

❖ Sentence and Paragraph Writing

Chapter 14 Describing People

2. _____

Describing Character and Personality

There are countless words that can be used in describing a person's character and personality. Below is a list of commonly used adjectives.

Do you know the opposites of these words?

undependable	pessimistic	honest	gullible
joyial	unhelpful	stingy	grouchy
outgoing	depressed	optimistic	reliable
ill tempered	suspicious	fun loving	generous
demure	obliging	trusting	untrustworthy
calm	easy going	happy	sad

Exercise 14.3

Using some of the words above, fill in the blanks with the correct word.

1. Hyun joo is a very _____ person, he believes everything people tell him.
2. Amy is incredibly _____, she even has trouble thinking of things to say to her grandma.
3. Bob is extremely _____, if he says he will do something, it will always get done.
4. A _____ thinks that a glass is half full, a _____ thinks that a glass is half empty.
5. My cousin Vinnie is so _____, he is the life of any party and he can strike up a lively conversation even with a total stranger.
6. Miss Han seems really _____, she has been moping around the dorm for a week with tears in her eyes and not talking to anyone.
7. A paranoid person is always _____, they think that every one is out to get them.
8. Old Mr. Lee is so _____, yesterday he even yelled at my cat for walking in his yard.

Exercise 14.4

Make sentences describing the characteristics and personality of people you know, using the words above (or use your own).

1. _____

2. _____

3. _____

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Organizing Sentences in Paragraphs

One way of organizing ideas when describing a person is to group similar ideas together. The details of the person's physical description should be grouped together. Do the same thing for descriptions of personalities, likes and dislikes, education and occupation. The order of the grouping can vary, depending on your purpose for the description.

Read the following passage and note how the sentences are grouped.

The police have issued a state-wide alert for N.O. Goode, a felon who escaped from the county jail last night. Mr. Goode, age 35, is six feet, seven inches tall and weighs 205 pounds. He has a long black beard and mustache, green eyes, and a tattoo of a snake on the left side of his neck. He has a well developed musculature, similar to Arnold Schwarzenegger in his prime. He was last seen wearing a pea green prison-issued jumpsuit. Mr. Goode was convicted of robbery, assault and battery, and resisting arrest, so police consider him to be extremely dangerous. A prison counselor described Mr. Goode as a depraved, cunning psychopath without a shred of moral decency. Because of his love of Mexican food and culture, he is believed to be heading south for the Mexican border. Anyone spotting this deranged maniac should contact the local authorities immediately.

Exercise 14.5

Jonathan and Rebecca have just completed an application for a dating service. Using the information provided, write a short paragraph on a separate sheet of paper that describes them.

Jonathan

Age: 27

Education: college graduate, B.A.

Profession: engineer

Physical appearance: 6' 2", average weight, blue eyes, brown hair, mustache

Hobbies: swimming, chess

Dislikes: sushi, tattoos

Ideal mate: independent, intelligent, fun loving

Perfect date: a candlelit dinner, an outing to the theater, a ride in the park by
a horse-drawn wagon

Rebecca

Age: 24

Profession: advertising executive

Education: college graduate, MA.

Physical appearance: 5' 5", average weight, green eyes, curly blond hair, dimples

Hobbies: hiking, poker

Dislikes: smoking, cheap wine

Ideal mate: physically active, financially secure, communicative

Perfect date: a night at the symphony, moonlight dinner on a yacht, traveling
in a chauffeured limousine

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When writing a paragraph describing things such as a picture or scenery, it is often effective to first name the place being referred to. Next provide general information that describes the whole picture or panoramic view. After the general description, write several more sentences, giving specific information that describes smaller parts of the picture or scene. In the last sentence write what you think or feel about it.

Exercise 15.1

Look at the picture below and read the paragraph describing it. Which sentence(s) give general information? Which sentence(s) give specific information?

