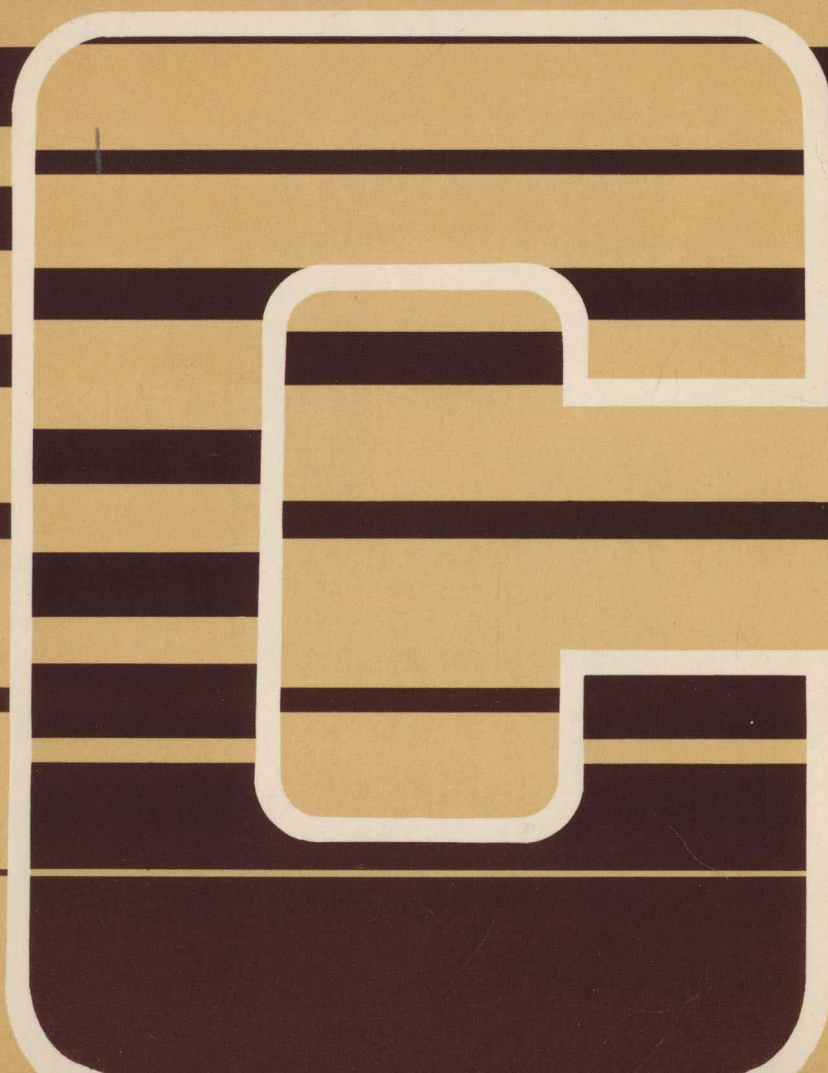


**WRITING
SKILLS**

ENGLISH SURVIVAL SERIES

Writing Sentences and Paragraphs

Margaret Martin Maggs

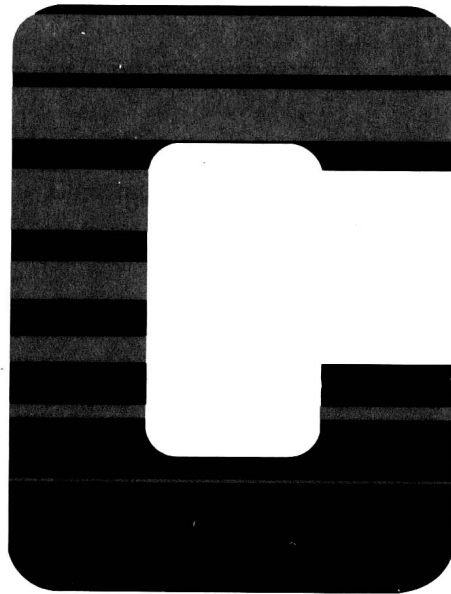


ENGLISH SURVIVAL SERIES

Writing Sentences and Paragraphs

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Community Affairs Coordinator
District 6,
New York City



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1 In an Organization

above
all right
become
begin
belong

below
beside
box
build
different

Dr. (doctor)
ever
follow
hold
if

kind
lead
let's
Mr.
Ms.

organization
person
president
sure
welcome

A

Complete the paragraphs and copy them.

