

FOURTH EDITION

READY TO WRITE

FROM PARAGRAPH TO ESSAY

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ANSWER KEY

PART 1: THE ELEMENTS OF GOOD WRITING

CHAPTER 1

Getting Ready To Write

Elements of Good Writing: SPA

Identifying Purpose (pages 6–9)

A.

- | | |
|--------------|--------------|
| 1. inform | 5. inform |
| 2. persuade | 6. inform |
| 3. persuade | 7. persuade |
| 4. entertain | 8. entertain |

B.

ENTERTAIN	INFORM	PERSUADE
blogs	blogs	advertisements
emails	directions	emails
essays	emails	essays
jokes	essays	letters
letters	letters	memos
newspaper	memos	op-eds
articles	newspaper	
novels	articles	
op-eds	op-eds	
poems	reports	
stories	textbooks	

CHAPTER 2

Writing Paragraphs

Step Two of the Writing Process: Writing

Topic Sentences (page 27)

Sentence 1:

1. nuclear power
2. is our greatest hope for solving the energy crisis

Sentence 2:

1. nuclear power
2. is a huge threat to life on the planet

Analyzing Topic Sentences (page 28)

1. Topic: Mahatma Gandhi
Focus: was an influential leader
2. Topic: Email
Focus: is a great way to stay in touch with your family and friends
3. Topic: The clothes we wear
Focus: often reflect a lot about our personality
4. Topic: The Japanese subway system
Focus: is very efficient
5. Topic: Television commercials
Focus: are often insulting to women
6. Topic: My older brother
Focus: is a perfectionist
7. Topic: The laws on child abuse
Focus: should be strictly enforced
8. Topic: Being a twin
Focus: has both advantages and disadvantages
9. Topic: The new shopping mall
Focus: has brought many economic benefits to our community
10. Topic: Golf
Focus: is a difficult sport to master

Evaluating Topic Sentences (page 28)

Effective topic sentences: 3, 5, 12, 13

Writing Topic Sentences (pages 29–30)

Answers will vary. Possible answers:

2. English dictionaries contain a lot of useful information.
3. Climate affects our lives in many ways.
4. Gift-giving customs are different all over the world.
5. The Nobel Prize has a long and interesting history.

Supporting Sentences

Analyzing Paragraphs for Support

(page 31)

Paragraph with specific support: Paragraph 2

Examples of specific support: a boa constrictor swam right in front of us while we were rafting down the Río Claro; spider monkeys threw branches at us deep in the rain forest; we saw brilliant scarlet macaws and toucans with huge yellow beaks

Evaluating Support (pages 32–34)

Set 1

1. Paragraph 1
2. I had to pay \$395 to get the brakes repaired; another \$100 to get the wheels aligned; The engine oil change was \$30; the replacement of the air filter was another \$20

Set 2

1. Paragraph 2
2. responsible for two labs every week, which means a minimum of ten hours a week in the lab; three tests per month; questions are very tricky, and we have to memorize long, complicated formulas; reading load is also quite heavy—as much as twenty-five pages a night

Set 3

1. Paragraph 2
2. Once it begins, the trend toward warmer temperatures could be disastrous; this warming could have a severe impact on our environment and the world as we know it.
3. An increase in atmospheric carbon dioxide of 10 percent over the past century has led some authorities to predict a long-term warming of Earth's climate; In 2007, more than 10,000 scientists, environmental activists, and government officials from 187 countries met in Bali, Indonesia, for the United Nations Climate Change Conference.

Titles

Correct the title (page 39)

A.

Correct the titles

1. Benefits of Solar Energy
2. My New Roommate
3. How to Change a Tire
4. Spending Time with Friends
5. Dressing for a Job Interview

Identifying Irrelevant Sentences (page 42)

C.

Topic sentence: If you are a nervous flier, there are several things you can do to alleviate the stress.

Irrelevant sentences: There are also many interesting workshops you can take to relieve

stress at work; Many airports have shops and restaurants where you can spend time between flights; unfortunately, the food served on many flights is unappetizing.

Create Coherence

Organize Your Ideas (pages 43–44)

1. spatial order
2. order of importance
3. time order

Use Transitions (pages 45–46)

A.

First of all, In fact, In addition, also, Finally, For example, More than ever before

B.

1. Transition signals that indicate spatial relationships: in the center, in a U-shape, on the back wall, on both sides, to the left, To the right, Behind you, Above the boards
2. Transition signals that indicate additional ideas: One cue, Another navigational cue, The most important cue
3. Transition signals that indicate time relationships: At first, Eventually, Finally, Today

CHAPTER 3

Revising and Editing

Step Three: Revising and Editing

Practicing Paragraph Revision

(pages 53–54)

Numbers refer to Revising Checklist on Student Book page 52.

