***Effective sentence***

**ISSUE 1: UNITY: EFFECTIVE SENTENCE**

: For unity, let your sentence express one main thought with less important thoughts clearly subordinate to the principle idea.

Weak: Mr. Norris is a well-known economist, and she will speak at the October meeting.

Better: Mr. Norris, a well-known economist, will speak at the October meeting.

Weak: More people than ever before will be attending this conference and we suggest that you make your reservations now.

Better: Since more people than ever before will be attending this conference, we suggest that you make your reservations now.

**ISSUE 2: COHERENCE** Rule:

 When a sentence has coherence, the parts of the sentence fit together in proper relationships so that there can be no misunderstanding about the intending meanings. To achieve coherence place all modifying adjectives, adverbs, appositives and prepositional phrases near the words they should modify.

He showed me several wool turtleneck men’s sweaters. (Men’s wool turtleneck sweaters) Our team didn’t even score once. (Even once)

The robber was described as a six foot tall man with a mustache weighing 150 pounds. (150 pounds six foot tall man with a mustache.)

When watching a classic film such as Gone with the Wind, commercials are especially irritating. (Dangling modifiers) (I find commercials …) OR (When I am watching …

**ISSUE 3: EMPHASIS** Rule

 Since the most emphatic positions in a sentence are the beginning and the ending, the less important information obviously should be positioned in the middle.

• Starting with ‘there’, ‘here’, ‘it’ weakens the sentence by delaying the naming of the sentence.

 • Passives also weaken the sentence by shifting the focus on the action and not on the actor.

 Before: The airplane reached the speed of sound and it was difficult to control it.

After: As it reached the speed of sound, the airplane was difficult to control.

After: The airplane, when reached the speed of sound, was difficult to control it. There are several projects that we must finish within this week.

After: Several projects … The editor was sent the copy of the letter by the chief editor. (Passive)

After: The chief editor sent the copy of the letter to the editor.

**ISSUE 4: PARALLELISM**

E1-an E1-b Balance parallel ideas linked with coordinating conjunctions such as and, but, and or.

Theft vandalism and cheating can result in suspension or even being expelled (expulsion) from school.

David is responsible for stocking merchandise, all in store repairs, writing orders for delivery, and sales (selling) of computers.

Balance parallel ideas linked with correlative conjunctions such as either

 The shutters were not only too long also (but also) were too wide. I was advised either to change my flight or take (to take) the train. Balance comparisons linked with than or as. It is easier to speak in abstractions than grounding (to ground) one’s thoughts in reality. Mother could not persuade me that giving is as much a joy as to receive. (Receiving)

**ISSUE 5 NEEDED WORDS**

E2-a Add words needed to complete compound structures Some of the regulars are acquaintances whom we see at work or (who) live in our community I never have (accepted) and never will accept at bribe

E2-b Add the word that If there is any danger of misreading wrought it. As Joe began to prepare dinner, he discovered (that) the oven wasn’t working properly.

E2-c Add words needed to make comparisons logical and complete. Agnes had an attention span longer than her (that of her) sisters. Henry preferred the restaurants in Pittsburg to Philadelphia. Chicago is larger than any (other) city in Illinois.

**ISSUE 6: SHIFTS**

The point of view of a piece of writing is the perspective from which it is written: 1st, 2nd or 3rd person. One week our class met in a junkyard to practice rescuing a victim trapped in a wrecked car. We learned to dismantle the car with the essential tools. You were graded on your speed and your skill in extricating the victim. Everyone should purchase a lift ticket unless you plan to spend most of your time walking crawling up a steep hill. (Correct: You should purchase …) A police officer is often criticized for always being there when they aren’t needed and never being there are. (Correct: Police officers are …)

E4-b Maintain consistent verb tenses. My hopes rise (rose) and fall (fell) as Joseph’s heart started and stopped. The doctors insert (-ed) a large tube into his chest, and blood flows (-ed) from the incision onto the floor. The tube drained some blood from his lung, but it was all in vain. (Tense Shift)

E4-c Make verbs consistent in mood and voice the officers advised against allowing access to our homes without proper identification. Also, (They also suggested that we) alert neighbors to vacation schedules.

E4-d Avoid sudden shifts from indirect to direct questions or quotations. I wonder whether the sister knew of the murder, and if so did (whether she reported) she reports it to the police. Mother said that she would be late for dinner and (asked me not to) please do not leave for choir practice until Dad comes home