1. Mr. Johnson is the _____ of a large _____.
_____ has a big _____ on the twelfth _____.
His _____, Ms. Smith, has an office, _____. Every
_____ at nine o'clock, Mr. Johnson looks at his _____ and
answers them. Ms. Smith has typed the letters by twelve o'clock. Mr.
Johnson always reads his answers _____ lunch. "Now I
_____ enjoy my meal," he tells his _____.
"_____ look at the menu."

2. In a big _____ there are many _____. Some have _____ executives. Some have _____ secretaries. In some there are many _____. The leaders in a company are usually the _____. The Number One executive is the _____. He is an important _____ in the organization. Of course, the _____ are _____, too. Everyone who belongs to the _____ can help to _____ it. Do you _____ in an _____ ?

B

1. Read the dialogue, then rewrite it as a paragraph. Remember to use quotation marks. You can also use *said*, *answered*, *asked* and *told*.

Katrina: I don't think you love me.

William: Yes, I do.

Katrina: You don't ever say you love me.

William: I will now. I love you, Katrina. Do you love me?

Katrina: Oh, William. I love you, too.

2. Read the paragraph, then rewrite it as a dialogue. Remember to use the words that the people would say. Use the present tense.

My father said that he wanted to talk to me about what I was going to do. He said that everyone works and asked me what I wanted to do. I said that I didn't know. He told me that he works for a big organization and maybe he can get me work there. I said that I didn't know if I want to work for his company.

C

Answer the questions in paragraphs. Write on your own sheet of paper.

Is your school a big one or a small one? How many teachers are there? How many students are there? How many rooms are in this school?

What is the name of your teacher? How many students are in your class? What is the room number of your class? Is the class big or small? Do you think a big class or a small one is better? Why?

What is a big organization in your city or town? Where is it? How many people work there? Are there many offices or rooms?

Do you know anyone who works there? What do you hear about the organization? Do you think it is good to work for a big organization or a small one? Why?

D

Write a two-paragraph composition about a school or other large organization that you know. In the first paragraph tell about how large the organization is, how many people work there and what they do. In the second paragraph, write about yourself. Tell whether you would like to work for this kind of organization (or school) and why. Remember to use an interesting title for your composition. Write on your own sheet of paper.

2 Our Government

across	capital	election	lost	representative
believe	center	free	mayor	state
between	clean	government	nation	top
building	dirty	group	politics	wake
candidate	during	lose	represent	world

A

Complete the paragraphs and copy them.

1. We are learning about _____ in school. This year there is an _____ for mayor. There are many _____ for mayor. We are trying to learn what every candidate _____. The mayor _____ the city, not a small _____ of people. He is at the _____ of city government. He has an important _____. We must know everything about his _____. That is why we are learning about _____. We want to see the right man _____ our _____.

2. My friend Tony is new in this country. He said to me yesterday, "I am happy to be _____. This country is a free one." I told him, "_____ up, Tony. Nothing is free here." "No," he said, "there are free _____. Every two or four years, people vote for their _____. Nobody says — hey, you can't vote for _____ because his _____ aren't good. This _____ has a free _____. I like it here. Here I'm on _____ of the _____."

1

B

1. Read the dialogue, then rewrite it as a paragraph. Remember to use quotation marks. You can also use *said*, *answered*, *asked* and *told*.

Ko: I need a job. I don't know what to do.

Bill: Me, too. I think I'd like to be president.

Ko: President! You're crazy. You can't be president.

Bill: Who says I can't be? Why not?

Ko: You have to be a lot older.

Bill: Okay, I'll wait. After all, it's a free country.

2. Read the paragraph, then rewrite it as a dialogue. Remember to use the words that the people would say. Use the present tense.

The television announcer was talking to our mayor. He asked the mayor to talk about what he wanted to do. The mayor said that he wanted to be mayor again. He said that he was a mayor who represented all the people, not a small group. The announcer said to him, "What will you do if you lose the election?" The mayor said he didn't think he would lose.

