

**Reviewing Punctuation Rules:**  
**Commas and Semicolons**

**Using commas:****1. With coordinating conjunctions:**

**A.** It is an ideal day for picnics, **but** I'm too overworked to go out. COMPARE:

**B.** I woke up late **and** couldn't catch the 8.00 bus to work.

**2. With Transitions:**

**A.** It is an ideal day for picnics. **However**, I'm too overworked to go out.

**B.** It is an ideal day for picnics. I'm too overworked, **however**, to go out.

**C.** It is an ideal day for picnics. I'm too overworked to go out, **however**.

**3. With Adverbial clauses: COMPARE:**

**A. Because I am overworked**, I cannot go out for a picnic.

**B.** I cannot go out for a picnic **because** I am overworked.

**4. In lists:**

**A.** I have studied English because **I like it, it is a world language, and because I want to teach it.**

**B.** We've had **eggs, cereals, milk and jam** for breakfast.

**5.** To separate extra-information adjective clauses from the rest of the sentence:

**A.** The Nile, **which is the longest river in the world**, is 4,160 miles long.

**6.** To separate extra-information appositives from the rest of the sentence:

**A.** The Amazon, **the second longest river**, is 4,000 miles long.

**Using Semicolons:**

Semicolons are used between two independent clauses which are closely related in meaning. A transition joining two independent clauses could be preceded by a semicolon and followed by a comma.

**A.** I have no choice but to stay indoors; the weather is terrible.

**B.** The weather is terrible; therefore, I have no choice but to stay indoors.

**Punctuation Problems:****1. Fragments:**

A fragment is a phrase or part of a sentence which is incomplete and cannot stand alone. There are four kinds of fragments:

**A.** A dependent clause. **Ex.** Because I am overworked.

**B.** A phrase without a verb with a tense. **Ex.** We going to a party.

**C.** A phrase without a subject. **Ex.** Went to college yesterday.

**D.** A noun phrase without a verb. **Ex.** A long-haul flight.

***Ways to avoid these problems in punctuation:*****1. Do not use a dependent clause alone. Attach it to an independent clause.**

Because I am overworked, I cannot go out for a picnic.

**2. Change the verb form to include a tense.**

We are going to a party.

**3. Add a subject.**

I went to college yesterday.

**4. Add a verb and decide if the noun phrase is a subject or an object.**

A long-haul flight makes me sick.

**2. Run-on Sentences**

A run-on sentence occurs when two independent clauses follow each other without punctuation. Run-ons could be separated and punctuated properly.

**Example:** I was exhausted after the many lectures I had yesterday so I took a taxi and came home I had a light meal read the newspaper listened to classical music but I was so sleepy so I couldn't finish reading the paper and I fell asleep.

**Correction:** I was exhausted after the many lectures I had yesterday, so I took a taxi and came home. I had a light meal, read the newspaper, and listened to classical music. However, I was so sleepy, so I couldn't finish reading the paper, and I fell asleep.

**3. Comma Splices**

A comma splice occurs when a comma is used between two independent clauses.

**Example:** I went to the airport at 4.00 pm to receive my brother, the plane was late.

In order to correct the above sentence, either of the following could be done.

**1. Use a full stop rather than the comma:**

I went to the airport at 4.00 pm to receive my brother. The plane was late.

**2. Use a semicolon instead of the comma:**

I went to the airport at 4.00 pm to receive my brother; the plane was late.

**3. Join the independent clauses by a coordinating conjunction:**

I went to the airport at 4.00 pm to receive my brother, **but** the plane was late.

**4. Use a subordinating conjunction to turn one of the clauses into a dependent one, and use proper punctuation.**

**Although** I went to the airport at 4.00 pm to receive my brother, the plane was late.

**Choose the correct word/s to fill in the spaces.**

1. .... you get off a plane in a foreign country, you should go through Customs.

**A.** Where      **B.** When      **C.** While      **D.** Then

2. She was in the sun for a long time. ...., she was sunburned.

**A.** Therefore      **B.** But      **C.** Because      **D.** As

3. She'd better start working harder. ...., she will lose her job.

**A.** Consequently      **B.** However  
**C.** Otherwise      **D.** Furthermore

4. We're going swimming tomorrow morning ..... it rains.

**A.** until      **B.** unless      **C.** in case      **D.** as soon as

5. .... the cold weather, the kids didn't stop playing.

**A.** Although      **B.** Even though  
**C.** In spite      **D.** In spite of

6. He did very well in the exam. ...., he failed it.

**A.** Therefore      **B.** Moreover  
**C.** Because      **D.** Nevertheless

7. She speaks English fluently. ...., she's got a good job in tourism.

**A.** Therefore      **B.** However  
**C.** Otherwise      **D.** Furthermore

8. .... playing with ten men, we won easily.

