

Week 9



COMUNIDADES LATINAS
UNIDAS EN SERVICIO



Self Test

Sentence Structure

1. Which one of the following is a complete sentence?
 - A. Gearing up for the sale.
 - B. The customers in the long line.
 - C. Ami opened the register.

2. Which one of the following is a complete sentence?
 - A. Ms. Tan is in charge.
 - B. Sent an email.
 - C. In the office after the training.

3. What is the best way to combine the following sentences?
Mia forgot her pen. She could not take notes.
 - A. Mia forgot her pen she could not take notes.
 - B. Mia forgot her pen, so she could not take notes.
 - C. Mia forgot her pen so she could not take notes.

4. Which one of the following is correct?

- A. Vincenzo sent the package, however it did not arrive.
- B. Vincenzo sent the package, however, it did not arrive.
- C. Vincenzo sent the package; however, it did not arrive.

5. Which one of the following is correct?

- A. We will look into the problem and inform you of our findings.
- B. We will look into the problem, and inform you of our findings.
- C. We will look into the problem and inform you, of our findings.

6. What is the best way to combine the following?

when the job openings are posted / Ugo will check them.

- A. When the job openings are posted Ugo will check them.
- B. When the job openings are posted, Ugo will check them.
- C. Ugo will check them, when the job openings are posted.

Rewrite each incomplete sentence to make it complete.

7. Wants to open his own auto repair shop.

8. The medical assistant at the front desk.

9. Until she can afford her own apartment.

GED PRACTICE A sentence is missing from each paragraph of the memo below. For questions 10–12, finish each paragraph by selecting the option that is error free. Circle the letter of the option you select.

To: All Employees

From: Ken Ealy, Human Resources

Subject: Company Carpool

Since the company moved from the city to the suburbs, many employees who used to take the bus or train to work now drive. We understand that the commute is difficult for some employees.

10. Select. To help solve the commuting problem, we are organizing a carpooling program in conjunction with the West Suburban Transit Authority (WSTA).

- A. Gasoline is expensive driving in heavy traffic can be nerve wracking.
- B. Gasoline is expensive, driving in heavy traffic can be nerve wracking.
- C. Gasoline is expensive and, driving in heavy traffic can be nerve wracking.
- D. Gasoline is expensive, and driving in heavy traffic can be nerve wracking.

WSTA will provide us with vans. **11. Select.** The number of vans we receive depends on the number of employees who join the carpool. Each van seats up to eight people.

- A. The vans are free. Employees pay only for the gasoline.
- B. The vans are free employees pay only for the gasoline.
- C. The vans are free, employees pay only for the gasoline.
- D. The vans are free, but employees pay only for the gasoline.

We hope to acquire three vans: one for employees who live ten miles or more north of the company, one for employees who live ten miles or more south, and one for employees who live ten miles or more east. Employees in each district will choose the driver of their van. **12. Select.** There will be an organizing meeting on Wednesday from 1:00 to 2:00 p.m. All employees are invited to attend.

- A. A group can designate one driver group members can take turns driving if they prefer.
- B. A group can designate one driver, group members can take turns driving if they prefer.
- C. A group can designate one driver, or group members can take turns driving if they prefer.
- D. A group can designate one driver, group members can take turns driving, if they prefer.

- 13. A.** On vacation, we like to go swimming, scuba diving, and to see the sights.
B. On vacation, we like to go swimming, scuba diving, and sightseeing.
C. On vacation, we like to swim, to scuba dive, and going to see the sights.
- 14. A.** Although the traffic was heavy, Carlo made it to work on time.
B. The traffic was heavy, and Carlo made it to work on time.
C. Carlo made it to work on time because the traffic was heavy.
- 15. A.** Please find out the customers' names and where they live.
B. Please find out what the customers' names are and their addresses.
C. Please find out the customers' names and addresses.
- 16. A.** Marlena put on her sweater, so the room was cold.
B. Marlena put on her sweater because the room was cold.
C. Marlena put on her sweater, and the room was cold.

- 17. A.** Jemitha made name tags at her desk for all new employees.
B. Jemitha made name tags for all new employees at her desk.
C. At her desk, Jemitha made name tags for all new employees.
- 18. A.** I saw an employee wearing shorts in the reception area.
B. In the reception area, wearing shorts, I saw an employee.
C. I saw an employee in the reception area wearing shorts.
- 19. A.** For being the best worker, the employee-of-the-month award was given to Freddie.
B. The employee-of-the-month award was given to Freddie for being the best worker.
C. For being the best worker, the award was given to Freddie for employee of the month.

