



Language

Accelerated Learning Lab

Arranging Sentences

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Lesson 300

SAMPLE

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Lesson 300 , Arranging Sentences

CLR4300

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To the Student

In Lesson 300, *Arranging Sentences*, you will learn how to arrange sentences in the best order. You will learn to **arrange sentences** that give **directions** or **instructions**. You will get practice arranging sentences that have to do with **events**. And, finally, you will learn strategies for arranging sentences that have to do with **ideas**.

In this book you will find parts which are numbered. These numbered parts are called Frames. Within the Frames you will be asked to respond to many kinds of questions about sentence order. Write your answers to these questions on a separate piece of paper. Then look at the top of the next page, and check your answers.

If you use the lesson in this way, you will more easily remember some useful strategies for arranging sentences in the most effective order. As you develop your ability to write paragraphs that contain sentences in the best order, you will be able to express yourself in writing more effectively. If you do not understand how to use this lesson, or if you need assistance with certain Frames, ask your Instructor for help.

Now turn the page and begin.

SAMPLE

1. In this lesson you will learn how to **arrange sentences** in the most logical order. You will organize three kinds of sentence groups:
 - sentences that give instructions or directions
 - sentences that describe events and how they are related in time
 - sentences that explain ideas and how they are related by logic

By learning the best order in which to put sentences, you will be able to write clearer, more effective written directions and paragraphs.

2. Here is part of a set of **instructions**:

Preheat griddle on medium heat for 5 minutes.

Pour pancake batter on the preheated griddle.

In the instructions above, the two sentences are in the correct order. Should you pour the pancake batter on the griddle **before** you preheat the griddle?

3. If you pour pancake batter on a cold griddle, the batter sticks.

Instructions are generally written for individuals who do not know how to do something. When you write **instructions** or **directions**, you must **include every step**. Also, you write the steps in the **correct order**.

4. All the _____ in a set of instructions or directions must be included.
-

5. All the steps must be in the correct _____.
-

6. To put steps for a set of instructions in the correct order, first look for the initial step. Ask yourself what is the first thing that must be done.

answers to previous page

2. no
4. steps
5. order

7. Here are two steps in ordering items from a catalogue:

- 1 Write the item number or numbers on the order form.
- 2 Select the item or items you want to purchase.

Which order would you follow to do the steps above? _____

- A** 1-2
B 2-1

8. You can't write down the item numbers until you have selected the item or items you want to purchase! All the steps in a set of written instructions must be done in the correct order.

Now, look at three steps in ordering items from a catalogue. The steps below are not in the correct order.

- 1 Write the item number or numbers and the prices on the order form.
- 2 Select the item or items you want to purchase.
- 3 Add up the price of each item you listed on the order form.

Which order is the best order for the instructions above? _____

- A** 1-2-3
B 2-1-3
C 2-3-1

answers to previous page

- 7. B
- 8. B

-
9. Sometimes when you are trying to put steps in the correct order, you use clues. The following **clue words** help explain the order of the steps:

first second then next finally

It's easy to see that a step which contains the word **first** will be done first. And a step that contains the word _____ will be done last.

-
10. Here are examples of steps that contain clue words:

- 1 Then type all the address labels.
- 2 First pack all orders.
- 3 Finally, weigh the packages, and note the weight in pencil on the package.
- 4 Attach the completed address labels to the packages.

You know that sentence number _____ is the first step.

And, you know that sentence number _____ is the last step.

-
11. You just have to know which steps are to go second and third. You use **logic** to figure out that you would have to type the address labels before you do the step in sentence _____.

answers to previous page

- 9. finally
- 10. 2, 3
- 11. 4

12. So, the correct order for the steps in Frame 10 is:

- A 1-2-3-4
- B 2-4-1-3
- C 2-1-4-3
- D 2-4-3-1

13. Read the steps for washing wool clothes below. Then answer the question about order that follows.

- 1 Lay flat to dry.
- 2 First wash by hand in cool, soapy water; then rinse.
- 3 Pat with a towel to remove excess water.
- 4 Finally, iron with a cool iron.

Which sequence shows the best order for the set of **written instructions** above? _____

- A 1-2-3-4
- B 2-1-3-4
- C 2-4-1-3
- D 2-3-1-4

answers to previous page

- 12. C
- 13. D

14. Read the steps for making muffins below. Then answer the question about order that follows.

- 1 Finally, bake muffins for 20 to 25 minutes.
- 2 Mix all ingredients.
- 3 First, preheat the oven to 400°.
- 4 Fill muffin cups 1/2 full with mixture.

