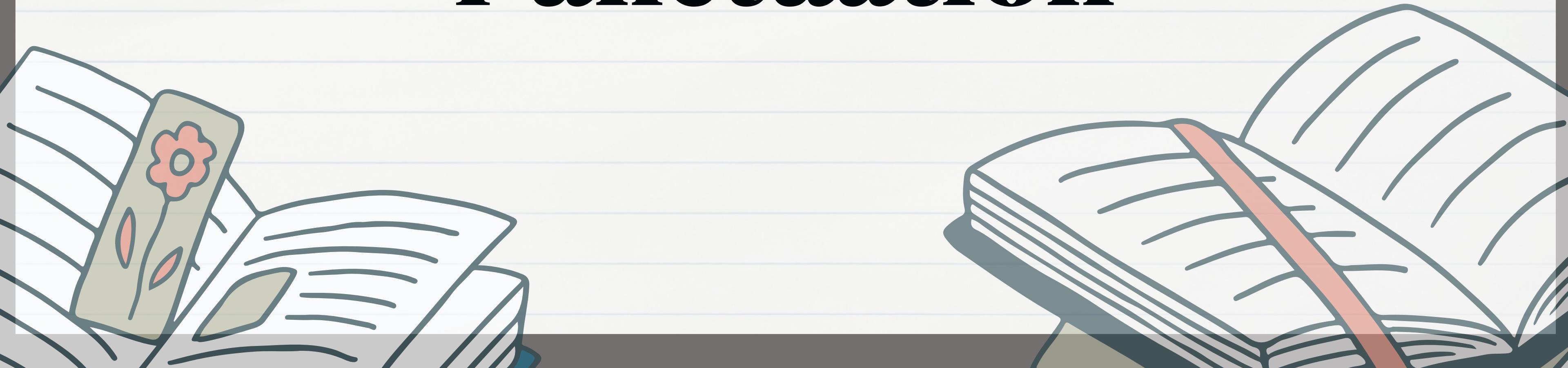


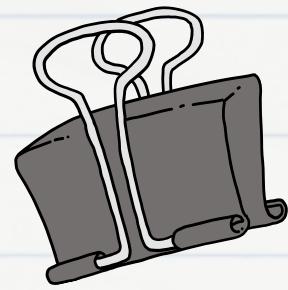
# Writing Skills

Prepared by: Miss Lalain Ehtesham

WEEK: 10

# Sentence Structure & Punctuation

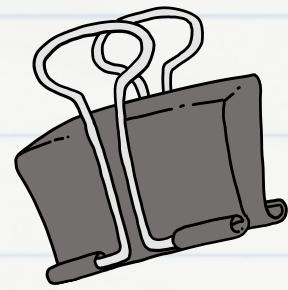




# SENTENCE STRUCTURE

There are four sentence structures in English.

1. Simple sentence
2. Compound sentence
3. Complex sentence
4. Compound Complex sentence



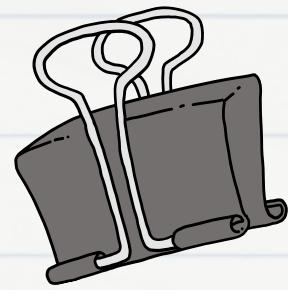
# SENTENCE STRUCTURE

## Simple Sentences

- A simple sentence has a subject, verb, and object.

### Example:

- Alex ran to the shop.
- This research examines the gender identity of two middle class women.



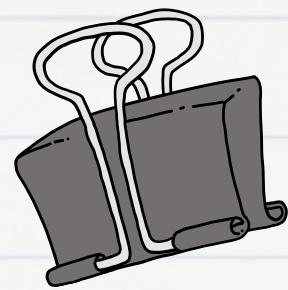
# SENTENCE STRUCTURE

## Simple Sentences

Simple sentences don't have to be short.

