

## **Points to Remember**

### **Chapter- 3**

#### **1. Q. What is a "how to" paragraph?**

A paragraph that gives instructions is called a "how to" paragraph. ("How to" paragraph explains how to do something or how to make something. For example, how to change a flat tire or how to perform a science experiment.)

#### **2. Q. How many keys are there to writing clear "how to" paragraphs?**

Answer: four

#### **3. Q. What are the four keys to writing clear instructions?**

There are four keys to writing clear "how to" paragraphs.

1. Begin with a topic sentence that names the topic and says the paragraph will give instructions about it.
2. Divide the instructions into a series of steps. For some topics, you will put the steps in order by time and use time-order transition signals to show the order. First, do this. Next, do that. For other topics, you can use listing order.
3. Explain each step one by one.
4. Use transition signals to introduce each new step.

#### **4. Q. How many keys are there to organize a "how to" paragraph?**

Answer: two

#### **5. Q. What two orders can you use to organize a "how to" paragraph?**

Answer: listing-order signals and time-order signals.

#### **6. Q. What are some time-order signals?**

Answer: First of all, First of all, Second, Third, Next, After that, Then Finally

#### **7. Q. What punctuation mark do you use when transition signals appear at the beginning of a sentence?**

Answer: comma

#### **8. Q. What is a clause?**

Answer: A clause is a group of words that contains a subject and a verb.

**9. Q. How many kinds of clauses are there in English?**

Answer: two

**10. Q. What are the two kinds of clauses in English?**

independent clause and dependent clause

**11. Q. What is an independent clause?**

An independent clause has one SV pair and expresses a complete thought. (Independent clause is just another name for a simple sentence.)

**12. Q. What is a dependent clause?**

A dependent clause is clause with a subordinating word, such as because, after, and when, added to the beginning of it.

**13 Q. What are adverb subordinators?**

Adverb subordinators introduce dependent clauses that act like adverbs. That is, they answer the questions starting with- When? Why? Where?

**14 Q. What is a complex sentence?**

A complex sentence has one independent clause and one (or more) dependent clauses.

**15. Q. When do you use a comma in complex sentence?**

A comma is needed in a complex sentence when a dependent clause comes before an independent clause.

**Q. How do you punctuate a complex sentence?**

If the dependent clause comes first in a complex sentence, we put a comma after it.

**16. Q. What is a fragment?**

A fragment is only part of a sentence or half of a sentence. It is not a complete sentence.

**17. Q. How do you correct a fragment?**

To some fragments, add an independent clause to it.

**18. Q. How many clause does a simple sentence has?**

One

### 19. Q. How many clause does a compound sentence has?

A compound sentence has two or more independent clauses joined by a comma and a coordinating conjunction.

### 20. Q. How many clause does a complex sentence has?

A complex sentence has one independent and one or more dependent clauses. A comma is needed when a dependent clause comes before an independent clause.

### Remember

#### Four Rules of Capitalization

Rules	Examples
1 Names of specific structures such as buildings, roads, and bridges	<i>the Kingdom Tower, Bani Malik Road, the Brooklyn Bridge</i>
2. Names of specific organizations such as businesses, schools, and clubs	<i>Hyper Panda, Ibne Rushd College, Al-Hilal</i>
3. Names of the days, months, holidays, and special time periods	<i>Friday, Ramadhan, Eid-al-Fitr</i>
4. Geographic areas	<i>the Arabian Peninsula, Ruba' Al-Khali</i>

#### Four Rules of Comma

Rules	Examples
1. After listing-order and time- order signals (EXCEPT then).	<i>First, put four cups of rice into a pan.</i>
2. Before coordinating conjunctions in a compound sentence	<i>Some people like to travel, and others like to have an adventure.</i>
3. In a complex sentence when a dependent adverb clause comes before an independent clause	<i>While you are waiting for the pizza dough to rise, make the sauce.</i>
4. To separate items in a series.	<i>One dog, one cat, two goldfish, a bird, and four humans live at our house.</i>