**A) Add a concluding sentence to each of the following paragraphs. Remember to begin with a transition signal and either paraphrase the topic sentence or summarize the main ideas in the paragraph. Can you find anything wrong with each of these paragraphs (hint: are all sentences on topic)?**

*Paragraph 1*

In order to be a good listener, it is important to pay attention to your body language. When talking to another person, a good listener should maintain eye contact with whoever is speaking. In addition, a good listener shows interest by smiling and nodding at appropriate points in the conversation. This also carries the added benefit of showing understanding and engagement. Although often overlooked, posture is also vital to good communication since it can have a substantial impact on how the speaker interprets the level of interest of the listener. For example, sitting low in a chair with arms folded can make the listener seem bored and uninterested. In contrast, a slightly bent forward posture with hands on sides shows interest in the speaker and what they are trying to express. It is also important to note that good communicators do not interrupt while others are speaking.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Paragraph 2*

Despite the many benefits it has introduced, modern communication technology has also led to increased stress and anxiety among many workers. In fact, a large number of employees in a wide variety of industries often feel overwhelmed by the number of digital messages they receive on a daily basis. This is largely the result of the dozens of emails, voice messages, and text messages they receive each day. E-mail in particular has become a serious problem as many employees feel it is their duty to respond to these messages as soon as they are received, no matter the time of day. When these employees go home, they often like to relax by drawing pictures or talking to family members. Due to the high number of messages they receive, these workers do not have enough time to respond to all of their messages during their official working hours. As a result, it is common for them to continue answering emails in the evenings or on the weekends at home. In many offices, this has led to increased stress as the standard working day has extended well into the evening making personal time virtually non-existent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Answers:**

Paragraph 1:

Thus, a good communicator knows how to use their posture and physical gestures to engage with the person they are talking to.

*\*\* Last sentence should be removed since it is off topic \*\**

Paragraph 2:

Therefore, we can now see that the technology intended to make workers’ lives easier can, in fact, make them more stressful.

\*\* When these employees go home, they often like to relax by drawing pictures or talking to family members should be removed (off topic)

\*\* What is the difference between literally and virtually? \*\*

***Note****: Can relate paraphrasing practice in Class #1 to this (paraphrase the topic sentence)*