Sentence Structure

1. **Option (C) is correct.** It is the only option that has a subject (*Ami*) and a verb (*opened*) and expresses a complete thought.
2. **Option (A) is correct.** It is the only option that has a subject (*Ms. Tan*) and a verb (*is*) and expresses a complete thought.
3. **Option (B) is correct.** It is the only option in which two complete sentences are correctly joined with a comma (,) and a coordinating conjunction (*so*).
4. **Option (C) is correct.** It is the only option in which two complete sentences are correctly joined with a semicolon (;) before the joining word (*however*) and a comma after it.
5. **Option (A) is correct.** No commas are needed; a comma before *and* is unnecessary because the word does not join independent sentences.
6. **Option (B) is correct.** It is the only option in which the complex sentence is correctly punctuated.
7. **Sample answer:** Kordell wants to open his own auto repair shop. (You need to add a subject.)
8. **Sample answer:** The medical assistant at the front desk answered the phone. (You need to add a verb.)
9. **Sample answer:** She will live with her sister until she can afford her own apartment. (You need to add an independent clause.)
9. **Sample answer:** She will live with her sister until she can afford her own apartment. (You need to add an independent clause.)
10. **Option (D) is correct.** It is the only option in which the sentences are correctly joined with a comma before the coordinating conjunction *and*.
11. **Option (A) is correct.** In the other options, complete sentences are either run together (B), incorrectly punctuated (C), or joined with the wrong conjunction (D).
12. **Option (C) is correct.** It is the only option in which sentences are correctly joined. In option (A), complete sentences are run together. Options (B) and (D) are incorrectly punctuated.
13. **Option (B) is correct.** It is the only option in which the similar items—swimming, scuba diving, and sight seeing—are in the same form.
14. **Option (A) is correct.** The conjunction *although* clearly shows the contrasting relationship between the ideas in the sentence.

- 15. Option (C) is correct.** It is the only option in which the two similar items—customers' names and addresses—are in the same form.
- 16. Option (B) is correct.** The conjunction *because* shows the cause-effect relationship between the ideas in the sentence.
- 17. Option (C) is correct.** It is the only option in which the phrase *at her desk* is correctly placed beside the noun it describes (*Jemitha*).
- 18. Option (A) is correct.** It is the only option in which the phrase *wearing shorts* is correctly placed beside the noun it describes (*employee*).
- 19. Option (B) is correct.** It is the only option in which the phrase *for being the best worker* is correctly placed beside the noun it describes (*Freddie*).

Sentence Structure



Adding Variety to Sentence Structure

To make your writing more interesting and give it a distinct VOICE, you should try to vary your sentences in terms of length and structure. You can make some of your sentences long and others short. Read the two paragraphs on the next page.

Two Paragraphs

Read the paragraphs below. Choose the paragraph that is more effective.



I love living in the city. I have a wonderful view of the entire city. I have an apartment. I can see the Golden Gate Bridge. I can see many cargo ships pass under the bridge each day. I like the restaurants in San Francisco. I can find wonderful food from just about every country. I don't like the traffic in the city.



I love living in the city of San Francisco. I have a wonderful view of the entire city from my apartment window. In addition, I can see the Golden Gate Bridge under which many cargo ships pass each day. I also like San Francisco because I can find wonderful restaurants with food from just about every country; however, I don't like the traffic in the city.

