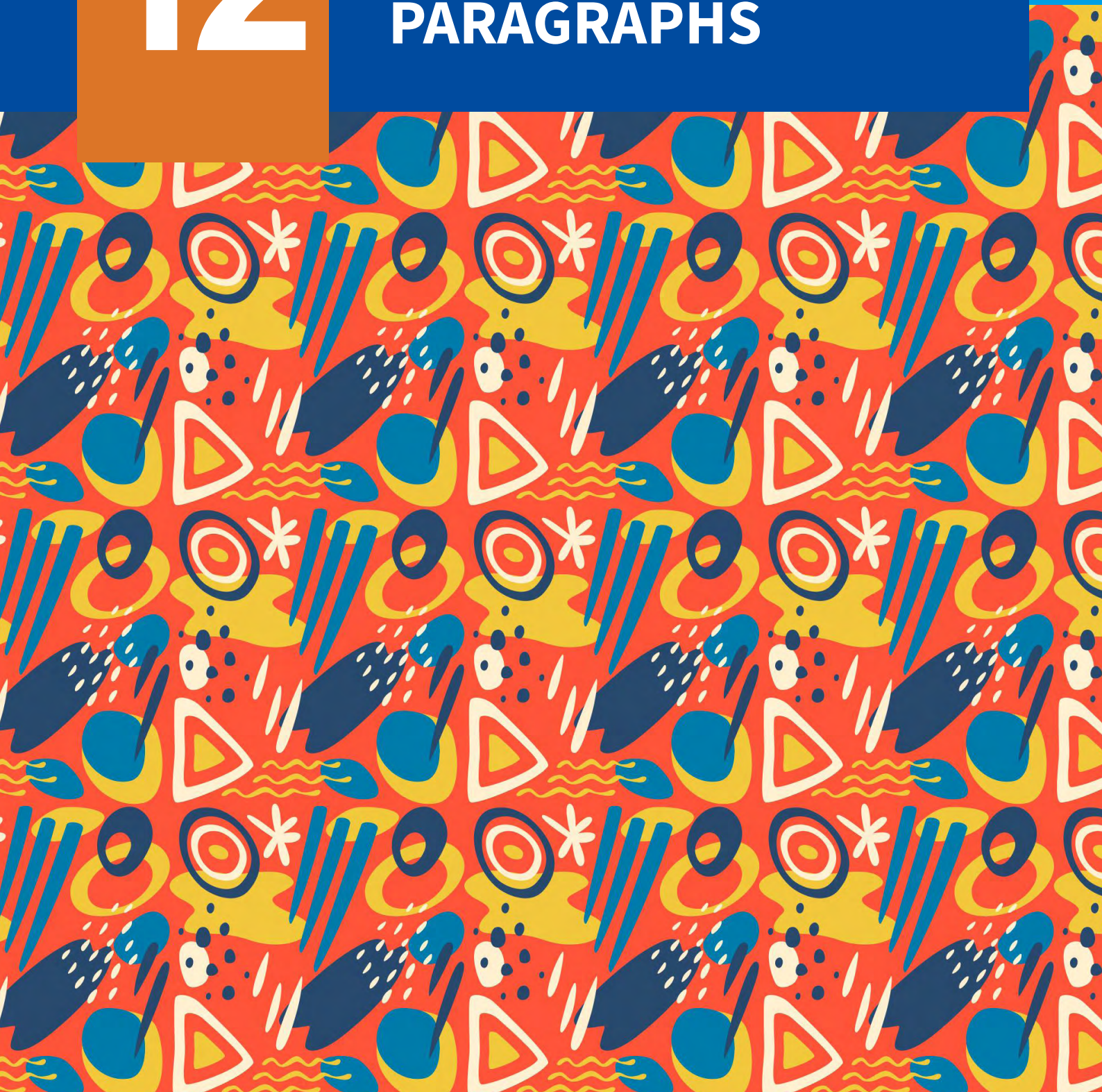


SECTION

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

**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.

Madam selasi bought a new car.

What is your name

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.

Madam. **S**elasi bought a new car.

What is your name?

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.

kofi is my best friend.

My Table is broken down.

Can I borrow your pen

**Response:**

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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 for 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

Rewrite the following sentences correctly using capitalisation.

Though she comes from northern region, she knows much about odwira festival.

They all want to attend the university of allied health sciences because of their parents' encouragement.

As a result of hard work, I passed the basic education certificate examination.

Nana Ampadu, daddy lumba, amakye dede and kwabena adofo are ghanaiian muscians.

The independence day of ghana falls on 6<sup>TH</sup> march every year.

They always eat at the chinese restaurant every friday.

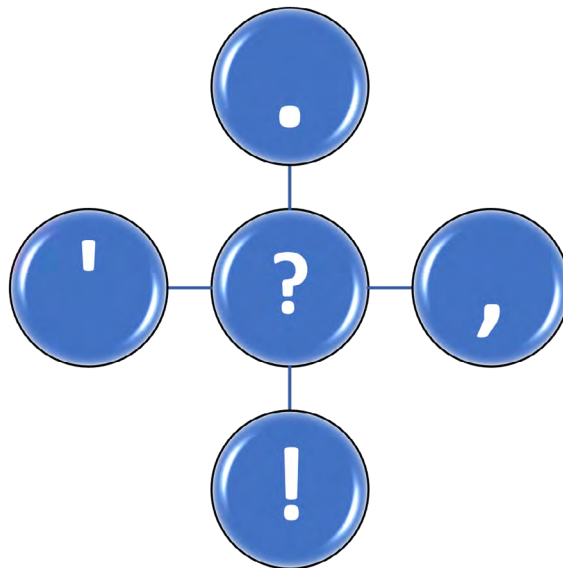
**Activity 12.2b**

Rewrite the paragraph below using the appropriate capitalisation.