Which sequence shows the best order for the set of written instructions above? _____

- A 1-2-3-4
- B 2-3-4-1
- C 3-2-4-1
- D 3-4-2-1

SAMPLE

15. Read the steps for filling in a ballot. Then answer the question about order that follows.

- 1 Take your ballot into the voting booth.
- 2 First, go to the checklist table and give your name and address to the official.
- 3 The official will check off your name and give you a ballot.
- 4 Finally, mark your ballot with an X beside the name of the person for whom you want to vote.

Which sequence shows the best order for the written instructions above?

- A 1-2-3-4
- B 2-3-1-4
- C 2-3-4-1
- D 3-4-1-2

answers to previous page

14. **C**
15. **B**
-

16. Directions for getting from one place to another would be very confusing if they were not in the correct order. To put directions in the correct order, make sure that the streets are named in order. Here is an example:

To get to City Hall, take Highway 35 until you reach Main Street.

Turn right on Main Street and go five blocks until you reach Elm Street.

Turn left onto Elm Street. City Hall is at the end of the block.

The sentence that describes the location of City Hall is the _____ sentence.

17. Which is the correct order of the streets used in the written directions above? _____

A Highway 35, Elm Street, Main Street

B Highway 35, Main Street, Elm Street

answers to previous page

- 16. last (or fourth)
- 17. **B**

18. Put the directions below in the correct order. There are two clue words that will help you identify the first and the last step.

- 1 Finally, turn right at the traffic light on State Street and go 2 blocks.
- 2 First take Interstate 91 until you reach the second Manchester exit.
- 3 Turn left at the end of the exit ramp. You will be on Highway 2.
- 4 Go three miles on Highway 2, until you come to the second light.

Which sequence shows the correct order for the set of written directions above? _____

- A 4-2-3-1
- B 2-4-3-1**
- C 2-3-4-1
- D 3-4-1-2

19. Another way to determine the first step and the last step is to look for the destination. The sentence that includes the location of the destination will be the **last step**.

- 1 To reach Cindy's house, first you need to go right at the second light in town.
- 2 Then you drive three blocks to Amsterdam Avenue.
- 3 Cindy's house is the next to the last one on the right side.
- 4 Turn right at the intersection of Amsterdam and Maple.

Which sequence shows the correct order for the set of written directions above? _____

- A 1-2-3-4**
- B 1-2-4-3
- C 2-3-4-1
- D 3-4-1-2

answers to previous page

18. **C**
19. **B**

20. Here is one more set of directions:

- 1 Go 1.5 miles on King Boulevard. La Fiesta is on the left.
- 2 Get off Interstate 295 at the Trenton exit.
- 3 Turn right at the end of the exit ramp. You will be on King Boulevard.
- 4 First, take Interstate 295 North out of town.

Which sequence shows the correct order for the set of written directions above? _____

- A** 4-2-3-1
B 1-2-4-3
C 4-3-2-1
D 3-4-1-2

21. Now you will learn how to arrange sentences that describe **events**. In this lesson **event** simply means something that happened. It does not necessarily mean something big, like a bicentennial celebration. It could be something little, like a bird landing on a branch.

Events always happen in a certain sequence or order. That's because we describe them in terms of **when** they happened. Look at the following sequence of events:

- John got up.
John dressed for work.
John ate breakfast.

The three sentences above tell us three things that John did. These activities together make up a sequence of _____.

answers to previous page

20. **A**
21. events
-

22. The sentences in Frame 21 are not steps in a process or directions for how to do something or get somewhere. But they still need to be written in a certain order if you are going to accurately communicate the correct sequence of several events.

23. Often a writer will use special words that help the reader understand the correct **sequence of events**. These words will help the reader understand the order in which events occurred. One of these **time clues** is boldfaced in the passage below:

Robert Earl wanted to make some banana pudding.
But **first** he went to the store and bought a gallon of milk.

Which of the following occurred first?

- A** Robert Earl made some banana pudding.
B Robert Earl went to the store and bought a gallon of milk.
-

24. **Time clues** help readers understand the order of events.

- You must **recognize time clues** when you are arranging events in the correct order.
- And you will need to **use time clues** when you are writing about events.

answers to previous page

23. B

25. Time clues help the reader know in what order the _____ occurred.

Here is a list of common **time clues** that show the **first event** in a sequence of events:

first to begin with in the beginning

26. Which of the following **events** occurred first? _____

A To begin with, wash the car using a sponge and mild soap.

B Then, connect the hose and rinse the car.