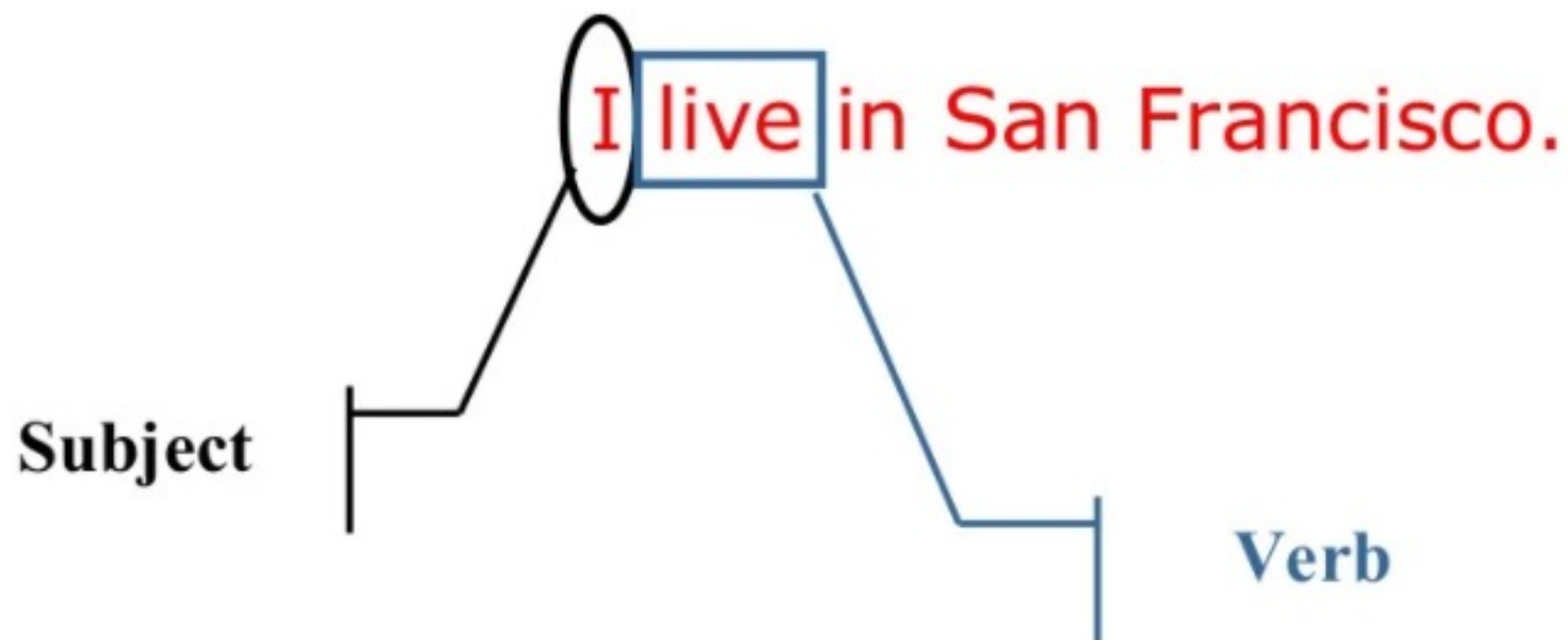


How do you vary sentence structure?

What's the difference between a simple and compound sentence?