## Example

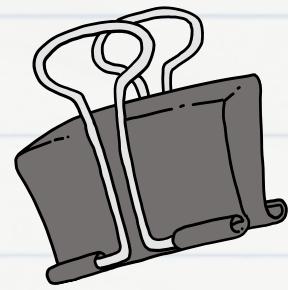
- Alex ran to the shop to buy milk, eggs and ham for dinner that night.
- This research examines the gender-fluid identity of three groups of women who work as professionals in the financial industry.



# SENTENCE STRUCTURE

## Compound Sentences

- In this sentence type, you use and, or, or but to connect two simple sentences together.
- Each ‘half’ of your compound sentence can stand on its own as a complete sentence.
- When you write a compound sentence, you have decided that both pieces are related, and therefore can be connected together into one sentence.

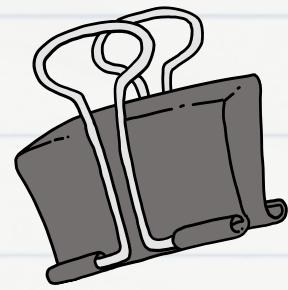


# SENTENCE STRUCTURE

## Compound Sentences

### Example:

- Alex ran to the shop to buy milk, eggs and ham for dinner that night, **but** the shop was closed due to a power outage.
- This research examines the success rate of Australian financial institutions **and** our surveys reveal the unique investment opportunities missed by everyday consumers.

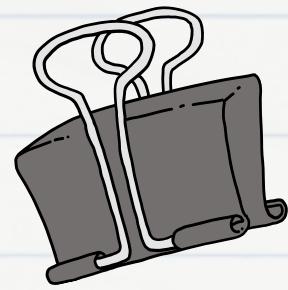


# SENTENCE STRUCTURE

## Example:

- Alex ran to the shop to buy milk, eggs and ham for dinner that night. The shop was closed due to a power outage.
- This research examines the success rate of Australian financial institutions. Our surveys reveal the unique investment opportunities missed by everyday consumers.

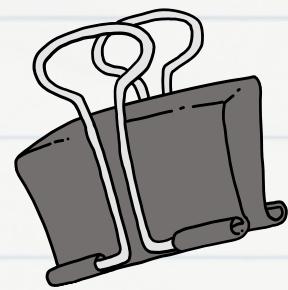
Each ‘half’ of these sentences could have stood on their own.



# SENTENCE STRUCTURE

## Complex Sentences

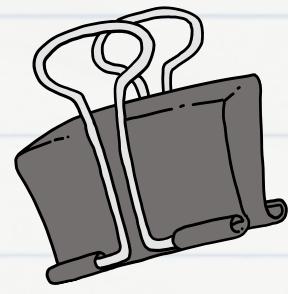
- A complex sentence connects a dependent clause with an independent clause.
- An independent clause is a simple sentence. It is a sentence that can stand on its own.
- A dependent clause is a part of a sentence that cannot stand on its own.
- Dependent clauses contain a subject and a verb, but do not express a complete thought.



# SENTENCE STRUCTURE

## Complex Sentences

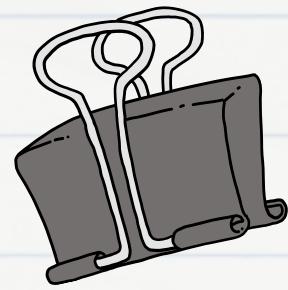
- However, dependent clauses are very useful in your academic writing because they help you to communicate complex ideas.
- While the research shows that the success rate of Australian financial institutions is high.
- Even though these results are accurate.
- All of these are dependent clauses. They can't stand on their own as sentences. These dependent clauses need to be connected to an independent clause (a simple sentence), in order to express a complete thought.



