Evergreen College Writing Prep Review

**Chapter 1 Exploring the Writing Process**

1. Put the steps of the writing process in order by numbering them 1 through 4.

\_\_\_\_\_\_\_\_\_ Proofreading

\_\_\_\_\_\_\_\_\_ Revising

\_\_\_\_\_\_\_\_\_ Prewriting

\_\_\_\_\_\_\_\_\_ Writing the first draft

Read the paragraph and then answer the questions that follow by circling the letter of the correct response.

Coffee drinkers should seriously consider switching to tea. According to the latest research, the ingredients in tea may help people stay slim. When Taiwanese researchers studied 1,000 people, they found that the people who drank two cups of any kind of tea every week for ten years had 20 percent less body fat than people who didn’t drink tea. But there’s an even better reason to switch. As it turns out, tea lowers the risk of serious disease, such as some cancers, heart attack, and stroke. In 2003, scientists found out that after just three weeks of drinking five cups of black tea per day, fifteen people cut their cholesterol by 7 percent and their bad LDL cholesterol by 11 percent. Australian researchers studying 218 women found that tea reduced blood pressure; in fact, the more tea a person drank, the more blood pressure dropped. Coffee does not offer any of these health benefits, so tea is clearly the better beverage choice.

2. This paragraph was written for an audience of

1. tea drinkers.
2. coffee drinkers.
3. researchers.

3. The subject of this paragraph is

1. the benefits of drinking tea.
2. healthy beverages.
3. coffee drinkers.

4. The purpose of this paragraph is to

* 1. explain the differences between coffee and tea.
  2. persuade coffee drinkers to drink tea instead.
  3. convince people to drink healthy beverages.

**Chapter 2 Prewriting to Generate Ideas**

Circle the letter of the answer that correctly identifies each type of prewriting.

My Best Friend

My best friend Robin. We met junior year, Sherman High School. A very caring person, has many friends because she’s sympathetic to other people’s problems. A really good listener. She’s smart makes good grades. Got a scholarship. Nursing student, I know she’ll be a good one—nurses have to be good at helping people, and Robin is great at that. Cares about animals, would be a good veterinarian if she didn’t become a nurse.

1. The prewriting above is an example of
   1. focused freewriting.
   2. brainstorming.
   3. clustering.
   4. asking questions.
   5. keeping a journal.

Aug. 21. Classes started today, and I’m taking four difficult ones. I’m not worried about my English class because I like the instructor. Math is always hard for me, though, so my algebra class is sure to be a lot of work. I’ll have to put in a lot of study time. My weight training P.E. class will be great, help me get into better shape. I’ve also got an Introduction to Computers class. I’m looking forward to that one because I enjoy learning more about computers.

Aug. 23. Today, I heard on the news that many young people are getting in over their heads when it comes to credit-card debt. Some of them charge thousands of dollars and then can’t pay it off. Credit-card companies aren’t going to stop giving cards to teenagers and college students, so maybe high schools and colleges should offer financial management courses to help young people learn how to stick to a budget and avoid getting into debt.

1. The prewriting above is an example of
   1. focused freewriting.
   2. brainstorming.
   3. clustering.
   4. asking questions.
   5. keeping a journal.

Physical Fitness

Who? Kids, adults, teenagers, senior citizens

What? Working out at home or at a gym, jogging, running, walking, taking classes, personal trainer, buy videos

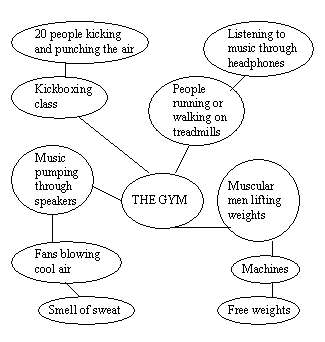
Where? Home, gym, outdoors—running, team sports

When? After work, on weekends, during school (P.E. classes), at work during breaks and lunch hour

Why? Health, stress relief, mental sharpness, improve appearance

How? Commitment, get an exercise buddy, join a gym

1. The prewriting above is an example of
   1. focused freewriting.
   2. brainstorming.
   3. clustering.
   4. asking questions.
   5. keeping a journal.



1. The prewriting above is an example of
   1. focused freewriting.
   2. brainstorming.
   3. clustering.
   4. asking questions.
   5. keeping a journal.

Living in a big city

traffic jams

crowds, waiting in line

art galleries, museums, concerts, theaters, performances

restaurants and food carts

sounds of horns, sirens, police whistles

park—people sitting on grass, throwing a Frisbee, eating lunch

skyscrapers

subway

1. The prewriting above is an example of
   1. focused freewriting.
   2. brainstorming.
   3. clustering.
   4. asking questions.
   5. keeping a journal.

**Chapter 3 The Process of Writing Paragraphs**

(1) Statistics show that the average American generates about 4 pounds of trash every day. (2) When you multiply that by the number of people living in the United States, you realize we throw away about 210 million tons of stuff each year. (3) That’s a lot of trash. (4) However, we can all combat this problem by taking three steps: “Reduce, Reuse, Recycle.” (5) *Reduce* refers to lessening the amount of trash you generate. Buy only the amount you need. (6) Persuade manufacturers to reduce the amount of packaging they use. (7) Mow your lawn with a mulching mower and leave the clippings on the grass. (8) *Reuse* means finding other locations for items besides the garbage can. (9) Figure out other ways you can use things like cans or plastic bags. (10) Share unused portions with neighbors or charities. (11) Donate unwanted items to others rather than throwing them away. (12) If you can’t reuse, *recycle*. (13) The recycling process can be applied to glass, paper, plastics, steel, and cardboard, which can be made into useful products rather than thrown into an overflowing landfill.

1. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_

(1) Volunteering doesn’t just benefit those who receive help; it significantly improves the health and happiness of the volunteer, too. (2) According to a 2002 University of Michigan study, elderly people who volunteer are less depressed and more physically healthy than elderly people who don’t volunteer. (3) Plus, that same study found that the volunteers lived longer. (4) However, it’s not just senior citizens who benefit from volunteering. (5) The connection between volunteering and good health is so strong, as a matter of fact, that the Public Health Center at Harvard University created a media campaign to encourage new retirees to sign up to volunteer. (6) Child psychologists say that volunteer work helps adolescents and teenagers, too, by building their self-esteem and socialization skills.

2. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_

Each group of sentences could be unscrambled and written as a paragraph. Circle the letter of the topic sentence in each group of sentences.

3. a. Using marijuana can cause problems with concentration, memory, thinking, and problem-solving.

b. Particularly for young people, marijuana can lead to increased anxiety, panic attacks, depression, and other mental health problems.

c. Smoking marijuana contributes to auto crashes that injure or kill.

d. Marijuana use harms people in a number of different ways.

e. Long-term use of marijuana can lead to respiratory and cardiac diseases, as well as cancer.

4. a. Muslims say a brief ritualistic prayer five times a day while facing the direction of Mecca, kneeling, and bowing their heads to the ground.

b. Jews pray three times a day and even more often on holy days.

c. Hindus sing or recite a prayer called the Gayatri mantra on a daily basis.

d. All of the world’s major religions include some form of prayer.

e. Followers of the Christian faith usually pray during worship services, before meals, and before going to sleep at night.

From each group, select the sentence that is limited enough to be the topic sentence of a good paragraph.

5. a. Body language can often reveal whether someone is lying.

b. In this paragraph, I will discuss the topic of teenage pregnancy.

c. Illiteracy is something we should all think about.

6. a. This paragraph will be about the Internet.

b. Psychology is a very interesting topic to explore.

c. The federal minimum wage should be increased to at least $6.00 per hour.

Study the body of each of the following paragraphs. Then, circle the letter of the topic sentence that is most accurate.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For example, a substance in chocolate is a cardiac stimulant that can increase a dog’s heart rate and cause it to beat irregularly. Dogs that eat large quantities of chocolate may even die. Onions and garlic, too, contain an ingredient that is toxic to dogs. Onion poisoning causes the dog’s red blood cells to burst while they circulate in its body. Vomiting and diarrhea will be followed by breathlessness as the dog’s blood loses its ability to carry oxygen. Another toxic food is macadamia nuts, which can cause muscle weakness and pain in a dog’s limbs. Other potential hazards for dogs include broccoli, raisins, grapes, potato peelings, and yeast dough.
2. Several common foods are actually quite poisonous.
3. Certain foods are toxic to dogs.
4. Pets have serious reactions to “people foods.”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ It dates back to ancient Egypt, when players tried to knock down pins by rolling a ball made of stone or wood at them. One historian claims that Germans were playing the game by 300 a.d. By the Middle Ages, bowling had become so popular that in 1366, England’s King Edward III banned the sport because it was distracting his soldiers from archery practice. English, Dutch, and German settlers all imported different variations of the game when they immigrated to America. Today, almost 70 million Americans go bowling every year, making it the most popular participatory sport in the United States.
2. Bowling has long been a popular game all over the world.
3. Bowling is a lot of fun.
4. Bowling balls have changed a lot over the years.

Check the following paragraphs for unity. On the blank, write the number of the sentence that does not belong in the paragraph.

\_\_\_\_\_\_ 9. (1) You should drink tap water instead of bottled water. (2) Bottled water is not necessarily any purer or healthier than the water you can get from your sink. (3) In fact, in many cities and towns, the testing requirements for tap water are much more strict than those for bottled water, and the bottled water may actually contain contaminants that the tap water is not allowed to have. (4) Plus, bottled water usually lacks fluoride, an important mineral that is added to tap water. (5) Another reason to drink tap water is the waste generated by consumption of bottled water. (6) While all of those empty plastic bottles can be recycled, most people just toss them into the trash, and they end up in landfills already overflowing with garbage. (7) Recycling glass, newspaper, and aluminum will also help to minimize America’s waste problem. (8) Finally, bottled water costs a lot more than tap water. (9) In fact, it’s often about 300 times more expensive.

\_\_\_\_\_\_\_ 10. (1) Some very odd things have been sold on eBay, the online auction site. (2) One man recently sold his forehead for advertising space. (3) The winning bid was $37,000. (4) A plate of French toast partially eaten by pop singer Justin Timberlake sold for over $3,100, and several sellers have offered buyers a chance to own singer Britney Spears’s used chewing gum. (5) A cheese sandwich said to bear an image of the Virgin Mary went for $28,000. (6) A cinnamon bun that supposedly looked like Mother Teresa was stolen from a coffeehouse in Nashville, Tennessee, in 2005. (7) One eBay shopper paid $4,550 for a vampire-killing kit, and another bought a serial killer’s fingernails for $9.99. (8) “The meaning of life” sold for a mere $3.26, and another buyer got “Nothing! Absolutely Nothing!” for $1.03.

**Chapter 4 Achieving Coherence**

Arrange each set of sentences in logical time order, numbering the sentences 1, 2, 3, and so on, as if you were preparing to write a paragraph. Underline any words and phrases that give time clues.

1. Ham the Chimp was the United States’ first higher primate astronaut.

\_\_\_\_\_\_\_ His training complete, Ham was strapped into a capsule atop a Mercury rocket and launched from Cape Canaveral, Florida, into outer space on January 31, 1961.

\_\_\_\_\_\_\_ Following his successful flight, the astronaut chimp lived in zoos for 17 years until he died at age 27 and was buried at New Mexico’s International Space Hall of Fame.

\_\_\_\_\_\_\_ After spending a day in orbit proving that astronauts could indeed function in space, Ham splashed down in the Atlantic Ocean and was picked up by a rescue ship.