1. Problem: 5; Solution: Add transition words.
2. Problem: 2; Solution: Delete the sentence that does not support the topic sentence.
3. Problem: 1; Solution: Add a clear topic sentence.
4. Problem: 4; Solution: Organize sentences in a logical order.

Grammar Check

Agreement of Subjects and Verbs

(page 56)

- | | |
|------------|---------|
| 1. has | 5. is |
| 2. does | 6. is |
| 3. like | 7. go |
| 4. doesn't | 8. have |

Agreement of Pronouns and Nouns

(page 57)

- | | |
|----------|----------|
| 1. comes | 4. cares |
| 2. have | 5. is |
| 3. is | |

Clear Pronoun Reference (pages 57–58)

1. Tim walked onto the soccer field after the coach gave him the ball.
2. Yoko smiled when she saw her sister.
3. Justin told his father to take a taxi.
4. Harriet made a mistake and she told Nancy about it.
5. Luke and Dave went to the new Japanese restaurant, but Dave forgot his wallet.
6. My kite hit the window, but luckily the window did not break.

Agreement of Possessive Pronouns and Adjectives (page 58)

- | | |
|----------|---------|
| 1. their | 5. her |
| 2. her | 6. mine |
| 3. his | 7. hers |
| 4. their | |

Sentence Fragments (page 60)

A.

2. C
3. C
4. F Possible answer: I was confused because I couldn't understand the homework.
5. F Possible answer: I forgot to stop at the gas station and ran out of gas on my way to work.
6. F Possible answer: Whenever my next-door neighbor has time, she works in her garden.
7. F Possible answer: Although she had a bad cold and hadn't slept well for days, she took the test.
8. F Possible answer: My friend told me that it was the best movie he had ever seen.

Run-on Sentences (page 62)

1. R Possible answer: I like my dentist because he is very gentle.
2. R Possible answer: My son bought two T-shirts because he thought they were so cool.
3. R Possible answer: It was too cold yesterday to ski so we stayed in the lodge all day.
4. C
5. R Possible answer: The Pilgrims first came to Plymouth, Massachusetts in 1620. They were seeking religious freedom.
6. C
7. R Possible answer: Dennis called to say that his computer is making strange noises. He thinks it is broken.
8. R Possible answer: They wanted to play golf but we thought it was too hot so we all went swimming instead.
9. R Possible answer: There are several ways to get from New York to Philadelphia. The most convenient is by train.
10. R Possible answer: I have a very good memory. My husband, on the other hand, does not.

Gerunds and Infinitives (page 64)

1. Victoria enjoys working with small children.
2. I decided to take another economics course.
4. Jason keeps looking at his watch. I think he is bored.
5. They prefer to live in the suburbs.
6. She agreed to help me with the assignment
7. He finished studying at 9:00.
9. They decided to move to a bigger apartment.
10. I hope to complete my degree in four years.

Using Parallel Structures (page 66)

A.

- | | |
|-----------|---|
| <u>P</u> | 1. I spent the morning doing laundry, dusting furniture, and washing dishes. |
| <u>NP</u> | 2. I'm going to vote for Nathan because he is honest, intelligent and hard-working. |
| <u>NP</u> | 3. She read the instructions slowly and carefully. |
| <u>P</u> | 4. Taking the train is fast, comfortable, and safe. |
| <u>NP</u> | 5. You can vote by calling, texting or sending an email. |

- NP 6. Tom likes riding his bike more than taking a taxi.
- NP 7. Jogging and swimming are good exercise.
- NP 8. Paula is honest and reliable.
- P 9. We enjoy visiting our friends more than staying home.
- NP 10. You can do the activity individually, in pairs, or in groups.
- NP 11. Her new dress is beautiful but expensive
- NP 12. The movie was long, boring, and depressing.

B. (pages 66–67)

- | | |
|------|------|
| 1. a | 4. a |
| 2. b | 5. b |
| 3. b | |

Punctuation and Capitalization

Punctuation (page 69)

1. He was born in Portland on April 22, 1981.
2. How many books have you read lately?
3. We will have to leave by 5:30 P.M.
4. Dr. Anderson has a very full schedule today.
5. I just finished reading Hemingway's novel *The Old Man and the Sea*.
6. Most people like chocolate, but Jane is allergic to it.
7. I woke up with a headache; therefore I decided not to go to class this morning.
8. The restaurant has three specialties: grilled steak, marinated chicken, and fried shrimp.
9. In conclusion, Mario Vargas Llosa is one of the greatest writers of the twentieth century.
10. Marion said, "I can't go with you because I have too much homework."
11. I think that Pablo Neruda's poem "If You Forget Me" is the most beautiful poem I've ever read.
12. I like to watch science fiction movies; however, I don't like to read science fiction novels.