It's a pretty quiet day in China Town. Usually it is very busy, but this morning only a few people are out and about. Mr. Chan is riding his bike riding to work. Mr. Lee is going to the fish market, pulling his shopping cart behind him. Mrs. Chang is heading home with a heavy shopping bag. Mr. and Mrs. Lu are walking down the street window shopping. It's an unusual day for a Monday morning in China Town.



1. What is the function of the first sentence? _____

2. What is the function of the second sentence? _____

3. What is the function of the last sentence? _____

4. What is the function of the remaining sentences? _____

Prepositional Phrases

Words that show the relationship to other nouns in time and space are called prepositions. Prepositional phrases are phrases that begin with a preposition and contain a noun.

There are many students in the classroom.
On the left of the desk is a filing cabinet.

Below are some common prepositions used when describing a picture.

in	next to	under	to the right	behind
on	beside	below	to the left	in front of
at	opposite	above	in the middle	in back of
on top of	inside of			

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Exercise 15.2

Read the paragraph below and underline the prepositional phrases.

The living room in my house is a very nice room. Against the east wall is a sofa and chair. There is a small coffee table between the chair and sofa. Above the sofa is a large picture of the Grand Canyon. In front of the sofa is another, longer coffee table. In the southwest corner of the room there is a small fish tank, with brightly colored tropical fish in it. An entertainment center is against the west wall. A large-32 inch TV is in the middle of the entertainment center. To the left of the TV, on two separate shelves, is a VTR and DVD player. The DVD player is on the top shelf. A stereo and cable TV box is to the right of the TV. The cable TV box is on a shelf under the stereo. Two large speakers are on the ends of the entertainment center. The living room is a special place in my house because it is a place to relax and unwind after a hard days work.

Exercise 15.3

Look at the picture below and write a paragraph (on a separate sheet of paper) describing it. Remember to include a topic sentence, a sentence that provides an overview, several sentences that provide greater detail, and a final sentence that indicates your opinion of the picture.

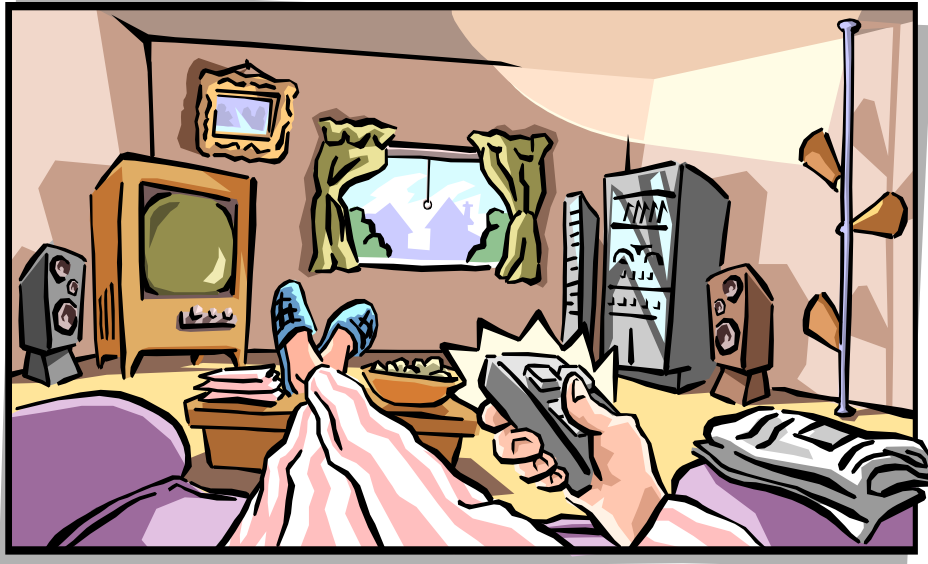


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Exercise 15.4

Look at the picture on the next page and write a paragraph (on a separate sheet of paper) about the location of things in the picture, using prepositions of location.



