

Points to Remember

Chapter- 2

1. What is clustering? How do you do it?

Answer: Clustering is a prewriting technique that helps you get ideas to write about.

Begin by writing your chosen job or profession in the center of a piece of paper. Draw a circle around it. Then think about characteristics and abilities necessary for that job, and write down every idea that comes into your mind.

Next, think about the word or phrase in each circle. Try to think of something that illustrates the word or phrase, such as a situation when the person would need a certain characteristic or ability. Also, cross out circles that you don't want.

2. What is listing order?

Answer: In a listing-order paragraph, you divide the topic into separate points. Then you discuss one point, and then another point, and then a third point, and so on.

3. What are three keys to writing a listing-order paragraph?

Answer: There are three keys to writing a listing-order paragraph: 1. Begin with a sentence that names your topic and says it has several points. 2. Write about each point separately. 3. End with a sentence that reminds your reader about the points you just discussed.

4. What are the three parts of a paragraph?

Answer: a paragraph has three parts: a topic sentence, supporting sentences, and a concluding sentence.

5. What are the two parts of a topic sentence?

Answer: A topic sentence has two parts: a topic and a controlling idea.

6. What does the controlling idea do?

Answer: The controlling idea part tells what the paragraph will say about the topic. It tells the reader: This paragraph will discuss these things-and only these things-about this topic.

7. What are transition signals? What are some listing-order transition signals?

Answer: A transition signal is a word or phrase that shows how one idea is related to another idea. Some listing-order transition signals are- First, First of all, Second, Third, In addition, Also, Finally,

8. What is unity in a paragraph?

Answer: Unity in a paragraph means that all the supporting sentences in a paragraph must be relevant. Relevant means, "directly related to the main idea."

9. What are two ways to write a concluding sentence?

Answer: a. Sometimes a concluding sentence reminds the reader of the main point by restating the topic sentence in different words.

b. Sometimes a concluding sentence summarizes the main points.

10. What is an outline? How does an outline help writers?

Answer: Making an outline is another part of prewriting.

Once you get ideas to write about, you need to organize them. An outline helps you do this.

11. What is the formula for a compound sentence?

Answer: This is the basic formula for a compound sentence:

Simple sentence, COORDINATING CONJUNCTION, Simple sentence

12. Where do you put a comma in a compound sentence?

Answer: In a compound sentence, put a comma before the coordinating conjunction.

13. What are two common sentence errors? 13. What are two ways to correct them?

Answer: The two sentence errors that writers sometimes make are run-ons and comma splices.

14. What is run-on?

Answer: A run-on is two simple sentences incorrectly joined with no coordinating conjunction and no comma.

Example: My roommate wants to win the Tour de France someday he spends hours riding his bicycle.

15. What is comma splice?

Answer: A comma splice is two simple sentences incorrectly joined with a comma alone.

Example: *My roommate wants to win the Tour de France someday, he spends hours riding his bicycle.*

16. What are two ways to correct run-ons and comma splice?

Answer: 1. Separate the sentences with a period.

Example: *My roommate wants to win the Tour de France someday. He spends hours riding his bicycle.*

2. Add (or keep) the comma and add a coordinating conjunction.

Example: *My roommate wants to win the Tour de France someday, so he spends hours riding his bicycle.*