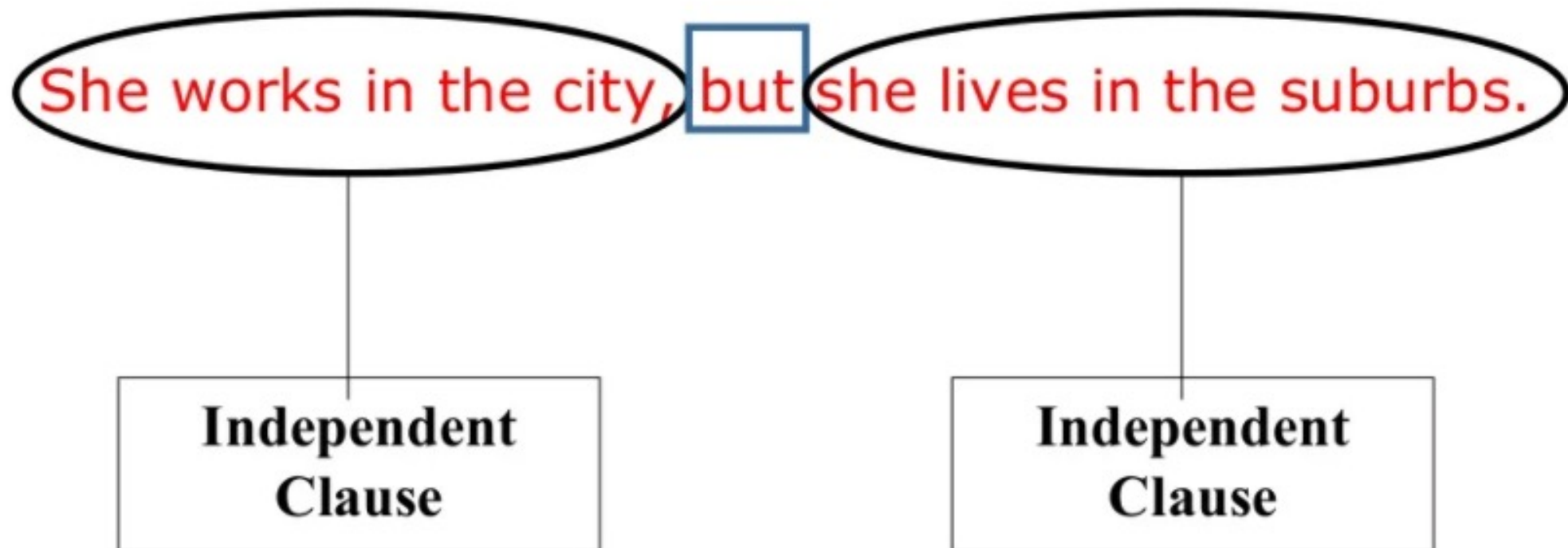
The Simple Sentence

A simple sentence has one ***independent clause*** (one subject and a verb):



Compound Sentence

A **compound sentence** contains two independent clauses that are joined together.



If there is a missing subject or missing verb.....

- The sentence is considered a fragment.....

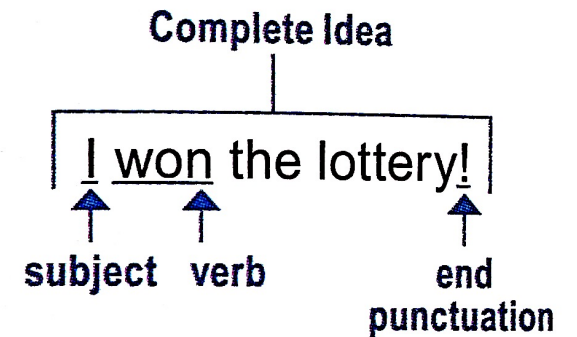
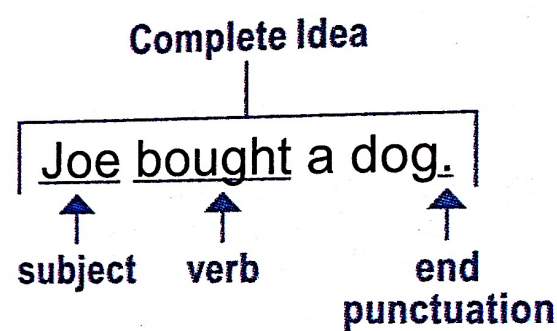
- Examples:

- Went to the store.
- Before I take my test.
- The best class in the world!
- Over the river and through the woods.
- James, a student in first block.

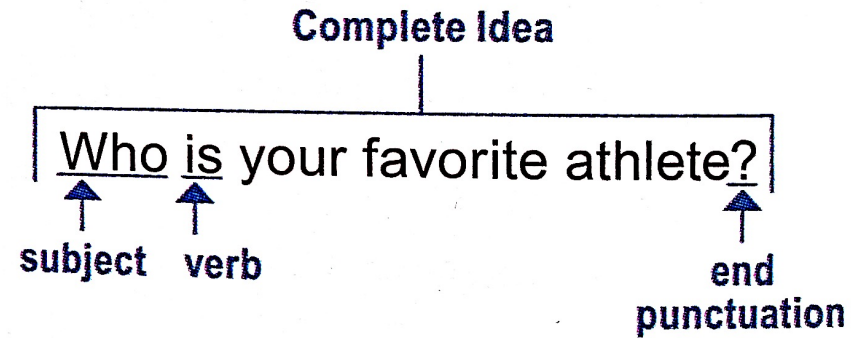
- These steps will help you understand sentence components.

Subject	Verb	Complete Idea
Identifies who or what the sentence is about	Identifies the action performed by the subject	Represents a whole thought; can stand alone

a Some imperative sentences (such as “*Hurry!*”) have an implied subject. The subject, **you**, is understood but not stated: *(You) hurry!*



b A sentence that asks a question often begins with **who**, **what**, **when**, **where**, **why**, or **how**. Questions can also begin with **did**, **do**, **should**, **could**, or **would**.



TEST-TAKING TIPS

To help determine whether a sentence is complete, circle or underline the subject, verb, and complete idea. Also, remember that the sentence must end with a period, an exclamation point, or a question mark.

1. **Went to the gym on Thursday.** Which correction should be made to the sentence?
 - A. Replace the period with a question mark.
 - B. Insert a verb.
 - C. Insert a subject.
 - D. Replace the period with an exclamation point.

