LNG 103: Fundamental English III Task 1: E-mail Task

Paragraph Checklist for Expressing Your Opinion

Instructions: Tick (4) OK or Not OK ORGANIZATION OK Not OK Does the paragraph begin with a clear opinion statement? Does the paragraph end with a conclusion sentence that asks for more ideas? Is the opinion (in the topic sentence) supported with at least some facts? (Remember that facts are stronger than opinions.) Are there transition signals at appropriate places? Does the paragraph have unity? **GRAMMAR and MECHANICS** Check the capital letters. Check the spelling. Check the commas. Is there a period at the end of all the sentences? SENTENCE STRUCTURE Check the sentences. Do they have at least one subject and one verb, and do they express a complete thought? Does the paragraph contain simple, compound, and complex sentences? Check comma splices, run-ons and fragments. 1. comma splice = Two sentences are incorrectly joined by a comma alone. e.g. My roommate wants to look like Arnold Schwazenegger, he spends hours in the gym lifting weights. 2. run-ons = Two sentences are incorrectly joined together without punctuation at all. e.g. My roommate wants to look like Arnold Schwazenegger he spends hours in the gym lifting weights. 3. fragment = part of a sentence (It's not a whole sentence.) e.g. Because he wants to go to college Although he studies hard Because Henry is a pop singer When he was young Which Tom likes As John was working Since he was a boy Who loves cooking

Adapted from "Hogue, A.(1996) First Steps in Academic Writing New York: Wesley Publishing Company, Inc."