

SECTION

12

**WRITING CLEAR  
AND COHERENT  
SENTENCES/  
PARAGRAPHS**



# WRITING

## Production And Distribution Of Writing

### INTRODUCTION

Dear learner, you are welcome to this section of Intervention English lesson. In the last section, our lesson was about writing. You learned how to use tricky words and alternative spellings to write meaningful sentences. In this section, the lesson will focus on writing clear and coherent sentences. You will learn how to use writing conventions in writing clear and coherent sentences and paragraphs. This lesson is going to help you improve your writing skills. There are activities in the lesson to help you measure your progress; and you are encouraged to perform all the activities. Should you have any difficulty with the activities, discuss it with your friends or classmates as well as your teacher. Follow the lesson. Enjoy the lesson!

**By the end of the lesson, you as the student will be able to;**

Write Clear and Coherent Sentences and Paragraphs for a Range of Purposes and Audience.

#### Key Ideas

Writing conventions are the rules people have to follow when writing sentences and paragraphs. A sentence is a group of words that make a complete thought. A group of related sentences makes a paragraph.

## WRITING CLEAR AND COHERENT SENTENCES/ PARAGRAPH

**Writing conventions** are accepted rules used to make writing clear and understandable. This means, there are guidelines one must follow to write briefly and clearly. It can also be explained as the accepted writing rules or guidelines which are used to make a write-up understandable. Let us try to identify the problems with the following sentences.

1. Madam selasi bought a new car.
2. What is your name
3. I love my Cat.

When you observe the three sentences, you will find out that some basic writing conventions are missing. In the first sentence, the name 'Madam **s**elasi' which is a proper noun and needs capitalisation has been written wrongfully with lowercase letter 's', the second sentence has **no end mark (?)** to make it complete and finally, the word '**C**at' is a common noun and does not need capitalisation. Now, let us rewrite the sentences using the appropriate writing conventions.

1. Madam. **S**elasi bought a new car.
2. What is your name**?**
3. I love my **c**at.

Good! Keep following the lesson. Before we continue, try the activity below with your friend or classmate.

### Activity 12.1

Rewrite the sentences below using the appropriate writing conventions.

1. kofi is my best friend.
2. My Table is broken down.
3. Can I borrow your pen

#### Response

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Great job! You have done well. You are now going to learn about some basic writing conventions to help you write sentences and paragraphs correctly.

### Examples of writing conventions

**Capitalisation** means writing a word with its first letter in **uppercase** (**A, B, C,.....**) and the rest of the letters in **lowercase** (**a, b, c,.....**). It is used for the beginning letter of the first word of a sentence and all proper nouns in a sentence.

S/N	Word	Capitalisation	Where to capitalise in a sentence
1	boy	Boy	If it is the first word in a sentence
2	canteen	Canteen	If it is the first word in a sentence
3	book	Book	If it is the first word in a sentence
4	computer	Computer	If it is the first word in a sentence
5	lake bosomtwe	Lake Bosomtwe	Anywhere it appears in a sentence
6	bui dam	Bui Dam	Anywhere it appears in a sentence
7	hawa dara	Hawa Dara	Anywhere it appears in a sentence
8	bono region	Bono Region	Anywhere it appears in a sentence

### Examples of words which are always capitalised

*Yaw, Yaa, Monday, Ramadan, August, Alberta, Kukua, Selasi, Suhum, Boateng, Joshua, Dara, Ewoenam, Afiba, Bank of Ghana, Accra Girls' Senior High School, Owabi Dam, Savelugu, Kumasi, Ho International Airport, Larabanga Mosque, River Pra, The Kaya-Girl, Ghana, Benin, Argentina, and so on.* Perform the activity that follows.

#### Activity 12.2a

Fill in the gaps by using the word found below or on top of it.