\_\_\_\_\_\_\_ In December 1960, the chimpanzee was trained to perform simple tasks in response to lights and sounds.

2. Creating a blog, or personal online journal, is relatively easy.

\_\_\_\_\_\_\_ Once your blog is created, post new material every day, but wait until you have posted a month’s worth of entries before you begin telling people about it.

\_\_\_\_\_\_\_ First of all, choose the type of blog you want to create by picking a focus, such as one of your areas of expertise or some type of current event that fascinates you.

\_\_\_\_\_\_\_ After selecting a topic on which to focus, go to a simple blog creation site, such as Blogger.com, and follow the directions there to create your blog.

\_\_\_\_\_\_\_ When you have a month’s worth of postings, tell your friends to visit your site and begin leaving links to your blog at other blogs you enjoy reading.

Following are topic sentences followed by supporting details. Arrange each group of details according to space order, numbering them 1, 2, 3, and so on, as if you were preparing to write a descriptive paragraph.

3. Describe a gift.

\_\_\_\_\_\_\_ white rectangular box

\_\_\_\_\_\_\_ big blue bow

\_\_\_\_\_\_\_ flannel nightgown with Minnie Mouse design

\_\_\_\_\_\_\_ white tissue paper, the innermost wrapping

\_\_\_\_\_\_\_ flowered wrapping paper

4. Describe a skyscraper.

\_\_\_\_\_\_\_ 150 hotel rooms take up the sixth through seventeenth floors

\_\_\_\_\_\_\_ offices on floors 2–5

\_\_\_\_\_\_\_ on the ground floor, shops and restaurants

\_\_\_\_\_\_\_ condominiums occupying the top eighteen floors

\_\_\_\_\_\_\_ at the very top, rooftop penthouses

Arrange the ideas that develop each topic sentence in their order of importance, numbering them 1, 2, 3, and so on. Begin with the most important (or largest, most severe, most surprising) and continue to the least important.

5. Louis Pasteur is revered as a great scientist for his three major discoveries.

\_\_\_\_\_\_\_ Almost as important was Pasteur’s development of pasteurization, the process that keeps beverages from spoiling, after he realized that tiny living beings, not chemical reactions, were spoiling beverages like milk, wine, vinegar, and beer.

\_\_\_\_\_\_\_ Most important, after this Frenchman discovered that weakened forms of a disease could help a person or animal build up immunity to that disease, he created vaccines that have saved millions of lives.

\_\_\_\_\_\_\_ Finally, Pasteur found ways to stop a silkworm disease that threatened to ruin France’s profitable silk industry.

6. According to financial experts, the ideal budget allots certain amounts of money for different types of expenses.

\_\_\_\_\_\_\_ Taxes—including federal and state income taxes and property taxes—should amount to 25 percent or less of one’s total income.

\_\_\_\_\_\_\_ Living expenses—including the cost of electricity, food, clothing, and entertainment—should not exceed 26 percent of one’s income.

\_\_\_\_\_\_\_ Four percent of one’s budget should go for insurance, including life, health, and auto insurance.

\_\_\_\_\_\_\_ Housing (either rent or mortgage payments) plus other debts, including auto loans and credit-card payments, should not exceed 30 percent of income.

\_\_\_\_\_\_\_ Everyone should set aside 15 percent of his or her income for saving or investing.

When Lewis and Clark made their way through what is now North Dakota, the Shoshone Indian woman named Sacajawea and her French Canadian husband joined the team of explorers. Because the expedition was traveling with a Native American, other tribes did not attack the group. In fact, one tribe even supplied horses to help the explorers and their interpreter cross the Rocky Mountains. This invaluable team member taught the men how to find medicine and food in the wilderness and once even saved the records of the journey when a canoe overturned during a storm. She reached the Pacific Ocean with Lewis and Clark in 1805. Her fame eventually spread; one of the best-known monuments to her is a statue in Portland, Oregon.

7. List each of the synonyms and pronouns used to refer to the subject of the paragraph above. (Hint: There are eight.)

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carefully determine the exact relationship between the sentences in each pair below. Then choose the transitional expression that clearly expresses this relationship.

8. A blizzard hit the airport. \_\_\_\_\_\_\_\_\_\_\_\_, all flights were cancelled.

a. Nevertheless

b. Consequently

c. For example

9. He posted his résumé on a job search web site. \_\_\_\_\_\_\_\_\_, he waited for employers to contact him for a job interview.

a. Then

b. Therefore

c. Similarly

10. One symptom of the flu is a high fever. \_\_\_\_\_\_\_\_\_\_\_\_, the disease causes chills, body aches, coughing, and fatigue.

a. Thus

b. In contrast

c. In addition

**Chapter 5 Illustration**

Read the paragraphs and answer the questions that follow.

(1) Some mixed-breed dogs that would once have been referred to as mutts are now enjoying a new status as popular and expensive “designer dogs.” (2) For instance, the labradoodle, a cross between a Labrador and a poodle that can cost up to $4,000, is one sought-after combination. (3) Other popular “doodle” dogs include the schnoodle (a schnauzer-poodle mix) and the goldendoodle (a golden retriever-poodle mix). (4) Many dog lovers are willing to plunk down large sums for a cockapoo (a cocker spaniel–poodle mix) or a yorkipoo (a combination of a Yorkshire terrier and a poodle). (5) Even England’s Queen Elizabeth is fond of a specialty mixed-breed known as the dorgi, a cross between a dachshund and a corgi.

1. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_

1. How many examples does the writer use to develop the topic sentence? \_\_\_\_\_\_

(1) We rarely get tired when we are doing something interesting and exciting.

(2) For example, I recently took a vacation in the Canadian Rockies up around Lake Louise. (3) I spent several days trout fishing along Coral Creek, fighting my way through brush higher than my head, stumbling over logs, struggling through fallen timber—yet after eight hours of this, I was not exhausted. (4) Why? (5) Because I was excited, exhilarated. (6) I had a sense of high achievement: six cutthroat trout.

