SHORT NOTES

SIMPLE SENTENCE

A simple sentence, also called an independent clause, contains a subject and a verb, and it expresses a complete thought.

COMPOUND SENTENCE

A compound sentence contains two independent clauses joined by a coordinator. The coordinators are as follows: for, and, nor, but, or, yet, so. (Helpful hint: The first letter of each of the coordinators spells FANBOYS.)

COMPLEX SENTENCE

A complex sentence has an independent clause joined by one or more dependent clauses. A complex sentence always has a subordinator such as because, since, after, although, or when or a relative pronoun such as that, who, or which.

SUBJECT VERB AGREEMENT

Basic Principle: Singular subjects need singular verbs; plural subjects need plural verbs.

Examples: My brother is a nutritionist. My sisters are mathematicians.

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TENSES

FRAGMENTS

A sentence fragment is an incomplete sentence. Some fragments are incomplete because they lack either a subject or a verb, or both.

Example: She pretty. (No verb - Fragment)  
Is pretty. (No subject - Fragment)  
She is pretty. (Correct - No Fragment)

RUN-ONS

You are making a run-on when you put two complete sentences (a subject and its predicate and another subject and its predicate) together in one sentence without separating them properly. Here’s an example of a run-on:

I love the pie it is delicious.

To correct this sentence,

You could use a comma and a coordinating conjunction (for, and, nor, but, or, yet, so):
I love the pie, for it is delicious.

You could use a subordinating conjunction:
I love the pie, because it is delicious.

You could make it into two separate sentences with a period in between:
I love the pie. It is delicious.

COMMASPLICES

When two independent clauses are connected by only a comma, they constitute a run-on sentence that is called a comma-splice. Example:

It is getting late, we can’t make it in time.

There are several ways to correct a comma splice:

- Change the comma to a semicolon, colon, or dash:
  It is getting late; we can’t make it in time.

- Write the two clauses as two separate sentences:
  It is getting late. We can’t make it in time.

- Insert a coordinating conjunction following the comma:
  It is getting late, so we can’t make it in time.
• Make one clause dependent on the other:
   *As it is getting late, we can’t make it in time.*

• Use a semicolon plus a conjunctive adverb: It is getting late; hence, can’t make it in time
THREECOMMARULES

1. Put a comma before a coordinating conjunction that separates two independent clauses.
2. Put a comma after introductory words, phrases, or clauses in a sentence.
3. Use commas to set off elements that interrupt or add information in a sentence.

WRITINGPROCESS

1. BRAINSTORMING
2. OUTLINING
3. DRAFTING
4. PEER EDITING
5. REVISING
6. SELF EDITING
7. PUBLISHING

TYPESOF
PARAGRAPHER

PART OF AN ESSAY

Introductory Paragraph
a. General
   Statements b.
       Thesis Statement

Body Paragraphs
a. Topic Sentence
b. Supporting
   Sentences c. Concluding
   Sentence

Concluding Sentence
a. Restatement of Thesis
   Statement b. Review/Summary of
   main Points

OPINIONESSAY

1. Collect research to support your opinion.
2. Acknowledge the previous opinions or arguments that have been made.
3. Use a transition statement that shows how your opinion adds to the argument or suggests those previous statements and arguments are incomplete or faulty.
4. Be careful not to be too sarcastic.
5. Next, list supporting evidence to back up your position.
**COHERENCE**

There are four ways common ways to achieve coherence in a paragraph. The first two ways involve repeating key nouns and using pronouns which refer back to key nouns. The third way is to use transition signals to show how one idea is related to the next. The fourth way to achieve coherence is to arrange your sentences according to a pattern of organisation.

**UNITY**

Unity is a very important characteristic of good paragraph writing. Paragraph unity means that one paragraph is about ONLY ONE main topic. That is, all the sentences -- the topic, supporting sentences, the detail sentences, and (sometimes) the concluding sentence -- are all telling the reader about ONE main topic. If your paragraph contains a sentence or some sentences that are NOT related to the main topic, then we say that the paragraph "lacks unity," or that the sentence is "off-topic."

**PARALLELISM**

Parallelism is the use of similar patterns of words (or grammatical forms) to express similar or related ideas or ideas of equal importance. Using parallel structures creates rhythm and balance and enables the writer to present ideas clearly, concisely, and smoothly.