

Answer Key to Extra Writing Skills Practice

Unit 1, page 12

The paragraph

A.

1. S
2. S
3. T
4. S
5. C
6. S

B.

Very intelligent people, or “brains,” are sometimes lazy people. Since they’re very intelligent, some figure out how to do less work. I had a friend who was a member of Mensa, an organization for people with high IQs. She took a night shift job so she didn’t have to do much work. She could read novels most of the night and still get a paycheck. To sum up, sometimes very intelligent people use their intelligence to get out of doing work.

Unit 2, page 24

Parallel structure

A.

1. going
2. a real estate agent
3. to ski
4. have been
5. having
6. that are
7. was taken
8. won
9. what relaxes
10. it’s

B.

Answers will vary.

Unit 3, page 36

Sequencing events

A.

1. First / ~~Next~~ / To begin with

2. Second / Then / ~~Finally~~

3. ~~In the end~~ / Next / Third

4. Lastly / ~~Third~~ / Finally

B.

Answers will vary. Possible answers (one choice for each sentence):

1. First / First of all / To begin with

2. Second / Next / Then / After / Afterwards / After that

3. Third / Next / Then / After / Afterwards / After that

4. Fourth / Next / Then / After / Afterwards / After that

5. Finally / Lastly / In the end / Fifth / Next / Then / After / Afterwards / After that

Unit 4, page 48

Compare and contrast

A.

1. a

2. c

3. b

4. b

5. c

6. a

7. a

8. c

9. c

10. b

Unit 5, page 60

Formal letters

A.

1. Dear Mr. Jones:
2. afraid
3. someone else has
4. Sincerely,

B.

1. Dear Sir or Madam:
2. inconsiderate
3. Could you please
4. Respectfully,

Unit 6, page 72

Persuasion

A.

Support your point of view	Offer experts' opinions
For example, ... Another example is ... For instance, ...	[Smith] states that ... <u>According to [Rivera], ...</u>
Ways to discuss opposing arguments	Ways to conclude your argument
It can be argued that ... <u>Some people think that ...</u> It is true that ...	In summary, ... In conclusion, ... <u>To sum up, ...</u>

B.

1. Some people think that
2. it is true that

3. For instance
4. according to news reports
5. Another example of unfairness is
6. One news report stated that
7. It can be argued that
8. To sum up,

Unit 7, page 84

Writing a summary

A.

1. b
2. a

B.

Answers will vary. Possible answer:

The lawyer states that it drives her crazy when she hears a dumb ad about soap over and over again when she's just trying to listen to music.

Unit 8, page 96

Avoiding comma splices and run-on sentences

A.

1. comma splice; My sister is two years older than me. We are very different in many ways.
2. correct
3. run-on; My Aunt Sara lived next door when I was growing up, and/so we saw her almost every day.
4. correct
5. run-on; My father is one of the most generous people I know; however, he can be a bit overprotective.
6. comma splice; My grandparents lived in a small town in the mountains, so/and their lifestyle was very traditional.
7. correct
8. run-on; When my brother was a teenager, he was very rude and rebellious; we argued all the time.
9. comma splice; My mother didn't really like cooking so much, but/yet she always made us nice, healthy meals.

10. run-on; Out of all my relatives, I liked my Uncle Bob the best. He was always telling jokes.

Unit 9, page 108

Avoiding sentence fragments

A.

1. d
2. c
3. f
4. a
5. b
6. e

B.

On his wedding day, John Tyler did not appear at the wedding hall. His bride and the wedding guests were worried. Suddenly, a call came through. It was John on his cell phone. He said he had been carjacked about an hour before and was locked in the trunk of his car. He said he didn't know where he was, but that the car seemed to be traveling on a major highway. He begged for help before the batteries in his cell phone went dead.

The police were called, and a big manhunt began. Using helicopters, the police searched for John Tyler's car. They finally found it that night in the parking lot of a nearby hotel. John was sound asleep in his hotel room. He must have been having doubts about getting married, since he obviously had not been kidnapped. John spent the next week in jail and had to pay back the local police the thousands of dollars they had spent on the manhunt.

Unit 10, page 120

Expressing and supporting your opinion

A.

1. because
2. On account of
3. In addition
4. Also
5. Finally

B.

1. First of all

2. In addition

3. also

4. On account of

5. This is why