—Dale Carnegie, *Banishing Boredom on the Job*

1. Give the number of the transitional expression in the paragraph above that introduces an illustration. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How many examples does the writer use to develop the topic sentence? \_\_\_\_\_\_
2. Give the number of the transitional expression in the paragraph above that introduces an illustration. \_\_\_\_\_\_\_\_\_

Each general statement is followed by several examples. Circle the letter of the example that does *not* clearly illustrate the generalization.

1. Amelia Earhart dared to act beyond the limits of what society thought a woman could or should do.
   1. She saw her first plane at the Iowa State Fair.
   2. She became a pilot and mechanic, entering the all-male world of aviation.
   3. She presented her new husband with a marriage contract that gave both partners considerable freedom.
2. Many people are lively and creative in old age.
   1. Eighty-seven-year-old Mary Baker Eddy founded *The Christian Science Monitor*, one of the world’s great newspapers.
   2. Pablo Picasso was engraving and drawing at ninety.
   3. When she was 100 years of age, Grandma Moses was still painting.
   4. Madonna’s albums still topped the charts when she was thirty-five.
3. Communication tools designed to make us more productive often distract us and actually *reduce* our efficiency.
   1. Throughout the day, we allow incoming e-mail messages to constantly interrupt us by reading them immediately.
   2. Television takes up much of our free time; the average person now watches more than four hours per day.
   3. Ringing cell phones often interrupt us and pull our attention away from the task at hand.
   4. The ding of an instant message usually causes us to drop what we’re doing to respond.
4. Radio and television personalities sometimes make amusing slips of the tongue when they are on the air.
   1. One radio announcer promoted a cosmetic surgery clinic this way: “If you want to change the way you look, just visit one of the plastered surgeons.”
   2. A talk-show host broke for a commercial with “We’ll be right back after these words from General Fools.”
   3. A slip of the tongue that seems to reveal the speaker’s hidden feelings or thoughts is called a Freudian slip.
   4. A radio psychologist told listeners, “The happiest people are always those who wake up every morning with a porpoise.”

**Chapter 6 Narration**

(1) Last September, I watched my ten-year-old grandson act like an adult in an emergency. (2) While cleaning the living room carpet, I tripped and fell over the vacuum cleaner hose. (3) At first, I was dazed. (4) Soon, I realized that my left arm hurt terribly. (5) I called to my grandson Joel, who was the only other person at home. (6) When Joel saw me on the floor, his face went pale. (7) Then he calmly took charge of the situation. (8) He went to the phone and dialed for emergency help. (9) I heard him give our address, exact details of what had happened, and a description of the position I was lying in. (10) I could tell that he was carefully listening to the instructions he was given. (11) Returning to the living room, Joel covered me with a wool blanket and told me that an ambulance was on its way. (12) He sat by my side in the ambulance and stayed with me while the doctor treated me. (13) My sprained arm bothered me for only three weeks, but I will always feel proud of what my grandson did on that day.

1. Give the number of the topic sentence that tells the point of the story in the paragraph above. \_\_\_\_\_\_\_\_\_\_
2. List all of the transitional expressions in the paragraph above that indicate time:

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

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

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

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

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

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

(1) Walt Disney might be the only filmmaker who claimed to owe his success to a rodent. (2) At first, Disney was an animator who produced a cartoon series called “Oswald the Rabbit.” (3) Then he decided to launch out on his own. (4) Realizing that he needed a new animated character, he remembered a friendly mouse from a studio he had once worked in. (5) He decided to name his new character after this old friend, whom he fondly called Mortimer Mouse. (6) Later, he changed the name to Mickey. (7) After only a few cartoons appeared, Mickey Mouse fever swept the nation. (8) Soon, he became an international figure. (9) The French called him “Michel Souris,” while the Italians dubbed him “Topolo.” (10) During World War II, “Mickey Mouse” became a secret password in the Allied Command. (11) Disney created many other lovable characters, but none achieved the popularity of that cute little mouse with the white gloves.

1. Give the number of the topic sentence that tells the point of the story. \_\_\_\_\_\_
2. List all of the transitional expressions in the paragraph above that indicate time:

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

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

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

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

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

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

Here are four plans for narrative paragraphs. The events in the plans are not in the correct chronological order. Each plan also contains one event that does not belong in the story. Number the events in the proper time sequence and cross out any irrelevant ones.

1. Aesop’s fable about a dog and his reflection teaches a lesson about greed.

\_\_\_\_\_\_\_ He thought he saw another dog with another piece of meat in his mouth, so he decided to get that one, too.

\_\_\_\_\_\_\_ Now the dog had nothing at all to eat.

\_\_\_\_\_\_\_ A dog was happily carrying a piece of meat in his mouth.

\_\_\_\_\_\_\_ The dog was brown with white spots.

\_\_\_\_\_\_\_ While crossing a bridge, he saw his reflection in the water of a running brook.

\_\_\_\_\_\_\_\_ When he snapped at the reflection, the meat dropped from his mouth into the water and sank.

1. Through talent and fortunate timing, Vera Wang has become one of the world’s top designers of women’s gowns.

\_\_\_\_\_\_\_ In 1971, after college, Wang became a fashion editor at *Vogue*, a job she held for fifteen years.

\_\_\_\_\_\_\_ Soon stars like Halle Berry, Uma Thurman, and Meg Ryan began wearing Vera Wang gowns, and Wang’s reputation soared.

\_\_\_\_\_\_\_ In 1990, Wang made her dream a reality, opening a high-style bridal and evening gown business.

\_\_\_\_\_\_\_ Every year, 2.4 million couples get married in the United States, spending an average of $19,000 per wedding.

\_\_\_\_\_\_\_ The world took note when Wang designed elegant costumes for skater Nancy Kerrigan during the much-watched 1994 Winter Olympics.

