Do you know how important writing skills are? Indeed, good prose is essential whether you write a thank-you note, a business letter, or a school essay. You can develop strong writing skills by acquiring a sound knowledge of the structure of a language. This course examines the principles of English composition. Moreover, it gives you the opportunity to write letters, reports, and stories. The goal of this course is to enable you to improve your writing skills.

The information needed to achieve this goal is presented in the textbook *Pacemaker English Composition* and in this study guide. Globe Fearon published the textbook. This study guide, designed by the staff and faculty at The Hadley School for the Blind, directs you through the textbook.

To complete this course, you need the materials that The Hadley School for the Blind has provided and writing materials in the medium of your choice. In addition, you may wish to obtain a dictionary to help you complete some of the assignments. If you are
taking the audio version of the course, you need your own tape recorder.

Study guides are popular tools for completing distance education courses. They introduce the material presented in the textbook and offer directions for completing each chapter. In addition, this study guide provides answers to selected exercises. It also includes assignments that enable you and your instructor to evaluate your progress throughout the course.

This course is divided into seven units. Unit 1 examines different kinds of sentences. Units 2 and 3 explain how to write paragraphs with a purpose. Unit 4 describes how to combine these paragraphs into essays. Unit 5 discusses practical writing, including letters and job applications. Unit 6 gives you additional practice in school-related types of writing (e.g., book reports and tests). Unit 7 delves into imaginative writing, from stories to poetry.

To complete the course, follow the instructions in each chapter of the study guide. This study guide provides answers only to selected exercises. These exercises help you review the information in the textbook. As
you complete the selected exercises, keep the following in mind:

- **Note your answers in the medium of your choice so you can compare them with those provided in the study guide.**
- **When instructions ask you to underline or circle words, you may identify your answers in some other way. For example, write or braille your answers separately.**
- **Do not mail your answers to your Hadley instructor; the exercises are for your personal development only.**
- **Refer to the contact card included with your course materials if you want to clarify concepts with your instructor.**

You are required to submit the assignments presented in the study guide. These assignments enable your instructor to measure your ability to apply the concepts presented in each chapter. Every assignment asks you to answer the Chapter Review questions found in the textbook. Some assignments will also require that you complete Portfolio Project activities. Assignments also feature Composition activities that enable you to apply
the concepts presented in the chapters. Submit one assignment at a time, and remember to wait for your instructor’s feedback on one assignment before submitting the next.

You can print, type, word process, or braille your assignments. **Assignments in longhand or on audiocassette, however, are not acceptable.** If you mail your assignments, use the enclosed mailing labels. Send your assignments as Free Matter for the Blind, provided they are in large print (14 point or larger), in braille, or on computer disk. Your course materials include a contact card with your instructor’s fax number and email address. Use this information if you prefer to send your assignments electronically.

Now, if you’re ready to improve your composition skills, begin Unit 1: Writing Sentences.
Unit 1: Writing Sentences

Unit 1 covers Chapters 1 through 5 in the *English Composition* textbook. Chapter 1 describes how to write and punctuate a complete sentence. Chapter 2 explains how to avoid sentence fragments and run-ons. Chapter 3 identifies different kinds of sentences, and Chapter 4 suggests ways to improve them. Finally, Chapter 5 discusses how to choose the correct words for your sentences.

This unit includes five assignments. Submit each one after you have completed its chapter.
Chapter 1: What Is a Sentence?

Complete sentences enable you to express yourself clearly. This chapter defines a sentence as a complete thought that makes sense on its own. It discusses the main parts of a sentence—the subject and the predicate. Finally, it describes how to begin and end sentences. Examining the parts of a sentence will enable you to improve your writing skills.

1-1 Identifying Sentences

Read pages 1 through 6 of your textbook:

- Do Practice A and Practice B on these pages.
- In Practice B, simply identify the simple subject and the simple predicate. Write $S$ after the subject and $P$ after the predicate.
- When you are finished, return to this study guide and compare your answers with those that follow.

Answers to Practice A (p. 5)

When you compare your answers, check the following:

- Does each sentence express a complete thought and make sense on its own?
• Does each sentence contain a subject and a predicate?
• Does each sentence begin with a capital letter?
• Does each sentence end with a period?

Answers will vary. Sample sentences follow.
1. The army of red ants attacked.
2. Joe Green screamed.
3. The actress turned on the radio.
4. A terrible thunderstorm startled the stray cats.
5. The skinny boy eats everything in sight.
6. The kids in the swimming pool threw beach balls.
7. The beautiful woman tore open the letter.
8. The flower fell to the hard ground.
9. The burglar wore an ugly mask.
10. The last dinosaur on Earth wrote its autobiography.

**Answers to Practice B (p. 6)**
1. Linda S; screamed P
2. elephant S; broke P
3. umbrella S; had P
4. Richard S; won P
5. accident S; happened P
1-2 Punctuating Sentences

Read pages 7 through 11 of your textbook. Do Practice A, Practice B, and the Vocabulary Builder on these pages. When you are finished, return to this study guide and compare your answers with those that follow.

Answers to Practice A (p. 7)

1. The movie begins at seven o’clock.
2. Will your brother go with us?
3. I can’t believe there is a spider on your desk!
4. The basketball team won again.
5. Did you finish your work?

Answers to Practice B (p. 8)

When you compare your answers, check the following:
• Is each sentence complete?
• Does each sentence begin with a capital letter?
• Does each sentence end with the correct end mark?

Answers will vary. Sample sentences follow.

1. I love summer!
2. Jet planes are noisy.
3. Is she a special friend?
4. Have you ever met a television star?
5. I like your next-door neighbor.

**Answers to Vocabulary Builder** (p. 11)

Answers may vary. Suggested answers follow.

1. pantry: a cupboard or small room in which food is stored
2. contaminate: pollute, make dirty
3. defect: fault, flaw
4. depressed: sad, in low spirits
5. marlin: a large fish
6. optometrist: a person who examines eyes and prescribes glasses
7. gigantic: huge, very big
8. astonished: surprised

If you found the exercises difficult, review the chapter. If you are satisfied with your answers, however, proceed with the assignment that follows.

**Assignment 1**

Print, type, word process, or braille the following assignment. Begin by giving your full name, address,
and phone number. Also indicate the name of this course, Assignment 1, your instructor’s name, and the date. Then provide your answers. Be sure to indicate the section title and the question number along with each answer. Note that this assignment is worth 100 points. Instructions for sending assignments can be found in the Overview to the course.

Chapter Review

Complete the Chapter Review on pages 12 and 13 in your textbook. In the Chapter Quiz, Question 1, simply identify the simple subject and the simple predicate. Write S after the subject and P after the predicate. (58 points total)
Vocabulary Review: 8 points
Chapter Quiz: 24 points
Critical Thinking: 2 points
Writing Activity: 24 points

Portfolio Project

Complete the Portfolio Project from page 9 of the textbook, which is repeated here for your convenience. (18 points)
1. Write and punctuate a sentence that is a command.
2. Write and punctuate a sentence that is a question.
3. Write and punctuate a sentence that expresses strong feeling.

Composition

Complete the following writing activity. (24 points)

Pretend you and a good friend are having a conversation, making plans to visit each other. Write at least four sentences you might say to your friend. Include at least one of each of the following types of sentences:
- a statement
- a question
- an exclamation
- a command

In addition, remember the following points:
- Write sentences that express complete thoughts.
- Include subjects and predicates.
- Capitalize each sentence and use the correct punctuation.
When you have completed your assignment, mail, fax, or email it to your instructor. Then return to this study guide to begin Chapter 2: Sentence Fragments and Run-ons.