

Technical Writing
Explain How to Do Something
Writing Conventions: End Punctuation
Organization: Sequential Order with Sequence Words
Lecture : 8
Part: 3

Technical Writing

1. **Writing Conventions: End Punctuation**
2. **Organization: Sequential Order with Sequence Words**

End Punctuation

Punctuation marks are signals to your readers. In speaking, we can pause, stop or change our tone of voice. In writing, we use marks of punctuations to explain and clarify what we mean.

Sentences always finish with an end punctuation mark.

- Use a **period (.)** for most statements. It is very convenient.
- Use a **question mark (?)** for questions. Is it convenient?
- Use an **exclamation point (!)** Finally, they relax!

1. Period (.)

- Use a period to end a sentence that is a statement.
- *Check your message before you send it.*
- When you use a period as part of a number, call it point.
- *5.5 (five point five) million messages are sent every hour.*

2. Question Mark (?)

- Use a question mark to end a question.
- *How can you show in writing that you are joking?*

3. Exclamation Point (!)

Exclamation points are used at the end of sentences to show a lot of feeling.
I can't believe it!

Write the sentences. Add the correct end punctuation mark.

- (statement) The Garcia family goes grocery shopping every Saturday
- (question) Do they go to Al's Supermarket
- (question) Is it near the apartment
- (strong statement) The shopping list is very long
- (statement) Mrs. Garcia is a great cook
- (strong statement) Finally, the family relaxes and eats lunch

Sequence Words

Organization

Time – order signal words :

You have already learned several important things about paragraphs. You know that a paragraph has a special form. You also know that a paragraph has three parts : a topic, sentence, supporting sentences, and a concluding sentence. It is also important to learn how to organize the supporting sentences. There are several common ways to do this. One way is to use time order. That means organizing your ideas in the order in which they happen.

Sequence (Signal) Words

Many paragraphs include sequence words to connect ideas in a paragraph.

Signal words help guide the reader from one idea to the next.

Sequence Words

When you want to explain how to do something, the first thing you need to do is make a list of the steps in the process. Then you should arrange the steps according to time order. When you write your paragraph, use time – order signal words to make the order of the steps clear to the reader.

Sequential order tells the order of events. Use sequence words to show sequential order. Put them at the beginning of a sentence. Add a comma after the word.

Review the example of time order signal words.

Time Order Signal Words		
First,	First of all,	Next,
Second,	Then,	Finally,
Third,	After that,	

Writing a Technical Paragraph

Sequence Signals

Sequencing	Starting out	Continuing	Finishing
First, . . .	Before you begin, (you should . . .)	After that,	The last step is . . .
Then, . . .	The first thing you do is . . .	The next step is to . . .	The last thing you do is . . .
Next, . . .	I would start by . . .	The next thing you do is . . .	In the end,
Lastly, . . .	The best place to begin is . . .	Once you've done that, then . . .	When you've finished,
	To begin with, . . .	When you finish that, then . . .	When you've completed all the steps,

Introduction

How to Boil an Egg

You can make perfect hard – boiled eggs if you follow these steps. **First** , get the eggs out of the refrigerator before cooking and let them come to room temperature. **Then** , put the eggs in a pan with enough water to cover them by at least in inch. Bring the water to a boil. Turn off the heat as soon as the water boils and cover the eggs for about 15 minutes. **Next**, put the eggs in a bowl with a cold water and a few ice cubes. Let the eggs cool for 10 minutes. Now you are ready to peel the eggs and enjoy eating them.

Sequence Words

Number the sentences in sequential order. Then, write the sentences in the correct order.

Group 1:

- ___ Next, Mrs. Garcia reads the shopping list.
- ___ First, The Gracias go to the supermarket.
- ___ After that, Maria and Mr. Garcia go get the groceries.
- ___ Then, Francisco gets a shopping cart.

Group 2:

- ___ Finally, the family relaxes and has lunch.
- ___ Next, Mr. and Mrs. Garcia put away the groceries in the kitchen.
- ___ Mrs. Garcia pays for the groceries and the Garcia family goes home.
- ___ Then, Maria and Francisco carry the groceries into the apartment.