

(Неделя 4)

OUTLINING

Making an outline is another part of prewriting. Once you get ideas to write about, you need to organize them. An outline helps you do this. When you write an outline, try to make the main points (A, B, C, and so on) the same—all adjectives, all nouns, all verb phrases, or all sentences.

e.g.

- A. Friendliness
- B. Self-confidence
- C. Physical strength

SENTENCE STRUCTURE

In Lecture 1, you learned about simple sentences. Another kind of sentence is a compound sentence.

A **compound sentence** is two simple sentences connected by a comma and a coordinating conjunction.

This is the basic formula for a compound sentence:

Simple sentence,	COORDINATING CONJUNCTION	Simple sentence
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These are compound sentences:

My family goes camping every summer, and we usually have fun.
Last year we went camping at Blue Lake, but we had a terrible time.

Command sentences can also be compound. Remember that the subject “you” is not expressed in commands.

Have a good time, but (~~you~~) don't stay out too late.

Here are three important points to know about compound sentences:

1. A comma and a coordinating conjunction connect the two halves of a compound sentence.
2. There are seven coordinating conjunctions in English: *for*, *and*, *nor*, *but*, *or*, *yet*, and *so*. Remember them by the phrase “fan boys.”
3. Don't confuse a compound sentence with a simple sentence that has a compound verb. The first sentence in

each of the following pairs of sentences is simple and doesn't need a comma. The second one is compound and requires a comma.

		"Formulas"
Simple sentence with compound verb	My family goes camping every summer and usually has fun.	SV V
Compound sentence	My family goes camping every summer, and we usually have fun.	S V, <i>and</i> S V
Simple sentence with compound verb	Last year we went camping but had a terrible time.	SV V
Compound sentence	Last year we went camping, but everyone had a terrible time.	S V, <i>but</i> S V
Simple sentence with compound verb	Next year we will go to the beach or perhaps stay at home.	SV V
Compound sentence	Next year we will go to the beach, or perhaps we will stay at home.	S V, <i>or</i> S V

COORDINATING CONJUNCTIONS: *AND, BUT, OR, SO*

In compound sentences, *and, but, or, and so* have these meanings:

And connects two sentences with similar ideas. The sentences can be positive or negative.

e.g.

My roommate is an art student, and her boyfriend plays in a rock band. She doesn't like rock music, and he doesn't like art.

NB! Remember to use *or*, not *and*, in a negative simple sentence.

But connects two sentences with contrasting or opposite ideas.

e.g.

She likes classical music, but she doesn't like rock.

She likes country music, but he hates it.

Or connects two sentences that express alternatives or choices.

e.g.

Every Friday night, they go to a classical concert, or they visit an art gallery.

Every Saturday night, he practices with his band, or they go to hear a rock concert.

So connects a reason and a result.

Reason

Result

e.g.

They both like jazz, so they go to jazz concerts together.

He works a lot, so they don't go out very often.

TWO SENTENCE ERRORS: RUN-ONS AND COMMA SPLICES

Two sentence errors that writers sometimes make are **run-ons** and **comma splices**.

These mistakes happen most often when the two sentences are related in meaning.

• A **run-on** is two simple sentences incorrectly joined with no coordinating conjunction and no comma.

e.g. WRONG: Write your signature on the line print your name below it.

• A **comma splice** is two simple sentences incorrectly joined with a comma alone.

e.g. WRONG: Write your signature on the line, print your name below it.

There are two ways to fix these errors.

1. Separate the sentences with a period.

e.g. Write your signature on the line. Print your name below it.

2. Add (or keep) the comma and add a coordinating conjunction.

e.g. Write your signature on the line, and print your name below it.