

## **Page Format for Work Done on a Computer**

### **The Paper**

Use 8½-inch-by-11-inch white paper.

### **The Font**

Use a standard font style and size, such as Times New Roman font, 12 point font size. Do not use underlining, italics, or bold type to emphasize words. It is not correct style in academic writing.

### **The Heading**

Type your full name in the upper left corner. On the next line, type the course number. On the third line, type the date the assignment is due in the order month-day-year, with a comma after the day.

### **The Title**

Skip one line. Type your title and then center it, using the centering icon on your word-processing program.

### **The Paragraph**

Skip one line, and start typing on the next line. Indent the first word by using the TAB key. (*Indent* means to leave some space at the beginning of the line. You can set the tab for about 0.4 inches, which gives you an indent of about 5 spaces.) Type your paragraph without entering line breaks (returns) at the end of each line. The computer will do this automatically. Only enter a line break (return) at the end of the paragraph.

### **Margins**

Leave a 1-inch margin on the left and right margins.

### **Spacing**

Double-space your paragraph.

YOUR NAME → Sacha Petrovsky

COURSE NUMBER → English 50

DUE DATE → April 15, 20\_\_

CENTER TITLE → My Classmate

USE **TAB** KEY TO INDENT FIRST SENTENCE (ABOUT 5 SPACES) → Antonio Gonsalves is my classmate from Brazil. He is very athletic. His friends call him Tony. He is the oldest

DOUBLE SPACE

son in his family. He moved here four years ago to live with his aunt and uncle and to learn English. He plans to major in Business Administration and then return to Brazil to work in his family's hotel business. One interesting thing I learned about Tony is that he is a big sports fan. He watches sports on TV all the time and follows sports news online. He also plays several sports, but his favorite sport is soccer.

MARGIN

After all, he is from Brazil. I like Tony's enthusiasm. I look forward to working together in class and maybe playing soccer after class.

MARGIN

In Organization on page 4, you learned that a paragraph is a group of related sentences about a single topic. Now you will look more closely at sentences.

### SENTENCES

A **sentence** is a group of words that contains a subject and a verb and expresses a complete thought. A sentence begins with a capital letter and ends with a period or question mark. A sentence may also end with an exclamation point, but in academic writing, most sentences end with a period.

#### SUBJECT VERB

He is a graduate student.

It is hot today.

He looks mad.

Are you ready?

Who's there?

Here are some common errors that students make when writing sentences:

- **There is no subject.** In some languages, you can leave out a subject pronoun (*he, she, it, we, you, and they*) when the meaning is clear without it. Sentences in English require a subject. (Commands are an exception. See page 18.)

**INCORRECT:** Is very trustworthy.

**CORRECT:** He is very trustworthy.

- **There is no verb.** In some languages, you can leave out a verb like *is* or *are* when the meaning is clear without it. Sentences in English require a verb.

**INCORRECT:** The instructor strict.

**CORRECT:** The instructor is intelligent.

- **The thought is not complete.** A group of words that begins with a word such as *when, if, or because* and is followed by a subject and verb is not a complete thought. To be complete, the sentence must have another group of words with another subject and verb. (You will learn more about sentences like this in Chapter 3.)

**INCORRECT:** When I finish my education.

**CORRECT:** When I finish my education, I will work for my uncle.

## PRACTICE 4

## Recognizing Sentences

- A** Work with a partner. Read each group of words and write S (sentence) or NS (not a sentence).

- NS 1. Is very hot today.  
S 2. It is very hot today.  
 \_\_\_\_\_ 3. My new classmate from Brazil.  
 \_\_\_\_\_ 4. He speaks three languages fluently.  
 \_\_\_\_\_ 5. Is very competitive.  
 \_\_\_\_\_ 6. Hurry up, please.  
 \_\_\_\_\_ 7. He wants to start his own business.  
 \_\_\_\_\_ 8. He isn't married.  
 \_\_\_\_\_ 9. Enjoys music, especially pop.  
 \_\_\_\_\_ 10. Don't send text messages in class.  
 \_\_\_\_\_ 11. The books expensive.  
 \_\_\_\_\_ 12. Go to the course website.

- B** Correct the sentences that you marked with NS in Part A. Use the editing symbol "^" to insert the missing words.

- NS 1. <sup>It is</sup> ~~Is~~ very hot today.  
 ^

## Subjects, Verbs, and Objects

As you have already seen on page 14, sentences in English need to have a subject and a verb. Some sentences also need objects. In this section, you will learn how to recognize these three parts of a sentence. This will help you edit your writing.

- The **subject** tells who or what the sentence is about. It can be a noun (*Diego, college, students*), a noun phrase<sup>1</sup>, or a subject pronoun (*I, you, he, she, it, we, or they*).

**Mark** lost his keys.  
 (*Who lost his keys?—Mark*)

**The cat** chased the mouse.  
 (*What chased the mouse?—the cat*)

**Soccer and tennis** are my favorite sports.  
 (*What are my favorite sports?—soccer and tennis*)

<sup>1</sup> **noun phrase**: a group of words ending with a noun that belong together in meaning (*my friends, a black dog, her husband's two cousins, Miguel and Maria*)

There are two kinds of **verbs**: action verbs and linking verbs.

- **Action verbs** name an action, such as *lose, chase, live, speak, go, and come*.

Mark **lost** his keys.

The cat **chased** the mouse.

My family **lives** in a two-bedroom apartment.

- **Linking verbs** do not express an action. Instead, they connect the subject of the sentence to information about the subject. For example, a linking verb can connect the subject to another noun that tells you who or what the subject is, or to an adjective that describes the subject. The most common linking verbs are *be, become, look, feel, seem, smell, sound, and taste*.

Soccer and tennis **are** my favorite sports.

I **feel** lucky today.

The air **smells** fresh and clean.

Some sentences (but not all) have an object. The **object** receives the action of certain action verbs. It can be a noun (*Diego, college, students*), a noun phrase, an object pronoun (*me, you, him, her, it, us, or them*) or a possessive pronoun (*mine, yours, his, hers, ours, theirs*). To find an object, make a question by putting *who(m)* or *what* after an action verb.

Mark lost **his keys**.

*(Lost what?—his keys. His keys is an object.)*

His girlfriend found **them**.

*(Found what?—them. Them is an object.)*

The cat chased **the mouse**.

*(chased who[m] or what?—the mouse. The mouse is an object.)*

#### Writing Tip

Certain verbs (called *transitive verbs*) must have objects. Some of these are *buy, give, have, like, love, need, own, place, put, spend, and want*.

They need some money.

I don't want it.