1. The debut of our singing group at the college talent show last Saturday was a total disaster.

\_\_\_\_\_\_\_ Halfway through our act, our lead singer’s microphone went dead for three minutes.

\_\_\_\_\_\_\_ Calvin arrived so hoarse that he could hardly sing at all.

\_\_\_\_\_\_\_ The theater is in Horace Hall.

\_\_\_\_\_\_\_ The announcer introduced us as the “Huge Notes” instead of the “High Tones.”

\_\_\_\_\_\_\_ All the lights in the theater flashed on and off throughout our last song.

\_\_\_\_\_\_\_ Starting our first song a half-beat too late, Dina threw the rhythm off for the rest of us.

1. The Civil War battle between two iron-covered ships, on March 9, 1862, changed sea warfare forever.

\_\_\_\_\_\_\_ Two hours into the battle, the *Monitor* ran out of ammunition and moved into shallow water to reload.

\_\_\_\_\_\_\_ After four hours, the *Merrimack*, her hull leaking and her smokestack broken, escaped from the scene of battle.

\_\_\_\_\_\_\_ When the *Monitor* returned with guns loaded, the *Merrimack* lured her into deep water and then suddenly swung around and rammed her, leaving barely a dent.

\_\_\_\_\_\_\_ The Civil War lasted from 1861 to 1865.

\_\_\_\_\_\_\_ At the end of the conflict, neither ironclad ship had really won, but the wooden fighting ship was a thing of the past.

\_\_\_\_\_\_\_ At first, the two ships—the North’s *Monitor* and the South’s *Merrimack*—just circled each other like prehistoric monsters, firing at close range but causing no damage.

**Chapter 7 Description**

(1) At my Halloween party, my friend George showed up wearing on his head what looked like an ax embedded in his skull. (2) His hair was matted with fake blood. (3) On his face, he used rubber scars and gashes, makeup, and more fake blood to make it look as though he had been sliced and diced. (4) On one eye, he wore another prosthetic rubber device that made his eye appear slashed. (5) More bloody wounds covered his neck. (6) His tattered clothes were spattered with fake blood, and a fake knife protruded from his back. (7) George looked absolutely grotesque in that gory getup.

1. Give the number of the topic sentence that states the overall impression of the subject. \_\_\_\_\_\_\_\_\_\_\_
2. How are the details arranged in this paragraph?
   1. top to bottom
   2. left to right
   3. near to far

(1) Visiting the house of poet Pablo Neruda was like entering a rich mind obsessed with the sea. (2) The peaked ceiling of the main room was covered with beautiful old ship’s timbers. (3) Hanging from the ceiling were several large weathered figureheads from ships, one with the wings of an angel. (4) Near the angel, on the stone wall above the fireplace, was the model of an old ship with eleven canvas sails. (5) More life-size carved figureheads, all women, stood on the floor around the room, leaning forward as if listening. (6) Some were painted, some worn to the wood, some missing fingers or noses from the passing of time. (7) On every table and surface were ocean treasures—shells, starfish, heaped sea glass and beach agate, a brass ship’s lantern, a narwhal tusk.

1. Give the number of the topic sentence that states the overall impression of the subject. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. List all of the transitional expressions that indicate place or position:

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

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

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

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

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Following are topic sentences followed by supporting details. Arrange each group of details according to space order, numbering them 1, 2, 3, and so on, as if you were preparing to write a descriptive paragraph.

5. Describe a giraffe.

\_\_\_\_\_\_\_ long, knobby-kneed legs that can kick with great force

\_\_\_\_\_\_\_ pair of short, bony horns atop head

\_\_\_\_\_\_\_ body covered with a coat of brown spots outlined in cream

\_\_\_\_\_\_\_ graceful, 4-foot-long neck for munching leaves

\_\_\_\_\_\_\_ tongue up to 21 inches long

6. Describe a view from a hotel room balcony.

\_\_\_\_\_\_\_ wet, dark sand of water’s edge

\_\_\_\_\_\_\_ beach grass growing in high sand dunes just below the balcony

\_\_\_\_\_\_\_ white-crested waves breaking on shore

\_\_\_\_\_\_\_ the straight line of horizon where sea seems to meet sky

\_\_\_\_\_\_\_ a short wooden fence separating the dunes from the hard-packed sand of the shoreline

\_\_\_\_\_\_\_ calm, grayish-blue water stretching out behind breakers

In each of the following plans, one detail has nothing to do with the topic sentence; it is merely a bit of irrelevant information. Find the irrelevant detail and circle its letter.

7. It was clearly a bird lover’s room.

a. two blue parakeets whistled in a small cage

b. huge red and yellow parrot on a perch

c. on sofa, needlepoint pillows shaped like birds

d. birds make interesting pets

e. pictures of birds on the walls

f. large book, *Birds of the World*, on coffee table

8. Spaghetti and meatballs were splattered all over the white kitchen.

a. blotches of sauce on wall behind stove

b. pool of sauce on stovetop

c. crusted saucepan in sink

d. stray spaghetti hanging off edge of stove

e. plates on counter with leftover spaghetti spilling over them

f. a stack of cookbooks on the table

9. In my mind’s eye is the plan for the perfect workout room.

a. complete Nautilus set in center

b. StairMaster near the door

c. on shelf above the StairMaster, a color TV

d. exercise helps me think more clearly

e. hot tub with view of woods through one-way glass

f. a treadmill next to the StairMaster

10. My favorite pair of jeans are beat up and worn out.

a. frayed cuffs

b. made by the Levi’s company

c. large hole in one knee

d. paint stains near the zipper

e. missing button

f. torn back pocket

**Chapter 8 Process**

Read the paragraphs and answer the questions that follow.