27. Here is a list of **time clues** that shows **intermediate events in a series**. Sentences that use these time clues are neither the first nor the last in a sequence. Usually, you will have to look at the context, or all sentences describing the events, to determine the correct order.

second next later then after

28. Which of the following events occurred **second**? _____

A They found the water stain on the ceiling, indicating a leak.

B Then they went up on the roof.

answers to previous page

- 25. events
- 26. **A**
- 28. **B**

29. Here is a list of **time clues** that are found in the **last** sentence of a sequence:

eventually last finally in the end

30. Which of the following events occurred **last**? _____

- A** Then they went up on the roof.
- B** First, they found the water stain on the ceiling, indicating a leak.
- C** They pulled off several shingles to try to find the leak.
- D** But in the end, they decided they would have to replace the roof.

31. Now, you can try putting an entire series of **events** in the correct order:

- 1 After that scare, a child nearly got hit chasing a ball into the road.
 - 2 In the beginning, we decided to drive to the park to relax.
 - 3 On the way, the blue car in front of us hit a dog.
 - 4 In the end, it was the sight of a ten-car pileup that helped us decide it would be more relaxing to stay home.
- A** What sentence describes the first event? _____
 - B** What sentence describes the last event? _____

answers to previous page

30. **D**
31. **A** 2
B 4

-
32. There are two sentences left. They are the middle sentences in the sequence.

On the way, the blue car in front of us hit a dog.

After that scare, a child nearly got hit chasing a ball into the road.

The second sentence refers to the first sentence with the words "after _____."

-
33. Here are the sentences again. Put them in the correct order.

- 1 After that scare, a child nearly got hit chasing a ball into the road.
- 2 In the beginning, we decided to drive to the park to relax.
- 3 On the way, the blue car in front of us hit a dog.
- 4 In the end, it was the sight of a ten-car pile-up that helped us decide it would be more relaxing to stay at home.

What is the correct order for the sentences above? _____

- A** 1-2-3-4
B 2-1-3-4
C 3-1-2-4
D 2-3-1-4

answers to previous page

32. that scare
33. D

34. Try another sequence:

- 1 To begin with, we decided to go see a movie.
- 2 Finally, we took our seats in the theater.
- 3 We drove to the movie house and bought our tickets.
- 4 Next, we looked in the paper for the movie listings.

What is the correct order for the sentences above? _____

- A 1-2-3-4
B 1-4-3-2
C 3-1-2-4
D 2-3-1-4

35. You have seen some of the most common sequence clues. There are also **time clues** that show that something happened at a **specific time**. Here is a list of some of those kinds of clues:

- **at that time/by the time**
- **two years later/one year before** (or month, day, week, etc.)
- **early that morning/later that evening** (or year, month, season, etc.)
- **last week** (or year, month, day, season, etc.)
- **in 1972** (or any other year, month, century, etc.)

answers to previous page

34. B

36. What are the time clues in the following sentences:

- A Lincoln, Nebraska, was founded in 1859, but the name of the city was not Lincoln, it was Lancaster. _____
 - B In 1867, when Nebraska became a state, Lancaster was chosen for the capital. _____
 - C At that same time it was renamed Lincoln in honor of Abraham Lincoln. _____
 - D Two years later the University of Nebraska was founded in Lincoln. _____
-

37. When you are given time clues that include specific dates and other specific periods of time, you must often stop and think which came first.

Which of the following sentences should come **first**? _____

- A When Flores moved to California in the 1920s, he started a yo-yo factory.
- B In the early 1900s, a man named Pedro Flores made a toy out of a Filipino weapon: the yo-yo.

answers to previous page

36. **A** in 1859
B in 1867
C At that same time
D Two years later
37. **B**

38. Here is a series of sentences about a famous artist, Vincent van Gogh. You will have to do some arithmetic to determine the correct sequence.

- 1 In his late teens, he studied theology in Belgium.
- 2 Vincent van Gogh was born in 1853 in the Netherlands.
- 3 In his mid-twenties, he went to Brussels to study art.
- 4 In the 1880s he went to Arles, in the south of France.

What is the correct order for the sentences above? _____

- A** 1-2-3-4
B 1-4-3-2
C 2-1-3-4
D 2-3-1-4

39. Here are several events that happened at work:

- 1 Then, at around 9:00 a.m., the president outlined some new goals.
- 2 The staff meeting started with a financial report.
- 3 Later that afternoon the staff got back to work on their individual projects.
- 4 The group broke for refreshments at 10:30 a.m.