- A. Although                      B. In spite of  
C. Even though                D. Unless

9. Facebook has encourage people to communicate better. ...., it has created a gap between them.

- A. Furthermore                B. As a matter of fact  
C. On the other hand        D. Moreover

10. All flights have been cancelled ..... the bad weather conditions.

- A. because    B. despite    C. as for    D. du to

## CHAPTER 2 Characteristics of Good Writing

In addition to organization, writing in English must also have the characteristics of **coherence**, **cohesion**, and **unity**.

**Coherence:** A paragraph has **coherence** when the supporting sentences are ordered according to a principle.

There are three main types of paragraphs. **Narrative** paragraphs tell a story, **descriptive** paragraphs tell what something looks like physically, and **expository** paragraphs explain something.

For a narrative paragraph, you must use good **chronological ordering** of sentences.

### PRACTICE 1: Chronological Ordering

*The following paragraph tells about an important event in the history of the world. It clearly tells the story of that one event as it happened through time. As you read, number the actions according to the order in which Armstrong took them.*

#### Model Paragraph 1:

##### A Walk on the Moon

July 21, 1969, was an unforgettable day for all the citizens of planet Earth, particularly Neil Armstrong. After traveling for three days, the Apollo 11 spacecraft landed on the moon. Before Armstrong descended the ladder, he got dressed in his space suit. The entire world was watching when he opened the door of the Apollo 11 lunar module and descended the ladder. He put his right foot on the moon's surface. Next, he said the now-famous phrase, "One small step for a man, one giant leap for mankind." Then his fellow astronaut Buzz Aldrin joined him. Together, they performed scientific experiments and also had some fun entertaining the world with their lunar antics. Since that day, several other people have walked on the moon, but none inspired a whole world in quite the same way.

- \_\_\_\_\_ descended the ladder  
\_\_\_\_\_ got dressed in his space suit  
\_\_\_\_\_ had some fun entertaining the world  
\_\_\_\_\_ opened the door of Apollo 11 lunar module  
\_\_\_\_\_ performed scientific experiments  
\_\_\_\_\_ prepared to take a step on the moon  
\_\_\_\_\_ put his right foot on the moon's surface  
\_\_\_\_\_ said the now-famous phrase, "One small step for a man, one giant leap for mankind."

### Cohesion

Another characteristic of a good paragraph is cohesion. When a paragraph has cohesion, all the supporting sentences connect to each other in their support of the topic sentence. The methods of connecting sentences to each other are called cohesive devices.

### Connectors

There are many kinds of connectors that provide cohesion such as **coordinating conjunctions**, **subordinating conjunctions**, **transitions**, and **prepositions**.

### Unity

The final characteristic of a well-written paragraph is unity. All the supporting sentences should relate to the topic sentence.

### PRACTICE 2: Spatial Ordering

#### Descriptive Paragraphs and Spatial Ordering

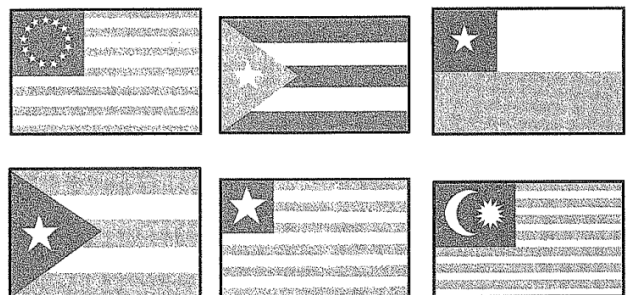
A descriptive paragraph paints a picture with words so that readers can picture in their minds the object or place you're describing. To make this easy for your readers, use **spatial ordering**. In other words, describe your object as it appears in **space**-when you are looking directly at it. Describe it from top to bottom, from left to right, from right to left, or from front to back.

*In the model paragraph below, a flag is described from left to right and from top to bottom. Read the paragraph and then circle the picture of the flag on page 20 that is being described.*

#### Model Paragraph 2:

##### The Liberian Flag

The flag of Liberia, an African country established in 1842, is simple in its design. **Overall**, the flag is a rectangle approximately twice as wide as it is high. In the upper left-hand corner is a square of dark blue, which stands for Africa. The square is a little less than a sixth of the entire flag. On the square of blue, there is one star. This star has five points and symbolizes the fact that Liberia was the first independent republic in Africa. The rest of the flag has eleven stripes of red and white. Each stripe represents one of the original signers of Liberia's constitution. On the right side of the blue square, there are five stripes. Under the blue square are six stripes. The top stripe of the flag is red, and the bottom one is, too. In short, this straightforward design of the Liberian flag has not changed since 1847, when it was first flown for the new nation.



### Homework: Write TWO paragraphs.

1. Write about an unforgettable trip that you have made.
2. Describe a famous building, restaurant, street, hotel, or historical site in your county.