

COMP ONE!

An Introductory
Composition Workbook
for Students of ESL

THOMAS SHEEHAN

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THOMAS SHEEHAN

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PREFACE

Beginning students of English as a second or foreign language usually learn to write sentences in one place and paragraphs in another. This book bridges the gap. While giving a great deal of attention to sentence-level details like punctuation and grammar, *Comp One* is a step-by-step introduction to English rhetorical patterns and to the concepts behind them.

Comp One is a series of progressive lessons in three interdependent writing skill areas: sentence mechanics and grammar, rhetorical patterns, and spelling. These skills are broken down into clearly presented, easily assimilable chunks. Major points are consistently recycled in a variety of contexts as the writers' skills build upon each other.

The guiding principle in the book's design is freedom within form. Students are first introduced to major points through examples and illustrations—without cumbersome explanations. They then practice each skill, first in a controlled setting and finally in a more open-ended context. Students are encouraged to express their own ideas, but always within correct and appropriate English sentence and rhetorical formats, which are abundantly supplied in the text.

There are five specific objectives of the semester-long course. Beginning students should be able to:

1. Compose simple deductive and/or descriptive paragraphs.
2. Write simple, compound, and complex sentences.
3. Use correct punctuation in lists of items and after prepositional phrases at the beginning of a sentence.
4. Use the basic present and past tenses.
5. Apply spelling rules concerning various suffixes, word division, and capital letters.

One learns to write by writing. My hope is that, by doing the hundreds of exercises in *Comp One*, your students of English as a second or foreign language will get the varied and interesting practice they need in order to develop a solid foundation in English composition.

ACKNOWLEDGMENTS

During the several years I have been working on this book, I have received encouragement from many friends, colleagues, and students. I would like to thank the following people: Thomas Clapp, Doug Ewing, Patrick Kennedy, Stacy Krainz, Pamela J. Sharpe, Pam Taylor, Richard Tucker (of Toledo), and Jane Van Bolt. For their suggestions, I am grateful to Kit Carpenter, Doug Gilzo, Bob Kinnunen, Kristin Kirkhoff, Frances Rudolph, and Peter Schwaninger. More directly involved have been Alice Mills, who did so much typing in the early stages, and Ron Komer, who was a tremendous help with planning the illustrations. Thanks are due to both Ron and to Don Martinetti for the final artwork which lends so much character to the book. Finally, thanks to all the people at Prentice-Hall who worked on the book, especially Editors Robin Baliszewski and Frank Hubert, for the thoroughly professional yet personal approach they took toward the work. Thanks to all—and to all those whose names are not here but who discussed the book with me or listened patiently as I discussed it with them.

*Thomas Sheehan
Toledo, Ohio*

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- *Topic:* You and Your Classmates

