

Business Writing

Firefly Electric and Lighting Corp.
Learning and Development
Human Resources Department

Module 2 Constructing Sentences



Business Writing

Firefly Electric and Lighting Corp.
Learning and Development
Human Resources Department

Module 2B

Lesson 1-4

Sentences According to Structure



Module Three:

Constructing Sentences

Now that we have a basic understanding of how to use words more effectively in business writing, it's time to look at sentences. This module will discuss the parts of a sentence, its proper punctuation, and the four kinds of sentences according to structure.

- *Have something to say, and say it as clearly as you can. That is the only secret of style.*
- **Matthew Arnold**



Sentences according to Structure

- A sentence:
 - is a grammatical unit consisting of a set or sets of subject and predicate
 - expresses a complete thought
 - begins with a capital letter
 - ends either with a period, a question mark or an exclamation point
 - may be composed of a word or a group of words arranged in a coherent and unified pattern



Types of Sentences



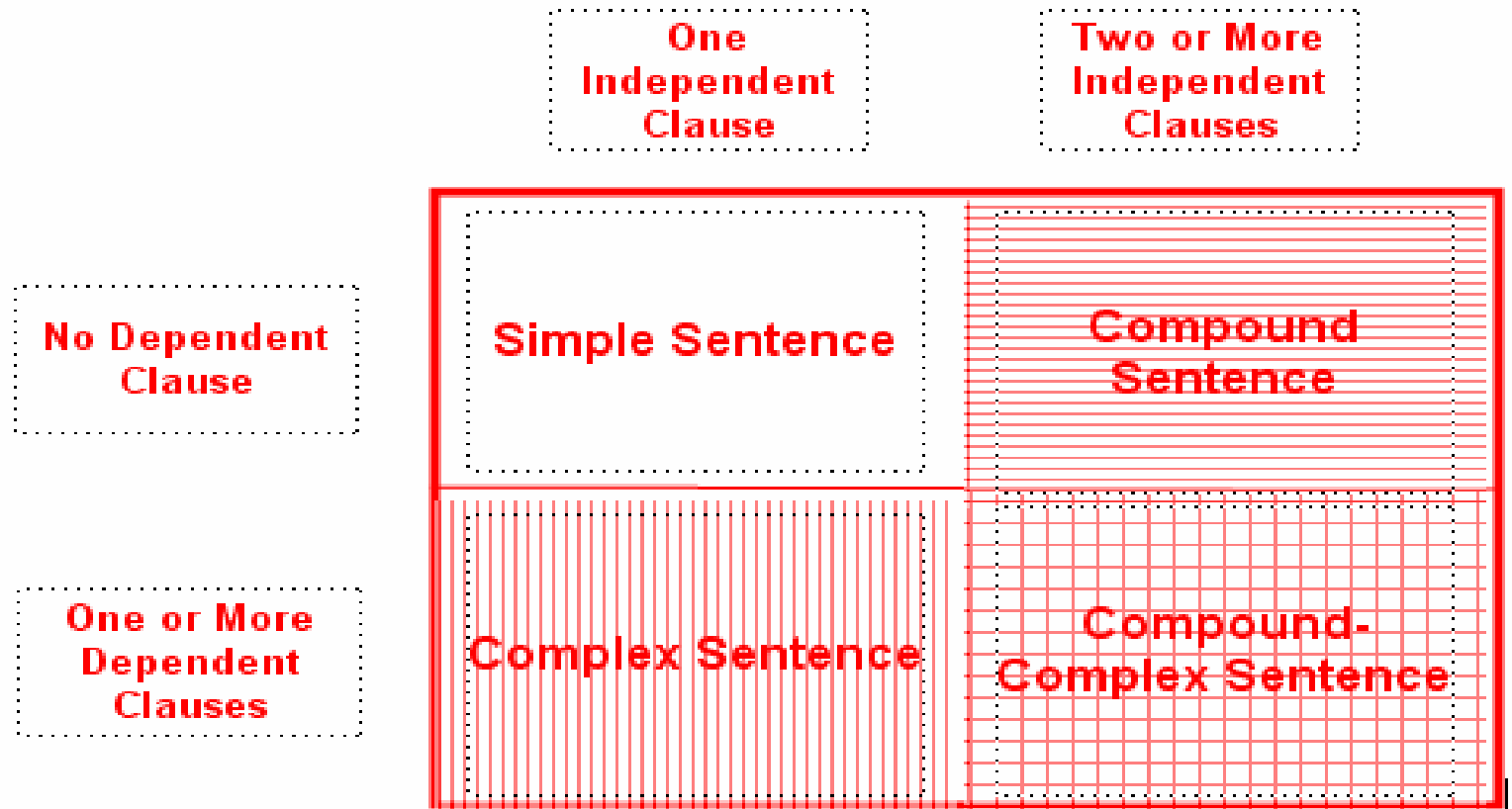
Sentences according to Structure

The Four Sentence Structures

1. Simple
2. Compound
3. Complex
4. Compound-Complex



Sentences according to Structure



Two or more independent clauses; one or more dependent clauses

Simple Sentence

Sentences according to Structure

- Simple sentence is a sentence that contains one independent clause, having one set of subject and predicate that is simple or compound.