Capitalisation	E.g., Happy	_____	Sheep	_____	_____	_____
Non-capitalisation	happy	goal	_____	library	_____	children

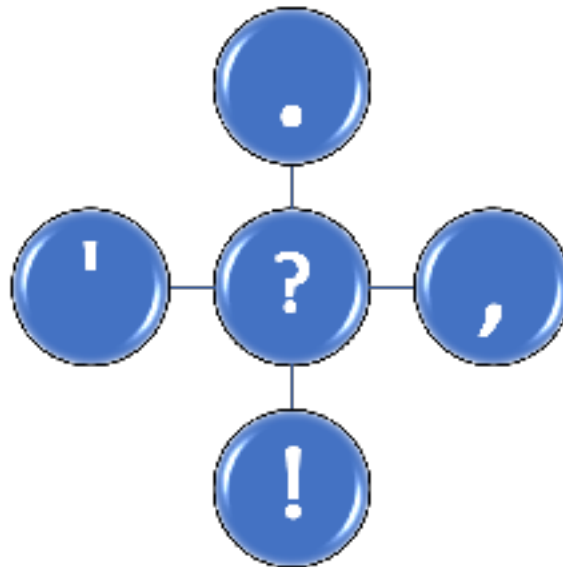
**Activity 12.2b**

Rewrite the following sentences correctly using capitalisation.

- i. They are from the volta region of ghana.
- ii. The man travelled to sunyani.
- iii. I will attend the graduation ceremony of the university of ghana.
- iv. She was born on a thursday morning in august.
- v. nkrumah is the first president of ghana.
- vi. The title of the book is 'things fall apart'.

Good job done! I hope you are enjoying the lesson. You are now going to learn about punctuation marks.

## Punctuation Marks



**Fig. 12.1:** Punctuation Marks

**Punctuation marks** refer to a set of symbols that separate words and give meaning to words and sentences. Punctuation marks or symbols are used to indicate pauses, stops, emphasis or separate written sentences and parts of sentences. They also show how sentences should be read to bring out the meaning. These marks help us to understand how sentences are used to express ideas. Some common punctuation marks include:

1. **Full stop- (.)**: *Tells us the end of a sentence.*
  - a. Young people love mobile phones.
  - b. Tackie bakes nice cakes.
2. **Comma- (,)**: *Indicate pauses, use to separate items in a list, separate parts of sentences.*
  - a. Orrison does well in Mathematics, English Language and Agricultural Science.
  - b. The police officer, who lives in Akorabo, is very patriotic.
3. **Question mark- (?)**: *Used to indicate a question.*
  - a. Did the teachers attend the meeting?
  - b. What is your favourite colour?
4. **Apostrophe- (')**: *Used to show possession or omission.*
  - a. The lady's bag has been stolen.
  - b. The ladies' bags have been stolen.
  - c. They'll soon come home.
5. **Exclamation mark- (!)**: *Used to express mood or strong emotion or show emphasis in sentences.*
  - a. What a beautiful day we have!
  - b. Sit down immediately!
  - c. Wow, that's an amazing music!

Now, read the following sentences to see how the punctuation marks have been used.

1. At the bus stop, I saw a teacher, a police officer and some students.
2. Safia's voice was very loud and clear.
3. Did you answer the teacher's questions?
4. Great! It was a perfect work!
5. I'll return to school on Wednesday.
6. How did the examination go?
7. Excellent! You have done very well!
8. The items on the list include pencils, erasers, crayons and exercise books.

9. Ghanaians are very hospitable.
10. It's my book.

The activities that follow will help you to understand how useful punctuation marks are in developing your writing skills. You are to perform the activities one at a time. I wish you all the best.

### Activity 12.3

Write the sentences below by selecting the appropriate punctuation mark from the bracket.

1. I love chocolates (? !)
2. Can you see the library (. ?)
3. This is my textbook (, .)
4. At school (‘ ,) I learn how to read effectively (! .)
5. Education is every child's (‘ ;) dream.
6. Akomea owns a company (, .)

Excellent! You are doing well.

### Activity 12.4

Insert the appropriate punctuation marks in the following sentences

?      !      .      ,      ;      “ ”

1. Yes\_ I'll travel tomorrow.
2. Has the laptop been fixed\_
3. They are very good friends\_
4. My parents bought apples\_ oranges\_ pawpaw\_ carrots and mangoes from the market.
5. What an amazing match\_
6. On my way to school\_ I saw beautiful bird. had a beautiful.

