

## CONNECTING TO THE THEME

Are you outgoing or shy?

When you meet people, do you **A** talk about your goals and interests? **B** ask about them?

When you are in a group, do you **A** talk the most? **B** talk the least?

In essays about yourself, do you **A** have a lot to say? **B** feel uncomfortable writing about yourself?

*Mostly As: outgoing. Mostly Bs: shy.*

## A. Skill Presentation

Letters make **words**. Most words use small letters.

teacher, family, good, write

Some words use **capital letters** and small letters together.

Professor Garcia, State University

A **sentence** always begins with a capital letter. A sentence also has **one space** between two words. Finally, a sentence usually ends with a **period**.

my essay is about me. ✗      My essay is about me. ✓

Myessayisaboutme. ✗      My|essay|is|about|me. ✓

My essay is about me ✗      My essay is about me. ✓

Sentences make **paragraphs**. It is important to write paragraphs correctly. A paragraph is about one idea.

In the paragraph below, the sentences *My teacher liked it* and *Maybe I will get a good grade* are about the same idea. The sentence *I like shopping* is not about the same idea as the other sentences. It shouldn't be used.

I wrote my essay. My teacher liked it. ~~I like shopping.~~ Maybe I will get a good grade.

The first line of a paragraph is **indented**. To indent, type about five spaces before the first word. A paragraph is not a list of sentences. At the end of a sentence, type a space. Then begin the next sentence.

I wrote my essay.  
My teacher liked it.  
Maybe I will get a good grade. ✗

I wrote my essay. My teacher liked  
it. Maybe I will get a good grade. ✓



## B. Over to You

### 1 Read the three paragraphs. Check (✓) the correct paragraph.

- 1 Today was our first class. We met our instructor. She told us about herself.
- 2 Today was our first class. We met our instructor. She told us about herself.
- 3 Today was our first class. We met our instructor. She told us about herself.

### 2 Correct the sentences and paragraphs.

1 goodessaysareinteresting

\_\_\_\_\_

2 doctor Goodrich teaches at harvard university

\_\_\_\_\_

3 My sister read my essay

\_\_\_\_\_

4 I got a good grade today.  
The teacher liked my essay.  
I wrote it very carefully.

\_\_\_\_\_

\_\_\_\_\_

5 I want to be a doctor I am taking science and math courses I hope to get good grades.

\_\_\_\_\_

\_\_\_\_\_

6 My English teacher helped me a lot. She worked with me after class.  
She helped me apply to college.

\_\_\_\_\_

\_\_\_\_\_



### CHECK!

- 1 Sentences are groups of \_\_\_\_\_. Sentences begin with a capital letter and end with a \_\_\_\_\_. There is one \_\_\_\_\_ between the words.
- 2 \_\_\_\_\_ are groups of sentences about \_\_\_\_\_ idea. Remember to \_\_\_\_\_ paragraphs.

## C. Practice

- 1 Read each sentence and paragraph in the chart. Decide if they are correct or incorrect. Check (✓) the box in the correct column.

|  | CORRECT SENTENCE | CORRECT PARAGRAPH | NOT CORRECT |
|--|------------------|-------------------|-------------|
| 1. Today was our first class. We met our instructor. She told us about herself.  |                  |                   |             |
| 2. That is my instructor.  |                  |                   |             |
| 3. I like this essay. I think it is very good. It is very original.  |                  |                   |             |
| 4. I planned my essay carefully.<br>I wrote down a lot of ideas.<br>I chose the best ideas.<br>Then I started writing. |                  |                   |             |
| 5. The nursing program is very good  |                  |                   |             |
| 6. malena wrote her personal essay. it took three hours. she needed more time.   |                  |                   |             |
| 7. I play tennis everySaturday.  |                  |                   |             |
| 8. I was very busy in high school I played basketball I got very good grades I also worked after school every day      |                  |                   |             |

- 2 Match each paragraph (A–D) with the correct description (1–4).

- \_\_\_ 1 No mistakes  
\_\_\_ 2 Mistakes with spaces  
\_\_\_ 3 Not a paragraph  
\_\_\_ 4 Mistakes with capital letters

- A Iaminterestedinhistory. Iliketoreadbooksaboutimportantpeopleandeventsfromthepast. Ialsowatchhistoricalmovies. SometimesIgotlectures. IwanttolearnasmuchasIcan.
- B I am interested in history. I like to read books about important people and events from the past. I also watch historical movies. Sometimes I go to lectures. I want to learn as much as I can.
- C I am interested in history. I like to read books about important people and events from the past.  
I also watch historical movies.  
Sometimes I go to lectures.  
I want to learn as much as I can.
- D I am interested in history. i like to read books about important people and events from the past. i also watch historical movies. sometimes i go to lectures. i want to learn as much as I can.



## D. Skill Quiz

Check (✓) the correct answer for each item.

- 1 A sentence has
- a. words and spaces.
  - b. indentations and periods.
  - c. only capital letters.
- 2 A sentence has
- a. a period.
  - b. a capital letter.
  - c. a period and a capital letter.
- 3 A paragraph
- a. is a list.
  - b. has an indentation.
  - c. has one or two words.
- 4 A paragraph is
- a. about one idea.
  - b. about many ideas.
  - c. the same thing as a sentence.
- 5 *my bedroom is very messy*  
This sentence needs
- a. a period.
  - b. a capital letter.
  - c. a period and a capital letter.
- 6 *My teacher is busy.*  
This sentence needs
- a. a period.
  - b. a capital letter.
  - c. spaces between words.
- 7 *I buy lots of technology. I have two cell phones. I have a laptop. I also have an iPad. My friends say I don't need anything else.*  
This paragraph
- a. needs to be indented.
  - b. is correct.
  - c. needs spaces between sentences.
- 8 *my favorite subject is math. i enjoy my classes. the math classes are difficult. my teacher helps me.*  
This paragraph needs
- a. more ideas.
  - b. more spaces between words.
  - c. sentences that start with capital letters.
- 9 *I am interested in sports and health. I am good at working with people. I hope to get a job doing both. I would like to be a physical therapist.*  
This paragraph needs
- a. a list of sentences.
  - b. more capital letters.
  - c. one space between each sentence.
- 10 *I am writing an essay. The teacher gave me some examples. I have some good ideas to write about. My essay will be interesting.*  
This paragraph needs
- a. all capital letters.
  - b. spaces between words.
  - c. all capital letters and spaces between words.