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CHAPTER ONE

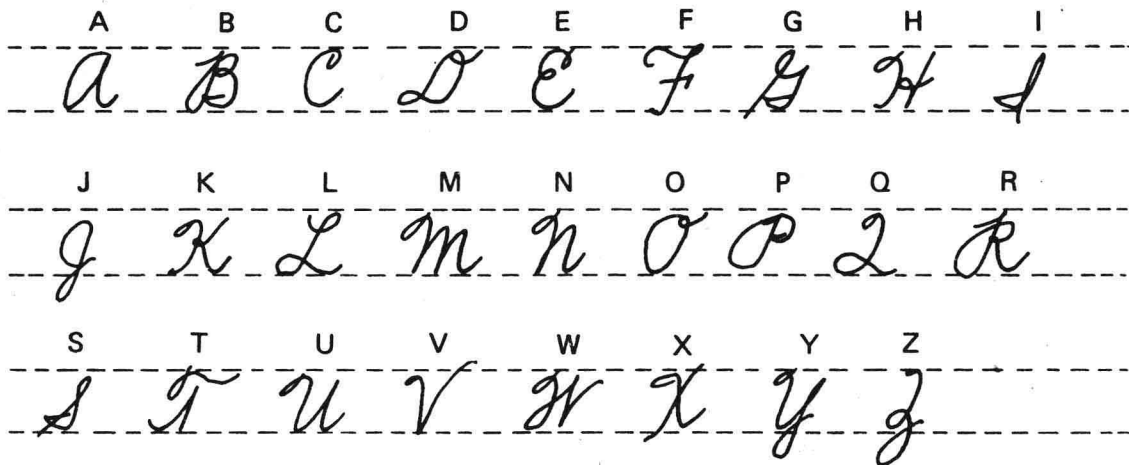
GETTING STARTED

- The Alphabet
- Punctuation Marks
- Format
- Topic: You and Your Classmates

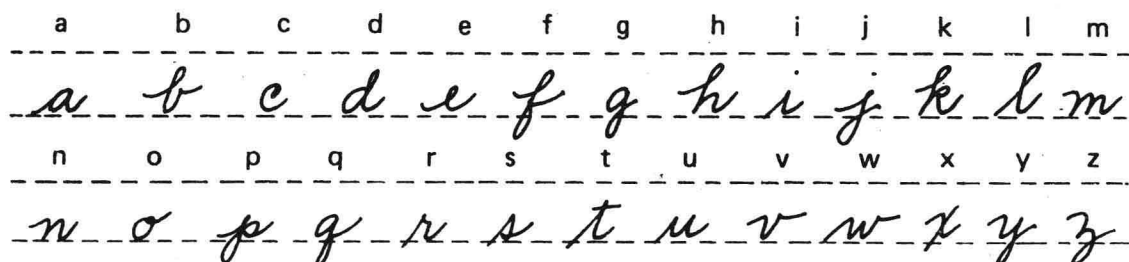
• • MECHANICS • •

THE ALPHABET

Capital Letters



Small Letters



BASIC PUNCTUATION MARKS

These are basic punctuation marks in English:

- | | |
|-------------------------|-----|
| 1. a period | . |
| 2. a comma | , |
| 3. a question mark | ? |
| 4. an exclamation point | ! |
| 5. parentheses | () |

EXERCISE 1-A

Circling Capital Letters and Periods

DIRECTIONS: Read the sentences. Circle the capital letters. Circle the periods.

- Students from many countries study in the United States.
- Abdullah is from Kuwait.
- He is studying business.
- Pedro from Venezuela is studying chemical engineering.
- He is studying at the University of Illinois at Chicago.
- Noriko is Japanese. She was born on March 13, 1964.
- Noriko is studying English in the language lab.
- She goes to the lab on Mondays, Tuesdays, and Thursdays.
- When she finishes studying English, she will return to her job at Toyota.

USING CAPITAL LETTERS

We use capital letters on the following words:

1. Names of people

Peter Williams	Mr. Alfred Smith
Park Young Beom	Ms. Linda Jackson

2. Names of countries

the United States of America	the Union of Soviet Socialist Republics
France	India
Saudi Arabia	Thailand

3. Names of cities, states, and provinces

California	Paris
Dallas	New York

4. Names of organizations, buildings, and schools

Bell Telephone
the International Students' Association
the University of California
the Sears Tower

5. Nationalities and languages

She is Chinese. They are Arab. He is American.
They speak French. We speak English.

6. Religions

Juan is Catholic. Noriko is Buddhist. Ahmed is Muslim.

7. Days and months

Sunday	Thursday	January	May	September
Monday	Friday	February	June	October
Tuesday	Saturday	March	July	November
Wednesday		April	August	December

8. The first word of every sentence

The class is nice. Many students are here. We are happy.

STANDARD FORMAT

On the next page, you will see an example of **standard format** for many of the exercises in this book. In the United States, you can use standard format in most classes. Discuss the format with your teacher.

EXERCISE 1-B
**Using Capital Letters and Periods
in Standard Format**

DIRECTIONS: Copy these sentences on notebook paper. Use capital letters. Use periods. Use standard format.

Example:

the students are very happy in their new english class

*The students are very happy in
their new English class.*

1. the class has students from many countries

2. one man's name is chun

3. he is from china

4. he speaks chinese

5. yee arrived in the united states on august 28, 1985

6. maria is a student from colombia

7. maria is happy to see chun

8. maria loves chinese food

9. maria speaks spanish

10. she will study the art of south america