

PERSONAL INFORMATION

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 **G**arcia, State **U**niversity

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. ✗ **M**y essay is about me. ✓

Myessayisaboutme. ✗ **M**y|e|s|s|a|y|i|s|a|b|o|u|t|m|e|. ✓

My essay is about me ✗ **M**y 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. I wrote down a lot of ideas. I chose the best ideas. 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

___ 3 Not a paragraph

___ 2 Mistakes with spaces

___ 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.