

Lecture 5-6 Kolesnikova TA

How to Paragraph

In this lecture, you will get familiar with paragraphs that explain how to do something or how to make something. You will also study:

- time order and time-order signals
- complex sentences with time clauses
- fragments (a sentence error)
- four new capitalization rules
- one new comma rule

There are four keys to writing clear "how to" paragraphs.

1. Begin with a topic sentence that names the topic and says the paragraph will give instructions about it.
2. Divide the instructions into a series of steps. For some topics, you will put the steps in order by time and use time-order transition signals to show the order. First, do this. Next, do that. For other topics, you can use listing order.
3. Explain each step one by one.
4. Use transition signals to introduce each new step. Keep these four keys in your mind as you read the model paragraph.

Topic and Concluding Sentences for "How To" Paragraphs

The topic part of a topic sentence for a "how to" paragraph names the topic. The controlling idea part tells your readers that they will learn how to do or make something. In the model paragraph, the topic sentence names the topic: a garage sale. It also tells what your paragraph will tell your reader about garage sales: how to prepare in order to have a successful one.

Here are other examples of topic sentences for "how to" paragraphs. Notice that they use expressions such as by taking these steps, if you follow my advice, and follow these instructions. These expressions tell your reader that this is a "how to" paragraph.

Anyone can change a flat tire by taking these steps.

It's easy to soothe a crying baby if you follow my advice.

Follow these instructions to make delicious pizza.

The concluding sentence of a "how to" paragraph mentions the topic again to remind the reader what the paragraph was about.

In no time at all, your flat tire will be repaired, and you will be on your way again.

If you follow these four steps, your baby will fall asleep within five minutes.

You now have a delicious pizza to enjoy.

Time-Order Signals

In a "how to" paragraph, you can use either listing-order signals or time-order signals. You learned about listing-order signals in Chapter 2. Notice that many listing-order and time-order signals are the same.

- If the steps in your instructions must be in a specific order (such as in the model paragraph about how to have a successful garage sale), use time-order signals.
- If the order doesn't matter, use listing-order signals.

Listing-Order Signals	Time-Order Signals
1. First, First of all, Second, Third, In addition, Also, Finally,	1. First, First of all, Second, Third, Next, After that, Then Finally,
	2. before a test during a flight in the morning

1. These transition signals usually appear at the beginning of a sentence, followed by a comma. Then is an exception. Do not put a comma after then.

First, make the pizza dough.

Then add 2 cups of flour.

2. You can use any time expression as a time-order signal. You can put time expressions such as these almost anywhere in a sentence.

Before a big test, get a good night's sleep.

In the morning, be sure to eat breakfast.

Drink a lot of water **during a flight**.

Do not put a transition signal at the beginning of every sentence in a "how to" paragraph. A paragraph with too many transition signals is just as confusing to the reader as a paragraph with none! Use a transition signal with important steps, not with every step.

Listing and Outlining

To make a simple outline, number the items listed, write a topic sentence at the beginning, and add a concluding sentence at the end.

TITLE	How to Have a Successful Garage Sale
TOPIC SENTENCE	It's easy to have a successful garage sale if you prepare for it ahead of time.
	A. Collect used things in good condition
	B. Clean the items and store them in the garage
	C. Decide on a day and time for your sale
	D. Decide on the prices and mark a price on each item
	E. Be prepared to bargain
CONCLUDING SENTENCE	If you follow all of these steps, your garage sale will be a great success.

Sentence Structure

In Chapters 1 and 2, you learned about simple and compound sentences. A third kind of sentence is a complex sentence. Before we study these, let's learn about clauses.

A clause is a group of words that contains a subject and a verb. There are two kinds of clauses in English: independent clauses and dependent clauses.

Independent Clause	Dependent Clause
S V It rained.	S V ... because it rained ...

1. An independent clause has one SV pair and expresses a complete thought. Independent clause is just another name for a simple sentence.

S V

Paris has excellent art museums.

S V

We finished our homework.

2. A dependent clause is an independent clause with a subordinating word, such as because, after, and when, added to the beginning of it.

SUBORDINATING WORD S V .

.. because Paris has excellent art museums ...

SUBORDINATING WORD s v

... after we finished our homework ...

A dependent clause does not express a complete thought, so it is not a sentence by itself. It is only half of a sentence. It MUST be joined to an independent clause. Together, the two clauses express a complete thought.

INDEPENDENT CLAUSE DEPENDENT CLAUSE
Art students should visit Paris because it has excellent art museums.

DEPENDENT CLAUSE INDEPENDENT CLAUSE
After we finished our homework, we watched TV for a while.

Adverb Subordinators

There are many subordinating words that can make a dependent clause. In this chapter, we will study adverb subordinators. We call them adverb subordinators because they introduce dependent clauses that act like adverbs. That is, they answer the questions when?, why?, where?, and so on.

Certain adverb subordinators introduce time clauses.

Here are some common time subordinators.

after	I will go straight to bed after I finish writing this paragraph.
as soon as	She felt better as soon as she took the medicine.
before	Wait for a green light before you cross a street.
since	It has been a year since I left home.
until	We can't leave the room until everyone finishes the test.
when	Where were you when I called?
whenever	Whenever I don't sleep well, I feel sick the next day.
while	My neighbors were having a party while I was trying to sleep.

A few time subordinators are also prepositions. Prepositions are followed by nouns. Subordinators are followed by subject-verb combinations

preposition	subordinator
after my accident	after I had an accident
before class	before class begins
until ten o'clock	until the bell rings

Time clauses to show time order.

Before you start writing, look over the test.

After you have answered the easy questions, go back and work on the hard ones.