

# Stating Reasons and Using Examples



## Chapter Preview

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## Chapter Preview

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In this unit, you will write another listing-order paragraph using reasons and examples to prove your points. You will also study and practice:

- outlines with details
- transition signals with reasons
- transition signals with examples
- two more capitalization rules
- four more comma rules

### **Prewriting Activity: Reasons and Examples**

1. A friend from home has asked you to recommend a language school. You, of course, want your friend to come to your school. With a partner or a small group, discuss various reasons your friend should come to your school.

Here are some points to consider.

classes	cost	campus facilities (gymnasium, computer lab, dormitories, etc.)
teachers	location	
other students	nearby attractions	student success rate

2. Use the space below to take notes or to use the freewriting, clustering, or listing techniques to get ideas. Try to find at least four reasons.

Reasons to Study at \_\_\_\_\_

3. Now do more thinking to find one or two specific examples for each reason. A specific example might be the name of a class (TOEFL Preparation), a favorite teacher (Mrs. Oser), a campus facility (the computer lab), or a school activity (Welcome Week). A specific example could also be a cost (\$600 per semester) or a distance (20 miles to the nearest surfing beach).
4. Complete the outline.

**Outline**

\_\_\_\_\_ is a good place to learn English  
(name of school)  
for several reasons.

Reason A: \_\_\_\_\_

Example: \_\_\_\_\_

Example: \_\_\_\_\_

Reason B: \_\_\_\_\_

Example: \_\_\_\_\_

Example: \_\_\_\_\_

Reason C: \_\_\_\_\_

Example: \_\_\_\_\_

Example: \_\_\_\_\_

Reason D: \_\_\_\_\_

Example: \_\_\_\_\_

Example: \_\_\_\_\_

## PART 1 | Organization

In this section, you will learn to write about reasons and use examples to support your reasons. Read the model paragraph below. Then answer the questions.

### MODEL

#### *Reasons and Examples*



### Costa Rica

<sup>1</sup>Costa Rica is a great place to spend a vacation for two reasons. <sup>2</sup>First of all, Costa Rica has an excellent system of national parks where visitors can observe nature. <sup>3</sup>For example, in Tortuguero National Park, visitors can watch sea turtles come ashore<sup>1</sup> to lay their eggs in nests in the sand. <sup>4</sup>Then they can come back several months later to see the new babies crawl down to the sea. <sup>5</sup>In Santa Rosa National Park, visitors can see unusual birds, such as toucans and quetzals. <sup>6</sup>They can also observe exotic animals, such as spider monkeys. <sup>7</sup>Second, Costa Rica has many beautiful beaches. <sup>8</sup>For instance, the beaches at Manuel Antonio National Park are among the most beautiful in the world, and the beaches on Cañoa and Cocos Islands offer perfect conditions for snorkeling and scuba diving. <sup>9</sup>Indeed, Costa Rica is a wonderful place to go if you love the outdoors.

### Questions on the Model

1. What is the title of this paragraph?
2. What is the topic sentence? What information does it give you?
3. How many supporting sentences are there?
4. How many reasons are given? What words introduce these reasons?
5. How many examples are given for each reason? What words tell you that these are examples?
6. What is the concluding sentence?
7. What kind of organizational pattern did the writer use in this paragraph—space order, time order, or listing order?

<sup>1</sup>ashore: on the shore, on the beach

## Outlines with Details

In previous chapters, you practiced making simple outlines with main points A, B, C, and so on. In this chapter, you will add details to your main points.

1. Give main points (reasons) capital letters: A, B, C, and so on.
2. Give examples for A, B, and C numbers: 1, 2, 3, and so on.
3. Give examples for 1, 2, and 3 small letters: a, b, c, and so on.
4. Indent each kind of letter or number.

The following model outline has two main points (A, B) and two levels of details: 1, 2 and a, b.

### MODEL

#### Detailed Outline

TOPIC SENTENCE

Costa Rica is a great place to spend a vacation for two reasons.