C

Answer the questions in paragraphs. Write on your own sheet of paper.

What is the name of the mayor in your city? Where is the capital of your state? Who is the representative of your district in the capital? What do you know about him (her)?

When is the next election for President of the United States? Who is President now? Who is your representative in Washington? What do you know about him (her)?

What are the important political parties in the United States? What is the difference between them? Which party does the President belong to? Do you belong to that party?

Who can vote in elections? What do you think you should know about candidates in an election? Do you think we should have world government? Why (or why not)?

D

Write a two-paragraph composition about government. In the first paragraph tell about your city government. In the second paragraph tell about your state government. In both paragraphs tell what you think the government should do, first in the city and second in the state. Write an interesting title for your composition. Write on your own sheet of paper.

3 Having Fun

alive	case	difficult	keep	racket
bag	club	forget	kept	remember
boat	cost	fun	knock	special
bowl	course	golf	OK (okay)	tennis
bring	court	hope	pin	zero

A

Complete the paragraphs and copy them.

1. Today is Saturday and Mr. Shine is going to the golf

_____. He is putting his _____ in the car. Ms. Shine is going out, too. She doesn't like _____. Her sport is _____. "Put my bowling _____ in the car, too," she says. "Oh, I almost _____ my bowling shoes." "I'm glad you said that," he answered. "I didn't _____ my golf shoes." As they drove away, he said, "I _____ you knock down every _____." "Thank you," she said. "I hope you have _____, too."

2. Playing _____ doesn't cost a lot. First, you need a tennis
_____ and its _____. Most people wear tennis _____
and _____ clothes. Then you pay to use a tennis _____.
When you find tennis _____, you pay someone to teach you. But
playing tennis is _____. Most people don't care about the
_____.

B

1. Read the dialogue, then rewrite it as a paragraph. Remember to use quotation marks. You can also use *said*, *answered*, *asked* and *told*.

Ken: Come down with me to my boat next Saturday.

Nat: I forgot you have a boat. You don't use it all the time, do you?

Ken: No, it's not in the water in the winter.

Nat: It must cost a lot to keep a boat.

Ken: No, not if you enjoy boating. I hope you'll like it.

Boating is a lot of fun.

2. Read the paragraph, then rewrite it as a dialogue. Remember to use the words that the people would say. Use the present tense.

The boys on the bowling team were talking. "You're a good bowler," said Jack. His friend answered that he really wasn't good. Jack said, "Yes, you are. Every time you bowl you knock down seven or more pins." His friend said that wasn't anything special. He said that some bowlers knock down ten pins almost every time they bowl.

C

Answer the questions in paragraphs. Write on your own sheet of paper.

Which sport do you think is better — bowling or tennis? Do you know how to bowl or play tennis? Is it an easy sport to learn? Do you think that it is a sport that costs a lot?

Does playing a sport help you? How? Do you think older people should play a sport? Which sport? How is it good for them? Which sport do you think is best for you? Why?

Who is at the bowling alley? What is he (she) doing? Who is doing it, also? Are they having fun?

What score does he (she) hope to make? Is it difficult to knock down the pins? When the game is over, what is his (her) score? When will he (she) bowl again?

D

Write a two-paragraph composition about your favorite sport. In the first paragraph talk about the sport: who plays it, where you play it and what special things you need to play it. If you know the name of someone who plays or played it well, use his or her name. In the second paragraph talk about how you play the game and what special things you have to play it. Tell what you hope to do someday in the game or how good you want to be. Remember to write an interesting title for your composition. Write on your own sheet of paper.

4 Furnishings

armchair	empty	knife	piece	sofa
bed	enough	lovely	rope	spend
bookcase	expensive	mean	shut	spent
carpet	furnish	only	silver	turn
cheap	gray	pan	so	word

A

Complete the paragraphs and copy them.

1. The Klein family is buying furniture. "Look at that gray _____," says Ms. Klein. "I think it's _____ and not very _____." Mr. Klein answers, "But it won't look right with our _____." "We need a green _____." "You're right," Ms. Klein says. "It's very difficult to _____ our home. Let's look over there. We need a _____, too. I hope we have enough _____. Things aren't _____ here."