Exercise 15.5

Read the paragraph below. Several of the sentences can be joined together to improve their logical connection and to make it more interesting to read. Rewrite the paragraph on a separate sheet of paper, combining some of the sentences to make the passage more interesting to read.

Hot air ballooning can be fun. It is a interesting way to spend a few hours on a weekend. A typical ride last between one and two hours. Plan on another one to two hours for preparation before the flight and pick up time after touch down. Most ballooning is done in the early morning or a dusk. There is less wind during these times. Also balloons have better lift in cooler temperatures. Wear comfortable clothing and flat soled shoes. What one would wear for a walk is appropriate. A sweater or light jacket may be needed in fall and spring. It is colder at higher altitudes. For every 1000 feet in altitude the temperature is 3.5 degrees cooler than ground temperature. Typical altitudes for a balloon ride is about 3000 feet. A balloon goes where the wind takes it. A pilot can control the direction of the flight by flying at different altitudes. At different altitudes the wind blows in different directions. A chase crew communicates with the pilot during the flight so they can pick up the passengers an return them to the launching site. Radios are used for this. Don't worry about becoming air sick, like in an airplane. There is no turbulence. The flight is smooth. One last thing– don't forget a camera. You can get great panoramic shots.

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Describing places is one common writing task. In newspapers and magazines, articles can be found daily which describe places, such as restaurant reviews and advertisements for tourist attractions.

Place Names

Names of places, like cities and countries, are proper nouns. All proper nouns are capitalized. Many place names (names of places) require the definite article before them. Study the following rules for the use of the in place names.

The is used before the names of republics, states, kingdoms, and unions.

the People's Republic of China the United Emirates
the United Kingdom (the UK) the United States (the US)

The is used before the names of rivers, seas, or oceans.

the Pacific Ocean the Red Sea
the Nile River the Panama Canal

The is used if of is in the middle of the place name.

the Republic of Ireland the Museum of Natural History
the Gulf of Mexico the University of Arizona

The is used with plural names of countries, groups of island, and mountain ranges.

the Netherlands
the Hawaiian Islands (but for an individual island in the group, the is not used- Oahu and Maui)
the Alps (but for an individual mountain in the range, the is not used- Mount Blanc)

The is used before the name of hotels, theaters, and museums.

The Sheraton (hotel) the Paramount (movie theater)
The Heard Museum the Place Theater (theater)

The is not used before names of countries.

Canada is a large country in North America. (not the Canada)
Bangkok is the capital of Thailand.

The is not used before names of streets, roads, avenues, or squares.

The Majestic Theater is on Lincoln Avenue.
Mr. Wilson lives on Elliot road.
Harvard Square is in Boston.

The is not used before names of airports, parks, and universities (without of in the name).

O'hara Airport Central Park
Harvard University
the University of Southern California

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Exercise 15.6

Make sentences from the following groups of words, using the in the sentences, if needed. Be sure to use the correct be verb and that there is subject - verb agreement.

1. Albany capital New York

2. Rocky Mountains in northwestern America/Canada

3. Atlantic ocean separate U.S.A/Europe

4. Nile river in Africa

5. Fiji Island northeast of Zealand

6. longest river in America Mississippi

7. Great Lakes on border America/Canada

8. Mount Blanc part of Alps

9. Oahu one island Hawaiian Islands

10. Ural Mountains in Russia 2500 kilometers long

Exercise 15.7

In the exercise below, rewrite these sentences using correct punctuation and capitalization. Begin the second sentence with transition words such as for example, for instance, or a case in point to connect the first and second sentences. This presents a clear relationship between the general information in the first sentence and the more specific information in the second.

Example: California has diverse geographic features.
There are snowcapped mountains flay dry deserts and wide sandy beaches
California has diverse geographic features. For example, there are snowcapped mountains flay dry deserts and wide sandy beaches.

