

1. A paragraph is a group of related \_\_\_\_\_.
  - sentences
2. A \_\_\_\_\_ can be as long as ten sentences.
  - Paragraph
3. The paragraph should be \_\_\_\_\_ enough to develop the main idea clearly.
  - long
4. We mark a paragraph by \_\_\_\_\_ the first word about a half inch from the left margin.
  - Indenting [ترك مسافة قبل]
5. The concluding sentence signals \_\_\_\_\_ of the paragraph.
  - the end
6. A topic sentence is \_\_\_\_\_.
  - a complete sentence
7. A topic sentence contains at least \_\_\_\_\_.
  - one subject and one verb
8. Is "Driving on freeways." a complete sentence?
  - No, because it does not have verbs.
9. Is "How to register for college classes." a complete sentence?
  - No, because it does not have verbs.
10. Is "The rise of indie films." a complete sentence?
  - No, because it does not have verbs.
11. "Driving on freeways requires skill and alertness.", the topic is:
  - "Driving on freeways".
12. "Driving on freeways requires skill and alertness.", the controlling idea is:
  - "skill and alertness".
13. "Registering for college classes can be a frustrating (محبط) experience for new students.", the topic is:
  - " Registering for college classes"
14. "Registering for college classes can be a frustrating experience for new students.", the controlling idea is:
  - "frustrating experience for new students".
15. "The rise of indie films is due to several factors.", the topic is:
  - "The rise of indie films".
16. "The rise of indie films is due to several factors.", the controlling idea is:
  - "several factors".
17. Is "The Arabic origin of many English words is not always obvious (واضح).", a good topic sentence?
  - Yes.
18. Is "The slang expression so long (meaning "good-bye") is probably a corruption of the Arabic salaam.", a good topic sentence? Why?

- No.
- It is too specific.
- It could serve as a supporting sentence.

19. Is "English has been influenced by other languages.", a topic language? Why?

- No.
- It is too general.

20. Is "A lunar eclipse [خسوف القمر] is an omen [فأل] of a coming disaster.", a good topic sentence? Why?

- No.
- Too specific.

21. Is "Superstitions [الخرافات] have been around forever.", a good topic sentence?

- No.
- Too general.

22. Is "People hold many superstitious [خرافية] beliefs about the moon.", a good topic sentence?

- Yes.

23. Is "Is made of green cheese.", a good topic sentence? Why?

- No.
- Incomplete sentence.

24. Student writers need to use \_\_\_\_\_ details to be thorough and convincing.

- Specific

25. A concluding sentence \_\_\_\_\_ the end of the paragraph.

- Signals

26. End-of-Paragraph Signals Followed by a Comma:

- Finally,
- In brief, [باختصار]
- In conclusion, [في الختام]
- Indeed, [في الواقع]
- In short,
- Lastly,
- Therefore, [بناء على]
- Thus, [وهكذا]
- To sum up, [للتلخيص]

27. End-of-Paragraph Signals Not Followed by a Comma:

- The evidence [الأدلة] suggests that ...
- There can be no doubt that ...
- These examples show that ...
- We can see that ...

28. Never introduce \_\_\_\_\_ in the concluding sentence.

- a new idea

29. Unity means that a paragraph discusses \_\_\_\_\_  
from beginning to end.
- one and only one main idea
30. The Latin verb *cohere* means \_\_\_\_\_.
- hold together.
31. By coherence, the movement from one sentence to the next must be \_\_\_\_\_.
- logical and smooth
32. The easiest way to achieve coherence is \_\_\_\_\_  
in your paragraph.
- to repeat key nouns frequently
33. When you use \_\_\_\_\_, make sure that you use the same person  
and number throughout your paragraph.
- pronouns
34. Transition signals give a paragraph \_\_\_\_\_ because they guide  
your reader from one idea to the next.
- Coherence
35. Transition phrases, like:
- in addition (additional idea)
  - on the other hand (opposite idea)
  - in contrast (opposite idea)
  - in fact (restatement or explanation)
  - indeed (restatement or explanation)
  - first, second, third (list in order)
  - next, last, finally (list in order)
  - for example (example)
  - for instance (example)
  - clearly (conclusion or summary)
  - in brief (conclusion or summary)
  - in conclusion (conclusion or summary)
  - indeed (conclusion or summary)
  - in short (conclusion or summary)
  - in summary (conclusion or summary)
  - accordingly (result)
  - as a result (result)
  - as a consequence (result)
36. Subordinating conjunctions, like:
- although (opposite idea or contrast)
  - though (opposite idea or contrast)
  - even though (opposite idea or contrast)
  - whereas (opposite idea or contrast)
  - while (opposite idea or contrast)
  - if (choice or alternative)