(1) Anyone can conquer clutter by following a series of steps. (2) First of all, pick just one area on which to focus your attention. (3) This might be a shelf, a closet, or even just one drawer. (4) Second, round up some bags or boxes and label them so that you have one of each of the following: *Repair, Relocate, Donate, Sell, Store, Throw Away,* and *Return*. (5) Next, sort all of the items in the area by placing them in one of the bags or boxes, depending on what needs to happen to it. (6) Then, take action on each pile. (7) Put *Repair, Donate*, and *Return* items in your car so that you can drop them off on your next errand run; take the items in the *Relocate* box to the places where they belong; toss out the *Throw Away* items; etc. (8) Finally, clean your newly decluttered area and give yourself a reward for a job well done!

1. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_
2. How many steps are in the process? \_\_\_\_\_\_
3. List the transitional expressions in the paragraph that locate the steps of the process in time:

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

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

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

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

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

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

(1) The staff at the Shoe Barn is trained to use a very effective customer service procedure. (2) When a customer enters the store, a nearby salesperson first greets that person by saying, “Hello, welcome to Shoe Barn.” (3) Second, the salesperson asks the customer, “Can I help you find something today?” (4) Third, the employee listens carefully to the customer’s description of the shoes he or she is looking for and leads the customer to the appropriate part of the store. (5) While helping the customer find what he or she needs, the salesperson also describes that day’s specials and sales. (6) Finally, when the customer is ready to purchase an item or leave the store, the salesperson smiles and says, “Thank you for shopping at Shoe Barn!”

1. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_
2. How many steps are in the process? \_\_\_\_\_\_
3. List the transitional expressions in the paragraph that locate the steps of the process in time:

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

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

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

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

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

Here are four plans for process paragraphs. The steps for the plans are not in the correct chronological order. Each plan also contains an irrelevant detail that is not part of the process. Number the steps in the proper time sequence and cross out the irrelevant detail.

1. A fax machine sends copies of written or printed material by means of telephone lines.

\_\_\_\_\_\_\_ Finally, the machine receiving the copy reconverts the images and prints them on paper.

\_\_\_\_\_\_\_ Second, the user dials the telephone number of the machine that is to receive the material.

\_\_\_\_\_\_\_ Now, fax machines are standard equipment in most professional offices.

\_\_\_\_\_\_\_ First, the user puts a document in the machine.

\_\_\_\_\_\_\_ Third, the fax machine converts the images on the document into codes that travel through the telephone lines.

1. My morning routine gets me out of the house in twenty minutes.

\_\_\_\_\_\_\_ While toweling off, I decide what I will wear and think of everything I need for the day.

\_\_\_\_\_\_\_ I eat breakfast in bits while dressing and packing my backpack.

\_\_\_\_\_\_\_ Next I race to the kitchen to make breakfast and feed the cats.

\_\_\_\_\_\_\_ I am one of those “morning people” who thinks better before lunch than in the afternoon.

\_\_\_\_\_\_\_ Brushing my teeth, shaving, and showering follow one another so quickly they are like one step.

\_\_\_\_\_\_\_ I awake at 6:30 a.m.

1. Delicious Krispy Kreme glazed doughnuts are made in an amazing assembly line process.

\_\_\_\_\_\_\_ After spending 15 minutes in the proof box, the puffed-up dough is taken by conveyor belts to the fryer, where it’s cooked in oil.

\_\_\_\_\_\_\_ The doughnuts come out of the oil, cool on a conveyor belt, and pass through a waterfall of sugary liquid to get their glaze coating.

\_\_\_\_\_\_\_ The rings of uncooked dough are delivered via conveyor belt to the proof box, a tall glass case where the doughnuts are surrounded with low heat and humidity to activate the yeast.

\_\_\_\_\_\_\_ After one side of the doughnuts is cooked to a perfect golden brown, a machine flips them over to cook their other side.

\_\_\_\_\_\_\_ Bakers mix the ingredients to form batter and then pour that batter into a machine called a hopper.

\_\_\_\_\_\_\_ The dough goes from the hopper to a machine that shapes it into small rings.

\_\_\_\_\_\_\_ The first batch of tasty Krispy Kreme doughnuts was made in Winston-Salem, North Carolina.

1. To mend a broken heart, follow these steps.

\_\_\_\_\_\_\_ By the end of the first week, you should be distracting yourself with positive activities such as spending time with friends and making lists of things you want to accomplish.

\_\_\_\_\_\_\_ Long-distance relationships are often difficult to maintain over extended periods of time.

\_\_\_\_\_\_\_ Communicating your feelings will help you feel better, so call a supportive friend or family member on the second day.

\_\_\_\_\_\_\_ On the first day after your break-up, give yourself permission to mourn your loss by calling in sick to work, eating anything you want, and crying.

\_\_\_\_\_\_\_ After the first week and throughout the months to come, remember that healing takes time, and continue doing things that will help you build your self-confidence.

\_\_\_\_\_\_\_ Force yourself to go out on the third day; taking a walk, going out for coffee, or exercising will improve your mood.

**Chapter 9 Definition**

Read each of the following definitions and answer the questions that follow.

**Spam is any e-mail message that is both unsolicited and undesirable.**

1. The statement above is a
   1. synonym definition.
   2. class definition.
   3. definition by negation.

1. The subject of the sentence is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. List the synonym, the class, or the negation that helps to define that subject:

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

**Success does not mean obtaining material wealth but using your strengths and talents to make the world a better place.**

1. The statement above is a
   1. synonym definition.
   2. class definition.
   3. definition by negation.

1. The subject of the sentence is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. List the synonym, the class, or the negation that helps to define that subject:

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

**A labyrinth is a maze.**

1. The statement above is a
   1. synonym definition.
   2. class definition.
   3. definition by negation.

1. The subject of the sentence is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. List the synonym, the class, or the negation that helps to define that subject:

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

**A phobia is an anxiety disorder characterized by strong, persistent, illogical fear of a specific object or situation.**

1. The statement above is a
   1. synonym definition.
   2. class definition.
   3. definition by negation.

1. The subject of the sentence is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. List the synonym, the class, or the negation that helps to define that subject:

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

**Etiquette means good manners.**

1. The statement above is a
   1. synonym definition.
   2. class definition.
   3. definition by negation.

1. The subject of the sentence is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. List the synonym, the class, or the negation that helps to define that subject:

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

**Chapter 10 Comparison and Contrast**

Read the paragraphs and answer the questions that follow.