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1. sky scrapers abound in new york city
tourists can see the empire state building and the united nations building

2. hawaii is well know for its beautiful beaches
waikiki and pipeline beaches are always packed with sun tanned tourists

3. breath taking scenic views of nature can be found world wide
the grand canyon in Arizona is one of the most spectacular sights on earth

4. the amount of snow that different parts of Arizona receives varies greatly
the northern half can get several feet per year but the southern part receives
virtually none

5. spectacular evidence of past civilizations spellbound modern man
the enormity of the sphinx and the pyramids amaze thousands of travelers daily

Direction Words

Words which indication direction have noun and adjective forms.

Noun Forms

north south
east west
northeast northwest
southeast southwest

Adjective Forms

northern southern
eastern western
northwestern northeastern
southwestern southeastern

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Exercise 15.9

Look at the map of Korea below page and write a paragraph on a separate sheet of paper using direction words and sentences similar to the sentences in the above exercise. Include in your paragraph names of major cities, rivers, seas in Korea and other countries that are nearby.



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Chapter 16 Writing Instructions

Written instructions can be found just about anywhere. There are written instructions for assembling a child's bicycle, for setting up a computer system, for connecting a VTR, and using a pay telephone. Sentences that give instructions usually begin with the simple form of a verb. The subject you is understood in an imperative sentence, so it is not always written in the instructions. Here are some examples of very simple instructions:

Open the box.
Connect the red wire to the green wire
Fold flap A over flap B

If a negative is used, the word don't comes before the verb.

Don't adjust the volume Don't run
Don't force pegs into the slot

Here are some more examples of instructions for doing different tasks. Note the verbs used.

Using a copy machine
Lift the cover and place the document face down on the glass
Select the size of paper
Enter the number of copies needed
Press the start button

Using a pay telephone
Put in a quarter in the slot
Listen for a dial tone
Enter the number being called
Listen for the ring
Say hello when the party answers

Starting a computer software program (on Windows)
Click the Start bottom in the lower left hand corner
Move the curser to highlight the program wanted
Click on the program and wait until it loads

Exercise 16.1

Use the following verbs to write instructions on how to bake cookies, using the ingredients from a box of cookie mix.

- | | |
|--------------------|------------------------|
| 1) Pour contents | 2) Add milk and eggs |
| 3) Mix ingredients | 4) Roll dough |
| 5) Cut dough | 6) Put on cookie sheet |
| 7) Turn on | 8) Cook for |

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Chapter 16 Writing Instructions

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

Time-order Sequence words

Sequence words are words that are frequently used when giving instructions. These words help the reader know the sequence of steps to follow for instructions. When the word finally is read, you know that this is the last step.

Most sequence words are placed at the beginning of a sentence, followed by a comma. The word then is an exception- it is not followed by a comma.

Some common sequence words are:

First,	Before . . . ,	Next,
Second,	After that,	During . . . ,
Third,	When . . . ,	Then
Next,	During...	Finally,

Exercise 16.2

Here are the instructions for making a cheeseburger. Fill in the blanks in the paragraph with an appropriate sequence words from those listed below. Some of the words may be used more than once.

first then next finally after that
second while when during

Making a cheeseburger at home is fast and easy. _____, take the hamburger meat and shape it into a thin, round patty about the size of the hamburger bun. _____, place the patty in a frying pan over medium heat. _____ cooking, flip the patty over every two or three minutes to ensure that one side doesn't get burnt. _____ the burger is cooking, cut two slices of tomato and onion into thin slices, about 1/8 of an inch. _____, remove 2-3 leaves of lettuce from a head and wash them. _____, spread the condiment (ketchup, mustard, or mayonnaise) of choice evenly over both sides of the bun. _____ the hamburger meat is cooked to your taste, place one slice on cheese on top of it and keep over the fire until the cheese is slightly melted. _____ remove the cheeseburger from the fire and place it on the bottom bun. _____, place the lettuce, tomato and onion slices on top of the burger. _____, put the remaining bun on top and press down gentle. Bon apatite!