1ST REASON

A. Excellent system of national parks—visitors can observe nature

EXAMPLE FOR A

1. Tortuguero National Park

EXAMPLE FOR 1

a. Sea turtle nests

EXAMPLE FOR 1

b. Baby turtles

EXAMPLE FOR A

2. Santa Rosa National Park

EXAMPLE FOR 2

a. Unusual birds—toucans and quetzals

EXAMPLE FOR 2

b. Exotic animals—spider monkeys

2ND REASON

B. Beautiful beaches

EXAMPLE FOR B

1. Beaches at Manuel Antonio National Park

EXAMPLE FOR B

2. Beaches on Cañoa and Cocos Islands

EXAMPLE FOR 2

a. Snorkeling

EXAMPLE FOR 2

b. Scuba diving

CONCLUDING SENTENCE

Costa Rica is a wonderful place to go if you love the outdoors.

## Reasons and Examples

When you write a topic sentence such as *Costa Rica is a great place to visit*, or *Women should be jet fighter pilots*, you need to support it with **reasons**. You need to explain *why* Costa Rica is a great place to visit, or *why* women should be jet fighter pilots. The writer of the model paragraph gave two main reasons why tourists enjoy visiting Costa Rica:

1. It has many national parks where tourists can see nature.
2. It has beautiful beaches.

After you state your reasons, you need to support them. A good way to support reasons is to give **specific examples**. In the model paragraph, each of the reasons has two supporting examples. The examples are specific. They are the actual names of places: Tortuguero National Park, Santa Rosa National Park, Manuel Antonio National Park, Cañoa Island, and Cocos Island. Other specific examples in the paragraph are the names of birds (toucans and quetzals) and of an animal (spider monkeys).

**PRACTICE 1**

*Specific Examples*

A. Work with a partner. Think of two specific examples for each reason in Outline A.



**Outline A**

TOPIC SENTENCE     Joe's Diner is the best restaurant in town.

1ST REASON     A. The food is delicious.

EXAMPLE     1. Joe's double cheeseburger is juicy and full of flavor.

EXAMPLE     2. \_\_\_\_\_

2ND REASON     B. The service is fast and cheerful.

EXAMPLE     1. \_\_\_\_\_

EXAMPLE     2. \_\_\_\_\_

3RD REASON

C. The prices are low.

EXAMPLE

1. \_\_\_\_\_

EXAMPLE

2. \_\_\_\_\_

CONCLUDING SENTENCE

When you are hungry and in a hurry, try Joe's Diner for a fast, delicious, inexpensive meal served with a smile.

B. For Outline B, think of both reasons and examples.

**Outline B**

TOPIC SENTENCE

Pete's Pizzeria is the worst fast-food restaurant in town.

1ST REASON

A. \_\_\_\_\_

EXAMPLE

1. \_\_\_\_\_

EXAMPLE

2. \_\_\_\_\_

2ND REASON

B. \_\_\_\_\_

EXAMPLE

1. \_\_\_\_\_

EXAMPLE

2. \_\_\_\_\_

3RD REASON

C. \_\_\_\_\_

EXAMPLE

1. \_\_\_\_\_

EXAMPLE

2. \_\_\_\_\_

CONCLUDING SENTENCE

For slow service and expensive pizza with cardboard crust and rubber cheese, always go to Pete's.

- C. Organize the scrambled sentences for each of the following topics into an outline. The sentences are reasons, examples or other specific details, topic sentences, or concluding sentences. Write your outlines on a separate piece of paper.

**Topic 1: Reasons *not* to own a Hummer<sup>1</sup>**



1. To sum up, for the health of your bank balance as well as for the health of the environment, don't buy a Hummer.
2. Hummers are big gas hogs.<sup>2</sup>
3. The H2 model gets less than 10 miles per gallon of gas.
4. In one year, a Hummer gives off 24,100 pounds of carbon dioxide, which is two to three times more than average cars give off.
5. There are at least two reasons for not buying the huge, military-type vehicle called a Hummer.
6. The U.S. government's Environmental Protection Agency gives it a failing grade.
7. When gas costs \$3 per gallon, it costs \$100 to fill up a Hummer's big gas tank.
8. Hummers are bad for the environment.