PRACTICE Underline the sentence fragments in the announcement below. Then, rewrite each fragment to make it a complete sentence. The first fragment has been found and fixed as an example. Find and fix the other two fragments.

The annual Ciptonville Arts Festival will be held this Saturday and Sunday in Ciptonville Park. More than 30 local artists will display their work from 10 a.m. to 6 p.m. All work is for sale. There will be a wide range of arts and crafts. Such as paintings, pottery, and jewelry. There will also be fun activities for the kids. Face painting every hour on the hour. Also, Clippy the Clown will be on hand to make balloon animals. If you and your family get hungry. The Ciptonville Deli will be selling box lunches for only \$5.95.

EXAMPLE:

There will be a wide range of arts and crafts such as paintings, pottery, and jewelry.

1. _____

2. _____

Compound Sentence

You can make a **compound sentence** by joining two logically related independent clauses by using...

- a semicolon
- a coordinating conjunction
- a transition

Using a Semicolon

Independent Clause ; Independent Clause

I love living in the city ; there are so many things to do.

**Independent
Clause**

**Independent
Clause**

Using a Coordinating Conjunction

Independent Clause ,coordinating conjunction Independent Clause

He couldn't watch the show , so he decided to tape it.

Independent
Clause

Independent
Clause

FANBOYS

Easy way to remember conjunctions...

- | | |
|---------|----------|
| ■ For → | F |
| ■ And → | A |
| ■ Nor → | N |
| ■ But → | B |
| ■ Or → | O |
| ■ Yet → | Y |
| ■ So → | S |

CAUTION!

Do **NOT** use a comma every time you use the words ***and, or, but, nor, for, so, yet.*** Use a comma only when the coordinating conjunction joins two independent clauses.

Simple Sentence

The necklace was beautiful but expensive.

Independent
Clause

No comma- not an
independent clause

Using a Transition

Independent Clause ; transition , Independent Clause

I love San Francisco ; however, I hate the traffic.

**Independent
Clause**

**Independent
Clause**

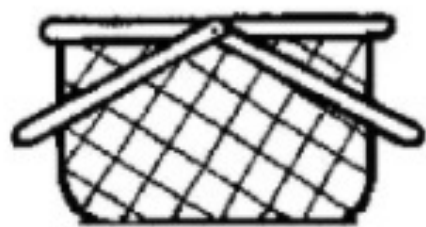
Back to our bike....

Sometimes our bike needs “accessories” to help us get where we need to go.



- Dependent clauses cannot stand alone. They are like baskets that need to be attached to a basic sentence.

For example...



When the music began



Everyone started to dance.



When the music began,
everyone started to dance.

By practicing the skill of combining sentences correctly, you will improve your writing and test-taking abilities, especially as they relate to the GED® Reasoning Through Language Arts Test. Study the explanations and examples below. Then answer the question that follows.

- Use these techniques to combine sentences.

Eliminate wordiness by using connecting words and connecting words with commas to combine repeated elements.	For better flow, make compound sentences by using connecting words, commas, semicolons, and signal words.	Combine sentences to show the relationship of one idea to another or to subordinate one idea to another idea.
<p>I went to the store. I went to the bank. <i>becomes</i> I went to the store and the bank.</p> <p>I bought a dog. I bought a leash. I bought some dog food. <i>becomes</i> I bought a dog, a leash, and some dog food.</p>	<p>I called Todd. He didn't answer. <i>becomes</i> I called Todd, but he didn't answer.</p> <p>Tina was exhausted. She could not fall asleep. <i>becomes</i> Tina was exhausted; however, she could not fall asleep.</p>	<p>I practice. I improve. <i>becomes</i> When I practice, I improve.</p> <p>Jake does not like meat. Jake ate it yesterday. <i>becomes</i> Although Jake does not like meat, he ate it yesterday.</p>

TEST-TAKING TIPS

You may need to add or delete some words when combining sentences. You can add words to clarify a sentence's meaning or delete repetitive words. Check whether a subject or verb is repeated in back-to-back sentences.

1. **We went to dinner. We went to the movies. We went out for coffee.** Which is the **most** effective revision of the sentences?
 - A. We went to dinner and then to other places.
 - B. We went to dinner and we went to the movies and we went out for coffee.
 - C. My girlfriend and I went out.
 - D. We went to dinner, to the movies, and out for coffee.