Beautiful work done, my friend!

**Activity 12.5**

Rewrite the paragraph below inserting the appropriate punctuation marks.

Kabutey Peniel went to the store and bought some milk milo sugar and eggs He saw his friend Wunpini and they started talking about their plans for the weekend What do you think their plans were about That is lovely They decided to go to the beach on Saturday to have fun Peniel was looking forward to it but then he remembered he had to finish his homework first

Bravo! Keep working hard.

**Activity 12.6**

Punctuate the sentences below appropriately

1. Can you find my bag
2. Wow it looks scary
3. The teachers together with the headmaster will travel tomorrow
4. We have to learn to accept people for who they are
5. Turn off the light immediately
6. Are we going to the airport together
7. I will be the best president of Ghana one day
8. Yes it was wonderful
9. I like people who care about others
10. Come back here

**You are an amazing learner!**

Continue to practise on how to use writing conventions to improve your writing. There are review questions to guide you to learn more. Do not stop here, keep practising and you will discover that learning English Language is interesting.



## REVIEW QUESTIONS

1. Insert the appropriate writing convention in the following sentences
  - a. Laws are made in the parliament house of ghana
  - b. Our excursion took us to the kotoka international airport
  - c. When will you visit me in accra
  - d. They all greed to visit kwame nkrumah memorial park
  - e. ghana television hosted the black stars
  - f. what a lovely birthday celebration
  - g. Will you return here tomorrow
  
2. Complete the paragraph below by inserting the appropriate writing conventions.
 

*Dear Sampson,*

*I'm very delighted to write to you this letter how are you doing I'm doing well here and I hope you are too I'm writing to inform you about my birthday party my birthday party will be held on monday 5<sup>th</sup> august 2024 the venue of the party is independence square some artists who will be performing on the day include king promise kuami eugene and kidi as usual there will be a surprise artist I hope you won't miss this occasion for any reason*
  
3. In groups, write a one-paragraph story on the topic 'My First Day at School'. Make sure you use the appropriate writing conventions. Use the prompts below as a guide:
  - a. What is the name of the school?
  - b. What time did you arrive?
  - c. Who went with you?
  - d. Who did you first meet?
  - e. What was your first impression about the school?

# ANSWERS TO REVIEW QUESTIONS

1. Insert the appropriate writing convention in the following sentences
  - a. Laws are made in the Parliament House of Ghana.
  - b. Our excursion took us to the Kotoka International Airport.
  - c. When will you visit me in Accra.
  - d. They all greed to visit Kwame Nkrumah Memorial Park.
  - e. Ghana Television hosted the Black Stars.
  - f. What a lovely birthday celebration!
  - g. Will you return here tomorrow?

2.

*Dear Sampson,*

*I'm very delighted to write to you this letter. How are you doing? I'm doing well here and I hope you are too. I'm writing to inform you about my birthday party. My birthday party will be held on Monday, 5<sup>th</sup> August, 2024. The venue of the party is Independence Square. Some artists who will be performing on the day include King Promise, Kuami Eugene and Kidi. As usual, there will be a surprise artist. I hope you won't miss this occasion for any reason.*

2. In groups, write a short story on the topic 'My First Day at School'. Make sure you use the appropriate writing conventions. Use the prompts below as a guide:
  - a. What is the name of the school?
  - b. What time did you arrive?
  - c. Who went with you?
  - d. Who did you first meet?
  - e. What was your first impression about the school?

## EXTENDED READING

1. Any English Language Book approved by NaCCA
2. MacCary, M. (2021). *Handbook for Reading*. Ebeka Book Production
3. Click on the links below to read more about capitalisation and punctuation:

<https://www.grammarbank.com/punctuation-and-capitalization.html>

<https://youtu.be/bY5ChVDRLus?t=186>

## GLOSSARY

1. **Uppercase Letters:** They are the capital letters of the English language alphabets.

Example of Uppercase Letters	A	B	C	D	E	F	G	H	I	J
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2. **Lowercase Letters:** They are the smaller version or type of the capital letters of the English language alphabets.

Example of Lowercase Letters	a	b	c	d	e	f	g	h	i	j
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