What is the correct order for the sentences above? _____

- A** 1-2-3-4
B 1-4-3-2
C 2-1-3-4
D 2-1-4-3

answers to previous page

38. C
39. D

40. The sentences below, about a town council, should be arranged from the **most distant** event to the **most recent** event.

- 1 Last winter the town council voted to try to block the construction of a shopping center.
- 2 Yesterday the court ruled that the shopping center could be built.
- 3 They held public hearings a month ago.
- 4 Last week they filed a motion with the court.

What is the correct order for the sentences above? _____

- A 1-2-3-4
B 1-3-4-2
C 2-1-3-4
D 2-1-4-3

SAMPLE

41. Sometimes sentences in a paragraph refer to ideas and events. You use many of the same types of time clues to **arrange** the **sentences that refer to ideas**.

The most **general sentence** should be the first sentence in a series. A general sentence makes a statement that might apply to many people or events. Other sentences give **details**.

answers to previous page

40. **B**

42. Look at the following sentences:

- A** Most athletes have to practice long and hard.
- B** Even high school soccer players practice four afternoons a week after school.

Which of the above is true for the largest number of people? _____

Which sentence should come first in a paragraph? _____

43. Which of the following sentences gives the more general idea? _____

- A** Most professional singers have been singing in public since childhood.
- B** Michael Jackson gave his first performance when he was three.

44. Which of the following sentences gives the more general idea? _____

- A** The National Gallery of Art looks at paintings under a microscope to help individuals identify old paintings.
- B** Museums are usually able to help people do research.

answers to previous page

42. **A, A**
43. **A**
44. **B**

45. Which of the following sentences gives the more general idea? _____

- A** For African-Americans, winning basic civil rights was not an easy project.
B Rosa Parks inspired an entire generation when she refused to sit at the back of the bus.

46. Which of the following sentences gives the more general idea? _____

- A** Frida Kahlo's paintings are almost all self-portraits.
B One of these portraits shows her with a monkey on her shoulder.

47. Which of the following sentences gives the more general idea? _____

- A** But a lung disease like emphysema often makes people realize how precious air is.
B Air is one necessity of life that we take for granted.

48. The most general statement should be the _____ sentence when arranging a group of sentences.

answers to previous page

- 45. **A**
- 46. **A**
- 47. **B**
- 48. first

49. In some sentences, the words **first**, **second**, and **third do not** refer to time. These kinds of clues are called **organizing clue words**. Read the three short sentences below:

- 1 Second, he forgot to bring the music with him.
- 2 The band director was having a bad day.
- 3 First, he didn't have the band room set up.

What is the correct order for the sentences above? _____

- A** 1-2-3
- B** 3-1-2
- C** 2-1-3
- D** 2-3-1

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50. Here is another group of sentences.

- 1 First, the roads and bridges along the beach were destroyed by flooding waters.
- 2 The hurricane caused damage in three ways.
- 3 Third, the wind uprooted trees, which fell on many cars and trucks.
- 4 Second, many of the two-story houses collapsed from the force of the wind.

What is the correct order for the sentences above? _____

- A** 1-2-3-4
- B** 1-3-2-4
- C** 2-1-3-4
- D** 2-1-4-3

answers to previous page

49. D
50. D

51. Here are some sentences having to do with the Iceman. Three of these sentences contain clear organizing clues.

- 1 Second, scientists hope to be able to examine his DNA structure.
- 2 The discovery of an ancient body in 1991 has fueled three different kinds of conflicts.
- 3 First, museums compete for bits of the Iceman's clothing and fragments of metal from his tools.
- 4 Third, both Austria and Italy claim that he belongs to them.

What is the best order for the sentences above? _____

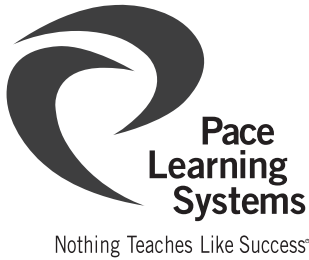
- A 1-2-3-4
B 1-3-4-2
C 2-1-3-4
D 2-3-1-4

52. Try one more sentence group. This group includes time clues and organizational clues.

- 1 First, the furious dancing would cause the victim to sweat.
- 2 Second, it would at least give the victim an exciting last night!
- 3 It was thought that the sweating would rid the body of the spider poison.
- 4 Long ago, Italians cured poisonous spider bites with frantic dancing.

What is the best order for the sentences above? _____

- A 1-2-3-4
B 1-3-4-2
C 2-1-3-4
D 4-1-3-2



End of Lesson Sample

We appreciate your interest!

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