

Writing Rules for Paragraphs

When you are submitting writing (paragraphs or essays) for homework, follow these rules:

1. *Format* your writing. This means that:
 - a) paragraphs should always start on a new line
 - b) it should be double spaced
 - c) it should have proper margins on all sides of the paper
 - d) there must be a space after all punctuation
 - e) it must use a proper font size (usually 12) and font style
2. Use capital letters correctly.
3. End each sentence with a period "." or a question mark "?" or an exclamation mark "!"
4. Do not start each sentence on a new line.
5. Make sure the spelling is okay.
6. Make sure all the writing is in English. If you are going to use a Japanese word, spell it with English letters and explain its meaning.
7. Make sure the writing is long enough (How many words is the assignment?).
8. Make sure the writing is original.
9. Make sure the paragraph (and paper) is neat and easy to read. No folded or wrinkled paper, and no pencil or pen marks!
10. Make sure the writing makes sense.

This paragraph has eight mistakes (there are no spelling mistakes). Can you find the mistakes?

My friend's name is Max Raimann. He is from England and he lived there until he graduated from university. In 1998 he moved to Japan with his girlfriend Helen and worked in an English conversation school in Tokyo. They worked in Tokyo for one year, saved their money, and then went on a trip around the world. after their trip, they returned to england and eventually broke up. Max returned to Japan by himself and started working at a high school in Saitama His job give^s him time to travel and do his other Hobby – scuba diving. Max also loves reading and cooking, and he often cooks very nice meals for his friends. In the future, Max wants to open his own bookstore. がんばって、Max!

Your Space

Paragraph Types

1. There are many kinds of paragraphs in English essays. Below are six of the most common kinds of paragraphs. Please match the paragraph type on the left to its description on the right,

descriptive paragraph

•the writer expresses his or her feelings, ideas or opinions about the topic

cause & effect paragraph

•the writer explains how to do something, step by step

process paragraph

•the writer describes a person, place or thing

opinion paragraph

•the writer compares or contrasts two or more things

narrative paragraph

•the writer tells a story

comparison paragraph

•the writer explains the reasons something happens

It is important to remember that a paragraph doesn't always have only *one* clear purpose. Sometimes a descriptive paragraph will have an opinion in it, and of course a comparison paragraph will use descriptive features.

2. The expressions used in a paragraph can give us clues as to what kind of paragraph it is. What kind of paragraphs do you think use these expressions?

For example,... descriptive

First...next...then... _____

Because of this... _____

I don't think that... _____

...on the other hand... _____

Suddenly... _____

3. Look at the paragraphs on the next page. What kinds of paragraphs are they?

Your Space

1

I am forty years old, rather tall and I have blue eyes and short black hair. I wear casual clothes as I teach students in a relaxed atmosphere. I enjoy my job because I get to meet and help so many different people from all over the world. During my spare time, I like playing tennis which I play at least three times a week. I also love listening to classical music and I must admit that I spend a lot of money on buying new CDs! I live in a pretty seaside town on the Italian coast. I enjoy eating great Italian food and laughing with the likable people who live here.

2

Yesterday evening I got home from work at 6 o'clock. My wife had prepared dinner which we ate immediately. After I had cleaned up the kitchen, we watched TV for about an hour. Then we got ready to go out with some friends. Our friends arrived at about 9 o'clock and we chatted for a while. Later we decided to visit a jazz club and listen to some music. We really enjoyed ourselves and stayed late. We finally left at one o'clock in the morning.

3

The lack of rain is very bad for farmers. With no rain their land dries up, and it is very difficult to grow anything. When the crops fail, some farmers must get a second job in order to make the money they need. Farming is a full time job and with a second job, farmers are overworked, stressed and even depressed. Many farmers end up selling their land. As you can see, dry weather reduces the number of farmers.

4

Becoming a vegetarian is a wise decision because it has many benefits. The first benefit you will see as a vegetarian is that you will save money. Compare the price of peanut butter to the price of meat. Meat and fish are more expensive than vegetables. The second major benefit is that following a vegetarian diet is great for your health. Specifically, you will consume much less fat and cholesterol after you stop eating meat. Also, eating more vegetables helps prevent cancer. The last great benefit you will see is social. By "social" benefit I meant that you will meet other vegetarians and exchange new recipes with them. Vegetarians often eat at the same restaurants and are a kind of community. To sum up, a variety of good things happen when you stop eating meat.

5

My hometown and my college town have several things in common. First, both are small rural communities. For example, my hometown, Gridlock, has a population of only about 10,000 people. Similarly, my college town, Smithville, consists of about 11,000 local residents. This population grows to 15,000 people when the college students are attending classes. A second way in which these two towns are similar is that they are both located in rural areas. Gridlock is surrounded by many acres of farmland which is mainly for growing corn and soybeans. In the same way, Smithville lies in the center of farmland which is used to raise pigs and cattle.

6

Breaking up with a boyfriend or girlfriend can be easier said than done, but here are five steps that may help the breaking up process. First try to distance yourself by suddenly becoming busier than usual. The next step is to calmly tell the other person that how you are feeling. Then gently let him or her know that you do not want to be together anymore. Then make sure to be sensitive of his or her feelings and answer any questions that he or she may have. For example, if the person starts to cry, use kind words to help comfort him or her. After everything is said and done, take some alone time for your self because everyone has feelings to sort out after a break up. Finally, go out with friends and meet new people. With these five steps it will make the breaking up process smooth for both parties.