Examples:

- Our avocado **tree** yields a lot of fruit. (One set of simple subject - trees- and simple predicate - yields)
- **George** and **Emma** harvest the fruits of our avocado and calamansi trees (one set of compound subject- George, Emma- and simple predicate - harvest)

Simple Sentence

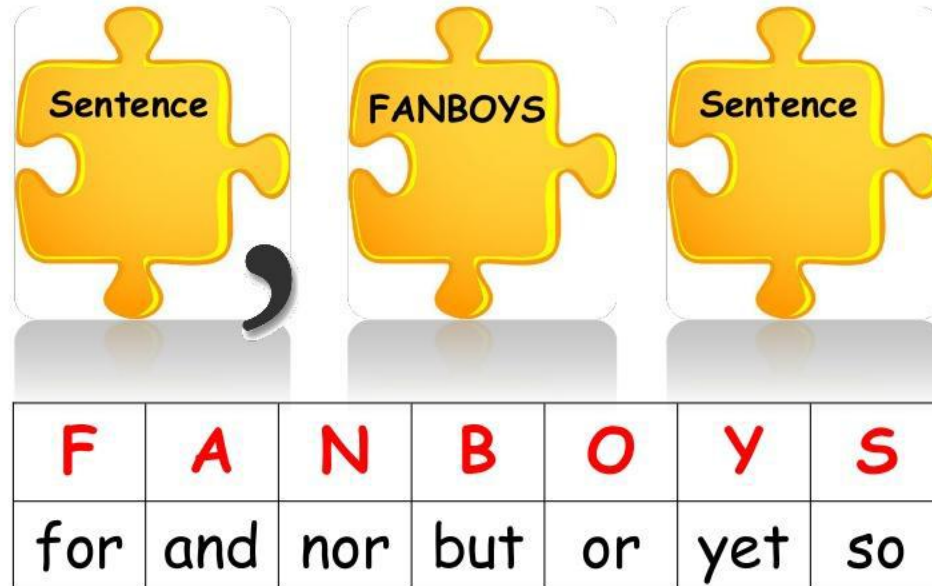
- George prunes the trees and removes the dead branches. (One set of simple subject - George - and compound predicate – prunes, removes)
- **George** and **Emma** harvest the fruits and sell them to the nearby farmers’ market. (One set of compound subject - George, Emma- and compound predicate.- harvest, sell)

Compound Sentence

Sentences according to Structure

- A compound sentence is a sentence made up of at least two independent clauses that are connected either by the following:
 - coordinating conjunction (for, and, nor, but, or, yet, so =fanboys)
 - correlative conjunction (both...and, either... or, not only... but also, etc. pairs)
 - conjunctive adverb (accordingly, besides, consequently, hence, however, moreover, therefore, etc)
 - semicolon that serves as a conjunction

Compound Sentences



The two independent clauses joined by coordinating conjunction may have a comma between the first independent clause and the coordinating conjunction. The use is optional.

Sentences according to Structure

Examples of Compound Sentences:

- **Sam** likes to watch horror movies, **but** his **sister** detests them. (two independent clauses joined by coordinating conjunction **but**)
- **Not only** does Nelly design clothes **but she** **also** exports her creations to ASEAN countries. (two independent clauses joined by correlative conjunctions (**not only...but also**).

Sentences according to Structure

- **Jeremy** forgot to bring his calculator;
consequently, **he** had a hard time during his Math quiz. (two independent clauses joined by conjunctive adverb **consequently**.)
- Take note that a semicolon (;) separates the first independent clause from the conjunctive adverb and a comma (,) separates the conjunctive adverb from the second independent clause.

Sentences according to Structure

- The **sun** is shining brightly; the **sea** is a beckoning blue green, and I am all set to enjoy my summer holiday. (two closely related clauses are joined by semicolon)
- Note that in constructing compound sentences, the conjunctive adverb, unless absolutely necessary to the context of the sentence, can be dropped . Only the semicolon will remain to signal compound sentence.

Sentences according to Structure

Using punctuation marks

Colon (:)

- used to mean “note what follows”

**Apostrophe
(‘)**

- shows belonging or indicates the omission of letters in a word (contraction)

Semicolon (;)

- used to link independent clauses

Complex Sentence

Sentences according to Structure

- A complex sentence is a sentence having one independent clause and one or more dependent clauses.
 - A dependent clause is a clause that contains a set or sets of subject and predicate but it cannot stand alone. It is usually introduced by subordinating conjunctions such as: after, although, as, because, even if, in as much as, in order that, provided, rather than, since, so that, supposing, though, etc.

Sentences according to Structure

Because subordinating conjunctions are used to introduce dependent clauses, these clauses are also known as subordinate clause.

- Another group of words used to introduce dependent clauses are the relative pronouns. Dependent clauses introduced by relative pronouns are also called relative clauses. Relative pronouns include: who, whose, whom, which, when, where, why , that and how.

Sentences according to Structure

Examples:

- The sun still shines (although it is raining.

IC (independent clause) DC (subordinate clause -although)

- (When the cat is away), the mice will play.