# SENTENCE STRUCTURE

**For example:**

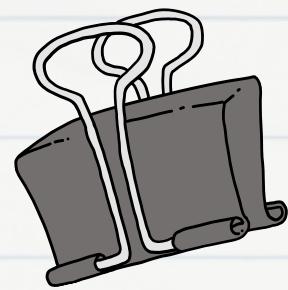
- While the research shows that the success rate of Australian financial institutions is high, everyday consumers are missing out on important investment opportunities.
- Even though these results are accurate, a larger study is still needed to prove the credibility of the findings.



# SENTENCE STRUCTURE

**Here's a list of words that introduce dependent clauses:**

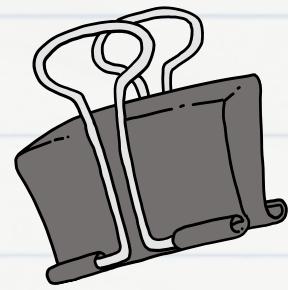
After, although, as, because, before, even, if, that, though, unless, until, when, whenever, where, even though, if, in order, that, rather than, since, whereas, wherever, whether, while, why, so that, than.



# SENTENCE STRUCTURE

## Compound-Complex Sentences

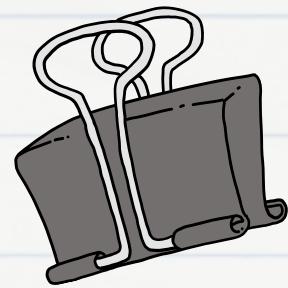
- These are the trickiest sentence types. This sentence type combines a compound sentence with a complex one.
- So, a dependent clause is combined with a compound sentence.-Even though these sentences are indeed tricky, with practice they should become easier to write, and, more importantly, easy to read.



# SENTENCE STRUCTURE

**For Example:**

- Because everyday consumers are missing out on important investment opportunities, this research aims to show firms how to teach clients about investing and to help clients understand the technical information provided by firms.
- While the first study was too general, the second study was too narrow and it was conducted without ethics approval.



# PUNCTUATION

- Punctuation is used to clarify the meaning of written language.
- Well-planned word order requires a minimum of punctuation.
- The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to ensure exact interpretation.

**Let's eat Grandma!**

**Let's eat Grandma!**

Punctuation	Purpose	Examples
<b>colon [:] if what precedes the colon is a complete sentence</b>	Introduce a list of three or more items	There are three things I want to do before I die: go on a cruise, go skydiving, and learn to surf.
<b>commas [,]</b>	Separate a word or phrase that is relevant but not essential information	Elaine, my roommate, is from Chicago. Her nickname as a child, her mother told me, was "Boo-boo."
<b>parentheses [( )]</b>	Separate a word or phrase that is relevant but secondary information	There is an exception to every rule (including this one).
<b>colon [:]</b>	Introduce an explanation (what follows "explains" or "answers" what precedes)	You know what they say about real estate: Location is everything.
<b>ellipsis [...]</b>	To show information is omitted	"... was really good at public speaking."
<b>brackets [[ ]]</b>	To show information was added	"[Winston Churchill] was really good at public speaking."
<b>hyphen [-] unless the first word is an adjective ending in -ly</b>	Connect two words that work together as one object or modifier	Mother-in-law, five-year-old son, highly rated
<b>en dash [-]</b>	Show the span between two numbers or the scores of a game	The score is 14–21. He lived from 1953–2016.
<b>em dash [—]</b>	Separate a word or phrase for emphasis	Never steal from that store — never. It's not just a bad idea — it's illegal.

# References

<https://www.adelaide.edu.au/writingcentre/ua/media/18/sentence-structure-guide.pdf>

<https://www.govinfo.gov/content/pkg/GPO-STYLEMANUAL-2008/pdf/GPO-STYLEMANUAL-2008-10.pdf>

[https://www.tacoma.uw.edu/sites/default/files/2021-05/accs\\_punctuation-chart\\_rev2016.pdf](https://www.tacoma.uw.edu/sites/default/files/2021-05/accs_punctuation-chart_rev2016.pdf)

# Thank You