WATCH OUT!

A comma goes before a coordinating conjunction when the conjunction joins two sentences. No comma is used when a conjunction joins parts of one sentence: Incorrect: *The president of the firm, and his wife attended the party.* Correct: *The president of the firm and his wife attended the party.*

A compound sentence can also be formed by joining two simple sentences with a semicolon, a conjunctive adverb, and a comma. An adverb is a word that describes a verb. A **conjunctive adverb** is a special kind of adverb that can act as a conjunction. Common conjunctive adverbs include *also*, *consequently*, *finally*, *furthermore*, *however*, *moreover*, *nevertheless*, *otherwise*, *then*, *therefore*, and *thus*.

- *Simple sentence: The bus was late. / Simple sentence: We arrived late.*
- *Compound sentence: The bus was late; therefore, we arrived late.*

PRACTICE

Create a compound sentence by joining each pair of sentences. Use the indicated method.

EXAMPLE:

(comma, coordinating conjunction) We invited Mai. / She cannot attend.

We invited Mai, but she cannot attend.

1. (semicolon, conjunctive adverb, comma) The research is complete. / The results are unclear.

2. (comma, coordinating conjunction) Networking builds connections. / Those help us find jobs.

3. (semicolon, conjunctive adverb, comma) I need more money. / I will ask to work more hours.

GED PRACTICE

A sentence or sentence part is missing from each paragraph of the flyer below. Finish each paragraph by selecting the option that is error free or that will create an error-free sentence. Circle the letter of the option you select.

Free Networking Seminar on August 1!

Have you lost your job? Are you looking for another? Or are you a first-time job seeker? Today's job market is tight **1. Select.** You can increase your chances of success by networking, or fostering relationships with other people in the community.

- A. and difficult to navigate.
- B. , and difficult to navigate.
- C. ; and difficult to navigate.
- D. ; and, difficult to navigate.

If you have never networked, you are missing out on a vital employment resource. Learn how to develop a network of family, friends, neighbors, and others at this free seminar. It will be led by Mary Cordero.

2. Select. Ms. Cordero is a recognized expert on networking and is the author of *Network Your Way to Career Success*.

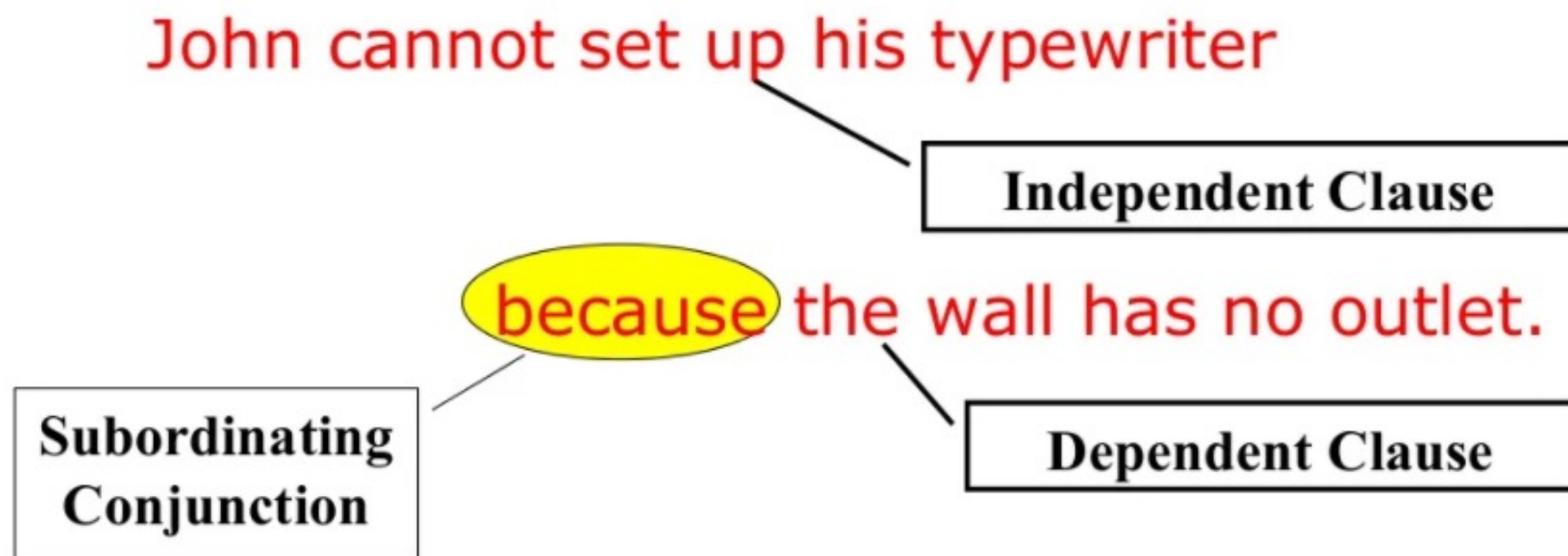
- A. A job counselor for the Smith Employment Agency.
- B. Seeing as she is a job counselor for the Smith Employment Agency.
- C. For a long time, a job counselor for the Smith Employment Agency.
- D. She is a job counselor for the Smith Employment Agency.