(1) Although separated by many years in age, Carolyn’s father and her son are remarkably similar. (2) A gray-haired elderly gentleman, Carolyn’s father always carefully selects his clothing before he steps into the public view. (3) His greatest treat is to browse through encyclopedias, dictionaries, and almanacs to absorb scraps of knowledge, minute facts, and out-of-the-way statistics. (4) At dinner, he enjoys surprising his family with the annual rainfall of Australia or the average length of the tiger shark. (5) Billy, Carolyn’s seven-year-old son, also carefully surveys his clothing each morning to see what would best suit his mood. (6) He too loves to read, but he confines himself to children’s books on exotic lands. (7) Just like his grandfather, at mealtime he parades his store of odd facts before the family, relishing the surprised looks on their faces. (8) Maybe the old saying should be “Like grandfather, like grandson.”

1. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Does this paragraph compare, contrast, or both?

a. compares only

b. contrasts only

c. compares and contrasts

3. What two things are being compared and/or contrasted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. List the transitional expressions that indicate contrast or comparison:

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

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

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

(1) The city of Bangalore, India, is a jarring mixture of new and old. (2) Bangalore has become a world center of the computer software industry, and companies like IBM, Dell, and Hewlett Packard have built dozens of gleaming new buildings. (3) In contrast, the rutted dirt roads are choked with oxcarts, and three-wheeled taxis belch black fumes. (4) Over breakfast each morning at the Taj Residency Hotel, Indian programmers chat with American engineers about the latest piece of computer code. (5) Yet sandal-clad women carry baskets of tools on their heads at a nearby construction site, and workers drag a huge pipe into place using only ropes. (6) Each night, teams of programmers send their work by satellite uplink to teams on the other side of the earth. (7) However, they must rely on diesel generators because power outages lasting two or three hours occur almost every day.

5. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_\_

6. Does this paragraph compare, contrast, or both?

a. compares only

b. contrasts only

c. compares and contrasts

7. What two things are being compared and/or contrasted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. List the transitional expressions that indicate contrast or comparison:

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

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

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

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

Below are two plans for contrast paragraphs. The points of contrast in the second column do not follow the same order as the points in the first column. In addition, one detail is missing. First, number the points in the second column to match those in the first. Then fill in the missing detail.

**Living in a big city Living in a small town**

1. Crowds and long lines are \_\_\_\_\_\_\_ Fewer job options

common

1. Heavy traffic \_\_\_\_\_\_\_ Traffic jams are rare
2. Many employment \_\_\_\_\_\_\_ Slower lifestyle

opportunities

1. A wide range of cultural \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and sports events

1. Faster pace \_\_\_\_\_\_\_ Not many entertainment options

**Watching a live game Watching game on television at home**

1. High level of excitement \_\_\_\_\_\_\_ Costs no extra money to watch a game on home TV
2. More distractions from other \_\_\_\_\_\_\_ Can be quiet and dull,

people and constant activity all especially if you watch alone

around you

1. You can miss things due to \_\_\_\_\_\_\_ Comfortable chairs or couch

location of your seat or lack of in your own living room

instant replays

1. Tickets, food and beverages, \_\_\_\_\_\_\_ You can minimize

and souvenirs can be expensive distractions and

interruptions

1. Seats are often uncomfortable \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter 11 Classification**

Read the paragraphs and answer the questions that follow.

(1) When it comes to cleanliness, homeowners seem to fall into one of three categories. (2) The first group includes the spotless perfectionists. (3) These people would be horrified if anyone walked into their home and found even one speck of dirt, so they are constantly cleaning. (4) Everything they own is always in its place and dust-free. (5) The second group of homeowners is the complete opposite. (6) They are the slobs. (7) Visit their houses, and you will see dirty clothes and empty cans and pizza boxes strewn about. (8) Every available surface will be covered with stuff that looks like it belongs somewhere else, and the floor will be in need of some serious mopping. (9) The third group falls somewhere in the middle between these two extremes. (10) They tend to keep clutter at bay, and they probably clean house about once a week. (11) You might see a fine layer of dust or a dirty dish or two, but otherwise, the house is relatively tidy.

1. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. How many categories are there, and what are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

3. On what basis does the writer classify homeowners? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. List the transitional expressions that indicate classification:

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

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

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

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

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

(1) According to researchers, babies can be classified according to their temperament, the general pattern of their emotional reactions to their environments. (2) In the first category are the “easy” babies, who account for about 40 percent of all babies. (3) They are usually in a positive mood, and they adapt well to new situations. (4) Another category contains the “difficult” babies, who make up about 10 percent of all infants. (5) They are often in a bad mood, and they exhibit signs of stress when placed in new situations. (6) The next group, the “slow-to-warm-up” babies, account for 15 percent of all infants. (7) They are moody, and they struggle to adapt to new experiences, but to a lesser degree than the “difficult” babies. (8) In the last group are the “mixed-pattern” babies, the 35 percent of infants who do not fall clearly into any of the other three groups because their moods and reactions are less predictable.

5. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_

6. How many categories are there, and what are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

7. On what basis does the writer classify babies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. List the transitional expressions that indicate classification:

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

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

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

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

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

Each of the following groups of things or persons has been divided according to a single basis of classification. However, one item in each group does not belong—it does not fit that single basis of classification. Read each group of items carefully; then circle the letter of the one item that does not belong. Next, write the single basis of classification that includes the rest of the group.