**Topic 2: Reasons to own a Smart<sup>3</sup>**



1. The Smart is easy on the wallet.<sup>4</sup>
2. The Smart will be the next "cool" car to own for several reasons.
3. The design is eye-catching.
4. It costs between \$15,000 and \$25,000.
5. It has changeable door panels in stylish colors.
6. It is only 8 feet, 2½ inches (250 cm) long, which is the width of a street parking space.
7. Its body is modern in design.
8. You can park two or three Smarts side-by-side in a single street parking space.

<sup>1</sup>Information from "Top Ten Reasons Not to Buy a Hummer," Code Pink: Women for Peace, <http://www.codepink4peace.org/article.php?id=86> and "Green Vehicle Guide," U.S. Environmental Protection Agency, <http://www.epa.gov/greenvehicles/E-HUMMER-H2-06.htm> (accessed October 23, 2006).

<sup>2</sup>**gas hogs:** automobiles that use a lot of gas (A hog is a male pig.)

<sup>3</sup>Information from John Gartner, "Small Car Seeks Small Niche," Wired News, May 3, 2005, <http://wired.com/news/autotech/0,2554,67405,00.html> (accessed July 8, 2006) and Philip Reed, "The Smart Invasion: A New Smart Line of Cars Is Coming to the U.S.," Edmunds.com, March 9, 2004, <http://www.edmunds.com/advice/specialreports/articles/101361/article.html> (accessed October 23, 2006).

<sup>4</sup>**easy on the wallet:** economical (idiom)

9. The European model gets 60 miles per gallon of gas, and the U.S. model 50 miles per gallon.
10. The Smart is easy to park.
11. For style, economy, and easy parking, the Smart is the car to buy.

### Transition Signals with Reasons

When you give reasons, you should introduce each one with a transition signal. Use the listing-order transition signals: *first*, *first of all*, *second*, *third*, *finally*, and so forth.

Pattern 1	<b>First of all,</b> _____.
	<b>Second,</b> _____.

**First of all,** Costa Rica has an excellent system of national parks.

**Second,** Costa Rica has many beautiful beaches.

You can also put the transition word in the subject (without commas), like this:

Pattern 2	The <b>first</b> reason is _____.
	The <b>second</b> reason is _____.

There are two ways to complete the Pattern 2 sentences above.

- With a noun phrase:<sup>5</sup>

The first reason is **the excellent system of national parks**.

The second reason is **Costa Rica's beautiful beaches**.

- With a sentence connected by *that*:

The first reason is **that Costa Rica has an excellent system of national parks**.

The second reason is **that Costa Rica has many beautiful beaches**.

*Remember:* Don't use a comma when the transition signal is included in the subject.

<sup>5</sup>**noun phrase:** a group of words ending with a noun that belong together in meaning: *the old house, a good book, several friends*

### Conclusion Signals with Reasons

In addition to the conclusion signals such as *Indeed* and *To sum up* that you have already learned, you can begin a concluding sentence with *For these (two, three, four, and so on) reasons*, followed by a sentence.

For these \_\_\_\_ reasons, \_\_\_\_\_.

**For these two reasons**, Costa Rica is a wonderful place to go if you love the outdoors.

Another way to write a concluding sentence is to begin it with *Because of* followed by one or more noun phrases.

Because of \_\_\_\_\_, \_\_\_\_\_.

**Because of its national parks and beautiful beaches**, Costa Rica is a wonderful place to go if you love the outdoors.

### PRACTICE 2

#### Transition Signals with Reasons

Here are three more reasons that Costa Rica is a good place to visit. Rewrite each reason twice to add transition signals.

**Step 1** On the first line (a), rewrite the sentence and use a listing-order transition signal as in the **a** example for Reason 3 below. Be sure to use a comma.

**Step 2** On the second line (b), rewrite the sentence and include the transition signal in the subject as in the **b** example. Don't use a comma.

