

UNIT 7 Word Groups That Build Up Sentences

WRITING APPLICATION A: Using Adverb Clauses to Combine Sentences

In sailing, the words *choppy waters* mean water that is constantly clipped by short waves. In writing, the words *choppy paragraphs* mean that sentences in paragraphs are all simple in structure and thus sound clipped, or choppy, to readers. One way to make your writing read more smoothly is to use adverb clauses in some of your sentences. Adverb clauses can also be used to combine sentences that are related. Adverb clauses often begin with words such as *while, when, whenever, as, before, after, since, until, where, wherever, if, and because*. In each of the examples below, the adverb clause is underlined.

- EXAMPLES
1. Whenever I hear the word rosebud, I think of the movie Citizen Kane.
 2. Because Mr. Randolph has relatives in England, he makes frequent telephone calls overseas.

Writing Assignment: On a separate sheet of paper, write a composition about a word or phrase that reminds you of something important each time you hear it. Use a variety of sentence structures and lengths in your writing.

Evaluation Checklist: After you write your first draft, use these guidelines to help you evaluate your writing.

- _____ I have used adverb clauses in some of my sentences.
- _____ I have punctuated each of my sentences correctly.

Revising, Proofreading, and Writing the Final Version: Using your evaluation, revise your first draft. Use adverb clauses, when possible, to combine choppy sentences. Proofread your revised draft. Write your draft in final form.

WRITING APPLICATION B: Using Who and Whom Correctly

Refusing to drive or ride in a car other than a sports car is snobbery. However, knowing when to use the word *whom* in your writing and speaking is not. Rather, knowing when to use *whom* is a sign that a writer knows a basic rule of grammar. To determine quickly which word you should use in your writing, mentally substitute the word *him* for *whom* and the word *he* for *who*. When *him* fits, *whom* is the correct word to use. In some cases, you will need to rearrange the sentence slightly to test the word.

- EXAMPLE She gave a letter of recommendation to (*who, whom*)?
TEST WHO She gave a letter of recommendation to *he*? (*He* does not fit.)
TEST WHOM She gave a letter of recommendation to *him*? (*Him* fits.)
SOLUTION She gave a letter of recommendation to *whom*?

Writing Assignment: On a separate sheet of paper, write a general description of a person who would make an ideal friend. Practice using *who* and *whom* correctly in your sentences. Remember that you will be able to revise your first draft later.

Evaluation Checklist: After you write your first draft, use these guidelines to help you evaluate your writing.

- _____ I have used *who* and *whom* correctly in my sentences.
- _____ Each of my paragraphs includes a topic sentence and supporting sentences.
- _____ My writing follows a logical order.

Revising, Proofreading, and Writing the Final Version: Revise your draft based on your evaluation. Correct instances in which you have used *who* or *whom* incorrectly. Proofread your revised draft. Then write your final version.

WRITING APPLICATION C: Using Appositives to Explain

Have you ever seen a comment in parentheses in the middle of a sentence? The words in parentheses added interesting or useful information to the sentence. However, the words could have been deleted without changing the basic meaning of the sentence. An appositive is like a comment enclosed in parentheses within a sentence. It identifies or tells something about a noun or pronoun that it follows. An appositive adds information to a sentence but does not change its meaning.

- EXAMPLES
1. Our cat, *Prince Albert*, will eat only tuna fish in the morning.
 2. The book club, a *special project of the English Department*, offers used books at a discount to students.
 3. Louise Chang, *my favorite singer and dancer*, will be performing in Seattle this week.

Writing Assignment: On a separate sheet of paper, write about someone you admire who has several talents or skills. Write details that explain exactly what that person does. Use appositives in your writing.

Evaluation Checklist: Reread your first draft. Use these guidelines to help you judge the content and organization of your writing.

- _____ I have used some appositives in my writing.
- _____ I have used a comma before and after each appositive.
- _____ Each of my paragraphs includes a topic sentence and supporting sentences.
- _____ My writing follows a logical order.

Revising, Proofreading, and Writing the Final Version: Revise your draft based on your evaluation. Then proofread your revised draft. Write your draft in final form.