- Every sentence has a base consisting of a simple subject and a simple predicate.

EXAMPLE: Dolphins leap.

- Expand the meaning of a sentence by adding adjectives, adverbs, and prepositional phrases to the sentence base.

EXAMPLE: The sleek dolphins suddenly leap high into the air.
A. Expand the meaning of each sentence base by adding adjectives, adverbs, and/or prepositional phrases. Write each expanded sentence.

1. (Dinner cooks.)
2. (Clown chuckled.)
3. (Car raced.)
4. (Dancer spun.)
5. (Panthers growled.)
6. (Leaves fall.) $\qquad$
7. (Bread baked.)
8. (Lake glistened.) $\qquad$
9. (Ship glides.) $\qquad$
B. Write five sentence bases. Then write an expanded sentence containing each sentence base.
10. $\qquad$
$\qquad$
11. $\qquad$
$\qquad$
12. $\qquad$
$\qquad$
13. $\qquad$
$\qquad$
14. $\qquad$
$\qquad$

- A paragraph is one or more related sentences about one main idea.

EXAMPLE: The water dripping from his face, the boy looked at her. There was a long pause. A very long pause. After he had dried his face, and not knowing what else to do, dried it again, the boy turned around, wondering what next. The door was open.

- Paragraphs can also be used in dialogue, conversation between two characters in a story. Indenting a paragraph for each new speaker helps the reader distinguish who is saying what.

EXAMPLE: "If I turn you loose, will you run?" asked the woman.
"Yes'm," said the boy.
"Then I won't turn you loose," said the woman. She did not release him.
"Lady, I'm sorry," whispered the boy.

In the following excerpt from the story "Save the Moop for Kerdy Dickus" by Tim Wynne-Jones, dialogue and narrative paragraphs have been joined together. Rewrite the passage with paragraphs so the transitions from narrative to dialogue are clear to the reader. Remember to indent where necessary.

He took a sip of the tea. His eyes cleared a bit. "Dad's in the truck," he said. "Oh, my!" said Barbara. "Where? We should get him." The Stranger nodded his big bear head in the direction that the truck was but, of course, you couldn't see it from the house. Ky looked down the driveway, but there is a bend in it so she couldn't see the road. Tan turned off the gas under the frying pan and was heading toward the closet for his coat. "I'll bring him back," he said. "No!" said the Stranger. His voice cracked a little. "He's okay. He's sleepin'. Truck's warm."

- A topic sentence is the sentence within a paragraph that states the main idea. It is often placed at the beginning of a paragraph.


## EXAMPLE:

The trip to the national park was a great success. First, the visitors learned a lot from their guide about the park. They learned that the forest was created by people, not by nature. To their surprise, they found out that the park had more than five hundred species of plants. Then they went on a hike and even spotted a hawk flying overhead. Finally, the visitors had a wonderful picnic lunch and headed back home.

## A. Write a topic sentence for each paragraph below.

1. Some jewellery is made out of feathers, leather, shells, or wood. Other jewellery is crafted from gold, silver, brass, copper, or other metals. Gems and unusual stones are added for their beauty and value.

## Topic Sentence:

$\qquad$
2. A pet goldfish needs clean water. A pump should be placed in the water to súpply fresh air. The water temperature must be constant, and it must not go below $27^{\circ} \mathrm{C}$. The goldfish should be fed flaked fish food or small insects.

## Topic Sentence:

$\qquad$
3. When Jana crawls over to a kitchen-cabinet, she whips the door open to see what's behind it. With a little help from Jana, the pots and pans are on the floor in no time. If she sees a bag of groceries, Jana has to investigate the contents. After she is tucked in bed for the night, this toddler loves to climb out of her crib and explore.

Topic Sentence: $\qquad$
B. Write a topic sentence for each of the paragraph ideas below.

1. birthday parties $\qquad$
2. a great adventure $\qquad$
3. a great hockey player $\qquad$
4. a favourite holiday
5. homework $\qquad$
6. video games $\qquad$
7. vacations $\qquad$
8. the Olympics $\qquad$
$=$ Writing Supporting Details

- The idea expressed in a topic sentence can be developed with sentences containing supporting details. Details can include facts, examples, and reasons.
A. Circle the topic sentence, and underline three supporting details in the paragraph below.

