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RE-ORDER RULES

- Rules for Re-order Paragraphs -

1. **Independent Sentence** – Always start with an independent sentence / clause. An independent clause is a group of words that can stand alone as a sentence. It has both a subject and a verb and makes sense by itself. The first sentence introduces a concept or theme of the whole text. It is independent and self-contained. It does not require other paragraphs or sentences to complete its meaning.

Example:

- Melbourne is a very beautiful city.
 - Halloween is a holiday celebrated each year on October 31st.
2. **General to Specific** – An academic passage will always talk about something which is general and then move onto more specific stuff. For example, if the passage is about Solar System and the planets in it. Solar System is general & will always precede the sentences mentioning about the planets.
 3. **Chronological order / Time sequence** – The definition of chronological is arranged in the order it happened. Hence, a chronological or a sequential order usually refers to steps in a process or event. An example of chronological is a biography that starts in 1920 and goes through 1997. Look at clues related to the present, past or future, or for clues linked to the order that ideas come in. They are not always there, but often you will see them.
 - Sometimes there are useful linking words like 'after that' or 'finally.' That makes it easier to find the sequence.
 - At other times the tenses can indicate the correct order. For example, 'was' and 'were' indicate the past. 'Will be' indicates the future. 'Have' with a verb (example: have spread) indicates a time from the past until now. Think

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about the overall meaning. If there are different tenses, think about how they will be organized. Here are two common structures.

- Start in the past – move forward in time – end in the present
- Start in the present – jump back to the past – come forward in time – end in the present or future

4. **One topic at a time** – Always finish one topic & then move onto another topic. Start with the subject – then add details, explanations and /or examples, then move to another subject and explanation.

Example: Finish everything about Melbourne then start the topic about Sydney.

5. **Connect nouns to pronouns** – Grammar clues can help you identify relationships between paragraphs. For example, if the second paragraph has “He” in it, then you ask yourself – “Who does this ‘He’ refers to?”. Look for the sentence which tells us about this person, the sentence which has this noun in it. So, the sentence with the noun will precede the sentence with pronoun. Like he, she, they, it, them, their, him, etc. are usually not first sentences, as these pronouns are used when the person has already been introduced.
6. **Look for connecting words** – Sentences having connectives always refer to people or events mentioned in previous sentences. Some examples of connectives are: Although, though, if, until, since, but, after, alternatively, besides, then, yet, because, consequently, and, when, meanwhile, so, however, for, whoever, whatever, whenever, therefore, whereas, etc. Words such as however, therefore, because, indicate that the sentence preceding these words is linked to the sentence before in some way. Sentences beginning with one of these words are rarely the opening sentences. When you come across such a word, look for a sentence which completes the relationship indicated by the connecting word. For example, “However” indicates an exception, “Because” indicates reason, etc.

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- 7. Full name first** – An academic passage will always introduce a person with full name first & then the author might use only first name or last name in the later sentences for the same person. For example, a sentence with Mr. John Smith will always appear before sentences containing Mr. John or Mr. Smith.
- 8. Make pairs** – Use the grammar to help you find links between ideas in one sentence and the next. Because PTE gives you marks on pairing (if the answer is ACDB and you wrote DBAC, then you still get marks for putting DB an AC together as a pair)

Pairing rules:

- Look for articles - 'The' is often used the second time a subject is mentioned. 'The' is used to denote something or someone specific. It is also used when the person or thing has already been introduced. "A" or "an" are used while introducing something for the first time. They are also used for stating general facts. ('a ball' and then 'the ball' / example: 15,000 women >> the women)
- Look for other linking words like pronouns (example: Mr. Roberts >> He)
- Look for signal words like 'also' and 'additionally.' They signal that another example or another reason is being added. Other signal words are 'however' and 'but.' They signal change or contrast.