9. Women

a. blonde

b. brunette

c. tanned

d. redhead

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Hotels

a. moderately priced

b. budget

c. luxury

d. beachfront

12.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter 12 Cause and Effect**

Read the paragraphs and answer the questions that follow.

(1) The wide availability of canned, frozen, and precooked foods has definitely improved people’s lives by freeing up time that used to be spent preparing meals. (2) However, these convenience foods have also had some negative consequences. (3) One effect has been a rise in obesity. (4) Because plentiful convenience foods need little to no preparation time, many people have developed a tendency to eat too much and put on too much weight. (5) These foods also tend to contain unhealthy ingredients like preservatives and high amounts of salt. (6) Therefore, people who rely too heavily on them can find themselves with health problems such as heart disease. (7) Another negative result of convenience foods has been the death of family dinner time. (8) Now that people can grab prepackaged foods on the run, they just don’t try as hard to sit down to a meal as a family. (9) Convenience foods have also contributed to Americans’ rushed lifestyle overall. (10) Unfortunately, when it became easy to just microwave a burrito and keep going, sitting down and eating a relaxed meal seemed like a waste of precious time.

1. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_\_

2. How many effects does the writer include to develop the topic sentence? \_\_\_\_\_\_

3. List the transitional expressions in the paragraph that signal cause or effect:

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

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

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

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

(1) Most of the ingredients in cigarettes cause serious damage to health, but three of the worst are tar, carbon monoxide, and nicotine. (2) Tar, the brown, sticky substance produced by a burning cigarette, is a messy mixture of hundreds of toxic chemicals. (3) At least forty-three of those chemicals cause cancer. (4) The other two destructive substances, carbon monoxide and nicotine, contribute to heart disease. (5) Carbon monoxide prevents red blood cells from carrying a full load of oxygen. (6) Therefore, it reduces the body’s oxygen supply. (7) At the same time, nicotine is not only constricting blood vessels and impairing blood flow but also stimulating the heart, making it beat faster and crave more oxygen. (8) Consequently, carbon monoxide and nicotine work together to damage the cardiovascular system.

4. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_\_\_

5. How many causes does the writer include to develop the topic sentence? \_\_\_\_\_\_

6. List the transitional expressions in the paragraph that signal cause or effect:

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

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

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

On the blanks, write the cause and the effect contained in each of the following statements.

7. Natural disasters like hurricanes often cause the price of gasoline to rise.

Cause: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Tom moved to Philadelphia because his employer transferred him there.

Cause: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. The high rate of divorce has increased the number of single-parent families in America.

Cause: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Many people conquer their addiction to alcohol by joining the twelve-step Alcoholics Anonymous program.

Cause: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter 13 Persuasion**

Read the paragraphs and answer the questions that follow.

(1) The federal minimum wage should be increased to at least $7.50 per hour. (2) First of all, this increase will help families who are living in poverty. (3) Not only will it provide these people with a fairer and more decent rate of pay for their labor, but it will also decrease their need for welfare, food stamps, and other forms of government support. (4) Increasing the minimum wage may also stimulate job growth. (5) According to one 2004 study, states that had boosted their minimum wage above the federal minimum since 1997 actually created 50 percent more jobs than states still at the federal level. (6) That may be because workers who earn more can spend more, which stimulates the economy.

1. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_\_\_

2. How many arguments support the topic sentence? \_\_\_\_\_\_\_\_\_\_\_

3. Which reason is supported with a fact?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1) If you are considering sending your child to a private school, you may want to reconsider and send him or her to public school instead. (2) First of all, your child will get a comparable education in our community’s public schools. (3) The teachers there are well qualified and caring, and for the past several years, test scores have indicated that the students who attend these schools are indeed learning and thriving. (4) Second, your child will benefit by being exposed to the greater diversity of students in public schools. (5) One day, he or she will have to interact with people of various cultures and ethnic backgrounds, and public schools give everyone a chance to get to know and learn to get along with different kinds of people. (6) Finally, consider sending your child to public school because you’ve already paid for it with your tax dollars. (7) You could spend even more for private school tuition, but it makes more sense to take advantage of what you’ve already purchased and make it better through your own involvement.

4. Give the number of the topic sentence in the paragraph above. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. How many arguments support the topic sentence? \_\_\_\_\_\_\_\_\_\_\_

6. List the transitional expressions in the paragraph that indicate persuasion (reasons):

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Each of the following sentences tells what you are trying to persuade someone to do. Beneath each sentence are four reasons that attempt to convince the reader that he or she should take this particular course of action. Circle the letter of the reason that seems irrelevant, illogical, or untrue.

7. If you wanted to convince someone to buy a particular product, you could say that

a. it lasts.

b. it’s competitively priced.

c. it works.

d. the TV commercials that advertise it are funny.

8. If you wanted to persuade a person not to keep a wild animal as a pet, you could say that

a. a wild animal is potentially dangerous.

b. keeping a wild animal in captivity is unnatural and cruel to that animal.

c. a person who keeps a wild animal is obviously mean and selfish.

d. keeping a wild animal as a pet may be illegal in the community.

9. If you wanted to persuade someone to buy and use a couple of reusable cloth bags for transporting groceries home from the store, you could say that

a. the Kline Corporation, a manufacturer of cloth bags, says that cloth bags are better than paper or plastic bags.

b. cloth bags reduce the trash and pollution created by discarded paper and plastic bags.

c. cloth bags are easy to use.

d. cloth bags are sturdier and won’t break as easily as paper and plastic bags will.

10. If you wanted to convince parents that their children should do household chores, you could say that

a. doing chores helps to teach kids the value of money.

b. kids who do chores learn responsibility.

c. children who do chores learn practical life skills they’ll need later when they’re on their own.

d. kids who *don’t* do chores are sure to become bums who will never leave home.