Many people in animal rights groups believe that animals should not be used for food, clothing, cosmetic testing, or medical experiments. Many activists believe that humans in most parts of the world no longer need to eat meat or wear animal skins to survive. They also argue that many species, such as whales, rhinos, and tigers, are on the way to extinction. If too many species disappear forever, animal rights activists and other environmental groups fear that the ecology of the planet will suffer extreme damage.
B. Answer the following questions about the supporting details you underlined.

1. What is one supporting detail that is a fact?
$\qquad$
$\qquad$
$\qquad$
2. What is a supporting detail that is a reason?
$\qquad$
$\qquad$
$\qquad$
C. Read each topic sentence below, and write three supporting details for each.
3. Earth is a planet in trouble.
$\qquad$
$\qquad$
$\qquad$
4. People who care about environmental issues can do many things to help.
$\qquad$
$\qquad$
$\qquad$
－One way to organize information in a paragraph is to put it in chronological order－the time in which events occurred．Words such as first，next，second， then，finally，and later are used to indicate the order in which events happen．

EXAMPLE：First，the architect drew up plans．Then she presented the plans to council．
－Another way to organize information is to use spatial order．Words such as above，near，over，beside，right，left，closer，farther，up，and down are used to express spatial relationships．

EXAMPLE：The top floor will include a skylight．Below，a greenhouse will allow more natural light．

A．Read each paragraph below and tell whether it is in chronological order or spatial order．For the paragraph in chronological order，underline the time order words．For the paragraph in spatial order， underline the words that indicate spatial order．

1．The developer must first propose the idea for a cinema complex to city council．Then the council must approve the developer＇s proposal，which includes the architect＇s design．Next，the developer will establish a final budget and schedule．Finally，construction can begin．

Order： $\qquad$
2．The cinema complex includes six gigantic screening rooms，an entertainment arcade，and a food court．The food court will be located near the entrance beside the arcade．Escalators will lead to the screening rooms on the top floor．

Order： $\qquad$

B．Number the details below in chronological order．
－Next，in early January，the construction budget was finalized．
－Then construction began at the beginning of April．
＿The complex finally opened to the public in late October．
＿＿in early November，council approved the developer＇s proposal．

C．Choose one of the scenes below．Write a paragraph of at least four sentences describing the scene． Use spatial order words to show location．

Scenes：your room，a hockey arena，a favourite store，a friend＇s house

- Transitions are words or phrases that connect ideas. Transitions help the reader clearly understand relationships such as time, space, emphasis, example, contrast, comparison, effect, and addition. The words or phrases under the bold headings are examples of transition words that help ideas flow smoothly and coherently.

| time | space | emphasis | example |
| :--- | :--- | :--- | :--- |
| before | here | in fact | for instance |
| contrast | comparison | effect | addition |
| however | likewise | consequently | furthermore |

A. Indicate in the blank what type of relationship each transition word or phrase shows.

1. during $\qquad$ 7. moreover $\qquad$
2. similarly $\qquad$ 8. nevertheless $\qquad$
3. indeed $\qquad$ 9. for example $\qquad$
4. there
5. on the other hand $\qquad$
6. in fact $\qquad$ 11. clearly $\qquad$
7. accordingly
8. next $\qquad$
B. The following paragraph has no transition words or phrases. Rewrite it with transition words or phrases to improve its coherence.

No person can live in the world alone. Each person depends on hundreds of others to provide the basic needs of food and iransportation. We depend on people for love and understanding. There are times when we need to be on our own with nature and our inner thoughts. We need to reach a balance between being alone and being with others. We will find happiness.


- The topic of a story or an article is the subject written about.
- The audience is the group of readers.

EcaMples: students, family members, neighbours, readers of a newspaper
A. Choose the most likely audience for each topic listed below.
a. kindergarten students
b. federal politicians
c. Grade 9 studen's
d. parents
$\qquad$ 1. Olympic Snowboarder Speaks at Kelowna High School
$\qquad$ 2. Local Education Taxes on the Rise
$\qquad$ 3. Frankin the Turtle at Library Story Hour
$\qquad$ 4. Literacy Tests Required for Grade 10 Students
_ 5. Canada's Exports to United States Decline
_ 6. Fire Chief Visits Elementary Schools
__ 7. Dance Cancelled Due to Exam Schedule
__ 8. Budget Surplus Announced by Federal Government
__ 9. Tryouts for Basketball Team on Thursday
_10. Block Parents Discuss Strategies
B. Read the paragraph below. Then answer the questions that follow.