Capitalization (pages 70–71)

1. My Russian teacher is very handsome.
2. Have you read *Romeo and Juliet* in your English literature class yet?

3. I meet with my advisor every Tuesday and Thursday morning.
4. My sister, Ruth, has just returned from a trip to Istanbul and Athens.
5. Shopping is one of the most popular activities of visitors to New York City.
6. We usually celebrate Thanksgiving with our cousins, Betty and Alvin.

Punctuation and Capitalization

Review (page 71)

1. Traffic is causing serious pollution in some cities such as Athens, Mexico City, and Los Angeles.
2. When will Professor Klein be in his office?
3. My favorite poem is "Fire and Ice" by Robert Frost.
4. I'll meet you on Tuesday afternoon at 4:30 in front of the library on Liberty Street.
5. Mrs. Baker is one of the most inspiring speakers I've ever heard.
6. The earliest maps anyone knows of were made by Babylonians and Egyptians more than 4,000 years ago.
7. The Himalayas are the world's highest mountains.
8. Maria asked, "What time does the movie *Casablanca* start?"
9. In 1980 the wildlife biologist George Shaller began researching the panda in its natural habitat.
10. Professor Dickens is sick, so his Tuesday night class will be canceled.

Spelling Check (page 75)

- | | |
|--------------|------------|
| 1. planned | 6. mixing |
| 2. bouncing | 7. damaged |
| 3. supplies | 8. watches |
| 4. knives | 9. enjoyed |
| 5. beginning | 10. lying |

CHAPTER 4

Writing Essays

Parts of an Essay (pages 81–82)

Introduction; first supporting paragraph; second supporting paragraph; third supporting paragraph; conclusion

The Introduction (pages 83–85)

B.

1. move from general to specific; present facts and statistics
2. ask a question; present facts and statistics
3. present facts and statistics
4. use an anecdote
5. use a quotation; present facts

Analyzing Thesis Statements (pages 85–86)

A.

1. yes
2. yes; Aspects of the subject that the essay develops: popsicles, microwave ovens, and penicillin.

B.

1. More than a method of combat, karate emphasizes self-discipline, positive attitude, and high moral purpose.
2. Most students cheat on tests because they feel pressure to get into a good college, because they want to avoid the hours of studying they need in order to get high grades, or simply because they are not concerned with honesty.
3. The solution to this growing problem is not to build more and bigger prisons, but rather to examine and deal with the causes: access to guns, drug use, and poverty.
4. Pets ranging from dogs to tropical fish are showing up as therapists in hospitals, nursing homes, and prisons.
5. A job-sharing arrangement increases productivity, helps maintain diversity, and brings a broader range of skills to the job.

The Body (Supporting Paragraphs)

(pages 86–87)

1. Three of the most well-known inventions or discoveries that happened by accident are popsicles, microwave ovens, and penicillin
2. *Popsicles*
3. Popsicles were invented by accident by an eleven-year-old boy named Frank Epperson
4. yes
5. The story of Epperson's accidental discovery of popsicles
6. *Like popsicles, microwave ovens were an accidental discovery*

7. yes
8. Microwave oven were an accidental discovery.
9. story of discovery of microwave oven
10. The accidental discovery of penicillin.
11. yes
12. penicillin
13. The story of Alexander Fleming accidentally discovering penicillin.

The Conclusion (pages 88–90)

A.

1. make a prediction
2. make a prediction
3. restate the main points
4. make a prediction
5. ask a question
6. make a prediction

PART 2: TYPES OF ESSAYS

CHAPTER 5

Process Essays

The Language of Process: Useful Phrases and Sentence Patterns (page 103)

First, Then, Next, After that, Once, When, Finally

Analyzing a Process Essay (page 110)

B.

1. ask a question
2. how to perform a magic trick
3. process (time order)
4. a. decide on a trick
b. learn and memorize the basic steps of the trick
c. practice
5. The first thing; At this point; Also; The next, and most important step; Finally
6. people interested in learning to do magic tricks

CHAPTER 6

Division and Classification Essays

The Language of Classification (page 119)

A.

1. **Basis of division:** physical state of fuels in nature
Groups: solid, liquid gaseous.
2. **Basis of division:** What animals eat
Groups: carnivores, herbivores, omnivores.
3. **Basis of division:** number of players
Groups: individual sports, two-player sports, team sports
4. **Basis of division:** function of muscles
Groups: cardiac, smooth, and skeletal.
5. **Basis of division:** how musical instruments produce sound
Groups: percussion, string, brass, wind
6. **Basis of division:** how considerate roommates are
Groups: those who are very considerate, those who are indifferent, those who are inconsiderate

Analyzing a Classification Essay (page 122)

B.