- unless (choice or alternative)
- 37. Transition signals followed by "noun", like:**
- another (+ noun)
  - an additional (+ noun)
  - in spite of (+ noun)
  - despite (+ noun)
  - an example of (+ noun)
  - such as (+ noun)
- 38. (as a result) is different from (as a result of), it is followed by:**
- noun.
- 39. Correlative (paired) conjunctions, like:**
- both ... and
  - not only ... but also
  - neither ... or
  - whether ... or
- 40. when coordinators connect two independent clauses, use \_\_\_\_\_.**
- a comma
- 41. \_\_\_\_\_ is the first word in a dependent clause.**
- A subordinator (subordinating conjunction)
- 42. A recent article in Era magazine suggested ways to reduce inflation [التضخم]. The article suggested that the president reduce the federal budget [ميزانية] \_\_\_\_\_, it suggested that the government reduce federal, state, and local taxes.**
- ; furthermore [علاوة على ذلك]
  - however, in contrast [إجابات خاطئة]
- 43. The same article said that the causes of inflation were easy to find \_\_\_\_\_ the cure of inflation was not so easy to prescribe [وصف وعلاجه].**
- however [لأنهما فكرتين متناقضتين]
  - (find; however,) (to find. However,) [بأحد الصيغتين]
  - for example, therefore [إجابات خاطئة]
- 44. Era also suggested that rising wages [الأجور] were one of the primary causes of inflation \_\_\_\_\_ the government should take action to control wages.**
- therefore [لأنها إعطاء سبب]
  - (of inflation; therefore,) (of inflation. Therefore,)
  - however, for example [إجابات خاطئة]
- 45. Chronological order is order by \_\_\_\_\_.**
- time
- 46. Every good paragraph has both \_\_\_\_\_.**
- unity and coherence
- 47. You achieve unity by:**

- Discussing only one idea in a paragraph.
  - Always staying on the topic in your supporting sentences.
- 48. You achieve coherence by:**
- Repeating key nouns.
  - Using consistent pronouns.
  - Using transition signals.
  - Arranging your ideas in some kind of logical order.
- 49. "Men are better drivers than women.", is:**
- An opinion.
  - Not fact.
- 50. "Smoking is a bad habit.", is:**
- An opinion.
  - Not fact.
- 51. "English is an easy language to learn.", is:**
- An opinion.
  - Not fact.
- 52. "At sea level, water boils at 100 degrees Celsius.", is:**
- A fact.
  - Not an opinion.
- 53. "Women live longer than men.", is:**
- A fact needs prove.
  - Not an opinion.
- 54. "Cigarettes are addictive [مسببة للإدمان].", is:**
- A fact needs prove.
  - Not an opinion.
- 55. "people who steal identities [الهويات] do a lot of damage before their victims become aware [إيقاع متسارع] of it.", is:**
- Fact needs proof.
- 56. "Punishment for identity thieves is not severe enough.", is:**
- Opinion.
- 57. "Last year, the losses [خسائر] of victims totaled more than \$7 billion.", is:**
- Specific supporting detail.
- 58. "Identity theft is more serious than any other type of theft.", is:**
- Opinion.
- 59. "Identity theft is increasing at a rapid pace [إيقاع متسارع].", is:**
- Fact needs proof.
- 60. "In 2000, 31,000 cases of identity theft were reported to the Federal Trade Commission (FTC [الجنة التجارة الاتحادية]); in 2003, the number was 210,000.", is:**
- Specific supporting detail.
- 61. \_\_\_\_\_ is using someone else's words or ideas as if they were your own.**