On Wednesday evening, April 13 at 8:00, Martin Babula of the Silver Blades Hockey School will speak about the summer program offered at Teen Arena in Caledonla. His talk will include hockey camp details for July and August, successful graduates of the program, and enrolment costs. Mr. Babula's well-known program has been established since 1992, attracting NHL hopefuls throughout the province.

1. What is the topic of the paragraph?
2. Name two possible audiences for the paragraph.
3. Explain why each audience mlght be interested.

Audience 1:

Audience 2:


- A clustering diagram shows how ideas relate to a particular topic. The topic is written in the centre. Related ideas are written around the topic. Lines show the connections between the ideas.


Topic Sentence: Wilderness camping has become a popular pastime.
A. Read each paragraph below. Notice the underlined topic sentence as you read. Then fill in each cluster to show how the details relating to that topic sentence could have been chosen.

1. Committee members worked hard to organize the concert. They hired musicians, printed tickets, booked a hall for the evening, and took out a large ad in a local newspaper. Then they made sure that the sound system was working.
2. Volunteers offered to restore the old railway station. Engineers made sure that the building was structurally sound, and electricians updated the wiring. Other workers came to paint the station exterior, varnish the woodwork, and give the place a thorough cleaning.

B. Write a topic in the centre of the cluster below. Then fill in the cluster with details that would support your main topic.



- Before you write, organize your thoughts by making an outline. An outline consists of the title of the topic, headings for the main ideas. and subheadings for the supporting details.
- Main headings are listed after Roman numerals. Subheadings are listed after capital letters. Details are listed after Arabic numerals.

EXAMPLE:

| Topic | Should Everyone Have the Internet? <br> Main heading <br> Subheadings |
| :--- | :--- |
|  | I. Benefits to business <br> A. Huge customer base <br> B. Money saved on expensive rents |
| Main heading | II. Benefits to public |
| Subheading | A. Lots of Information available <br> 1. Researchers can find up-to-date data |
| Details | 2. Students can access many topics |
| Subheading | B. People can communicate more easily |

Choose a topic that interests you. Then write an outline for that topic, using the example outline as a guide.


- The writer of a persuasive composition tries to convince others to accept a personal opinion.


## A. Read the following persuasive composition.

More Affordable Housing Needed
Many people in Canada desperately need housing that they can afford. During the last decade a larger gap has opened between wealthy Canadians and poorer ones. Working people who were once able to afford decent shelter find that low wages do not stretch as far as they did. In many large cities, rent increases have outpaced wage increases. For example, a worker making $\$ 8$ an hour may have trouble feeding a family and paying $\$ 600$ a month for rent. In some cases, low-income housing has been torn down to make room for expensive high-rise condominiums. When poor families have no place to go, they may end up in shelters or on the streets.

The solution to the problem is not easy. Governments at various levels have to watch their spending. However, if the problem gets worse, rising health costs and crime rates may result. These problems also carry high price tags.

## B. Answer the questions below.

1. List three facts the writer includes to persuade the reader.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
2. List two reasons the writer includes in the composition.
$\qquad$
$\qquad$
$\qquad$
3. List one example the writer uses to support the topic.
$\qquad$
$\qquad$
$\qquad$
C. Choose one of the topic sentences below. Write a short paragraph in which you use facts to persuade your audience about the topic.
4. Canada is the best place in the world to live.
5. Ponalties for drinking and driving should be tougher.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
D. Choose one of the topic sentences below. Write a short paragraph in which you use reasons to persuade your audience about the topic.
6. Having a good education is important.
7. The most exciting sport is $\qquad$ .
E. Choose one of the topic sentences bolow. Write a short paragraph in which you use an example to persuade your audience about the topic.
8. I know someone who showed a lot of courage.
9. Movies are great entertainment.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

- Revising gives you a chance to rethink and review what you have written and to improve your writing. Revise by adding words and information, by taking out unneeded words and information, and by moving words, sentences, and paragraphs around.
- Proofreading has to do with checking spelling, punctuation, grammar, and capitalization. Use proofreader's marks to show changes needed in your writing.

|  | Proofreader's Marks |  |
| :---: | :---: | :---: |
| Capitalize | Add a period | Correct spelling |
| Make a small letter | Add something | Indent for new paragraph |
| Add a comma | Take something out | Move something |