*When alberta arrived in akosombo for her mid-semester break, she planned to embark on an excursion to the dam with the help of her friend from aburi girls' senior high school. Her uncle, Mr. tackie told her many stories about the akosombo dam. She learned about the volta river authority which was established to generate, transmit and distribute electricity in ghana. When she was sent to pay the electricity bill for the month june, she thought it would be an opportunity to hatch her plan to visit the dam. On her way, she met her friend, selasi who told her the dam was far from their community and that she could only go to the place during vacation. she became disappointed after realising that it is possible to be in akosomobo and not see the dam.*

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:

**Full stop- (.):** *Tells us the end of a sentence.*

Young people love mobile phones.

Tackie bakes nice cakes.

**Comma- (,):** *Indicate pauses, use to separate items in a list, separate parts of sentences.*

Orrison does well in Mathematics, English Language and Agricultural Science.

The police officer, who lives in Akorabo, is very patriotic.

**Question mark- (?):** *Used to indicate a question.*

Did the teachers attend the meeting?

What is your favourite colour?

**Apostrophe- ('): Used to show possession or omission.**

The lady's bag has been stolen.

The ladies' bags have been stolen.

They'll soon come home.

**Exclamation mark- (!):** *Used to express mood or strong emotion or show emphasis in sentences.*

What a beautiful day we have!

Sit down immediately!

Wow, that's an amazing music!

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

At the bus stop, I saw a teacher, a police officer and some students.

Safia's voice was very loud and clear.

Did you answer the teacher's questions?

Great! It was a perfect work!

I'll return to school on Wednesday.

How did the examination go?

Excellent! You have done very well!

The items on the list include pencils, erasers, crayons and exercise books.

Ghanaians are very hospitable.

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.

**You are an amazing learner!**

### Activity 12.3

Rewrite the sentences below with the appropriate punctuation mark.

While they were at the party Owuraku was seriously learning for the examination

Mid-town Supermarket sells biscuits chocolates champagne and candies

The dog together with the boys plays in the garden

Since they couldnt pay their bills the landlord asked them to vacate the room

The traders who came to my village were very adventurous

Abenas books which were kept on the table have been damaged during the riot in the school.

Who is a patriotic citizen

You're the best friend ever

What a beautiful sunset

Who took the money that I kept on the table

Excellent! You are doing well.

**Activity 12.4**

Rewrite the paragraph below inserting the appropriate punctuation marks.

*Patriotic citizens are the people who love and care about their country They are very responsible disciplined pay their taxes and their attitudes promote peace and unity Their goal is to help the nation to become a better place for all However there are other people who don't care about what happens in their country These people are selfish and only think about themselves and their family Also such people are very corrupt How will our country develop if we have such irresponsible people among us we must therefore learn to be good citizens so that others can learn from us*

Bravo! Keep working hard.

**Activity 12.5**

Correct the punctuation errors in the following sentences.

I really enjoyed the music?

Why is reading very important.

I,ll come to the festival if I complete my assignment on time!

Will you buy my story book,

The new buildings in the school include a library' a dormitory' a laboratory and an assembly hall?

As soon as they got here. everyone disappeared from the room.

Beautiful work done, my friend!

**Activity 12.6**

Fill in the gaps with the appropriate punctuated words from the box

splendid!      cutlasses,      books?      Perfect's      night.

\_\_\_\_\_tolerance was so exceptional throughout the game.

They came home late last\_\_\_\_\_

Where did you keep the\_\_\_\_\_



This design looks \_\_\_\_\_

The students brought brooms, \_\_\_\_\_ dustbins and dusters for the clean-up exercise.

**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

Rewrite the passage below by inserting the appropriate writing conventions.

*while touring the elmina castle I broke down in tears my heart couldn't hold me together after realising the pains that our forefathers went through during the slave trade era everything I saw on that day taught me many lessons I now know the value of peace the peace we are enjoying didn't come by chance people sacrificed for us to be here today therefore we need to protect the peaceful society we are all enjoying with all the strength in us we should not allow politics religion colour ethnicity region and our selfish interest to destroy the peace we have now we must uphold the words in our national anthem and national pledge each day of our lives we inherited ghana in peace and we have to protect it for future leaders let peace lead us*

Rewrite the passage below by inserting the appropriate writing conventions.

*ghanaian core values such as respect for the elderly honouring traditional rulers and the importance of dignity and proper social conduct are no longer cherished as it used to be young people have lost respect for the elderly and no one can control their emotions today parents are rather controlled by their children the youth think that everything now revolves around them and they hold the key to their own life or future in fact the onset of technological advancement has worsened the situations these days technology has brought the world together the social media platforms such as instagram, facebook, TikTok and twitter have taken the possession of the youth in ghana if things continue the same way the future of ghana will remain in the shadows something needs to be done immediately*

Write a two-paragraph story to illustrate the saying 'A Bird in the Hand is Worth Two in the Bush'. Use the appropriate writing conventions.

Give your story a title.

Write a short introduction.

Narrate your story to illustrate the proverb provided (the proverb means to be grateful for what you have rather than what you wished you had).

ns.

## 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:
4. <https://www.grammarbank.com/punctuation-and-capitalization.html>
5. <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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## ACKNOWLEDGEMENTS



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