- Plagiarism
62. To \_\_\_\_\_ a source means to tell where you got the information.
- cite
63. ("Q&A: Red Light Running." Insurance Institute for Highway Safety June 2003. 26 Feb. 2004 <[http://www.hwysafety.org/safety\\_facts/quanda/rlc.htm](http://www.hwysafety.org/safety_facts/quanda/rlc.htm)>.), the information in the angle brackets <> in this entry is:
- The website address (URL) where the article can be found.
64. Reporting verbs that introduce borrowed information, like:
- assert.
  - insist.
  - report.
  - suggest.
  - claim.
  - maintain.
  - say.
  - write.
  - declare.
  - mention.
  - state.
65. Reporting verbs can be used \_\_\_\_\_ the subordinator as.
- either with or without
66. Including the source of the borrowed information with the reporting expression gives \_\_\_\_\_ to your writing.
- authority [قوة، نفوذ]
67. Changing Direct Quotations to Indirect Quotations:
- Omit [احذف] the quotation marks.
  - Add the subordinator [التابع] that.
  - Change the verb tense if necessary.
  - Change pronouns (and time expressions if necessary) to keep the sense [معنى] of the original.
68. The indirect quotation of the direct quotation: He says, "I can finish it today."; is:
- He says that he can finish it today. من غير علامات تنصيص.
69. \_\_\_\_\_ is a piece of writing several paragraphs long.
- An essay
70. \_\_\_\_\_ names the specific topic and gives the reader a general idea of the contents of the essay.
- A thesis statement
71. Each paragraph in an essay \_\_\_\_\_ a subdivision of the topic.
- develops

72. The number of paragraphs in the body vary [يختلف، يتنوع] with the number of \_\_\_\_\_.
- subdivisions or subtopics [المواضيع الفرعية]
73. An essay has \_\_\_\_\_, just as a paragraph does.
- unity and coherence
74. The thesis statement states \_\_\_\_\_.
- the specific topic
75. The thesis statement may list \_\_\_\_\_ of the main topic or subtopics.
- subtopics or subdivisions
76. In \_\_\_\_\_ each subsequent [لاحقة] sentence becomes increasingly focused on the topic until the last sentence, which states very specifically what the essay will be about.
- funnel introduction
77. \_\_\_\_\_ is the most important sentence in the introduction.
- The thesis statement
78. \_\_\_\_\_ states the specific topic of the essay.
- The thesis statement
79. The thesis statement states \_\_\_\_\_ of the essay.
- the specific topic
80. Sometimes a thesis statement lists \_\_\_\_\_ that will be discussed in the body.
- the subtopics
81. The body paragraphs are the place to develop your \_\_\_\_\_ and prove your points.
- topic
82. A basic pattern for essays is \_\_\_\_\_.
- logical division of ideas
83. In logical division of ideas pattern, you divide your topic into \_\_\_\_\_.
- subtopics
84. In logical division of ideas pattern, you divide your topic into subtopics and then discuss each subtopic in \_\_\_\_\_ paragraph.
- a separate
85. The thesis statement of a logical division essay often indicates the number of \_\_\_\_\_.
- subtopics
86. The thesis statement may even name the specific \_\_\_\_\_.
- subtopics
87. Paired conjunctions [حروف عطف الاقتران] are an especially effective way to list two \_\_\_\_\_.
- subtopics
88. Paired conjunctions, like:

- both ... and
  - not only ... but also
89. Thesis statement pitfalls [مزالق] (common problems):
- The thesis is too general.
  - The thesis makes a simple announcement [إعلان، تصريح].
  - The thesis states an obvious fact.
90. The ways of conclusion are:
- Summarize your subtopics.
  - Paraphrase [إعادة صياغة] your thesis [أطروحة، فرضية].
91. \_\_\_\_\_ not only organizes your thoughts, but it also keeps you on track once you begin to write.
- An outline
92. We use \_\_\_\_\_ to tell stories, to relate historical events, and to write biographies [السيرة الذاتية لشخص آخر] and autobiographies [السيرة الشخصية].
- chronological order
93. Chronological order signals include \_\_\_\_\_.
- all time expressions سؤال مهم
94. In block organization, a \_\_\_\_\_ paragraph often separates one major section from another major section.
- short
95. Block organization is called \_\_\_\_\_.
- a transition paragraph
96. You do not always have to write a transition paragraph, but it is helpful when your topic is \_\_\_\_\_.
- long and complex
97. In \_\_\_\_\_ pattern, causes and effects are linked to each other in a chain.
- chain organization
98. In \_\_\_\_\_ pattern each new cause and its effect are links in a chain.
- chain organization
99. The block pattern is usually easier with \_\_\_\_\_ topics.
- larger, complex
100. After "since", we must use:
- a clause with a subject and a verb.
101. "The cost of gasoline is rising \_\_\_\_\_ some automobile manufacturers have begun to produce electric models.", the word or words that introduce the effect, is:
- ; as a result,