedro speaks Portuguese and Russian.		
4. (It) states Natalia's name.		
5. Because her mother is from Greece.		
6. Because it shows bad manners.		
7. About her hair band.		
8. (The) doctor understands.		

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

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

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

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

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

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

CHECK!

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

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

C. Practice

1 A Underline the dependent clause in each complex sentence.

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

B Now underline the independent clause in each complex sentence.

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

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

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

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

a. There are two complex sentences. Sentences: _____

b. There are three complex sentences. Sentences: _____

c. There are five complex sentences. Sentences: _____

PRACTICE

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

SKILL QUIZ

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

D. Skill Quiz

Check (✓) the correct answer for each item.

- An independent clause
 - a. has a conjunction and either a subject or a verb.
 - b. is a complete idea and has a subject and a verb.
 - c. is not a complete idea but has a subject and a verb.
- A dependent clause
 - a. has a conjunction and either a subject or a verb.
 - b. is a complete idea and has a subject and a verb.
 - c. is not a complete idea but has a subject and a verb.
- A complex sentence has
 - a. an independent clause and a dependent clause.
 - b. two independent clauses and a conjunction.
 - c. two dependent clauses.
- Examples of conjunctions in complex sentences are
 - a. but, and, and or.
 - b. when, because, and if.
 - c. about, into, and through.
- Choose the complex sentence.
 - a. Selin got a new job and wanted to learn Spanish.
 - b. Selin learned Spanish because she moved to Chile.
 - c. Selin speaks Spanish and her co-workers speak it, as well.
- Choose the complex sentence.
 - a. Ryan studies business, and Carlo studies management.
 - b. Ryan is studying business and engineering.
 - c. Ryan will study management if he is accepted into the university.
- Choose the complex sentence.
 - a. Alejandro bowed to show respect.
 - b. Alejandro bowed, so Wei did, too.
 - c. Alejandro bowed to Wei when Wei bowed to him.
- Choose the complex sentence.
 - a. Stefania works in Italy, but Gerardo works in the United States.
 - b. Stefania works in Italy because she speaks Italian.
 - c. Stefania and Gerardo both speak English.
- Choose the complex sentence.
 - a. Anton stands close to his family and friends.
 - b. Anton eats a lot when he is in Brazil.
 - c. Anton is going to Brazil, so he is learning about Brazilian culture.
- Choose the complex sentence.
 - a. Yousef will speak Turkish if he moves to Turkey.
 - b. Yousef and his family want to move to Turkey.
 - c. Yousef likes Ankara, but his wife prefers Istanbul.

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