

## Sentences

### Worksheet 1: Using complex sentences and paragraphs

**Key point** To be a good writer, you need to use a mix of different sentence types, including short sentences and longer complex ones.

#### Get started

**Guided** 1. Choose a conjunction from the box to complete the sentences. Make sure that you use each conjunction once.

where    ~~when~~    until    because    although

- Be careful what you post online when you are job hunting.
- Most interviews are still face to face, ..... be prepared for a phone interview.
- Read the job description carefully ..... you are clear what the job involves.
- Save your CV and application forms ..... you can find them easily.
- Think about how to make your CV stand out ..... employers see so many.

**Guided** 2. Complete the sentences by selecting the correct words from the box.

closing sentence    supporting sentence    ~~paragraph~~    topic sentence

A paragraph is usually made up of two or more sentences. The first sentence should introduce the main idea of your paragraph. This is often called a ..... Next you should include a ..... to give more information on your main idea. This could be more than one sentence depending on what you want to say. Finally, end with a ..... that sums up or repeats the main idea of the paragraph.

#### Hint

Remember that a supporting sentence 'supports' the main idea.

#### Try this

**Guided** 1a. Which type of clause always follows the conjunction?

**A** Main clause        **B** Subordinate clause   

1b. The main clause is underlined in each of the following sentences. Replace the conjunction in each sentence with one from the box below that also makes sense. Use each conjunction once. Write your sentences on a separate piece of paper.

as    unless    but    if    because    when

Members cannot use the exercise equipment until they have had an induction.

Members cannot use the exercise equipment unless they have had an induction.

Your membership card is free, although there is a charge for replacement cards.

Please do not disturb the neighbours when you leave after 9 p.m.

#### Hint

Remember: a main clause is the part of a sentence that can stand alone.

#### Hint

Try out the different conjunctions in each sentence. Try reading the sentences aloud to yourself and think about which conjunctions make sense.

Members must secure their personal belongings in a locker while using any of the club's facilities.

Members cannot save a place for a friend as our classes work on a first-come, first-served basis.

2. Rewrite each sentence from question 1b so that the subordinate clause comes first. You can use either the original or replacement conjunction in your sentences. Write your answers on a separate piece of paper.

3. On a separate piece of paper, write your own subordinate clauses to extend the sentences. Use any of the conjunctions from the Get started or Try this sections.

- a. You cannot use the gym .....
- b. Make sure your belongings are safe .....
- c. Please do not park in the gym car park .....

4a. Match the labels to the sentences by inserting S or T in the box at the end of each sentence.

S = Supporting sentence    T = Topic sentence

We want our club to be more than just a gym.  Last year, we added a new studio, a new weights room and a jacuzzi.  This year, we've added the new 'Serenity' wellness spa where you can get the latest luxury beauty and spa treatments.

b. The closing sentence in the paragraph above is missing. Choose the best closing sentence from the list below.

- Our club is so much more than a gym, so join today!
- Our modern club offers you the best facilities and wellbeing experts in the area so that you can enjoy an exceptional fitness experience.
- Our qualified fitness instructors and personal trainers are always on hand to give you advice or assistance.

### Hint

Choose the closing sentence that best sums up **all** the ideas in the paragraph.

### Hint

Try to include:

- one topic sentence
- two or more supporting sentences
- one closing sentence.

## Aim to pass

1. Write an email to the manager of your local gym, Lisa Bartoli, to complain about the facilities. You can use the notes below for ideas or invent your own details.

You should aim to write about 150 to 200 words. Complete your answer on a separate piece of paper. (15 marks)

- The shower room is awful
- Doesn't look or feel clean
- Dirty floors
- Want to stay a member
- Littered with paper towels
- Please improve this ASAP

### Hint

Try to use a mix of shorter and longer sentences – and include at least two complex sentences. Look at the conjunctions on this worksheet for some ideas.

## Rate yourself

How confident are you at writing complex sentences and using paragraphs?



**Got it!**

Move on to the next activity.



**Not there yet...**

Try one of the booster sheets for this worksheet.