A. Rewrite the paragraph below. Correct the errors by following the proofreader's marks.

9 banff national park is the oldest park national in canada. it became a natlonal park in 1885dt is located in the hart of the rocky mountains on the british columbia/alberta boarder. Trans-Canada Highway \#1 runs $\varnothing$ ® $\varnothing$ thruogh the 户ark. banf national park is 6641 square km, and contains magestic mountain $\neq$ eaks, hoodoos, hot springs, great valeys, dense forestsalpin meadows, glasial lakes, and spectecular rivers. the perk park © © © © atracts over 4.5 visitors every year. people enjoy montaineering, skiing ${ }_{\varsigma}$ cycling, hiking, fishing, canoing,
 kayaking, and Photograpy in the natural beautiful'setting. Sum environmentalists beleive that the many
visitors actualy threaten the the Ecology of the park ©
B. Read the paragraphs below. Use proofreader's marks to revise and proofread the paragraphs. Then write your revised paragraphs below.
although banff national park may be the best-known National park in canada, 38 other national parks our also poplar with visitors national parks are found in evry part of the country from as far North as ellesmere Island to Point pelee in the most sothern part of canada the total area of the national system park is as large as as the canadian Grate Lakes, or three times big as the province of nova scotia if you have a chance visit a national park in your regoin of canada you may live closest to Gros Morne national perk a UNESCO World Heritage Site amid Newfoundland and Labroador's wild natural beauty maybe your home is near Grasslands national park in Saskatcewan, where visitors can sea rare prarie grasses dinosaur fosils, and badlands. People who want to know more about canada's northern regions may go to Nahanni in the Northwest territries Vuntut in the Yukon, or or Sirmilik national Park on Baffin island. national parks are natonal treasures
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
A. Expand the sentence bases below by adding adjectives, adverbs, and prepositional phrases.

1. (Crowd cheered.)
2. (Eagles flew.)
3. (Baby laughed.)
B. Read the paragraph below. Then circle the topic sentence, and underline only the supporting details.

Some days of the week are snowier than others, depending on where you live. Toronto and Edmonton get the most snow on Thursdays. Halifax, Montreal, and Vancouver have the most snow on Saturdays. Wednesday is the warmest day worldwide. The snow pattern may be caused by workday air pollution, which produces more condensation-and more precipitation.
C. Complete the cluster for the topic given in the centre.

D. Begin an outline based on that cluster.

Topic: Great Tourist Attractions
I. $\qquad$
A. $\qquad$
B. $\qquad$
II.
A. $\qquad$
B. $\qquad$
E. Organize the items in sequence and write in outline form.

Topic: How to create an ad
Use computer software to produce final copy
Decide on the message
Choose a product, idea, or service

Logical steps to follow
Target an audience
Design the ad
Combine message and design
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
F. Read the persuasive paragraph. Then answer the questions below.

## Eat Less Junk Food

Chips, pop, and chocolate bars may be tasty snacks, but too much junk food is bad for your body. Eating junk food deprives the body of the protein, vitamins, and minerals it needs to perform well. The empty calories in junk food can also make you gain weight. A large high-calorie "snack" can take up as much as $50 \%$ of a person's daily calorie requirements!

1. What is one reason the writer gives for advising readers to avoid junk food?
2. What example does the writer give to support the argument?
G. Read the paragraph below. Use proofreader's marks to revise and proofread the paragraph. Then write your revised paragraph below.

Robots our no longer the creatoin of sceince fiction righters their are are hundreds of thousands of robots in the world today some are little moor then medal arms others have sensors and camras what do robots do they errands run in Hospitals and they patrol buildings night robots have bean on the moon andd on mars to.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
A. Choose one of the topic sentences below. Write a short paragraph in which you use facts to persuade your audience about the topic.

1. More people should use public transportation.
2. Advertising is sometimes misleading.
3. Getting in shape is worth the effort.
B. Choose one of the topic sentences below. Write a short paragraph in which you use reasons to persuade your audience about the topic.
4. All high-school students should take driver-education courses.
5. Experience is often the best teacher.
6. Electronic technology will not replace books.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
C. Choose one of the topic sentences below. Write a short paragraph in which you use an example to persuade your audience about the topic.
7. Many species are disappearing from our planet.
8. Special effects bring movies alive.
9. Multiculturalism has worked well in Canada.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
D. Choose another topic from Exercises A, B, or C. Write a statement for a composition in which you wish to persuade your audience to consider your idea about the topic.
E. Write a short outline of your ideas. Include main headings, subheadings, and details.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
F. Write the first and second paragraphs of a short composition that persuades people about your idea. Use the outline you wrote as a guide. Then revise your paragraphs, and proofread them.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
