

Aims of Today's lesson



- Learn how to revise the sentences so they flow smoothly.
- Edit grammar, punctuation and spelling so that the sentences are error free.

Revising Sentences



- These strategies will help you revise your sentences effectively:
 1. Use parallelism.
 2. Use a consistent point of view.
 3. Use specific words.
 4. Use Active verbs.
 5. Use Concise words.

1. Use parallelism



- Words in a pair or a series should have parallel structure.
- Parallel structures flow more smoothly than non-parallel (not balanced) ones.

Non parallel ☹️	Parallel 😊
I like watches, love bags, but adoring shoes. (Inf. V. + N., Inf. V. + N., Gerund+ N.)	I like watches, love bags, but adore shoes. (Inf. V. + N., Inf. V. + N., Inf.

- More Examples on page 106/107 of the booklet.
- Activity 1 page 107

2. Use a Consistent Point of View



A. Consistency with Verbs:

- Do NOT shift verb tenses unnecessarily. If you start in the present tense, do NOT shift suddenly to the past. If you begin in the past, do NOT shift to the present without a reason.

Incorrect	Correct
I was very happy as a child. I feel comfortable and safe.	I was very happy as a child. I felt comfortable and safe.
It is hard to manage many subjects. I studied every day, and did a lot of homework.	It is hard to manage many subject. I study every day and do a lot of homework.

- More examples on p. 108.
- Activity 2 p. 108

2. Use a Consistent Point of View



B. Consistency with Pronouns:

- Be consistent in your use of first-, second-, or third-person pronouns.
- If you start writing in the 1st person, do not shift suddenly to the 2nd or 3rd person.

**** Any indefinite pronoun such as one, anyone, someone, everyone....etc. is a third person word.**

- **See table, page 109.**

Consistency with Pronouns:



- Example:

Incorrect	Correct
I do not like my room because it's very messy. You can't find any thing in it.	I do not like my room because it's very messy. I can't find any thing in it.

- More examples on p. 110.
- Activity 3, p. 110.

Review of Pronouns



Subject Pronouns		Object Pronouns
I We You He She It They		Me Us You Him Her It Them
	Like(s)/ hate(s)	

Possessive Adjectives	It is {My/Our/Your/His /Her /its/their} book
Possessive Pronouns	The book is {Mine/Ours/Yours/His /Hers/---- Theirs}.

3. Use Specific Words:



- Use specific words rather than general words.
- Specific words create pictures in the reader's mind.
- They help make your writing clearer and more interesting, thus, increasing your marks on content!

Example:

General (boring 😊)	Specific (colorful 😊)
My friends was walking down the street when she saw a shop.	My dearest friend, May, was walking slowly down a narrow, dark street when she saw a small bright shop with a colorful sign.

3. Use Specific Words:



- Use Exact names.
 - Use lively verbs.
 - Use descriptive words (modifiers)
 - Use words that relate to the senses. –Sight, hearing, taste, smell, and touch.
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- More examples on p. 111
 - Activity 4, page 112

4. Use Active Verbs:



- When the subject of a sentence performs the action of the verb, it is in the active voice.
- When the subject of a sentence receives the action of the verb, it is in the passive voice.
- The passive voice uses a form of the verb *to be* (am, is, are, was, were) and *the past participle* of the main verb.
- In general, active verbs are more effective than passive verbs.
 - Activity 6, p. 115.

5. Use Concise Words:



- Wordiness- using more words than necessary to express a meaning- is often a sign of lazy or careless writing.
- Omitting needless words improves sentences.

Wordy sentences	Effective sentences
In my opinion, I think that smoking affects everyone badly, not only smokers who smoke cigarettes.	In my opinion, Smoking affects everyone badly, not only smokers.

- See table on p. 116
- Activity 7, p. 116-117

EDITING SENTENCES



- After revising sentences on your paper so that they flow smoothly and clearly, you need to edit the paper for mistakes in grammar, punctuation, usage and spelling. i.e. sentence skills.

EDITING SENTENCES



- When you revise your essay for sentence skills, pay attention to the following:
 1. Write complete sentences, not fragments (S.F.)
 2. Do not write run-on sentences. (R.O.)
 3. Use verb forms correctly. (Gr.)
 4. Make sure the subjects and verbs agree. (Gr.)
 5. Use pronouns correctly. (Gr.)
 6. Use capital letters where necessary, and do not capitalize for no reason. (Cap.)
 7. Use punctuation correctly. (Punc.)
 8. Check for possible spelling, and careless errors. (Sp.)

Hints About Editing



1. Have at hand two essential tools: a good dictionary and a grammar handbook.
2. Use a sheet of paper to cover your essay so that you will see one sentence at a time. This way, you can focus more on finding grammar and spelling errors.
3. Pay special attention to the type of mistakes you often make.
 - Activity 12, p. 126- Activity 12, p. 138.