#### Reason 3:

San Jose, the capital, has a pleasant climate.

a. Third, San Jose, the capital, has a pleasant climate.

b. A third reason is that San Jose, the capital, has a pleasant climate.

#### Reason 4:

Hotels and restaurants are inexpensive.

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

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

**Reason 5:**

The people are friendly to tourists.

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

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

### Transition Signals with Examples

There are three transition signals to introduce examples: *for example*, *for instance*, and *such as*. Notice the two different punctuation patterns used with them.

Use *For example* and *For instance* when your example is a complete sentence. The two transition signals have exactly the same meaning. Put them at the beginning of the sentence and follow them with a comma.<sup>1</sup>

Pattern 1	<b>For example,</b> _____	(+ sentence)
	<b>For instance,</b> _____	(+ sentence)

**For example,** visitors can watch sea turtles come ashore to lay their eggs in the sand in Tortuguero National Park.

**For instance,** visitors can watch sea turtles come ashore to lay their eggs in the sand in Tortuguero National Park.

Use *such as*, *for example*, and *for instance* in the middle of a sentence when your example is a noun or a list of nouns that appear at the end of the sentence.

Pattern 2	_____, <b>such as</b> _____	(+ nouns)
	_____, <b>for example,</b> _____	(+ nouns)
	_____, <b>for instance,</b> _____	(+ nouns)

- Put a comma before *such as*.<sup>2</sup>

Visitors can see rare birds, **such as** toucans and quetzals.

- Put a comma before and after *for example* and *for instance*.

Visitors can see rare birds, **for example,** toucans and quetzals.

Visitors can see rare birds, **for instance,** toucans and quetzals.

<sup>1</sup>*For example* and *for instance* can also be inserted into the middle or added to the end of an example that is a complete sentence.

<sup>2</sup>Sometimes *such as* appears without commas. The rule for using commas with *such as* has to do with restrictive and nonrestrictive structures, which will be introduced in Chapter 6.

**Writer's Tip**

Be careful when you begin a sentence with *For example* or *For instance*. Make sure your sentence follows either Pattern 1 or Pattern 2.

WRONG: The restaurant specializes in shellfish. For example, fresh lobster and crab.

RIGHT: The restaurant specializes in shellfish. For example, it serves fresh lobster and crab. (Pattern 1)

RIGHT: The restaurant specializes in shellfish, such as fresh lobster and crab. (Pattern 2)

RIGHT: The restaurant specializes in shellfish, for example, fresh lobster and crab. (Pattern 2)

**PRACTICE 3****Transition  
Signals with  
Examples**

A. Add commas to the following sentences.

1. Denmark has many attractions for children such as Tivoli Gardens and Legoland.
2. Japan is famous for its beautiful gardens. For example the rock garden of Ryoanji Temple is known all over the world.
3. In São Paulo, there is a mix of architecture. You can see traditional architecture in some buildings for example the Martinelli Building and Banco do Estado de São Paulo.
4. There are also many modern buildings in São Paulo. For instance the Banco Sumitomo and Conjunto Nacional are very modern in design.
5. Bolivia offers tourists many interesting places to visit for instance the capital city of La Paz and the islands in Lake Titicaca.

B. Fill in the blanks with *for example*, *for instance*, or *such as*. Add commas where necessary. (There may be more than one correct answer.)

1. San Francisco has several ethnic<sup>1</sup> neighborhoods \_\_\_\_\_ North Beach (Italian), the Mission District (Hispanic), and Chinatown (Chinese).
2. When you visit the ethnic neighborhoods of Miami, you feel that you are in a foreign country. \_\_\_\_\_ in Little Havana you can easily imagine that you are in Cuba.

<sup>1</sup>ethnic: of different cultures, races, and nationalities

3. Summers are much cooler in San Francisco than in Los Angeles.  
\_\_\_\_\_ the average July temperature in San Francisco is about 65°F, but it is 85°F in Los Angeles.
4. Mexico's Yucatan Peninsula has many luxury beach resorts  
\_\_\_\_\_ Cancún and Cozumel.
5. The Yucatan is full of archaeological treasures \_\_\_\_\_  
the Mayan ruins at Chichen Itza and Tulum.