DC (relative clause –when) IC

- (As the candidates enter the Garcia Hall),

DC (subordinate clause-As)

the onlookers are already picking (who is

IC

DC

likely to win the title)

(relative clause –who)

Sentences according to Structure

- We will repair your bag (while you wait.)

IC

DC (subordinate clause- while)

- Korina discovered (that her jewelry were

IC

DC (relative clause –that)

missing) (when she opened her jewelry box.)

DC (relative clause –when)

- Please don't open the door (until you see)

IC

DC (subordinate clause- until)

(that it is your father.)

DC (relative clause –that)

*Compound Complex
Sentence*

Sentences according to Structure

- A compound-complex sentence is a sentence with at least two independent clauses and one or more dependent clauses.

Examples:

- It is early in the morning, but the beachcombers already throng the beach of Boracay (while some fellows are doing wind surfing.)

Sentences according to Structure

- Michael has extra tickets to the cinema, so he invites James to go with him (because he wants his company) (while ahe enjoys the film.)
- The children know (that they have to behave themselves) (while their parents entertain) and the guests admire them for their manner and behavior.

Sentences according to Structure

Take note that the subordinating conjunction is included in the identification of the dependent clause while the coordinating conjunction is excluded from what constitutes an independent clause.

Sentences According to Structure



Let's Review

Sentences According to Structure

Choose the best answer:

1. A sentence with a compound subject and compound predicate is a:

- a. dependent clause
- b. compound sentence
- c. compound-complex sentence
- d. complex sentence
- e. simple sentence

2. Choose the correct punctuation mark to connect these two groups of words: “Let the baby sleep ___ he is not well.

- a. ,
- b. :
- c. ;
- d. !
- e. .

Sentences According to Structure

3. Which of these is a coordinating conjunction?

- a. consequently
- b. therefore
- c. or
- d. When
- e. that

4. A sentence with two dependent clauses and one independent clause is a:

- a. simple sentence
- b. compound sentence
- c. compound-complex sentence
- d. complex sentence
- e. clause

Sentences According to Structure

5. Which of these is a dependent clause?

- a. until August 5 only
- b. for so many years
- c. for the children are hungry
- d. until he stops
- e. and forever

6. A sentence with three independent clauses is a:

- a. compound-complex sentence
- b. complex sentence
- c. simple sentence
- d. clause
- e. compound sentence

Sentences According to Structure

7. Of the connectives of sentences, which can be omitted without replacement?

- a. conjunctive adverb
- b. coordinating conjunction
- c. semi-colon
- d. correlative conjunction
- e. none of the above

8. What should be the punctuation mark used as indicated in this sentence: “A person committed a crime; therefore ___ he must be punished.”

- a. ‘
- b. .
- c. ,
- d. :
- e. ;

Sentences According to Structure

9. Which of these is a characteristic of a dependent clause?
- a. It is introduced by a subordinate conjunction.
 - b. It cannot stand alone.
 - c. It is introduced by a relative pronoun
 - d. All of the above
 - e. None of the above

Sentences According to Structure

10. Pick out the independent clause.

a. although the examination is still weeks away.

b. probably he is just late

c. while you are waiting for your mother

d. just reading the newspaper

e. Tomorrow is a new day.

Sentences According to Structure

If you got a score of 5 or less in the practice exercise, please review the notes on Sentences according to Structure before taking the quiz.

Please look over the uploaded Powerpoint notes in Quia and check whether there are other facts you need to include in your Cheat Sheet.

Crafting Sentences

Module 2B

LESSON 1-4

Answers to

**Sentences According to
Structure Quiz**

Sentences According to Structure

Choose the best answer:

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- c. compound-complex sentence
- d. complex sentence
- e. simple sentence

2. Choose the correct punctuation mark to connect these two groups of words: “Let the baby sleep ___ he is not well.

- a. ,
- b. :
- c. ;
- d. !
- e. .

Sentences According to Structure

3. Which of these is a coordinating conjunction?

- a. consequently
- c. or**
- d. when
- b. therefore
- e. that

4. A sentence with two dependent clauses and one independent clause is a:

- a. simple sentence
- d. complex sentence**
- b. compound sentence
- e. clause
- c. compound-complex sentence

Sentences According to Structure

5. Which of these is a dependent clause?
- a. until August 5 only
 - b. for so many years
 - c. for the children are hungry
 - d. until he stops
 - e. and forever
6. A sentence with three independent clauses is a:
- a. compound-complex sentence
 - b. complex sentence
 - c. simple sentence
 - d. a clause
 - e. compound sentence

Sentences According to Structure

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Module 2B, Lessons 1-4: Sentences according to Structure Quiz

1. Please proceed to [www. Quia.com/web](http://www.Quia.com/web)
2. On the space provided, enter your log in name and your password.
3. Under “Quiz”, please select Module IIB Lesson1-4, Quiz 1
4. Follow the instructions in the quiz.
5. Follow these same steps when you go to succeeding quizzes after every lesson.



Success doesn't come to you,
YOU GO TO IT.

Marva Collins

End of Module 2B
Lessons 1-4