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Chapter 16 Writing Instructions

Exercise 16.3

Below is a list of things people need to do to paint a room in their house.

Arrange the list of instructions in a logical time sequenced order and write a paragraph on a separate sheet of paper about of instructions for painting a room. As stated above, many instructions are not complete sentences, the subject is usually implied. However, the sentences in your paragraph should be complete sentences.

- Decide on color to match existing furniture
- Go to hardware store and buy paint and other supplies
- Scrape and clean walls and ceiling
- Repair any holes or cracks in walls and ceiling
- Remove furniture in room or drape with drop cloth
- Clean up
- Put back furnishing
- Complete the trim and corners first, then the flat surfaces
- Decide on type of paint (enamel or water based) and means of application (brush, roller, or spray)
- Start painting
- Allow enough time to dry

Exercise 16.4

Below are several topics on how to do something. Choose one of the topics and write a paragraph about it on a separate sheet of paper. Remember to include a topic sentence and to use sequence words.

- How to fail a class
- How to cook your favorite dish
- How to make a good impression on a first date
- How to do laundry
- How to change a flat tire
- How to reduce monthly expenses
- How to get cheat on an exam without getting caught

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Chapter 17 Writing Directions

Writing or giving directions to someone on a street is similar to instructions to do something, in that both need to have the steps given in the correct sequence. Below are some common verbs and used when giving street directions.

Verbs

go	continue	turn
pass	take	come
walk	drive	get (on/off)
cross	head	stay

Exercise 17.1

Fill in the missing verbs in the following paragraph, using the words above. Some of the words above may be used more than once or not at all, and more than one word could be used in some of the blanks.

To _____ to the Grand Canyon from Casa Grande is very easy. _____ east on Pinal Avenue about 8 miles to I-10. _____ the northbound ramp and _____ toward Phoenix. Continue on I-10 and _____ through the Phoenix metropolitan area and _____ at the I-17 exit and _____ north, to Flagstaff. The distance is approximately 200 miles. At Flagstaff, _____ off I-17 and _____ west on Interstate 40, _____ at the Williams/Los Angeles ramp. _____ west about 30 miles to Williams and _____ I-40 and _____ state highway 180 north to Grand Canyon Village, about a 56 mile drive.

* I-10 (I-40) is an abbreviation for Interstate 10, a highway or expressway that crosses states.

Using Prepositions with Directions

Prepositions are words that show the relationship between other words (nouns). The relationships can relate to place, time, or distance. Here are some common prepositions used when giving street directions.

Place

on	at	in	middle
next to	by	across from	in front of
beside	opposite of	between	from

Direction

up	down	over	under
----	------	------	-------

Distance

for	until	toward	to
-----	-------	--------	----

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Chapter 17 Writing Directions

Exercise 17.2

Fill in the missing prepositions in the following paragraph.

Getting to my house on foot is very easy and only takes about 25 minutes. _____ the front gate of the school turn _____ and go two blocks _____ the stop sign. At the stop sign turn _____ and walk about 50 meters _____ the large statue of an elephant. Just past the statue is a small dirt path _____ the left. Walk down the dirt path about 20 meters _____ you come to a small stream. Turn _____ and follow the stream _____ about 75 meters _____ you come to a small bridge. Go _____ the bridge and walk straight _____ the road for about 100 meters _____ you run into three houses. My house is the one _____ the left.