1. sensory memory, short-term memory, long-term memory
2. how information is recalled
3. Sensory memory
 - a. When you are listening to a lecture, you need to remember the words at the beginning of a sentence in order to understand the sentence as a whole.
 - b. When you snap your fingers, you will notice that the sound seems to remain for a moment and then fade.
 - c. When you look at something and then close your eyes, you will still be able to “see” it for a moment because it is in your sensory memory.

short-term memory: a seven-digit phone number can be kept in your STM by repeating the number until you dial it, and then the number fades as soon as you start the conversation.

long-term memory: how to ride a bike, read a letter, send an email, sing a song,

CHAPTER 7

Cause and Effect Essays

Analyzing an Essay about Causes

(page 138)

1. parasites, pesticides, and climate change.
2. Introduction—Ask a question
Conclusion—Restate main point and make a suggestion
3. because, cause, causes, effect, lead to, affect, causing, caused by, impact

Analyzing an Essay about Effects

(page 140)

A.

1. bookmaking became cheaper and faster, scholars had better access to one another's ideas, regional languages increased as the use of Latin decreased
2. general to specific summary
3. effect, caused, because, resulted in

CHAPTER 8

Comparison and Contrast Essays

Analyzing Essays of Comparison

and Contrast (pages 155–157)

B.

1. the block method
2. It was only after I analyzed the similarities and differences between the two schools that I finally came to my decision to begin classes at Greenwell in the fall.
3. both located in Pennsylvania; tuition is exactly the same; have good basketball teams; have large libraries, excellent academic reputations, and first-class engineering departments
4. It was when I looked at the differences between the two schools that I made my final decision.
5. State's location is better; State's campus is more attractive; Greenwell offered an \$8,000 scholarship, but State offered no financial aid; Greenwell is closer to home than State; Greenwell has smaller classes and students get more personal attention than at State

C.

1. the point-by-point method
2. It was only after I compared the location, cost, and quality of education of the two schools that I could finally come to my decision to attend Greenwell.
3. location, cost, and quality of education
4. least important to most important
5. first paragraph: Although second paragraph: first thing, First of all third paragraph: In addition, However, Also, Finally fourth paragraph: In many ways, Also, So, On the other hand fifth paragraph: In conclusion

CHAPTER 9

Problem-Solution Essays

Analyzing a Problem-Solution Essay (page 170)

B.

1. Several achievable solutions to the food shortage crisis include eliminating biofuel subsidies, introducing new farming techniques, weather-proofing farm land, and eating less meat.
2. elimination of subsidies for biofuel; develop new tools to increase crop production; weather-proof farm land; eat less meat
3. restate the main points; make a prediction

PART 3: WRITING FOR SPECIFIC PURPOSES

CHAPTER 10

Writing for Specific Purposes

Analyzing a One-Paragraph Summary (pages 179–180)

B.

Summary 3 is the best because it states the main point of the article and accurately summarizes the main ideas in the article. It does not include any of the minor points of the original article or any personal opinions of the author.

C.

Summary 1 is too short and doesn't cite all the main points of the original article.

Summary 2 does not give the name of the original article. It also includes personal opinions.

Summary 4 contains too many details while failing to mention all the important points of the original article. It also includes personal opinions.

Completing a One-Paragraph Summary (pages 181–182)

In "The New Theory about Why Animals Sleep" Amy Barth reported evidence from scientists that suggests there are several reasons that animals sleep. They studied sleep patterns of more than 30 mammalian species. They discovered that animalsthat slept the longest had six times as many immune cells while animals that slept for shorter periods had 24 times as many parasites. According to researcher Brian Preston, "Maintaining the immune system may be the reason sleep has evolved,"

Writing One-Paragraph Summaries (page 182)

B.

The chimp prodigy Ayumu may be teaching himself to read.

CHAPTER 11

Expressing Your Opinions

Expressing Your Opinion About Controversial Issues (page 190)

D.

1. The student is opposed to the death penalty.
2. death penalty is immoral and cruel; death penalty is ineffective; death penalty is costly

Expressing Your Opinion Through Poetry

Prewriting (page 199)

1. II
2. IV
3. I
4. III

CHAPTER 12

Writing Undergraduate and Graduate School Application Essays

Analyzing a Graduate School Personal Statement (pages 211–212)

1. The student grew up in Turkey. His father is a civil engineer. The student has been in the United States for five years and has earned a bachelor of science in finance with a minor in economics. He is currently completing a second undergraduate degree, in mathematics.
2. It shows that the student has always had an interest in building things.
3. The student wants to return to Turkey and work on improving the operation and management of the country's infrastructure.
4. growing up with a father who was a civil engineer; the experience of living in a developing country
5. by getting two undergraduate degrees in related fields
6. He knows how to work hard, and he can express himself clearly in correct written English.