The seminar will be held in the Common Room of the Midville Public Library from noon until 2 p.m. on Friday, August 1. Ms. Cordero asks that every participant bring 10 copies of his or her résumé to facilitate the networking process. If you are looking for a job, be sure to join us. It does not cost a thing **3. Select.**

- A. , it is sure to be fun!
- B. also it is sure to be fun!
- C. , and it is sure to be fun!
- D. ; moreover it is sure to be fun!

Complex Sentences

A **complex sentence** contains at least one independent clause and one dependent clause.



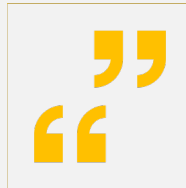
Example



Independent clause:
The line was long




Dependent clause:
when we arrived



Complete complex sentence:
The line was long when we
arrived.

Subordinating Conjunctions

Dependent clauses begin with subordinating conjunctions. The conjunctions make the clauses subordinate, or dependent upon, independent clauses. Subordinating conjunctions also link the clauses in complex sentences and explain the relationship between them.



Example: We file the cards **after we process them**.

(The subordinating conjunction *after* links the dependent clause *after we process them* to the independent clause and shows time order)

Complex Sentences

Use a comma after a dependent clause if it begins the sentence.

When I first moved to the city,

Subordinating
Conjunction

Use a comma if
the dependent
clause is the first
part of the
sentence.

I was afraid to drive the steep and narrow streets.

Independent
Clause



Common subordinating conjunctions and their uses

Subordinating Conjunctions	Use
where, wherever	to show location
after, as soon as, before, since, until, when, whenever, while	to show time order
as, as if, because, in order that	to show cause and effect
although, even though, though	to show contrast
if, even if, provided that, unless, whether	to show condition

PRACTICE Form complex sentences by adding a dependent clause either before or after each independent clause as indicated. Punctuate when necessary.

EXAMPLE:

We will celebrate. (Add a dependent clause *before* the independent clause.)

After we finish our work, we will celebrate.

1. You should call me. (Add a dependent clause *before* the independent clause.)

2. Tamika deserves a raise. (Add a dependent clause *after* the independent clause.)

3. Wyatt will be happy to assist you. (Add a dependent clause *before* the independent clause.)

RUN-ONS AND COMMA SPLICES APPLICATION

PRACTICE Some of the sentences below are correct; others are not. On the line, write *C* if a sentence is correct. If the sentence is not correct, use one of the four ways to fix it.

EXAMPLE:

_____ She bought a new suit she wanted to make a good impression.

She bought a new suit because she wanted to make a good impression.

_____ 1. Companies still offer coupons in newspapers, many also offer coupons online.

_____ 2. Online coupons are convenient if you have a computer and a printer.

_____ 3. Some consumers look only online for coupons they do not buy newspapers.

Guided Practice: Sentence Structure, Sentence Combining, etc.

- Read the following passages from beginning to end. Then, read and answer the questions in the strategies column.
- (see PDFs)

Homework: PLATO

Active Assignments



Week 9

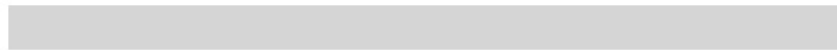
To begin, select an activity from All Activities

[Select New Activity](#) 



All Activities

Completion: 0/5 (0%)



No Due Date

Thank you for coming to class!

Remember:

- GED: Mondays (Writing Lab) and Tuesdays – 10am-12pm
- English – Wednesday, Thursday - 10am and/or 6pm
- Computer class: Friday - 10am