**Try It Out!** Write a paragraph recommending your school as a place to study English. Use the reasons and examples that you developed in the Prewriting Activity at the beginning of the chapter. Complete the steps in the writing process.

**Step 2 Write the first draft.**

- Write ROUGH DRAFT at the top of your paper.
- Use the same topic sentence as in your outline, and add a concluding sentence.
- Use transition signals for your main points and for your examples. Try to use *for example*, *for instance*, and *such as* at least once.

**Step 3 Edit the first draft.**

- Edit your paragraph with a partner as you have done in previous chapters. Use the Reader's Response 5A and Writer's Self-Check 5A on pages 206 and 207.

**Step 4 Write the final copy.**

- Write a neat final copy of your paragraph to hand in to your teacher. Your teacher may also ask you to hand in your prewriting, your outline, and your other drafts.

## PART 2 | Sentence Structure

### More About Complex Sentences

In Chapter 3, you learned about complex sentences with dependent time clauses. Now let's study other kinds of dependent clauses. First, review these five points:

- An independent clause is a sentence by itself.
- A dependent clause is not a sentence by itself. A dependent clause needs an independent clause to complete its meaning.

**Independent clause**      The class ended.

**Dependent clause**    . . . when the class ended . . .

- A complex sentence is one independent clause and one or more dependent clauses.
- The clauses can be in any order.
- Put a comma after a dependent clause when the dependent clause comes before an independent clause.

COMMA

↓

DEPENDENT CLAUSE      INDEPENDENT CLAUSE

As soon as the class ended, the students left the room.

NO COMMA

↓

INDEPENDENT CLAUSE      DEPENDENT CLAUSE

The students left the room as soon as the class ended.

### Reason and Condition Subordinators

In Chapter 3, you practiced writing sentences with time subordinators. Here are two other kinds. One kind tells a reason for something to happen, and the other kind states a condition for something to happen.

<b>Reason Subordinators</b>	
<b>because</b>	They canceled the game <b>because</b> the field was too wet.
<b>since</b>	<b>Since</b> the field was too wet, they canceled the game.

<b>Condition Subordinator</b>	
<b>if</b>	John is unhappy <b>if</b> he doesn't get an A in every class.

Here are some things to know about these subordinators.

1. *Because* and *since* have exactly the same meaning, and there is no difference in their use.

**Because** Tina is good at math, she decided to become an engineer.

**Since** Tina is good at math, she decided to become an engineer.

Tina decided to become an engineer **because** she is good at math.

Tina decided to become an engineer **since** she is good at math.

2. The word *since* can be either a reason subordinator or a time subordinator.

**Since** I don't own a car, I take the bus to school. (*reason*)

**Since** Eddie started lifting weights, he has become much stronger. (*time*)

3. *Because* is a subordinator. *Because of* is a two-word preposition.

Hawaii is a popular vacation spot **because of** its beautiful beaches. (*preposition*)

Hawaii is a popular vacation spot **because** it has beautiful beaches. (*subordinator*)

4. *If* introduces a condition. (*Note: Sentences with conditional clauses often require special combinations of verb tenses. Consult a grammar book for information.*)

**If** you don't practice, you won't learn as quickly.

**If** you cook chicken too long, it becomes tough and dry.

Don't open an email **if** you don't know the sender.

#### PRACTICE 4

##### Complex Sentences

- A. Analyze these complex sentences.

**Step 1** Underline the independent clauses with a solid line and the dependent clauses with a broken line.

**Step 2** Draw a circle around the subordinator.

**Step 3** Add a comma if one is needed.

1. Tourists love to visit Arizona (because) it has many interesting things to do and see.
2. Since summers are hot in Arizona the best time to go there is the spring or fall.
3. If you are interested in Native Americans you should visit the Navajo and Hopi reservations<sup>1</sup> in northern Arizona.
4. You might be able to visit a tribal fair<sup>2</sup> if you are lucky.
5. The Navajo call themselves a "nation" because they govern themselves.
6. Because the Navajo language is so difficult the U.S. military used it for secret messages during World War II.

