

## 1 Circle the correct words.

- 1 The sentences in a paragraph are about *one idea* | *many ideas* | *bad ideas*.
- 2 A good paragraph is *difficult* | *easy* | *hard* to read because it has correct formatting.
- 3 Sentences in a paragraph *never* | *sometimes* | *always* start on a new line.
- 4 The first sentence in a paragraph is *indented* | *about a different topic* | *on a new line*.
- 5 Type about *two* | *five* | *fifteen* spaces to indent a paragraph.
- 6 A list of sentences is *a good paragraph* | *correct formatting* | *not a paragraph*.

## 2 Check (✓) the paragraph that has correct formatting.

- A Mr. Huang always prioritizes tasks to help him reach his goals at work.  
For example, every morning he writes down the things he wants to do that day.  
Then, he decides which tasks he must finish by the end of the day.  
After that, he decides which tasks can wait.  
He prioritizes well, so he knows he will always finish the most important things early.  
He can do the tasks that are not very important the next day.  
Mr. Huang gets a lot done at work because he does important tasks first.
- B Mr. Huang always prioritizes tasks to help him reach his goals at work. For example, every morning he writes down the things he wants to do that day. Then, he decides which tasks he must finish by the end of the day. After that, he decides which tasks can wait. He prioritizes well, so he knows he will always finish the most important things early. He can do the tasks that are not very important the next day.  
Mr. Huang gets a lot done at work because he does important tasks first.
- C Mr. Huang always prioritizes tasks to help him reach his goals at work. For example, every morning he writes down the things he wants to do that day.  
Then, he decides which tasks he must finish by the end of the day. After that, he decides which tasks can wait.  
He prioritizes well, so he knows he will always finish the most important things early.  
He can do the tasks that are not very important the next day.  
Mr. Huang gets a lot done at work because he does important tasks first.
- D Mr. Huang always prioritizes tasks to help him reach his goals at work. For example, every morning he writes down the things he wants to do that day. Then, he decides which tasks he must finish by the end of the day. After that, he decides which tasks can wait. He prioritizes well, so he knows he will always finish the most important things early. He can do the tasks that are not very important the next day.  
Mr. Huang gets a lot done at work because he does important tasks first.

Check (✓) the correct answer for each item.

1 What is a paragraph?

- a. a group of letters that make a word
- b. a group of words that make a sentence
- c. a group of sentences about one idea

2 To indent, add space

- a. before the second word.
- b. before the first sentence.
- c. before the last letter.

3 In a paragraph, indent

- a. only the first sentence.
- b. all the sentences.
- c. only the last sentence.

4 In a paragraph, each sentence begins

- a. in a separate list.
- b. on a new line.
- c. after the previous sentence.

5 In a paragraph, how can a writer make sure sentences are about the same idea?

- a. by giving some examples about each topic
- b. by including sentences about many different topics
- c. by removing sentences about different topics

6 In a paragraph, it is a mistake to include

- a. sentences about different ideas.
- b. sentences about one idea.
- c. sentences about good ideas.

7 Look at the paragraph below. Which sentence is about a different topic?

- a. There are only 24 hours in a day.
- b. Prioritizing can help.
- c. There is a list of classes in the main office.

8 Look at the paragraph below. Is the first sentence indented correctly?

- a. Yes. There are enough spaces.
- b. No. There are not enough spaces.
- c. No. There are too many spaces.

9 Look at the paragraph below. The writer used some correct formatting. What did the writer do correctly?

- a. All the sentences are in a list.
- b. All the sentences come one right after the other.
- c. All the sentences are on a new line.

10 Look at the paragraph below. Why is it easy to read?

- a. Because it is interesting.
- b. Because it has a title.
- c. Because it is formatted correctly.