Helpful Hints for Directions

When giving directions two sets of instructions are actually being given. The first set tells where to go, the second set tells what to do when you get there. For example:

Walk down to Cambell Avenue, then turn left.
Where to go: to Cambell Avenue,
What to do: turn left

Go straight three blocks and cross the bridge.
Where to go: go straight three bocks
What to do: cross the bridge

Another tip when giving directions is to use easily identifiable landmarks. Telling someone to drive north for 10 minutes is relative. The distance traveled for ten minutes is a considerable different at different speeds. One person may drive 30 miles an hour, and another at 60 miles an hour. Some common easily identifiable landmarks in a city include:

a traffic light	a t-junction	a traffic circle
a football stadium	a one-way street	a large oak tree
a bridge	a stop sign	an overpass
an underpass	a tall brown building	a river

Exercise 17.3

Rewrite these directions on a separate sheet of paper with correct capitalization and punctuation.

take the main doors out of the humanities building and turn right walk straight to the main road and cross the street walk straight until you come to the bridge spanning the pond on the left go over the bridge and turn right on the road walk straight between the Art College and the Science Building until you arrive at the General Studies Building enter the main door of the building turn left and go up the stairs to the second floor take the corridor to the left to room 222.

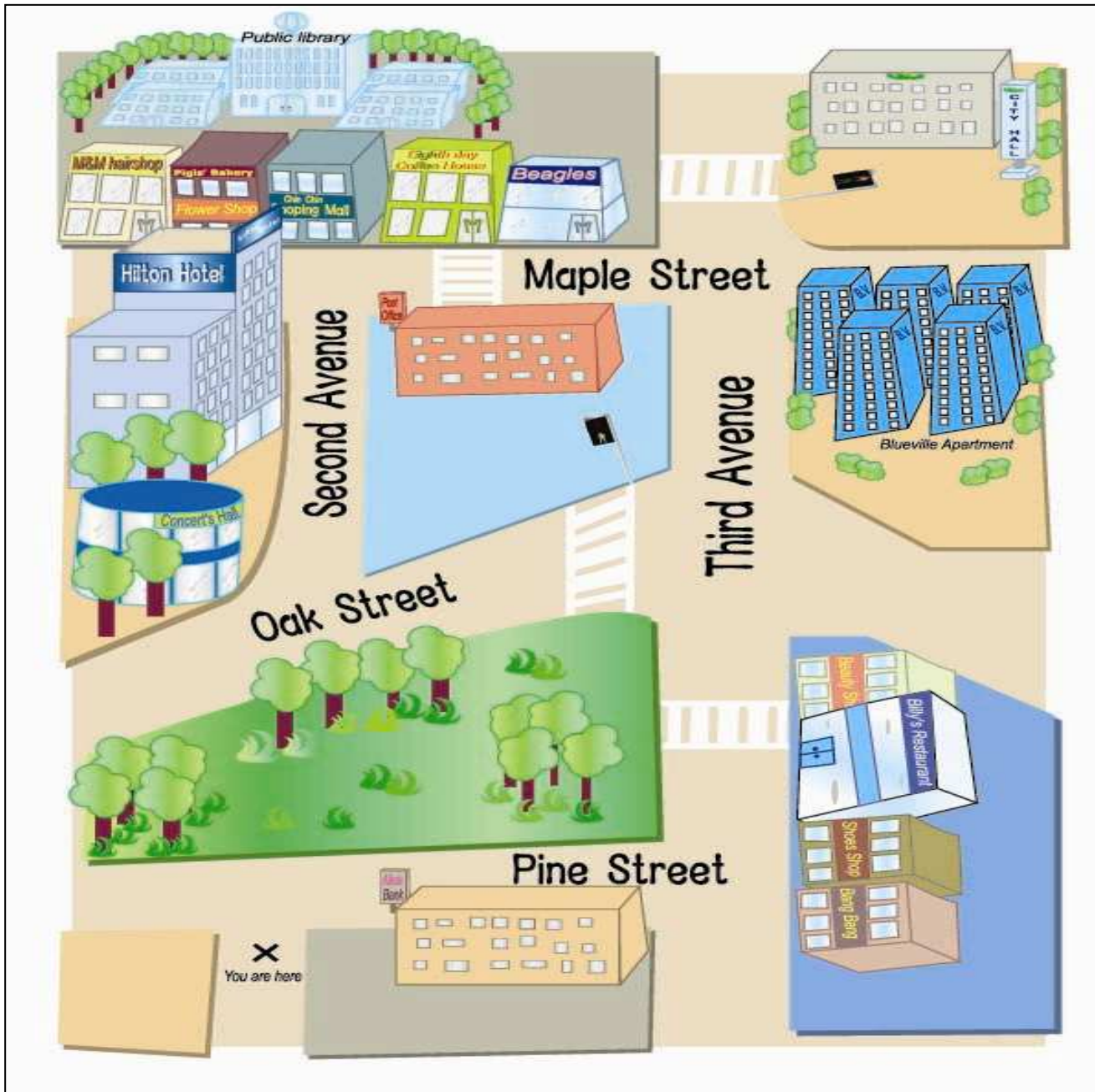
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Chapter 17 Writing Directions