(continued on next page)

<sup>1</sup>reservations: areas of land in the U.S. kept separate for Native Americans to live on

<sup>2</sup>tribal fair: an outdoor event where Native Americans celebrate their culture

B. Complete the dependent clause to make a complex sentence.

1. I enjoy traveling because I like to learn about new cultures
2. I take a trip whenever \_\_\_\_\_
3. After \_\_\_\_\_, I plan to work my way around the world.
4. Before \_\_\_\_\_, I want to see as much of the world as possible.
5. I have to travel now because \_\_\_\_\_
6. If \_\_\_\_\_ I want to spend at least one year on the road.<sup>1</sup>

**PRACTICE 5**

**Editing  
Sentence and  
Punctuation  
Errors**

**Step 1** Look for sentence and punctuation errors in the following paragraph. You should find two comma errors, two fragments, one run-on, and one comma splice.

**Step 2** In the lines below, rewrite the incorrect sentences correctly.

**Soccer**

<sup>1</sup>Soccer is truly the world's most popular sport. <sup>2</sup>Since the game began in England about 150 years ago it has spread to every corner of the globe. <sup>3</sup>Millions of people go to soccer stadiums to watch their favorite team. <sup>4</sup>While millions more watch on television. <sup>5</sup>One reason for soccer's popularity may be its economy and simplicity. <sup>6</sup>Anyone can afford to play soccer, because it doesn't require expensive equipment. <sup>7</sup>Also, has simple rules. <sup>8</sup>Soccer is the number one sport in most of the world, it is not the most popular sport in North America. <sup>9</sup>Ice hockey is the favorite in Canada American football is the favorite in the United States. <sup>10</sup>However, soccer is gaining new players and fans in those countries too.

**Corrected Sentences:**

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<sup>1</sup>on the road: traveling (idiom)

**Try It Out!**

- Step 1** Combine the sentences in each group to make one sentence. Some of your sentences will be simple, some will be compound, and some will be complex. If there is only one sentence, do not change it but simply copy it. Punctuate each sentence carefully.
- Step 2** Write the sentences together as a paragraph. Add an appropriate transition signal where suggested.

**My Love-Hate Relationship with Camping**

1. a. There are two reasons I love camping.  
b. There are two reasons I hate camping.
2. a. Living outdoors for a few days refreshes my mind.  
b. Living outdoors for a few days renews my spirit.  
(Add a transition signal to 2a.)
3. a. I have spent a few days in nature.  
b. I feel free again.  
c. I feel happy again.  
(Use after *in front of* 3a.)
4. a. Camping brings my family closer together.  
b. Everyone helps plan the trip.  
c. Everyone helps set up the campsite.  
d. Everyone helps prepare the meals.  
(Add a transition signal to 4a. Use *because* in front of 4b.)
5. On the other hand, sometimes I hate camping.
6. I don't sleep well. (Add a transition signal.)
7. a. I hate to sleep on the ground.  
b. The ground is hard.  
(Use *because* in front of 7b.)
8. a. I get up in the morning.  
b. I can hardly move.  
(Use *when* in front of 8a.)
9. a. My back hurts.  
b. My muscles ache.

*(continued on next page)*



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## PART 3 | Capitalization and Punctuation

In this section, you will learn more about capitalization and using commas.

