

Technical Writing
Explain How to Do Something
End Punctuation
Sequential Order with Sequence Words
Lecture: 9
Part: 2

Technical Writing

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

End Punctuation

There are three basic ending punctuations in writing: periods, exclamation marks and question marks. Periods are used to end a completed statement, while exclamation and question marks

help define a sentence's purpose. Let's consider the following three sentences that demonstrate how these ending punctuations are used.

Sentences always finish with an end punctuation mark.

The Period (.)

I have homework.

Using a period indicates you are making a statement or giving a command.

The Question Mark (?)

Do I have homework?

Using a question mark indicates you are asking a question.

The Exclamation Mark (!)

I have homework!

Using an exclamation mark indicates the expression of particular emotions. Exclamation marks can represent excitement, shock, fear, warning, or other strong emotions.

Read the following sentences and insert the proper end punctuation.

1. What are you doing _____
2. That's so great _____
3. That boy is tall _____
4. Please don't litter _____
5. Why are you staring at me _____
6. What kind of dog do you have _____
7. Can I have a biscuit _____
8. Wilbur is a little, cute cat _____
9. Wow, I'm so surprised _____
10. Shut up _____
11. I need a new job _____
12. What is the meaning of life _____
13. I like to eat ice cream _____
15. That's fantastic _____

Sequence (Signal) Words

In a sequencing paragraph, you are writing to describe a series of events or a process in some sort of order. Usually, this order is based on time.

The following words can help you to write a good sequence paragraph.

Helper Words:

Order
First, second, third,
In the beginning
before
then
after
finally
at last

Sample Paragraph

I had a wonderful time when I visited my grandparents' farm last weekend.	Topic sentence
First , Grandma let me milk one of the cows. After that , Grandpa took me out to plow a field on his tractor. He even let me sit in the driver's seat when the engine was off. Then , we went fishing after doing all the farm chores. Finally , we had dinner in farm with some friends.	Supporting sentences
I hated to leave the farm when the weekend was over.	Concluding Sentence

How to Bake a Cake

First, bring a mixing bowl and pour the cake mix in the bowl. Second, crack three eggs and then put them in the bowl. Next, put some oil in the mixing bowl. After that, mix the ingredients using a mixer . Then, pour the mix in a pan after greasing. Next, place the pan in the oven on the heat of 350 degrees and after it is ready, let it cool down. Finally, you may decorate your cake using any cake decorations.

Sample Instructions to Write a Paragraph

How to Make Porridge

Porridge is made of oats and is usually eaten with sugar, honey or syrup. Traditionally it is eaten for breakfast, especially in Scotland. Also, it is nutritious, quick and easy to make.

Ingredients:

Cup oats

4 cups water or milk

Salt (to taste)

Sugar, honey or syrup (to taste)

Instructions

- First, put oats in saucepan, then add salt to taste.
- Next, add milk or water and stir well so there are no lumps.
- Then, heat for 10 or 15 minutes, stirring continuously, so that the porridge does not stick to saucepan and burn.
- Finally, when the porridge has thickened, pour into bowl and serve immediately with sugar, honey or syrup to taste.

Read the steps of “How to Make Porridge” and then write a paragraph.