Exercise 17.4

Look at the map below and write directions on how to get to the places listed on the map. Start at the X.

- | | |
|-------------------|---------------------|
| Public Library | Beauty Shop |
| City Hall | Hilton Hotel |
| Bill's Restaurant | Blueville Apartment |



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Appendix

English has many irregular verbs. These verbs do not follow the rule of adding **-ed** to the end of the word to form the past or perfect tense. Unfortunately, the past tense forms of these words must be memorized by the learner. Below is a partial list of the most common irregular verbs in English.

<u>Present Form</u>	<u>Past Form</u>	<u>Perfect Form</u>
arise	arose	arose
be (am, is, are)	was/were	been
bear	bore	born
beat	beat	beat/beaten
become	become	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bid	bid	bid
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blown	blown
break	broke	broken
breed	bred	bred
broadcast	broadcast	broadcast
bring	brought	brought
build	built	built
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
cling	clung	clung
choose	chose	chosen
come	came	came
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
dream	dreamed/dreamt	dreamed/dreamt
drive	drove	driven

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<u>Present Form</u>	<u>Past Form</u>	<u>Perfect Form</u>
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fit	fit	fit
find	found	found
flee	fled	fled
fling	flung	flung
fly	flew	flown
forbid	forbade	forbidden
forecast	forecast	forecast
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	gotten
give	gave	gave
go	went	gone
grind	ground	ground
hang	hung/hanged	hung/hanged
have/has	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lay	laid	laid
lead	led	led
learn	learned/learnt	learned/learnt
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit/lighted	lit/lighted
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mislay	mislaid	mislaid

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<u>Present Form</u>	<u>Past Form</u>	<u>Perfect Forms</u>
mistake	mistook	mistaken
pay	paid	paid
put	put	put
quit	quit	quit
read	read	read
rid	rid	rid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	ran
sat	said	said
see	saw	saw
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn/sewed
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
slit	slit	slit
speak	spoke	spoken
spend	spent	spent
spread	spread	spread
spin	spun	spun
spring	sprang/sprung	sprung
spit	spit/spat	spit/spat
split	split	split
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
strike	struck	stricken
strive	strove	striven
sting	stung	stung

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Present Form

sting
swear
sweep
swim
swing

take
teach
tear
tell
think
throw
thrust

understand
undertake
uphold
upset

wake
wear
weave
weep
win
wind
withdraw
wring
write

Past Form

stank/stunk
swore
swept
swam
swung

took
taught
tore
told
thought
threw
thrust

understood
undertook
upheld
upset

woke/waked
wore
wove
wept
won
wound
withdrew
wring
wrote

Perfect Forms

stunk
sworn
swept
swum
swung

taken
taught
torn
told
thought
thrown
thrust

understood
undertaken
upheld
upset

woken/waked
worn
woven
wept
won
wound
withdrawn
wring
written

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Notes

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Notes

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Notes

Sentence and Paragraph Writing

Notes

A large empty rectangular box with a thin black border, intended for writing notes.

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Notes

A large empty rectangular box with a thin black border, intended for writing notes.

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Notes

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