**Capitalization:** Here are two more capitalization rules.  
**Two More Rules**

Rules	Examples												
<b>Capitalize:</b>													
11. Some abbreviations.  NOTE 1: USA is an abbreviation for United States of America. Do not capitalize all of the letters in a country's name.  NOTE 2: Capitalize only the first letter of the abbreviation of a person's title.	<table style="width: 100%; border: none;"> <tr> <td style="padding-right: 20px;"><b>IBM</b></td> <td style="padding-right: 20px;"><b>UN</b></td> <td><b>UCLA</b></td> </tr> <tr> <td style="padding-right: 20px;"><b>VW</b></td> <td style="padding-right: 20px;"><b>TV</b></td> <td><b>CBS</b></td> </tr> <tr> <td style="padding-right: 20px;"><b>USA</b></td> <td style="padding-right: 20px;"><b>UAE</b></td> <td><b>UK</b></td> </tr> </table> United States of America Saudi Arabia Japan  <table style="width: 100%; border: none;"> <tr> <td style="padding-right: 40px;"><b>Dr.</b></td> <td style="padding-right: 40px;"><b>Mr. and Mrs.</b></td> <td><b>Prof.</b></td> </tr> </table>	<b>IBM</b>	<b>UN</b>	<b>UCLA</b>	<b>VW</b>	<b>TV</b>	<b>CBS</b>	<b>USA</b>	<b>UAE</b>	<b>UK</b>	<b>Dr.</b>	<b>Mr. and Mrs.</b>	<b>Prof.</b>
<b>IBM</b>	<b>UN</b>	<b>UCLA</b>											
<b>VW</b>	<b>TV</b>	<b>CBS</b>											
<b>USA</b>	<b>UAE</b>	<b>UK</b>											
<b>Dr.</b>	<b>Mr. and Mrs.</b>	<b>Prof.</b>											
12. All the words in a greeting and the first word in the closing of a letter.	<b>Dear Sir:</b> <b>To Whom It May Concern:</b> Love, Very truly yours,												

**PRACTICE 6****Capitalization  
Review**

Change the small letters to capital letters wherever necessary in the letter from Nicole to her sister Miki. To review the rules you learned earlier, turn back to pages 17 and 89.



september 3, 20\_\_

dear miki,

well, here i am in new york city. i still can't believe that i'm actually here! i arrived on saturday after a long flight from paris on air france. the food was excellent, and so was the movie. we saw gone with the wind. i stayed saturday and sunday nights at the fairmount hotel near rockefeller center. then on monday i moved into my dormitory at nyu.<sup>1</sup>

i spent my entire first weekend here sightseeing. i saw many famous places: rockefeller center, the united nations, the guggenheim museum, the ny stock exchange, and the statue of liberty. i window-shopped at gucci and saks fifth avenue. i also visited another famous art museum and the nbc television studios.

today is a holiday in the united states. it is labor day, so all government offices, schools, and banks are closed. people in the united states celebrate the end of summer by having a three-day weekend. many new yorkers spend the day in central park or go to the beach on long island.

i learned some interesting things about new york. its nickname is "the big apple," but no one knows why it's called an apple and not a banana or an orange. another interesting fact is that the first europeans who came here bought manhattan island<sup>2</sup> from the natives for only \$24. of course, it's now worth trillions of dollars.

well, that's all for now. classes begin next week. i'm having a good time, but i miss you all, and i really miss french food. write soon.

with love,

nicole



<sup>1</sup>NYU: New York University

<sup>2</sup>Manhattan Island: the island on which part of New York City is located

**Commas: Four More Rules** So far, you have learned these four comma rules:

Rules	Examples
<b>Use a comma:</b>	
1. After transition signals and prepositional phrases at the beginning of a sentence (except <i>then</i> ).	First, carry out the empty bottles and cans. From my window, I have a beautiful view. After lunch, my grandfather takes a nap. For example, some teachers give pop quizzes.
2. Before coordinating conjunctions in a compound sentence.	Cook the rice over low heat for twenty minutes, but don't let it burn.  Many students work, so they don't have time to do homework.
3. In a complex sentence when a dependent adverb clause comes before an independent clause.	Because Mexico City is surrounded by mountains, it has a lot of smog.
4. To separate items in a series.	In our class there are students from Mexico, Japan, Vietnam, Iran, China, and Guatemala.

