

# Chapter 1

PART 3-4

## Paragraph Form

### An Indented Paragraph

This is an example of an Indented-style paragraph. Note the first line is indented, it has a space at the beginning of each paragraph. Double space the written lines but you don't need to leave a space between paragraphs, because the indentation makes it clear where there's a new paragraph.

In this - and all - text, sentences begin with a capital letter and end with punctuation: . ? or ! Do you see the margins? They are the nice empty spaces at the top and bottom of the page and on the left and right sides.

Also look at the writing - it's readable! Even if you write by hand, you must (and can) make the words clear to the reader. A final requirement is spelling: if you write by hand, ask a friend to look at the spelling (and the grammar) or use a dictionary. If you use the computer, be sure to use SPELLCHECK.

## Capitalization

**Rule 1.** Capitalize the first word of a quoted sentence.

**Examples:** *He said, "Treat her as you would your own daughter."*  
*"Look out!" she screamed. "You almost ran into my child."*

**Rule 2.** Capitalize a proper noun.

**Example:** *Golden Gate Bridge*

**Rule 3.** Capitalize a person's title when it precedes the name. Do not capitalize when the title is acting as a description following the name.

**Examples:** *Chairperson Petrov*  
*Ms. Petrov, the chairperson of the company, will address us at noon.*

## Capitalization

**Rule 4.** Capitalize the person's title when it follows the name on the address or signature line.

**Example:** *Sincerely,*  
*Ms. Haines, Chairperson*

**Rule 5.** Capitalize the titles of high-ranking government officials when used before their names. Do not capitalize the civil title if it is used instead of the name.

**Examples:** *The president will address Congress.*  
*All senators are expected to attend.*  
*The governors, lieutenant governors, and attorneys general called for a special task force.*  
*Governor Fortinbrass, Lieutenant Governor Poppins, Attorney General Dalloway, and Senators James and Twain will attend.*

**Rule 6.** Capitalize any title when used as a direct address.

**Example:** *Will you take my temperature, Doctor?*

## Capitalization

**Rule 7.** Capitalize points of the compass only when they refer to specific regions.

**Examples:** *We have had three relatives visit from the South.*

*Go south three blocks and then turn left.*

*We live in the southeast section of town.*

*Southeast is just an adjective here describing section, so it should not be capitalized.*

**Rule 8.** Always capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize other words within titles, including the short verb forms *Is*, *Are*, and *Be*.

**Exception:** Do not capitalize little words within titles such as *a*, *an*, *the*, *but*, *as*, *if*, *and*, *or*, *nor*, or prepositions, regardless of their length.

**Examples:** *The Day of the Jackal*

*What Color Is Your Parachute?*

*A Tale of Two Cities*

## Capitalization

**Rule 9.** Capitalize *federal* or *state* when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms, you may use lowercase letters.

**Examples:** *The state has evidence to the contrary.*

*That is a federal offense.*

*The State Board of Equalization collects sales taxes.*

*We will visit three states during our summer vacation.*

*The Federal Bureau of Investigation has been subject to much scrutiny and criticism lately.*

*Her business must comply with all county, state, and federal laws.*

**Rule 10.** You may capitalize words such as *department*, *bureau*, and *office* if you have prepared your text in the following way:

**Example:** *The Bureau of Land Management (Bureau) has some jurisdiction over Indian lands. The Bureau is finding its administrative role to be challenging.*

## Capitalization

**Rule 11.** Do not capitalize names of seasons.

**Example:** *I love autumn colors and spring flowers.*

**Rule 12.** Capitalize the first word of a salutation and the first word of a complimentary close.

**Examples:** *Dear Ms. Mohamed:*

*My dear Mr. Sanchez:*

*Very truly yours,*

**Rule 13.** Capitalize words derived from proper nouns.

**Example:** *I must take English and math.*  
*English is capitalized because it comes from the proper noun England, but math does not come from Mathland.*

**Rule 14.** Capitalize the names of specific course titles.

**Example:** *I must take history and Algebra 2.*

## Capitalization

**Rule 15.** After a sentence ending with a colon, do not capitalize the first word if it begins a list.

**Example:** *These are my favorite foods: chocolate cake, spaghetti, and artichokes.*

**Rule 16.** Do not capitalize when only one sentence follows a sentence ending with a colon.

**Example:** *I love Jane Smiley's writing: her book, A Thousand Acres, was beautiful.*

**Rule 17.** Capitalize when two or more sentences follow a sentence ending with a colon.

**Example:** *I love Jane Smiley's writing: Her book, A Thousand Acres, was beautiful. Also, Moo was clever.*

## Periods

**Rule 1.** Use a period at the end of a complete sentence that is a statement.

**Example:** *I know that you would never break my trust intentionally.*

**Rule 2.** If the last word in the sentence ends in a period, do not follow it with another period.

**Examples:** *I know that M.D. She is my sister-in-law.*

*Please shop, cook, etc. I will do the laundry.*

**Rule 3.** Use the period after an indirect question.

**Example:** *He asked where his suitcase was.*

## Pronoun – verb agreement

- A present-tense verb must agree with its subject when the subject is a noun. It must also agree with its subject when the subject is a pronoun.
- With the pronouns he, she, and it, add -s to most action verbs in the present tense.
- She waits on us after school
- He sits on the bench in the dugout.
- It crawls on the floor.

## Pronoun – verb agreement

- With the pronouns I, we, you, and they, **do not add** -s to most action verbs in the present tense.
- I dance                      We dance
- You dance                      You dance
- \*\*He, She, It dances      They dance

## Pronoun – verb agreement

- Add -s to the action verbs if the subject is **he, she, or it.**
- Do not add -s to the action verbs if the subject is **I, we, your, or they.**
- She (get, gets) up early.
- I (eat, eats) breakfast at school.
- They (know, knows) the answer.
- He (turn, turns) his head around.
- We (cut, cuts) the paper with scissors.

## Paragraph Form

My name is Matthew Simmons. I am from Boston, Massachusetts. I am twenty-one years old. I speak English and a little Spanish. I am an engineering student at Boston University. I love all kinds of sports. My favorite sports are basketball and skiing. I also like to travel, play guitar, and go to parties with my friends.

## Checklist

### PARAGRAPH CHECKLIST

- \* Did you indent the first line?
- \* Did you give a title to your paragraph?
- \* Did you write the title with a capital letter?
- \* Did you put the title in the center of the top page?
- \* Did you edit your own work to correct your own spelling, punctuation and grammar?

## Edit...

### • A New Student in Class

- This is about Walid. is a new student in my English class at the English Language Center. There are many classes at ELC. he generally likes life in Jeddah. He likes the university. He doesn't like his dormitory. He is 18 years old. He is from a small town in the north. He studying business administration, English and accounting. In his free time, he play football. He goes to Corniche. He plans to visit the United States next summer, so he needs to learn English.

## Edit the paragraph

- The building sparkled. It was fresh it even smelled new. Now hundreds of students streamed through its doors. Curious about the building that only a handful of people had seen before. The air was filled with excitement it was impossible not to be excited. Because everyone had watched the place being built over the past two years. Now it was finished. Or mostly finished. Students were ready to claim it as their own. opening day was here at last