Here are four more comma rules:

Rules	Examples
<b>Use a comma:</b>	
5. To separate thousands, millions, billions, etc. BUT NOT in a number that expresses a year or an address, and NOT to separate dollars from cents or whole numbers from decimals. (Use a period, not a comma.)	The college has 23,250 students. in the year 2010 2935 Main Street \$59.95 6 $\frac{3}{4}$ = 6.875
6. To separate the parts of dates and after years in the middle of a sentence.	The third millennium started on January 1, 2001, not on January 1, 2000.
7. To separate the parts of a U.S. address EXCEPT between the state and the zip code when the address is in a sentence. In the address of letters and on envelopes, do not use commas.	The address of the White House is 1600 Pennsylvania Avenue, Washington, DC 20500.
8. After the greeting and closing in a personal letter, and after the closing in a business letter.	Dear Michiko,                      Love, Dear Mom,                          Very truly yours,

**PRACTICE 7**

*Commas*

A. Add commas to the sentences. (Not all sentences need them.)

**Rules 1–4**

1. Some students work full time and go to school part time.
2. For example one of my classmates takes six units and works forty hours a week.
3. Since he is also married and has two children he is a very busy person.
4. He works at night attends class in the morning and sleeps when he can.
5. When he fell asleep in class yesterday we decided not to wake him up.
6. Scientists believe that animals can think feel and communicate just as humans can.
7. My dog certainly acts like a human at times.
8. For instance when he does something bad he looks guilty.
9. He hangs his head drops his tail and looks up at me with sad eyes.
10. Later we usually discover the reason for his guilty looks but it's hard to punish him.

**Rules 1–7**

11. China is the country with the largest population, but with a land area of 17075400 square kilometers, Russia is the largest country in size.
12. My mother lives in Miami Florida in the winter and in Denver Colorado in the summer.
13. When it becomes too hot in Florida she moves to Colorado.
14. She moves back to Florida when it gets too cold in Colorado.
15. Her address in Florida is P.O. Box 695 Miami Florida 33167 and her address in Colorado is 3562 State Street Apt. 3-C Denver Colorado 80210.
16. On Sunday June 10 2007 I graduated from college.
17. Then on Monday June 11 2007 I started looking for a job.

- B. Work by yourself and then with a partner. Write one sentence of your own for Rules 1–7, but leave out the commas. Then give your seven sentences to your partner and ask him or her to put in the commas.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_

## PART 4 | Writing

### Review Questions

Review the important points in this chapter by answering the following questions.

#### Organization

1. Which pattern of organization is best to use in a paragraph that gives reasons: time order or listing order?
2. What three transition signals introduce examples?
3. Which two examples signals can you use at the beginning of a sentence?
4. Which ones can you use in the middle of a sentence to introduce a series of nouns?

#### Sentence Structure

5. What two subordinators can you use to introduce a reason?
6. What subordinator can you use to introduce a condition?
7. How do you punctuate a complex sentence?

### Capitalization and Punctuation

8. What two new capitalization rules did you learn in this chapter?
9. What four new comma rules did you learn in this chapter?

### Writing Assignment

Imagine that you work for a travel agency. Write a paragraph recommending your hometown, the place where you live now, or any place that you know well as a place to go on vacation. Give at least three reasons why a visitor would enjoy vacationing there. Give specific examples for your reasons. Use the paragraph about Costa Rica on page 124 as a model.

#### Step 1 Prewrite to get ideas.

- Get ideas by using the freewriting, listing, or clustering technique.
- Find two to four reasons and at least one specific example for each reason. The more examples you give, the better your paragraph will be.
- Organize your reasons and examples by making an outline. Make your outline as detailed as possible. It should be similar to the outline on page 125.

#### Step 2 Write the first draft.

- Write ROUGH DRAFT at the top of your paper.
- Be sure to use transition signals.
- Pay attention to sentence structure. Try to write a variety of sentence types: simple, compound, and complex.

#### Step 3 Edit the first draft.

- Edit your paragraph with a partner as you have done in previous chapters. Use the Reader's Response 5B and Writer's Self-Check 5B on pages 208 and 209.

#### Step 4 Write the final draft.

- Write a neat final draft to hand in to your teacher. Your teacher may also ask you to hand in your prewriting, your outline, and your other drafts.