

TIME-ORDER PARAGRAPHS

- I. DEFINITION - a paragraph in which the ideas are placed in order by time

- II. EXAMPLES
 - A. How to bake a cake
 - B. How to change a tire

- III. PARAGRAPH OUTLINE - Before you begin to write, plan what you are going to write using an outline. Outlines organize your ideas in logical order.
 - A. STEPS IN MAKING AN OUTLINE
 1. Brainstorm a list
 2. Edit the list
 - combine related ideas
 - cross out repeated ideas
 - cross out unnecessary ideas
 3. Organize the list
 - put the steps in order by time
 - give each step a capital letter
 4. Add a title and a topic sentence

 - B. COMPLETED OUTLINE - Characteristics
 - The title is centered at the top.
 - The topic sentence is below the title. (main idea)
 - The five steps are listed under the topic sentence and have capital letters A, B, C, and so on

IV. TIME-ORDER TRANSITION SIGNALS

- A. DEFINITION - a word or phrase that shows how one idea is related to another idea.
- B. PLACEMENT - Time-order transitions are usually placed at the beginning of a sentence followed by a comma. (Then is NOT followed by a comma).

B. EXAMPLES

First, ...

First of all, ...

Second, ...

Third, ...

Next, ...

After that, ...

Then, ...

Finally, ...

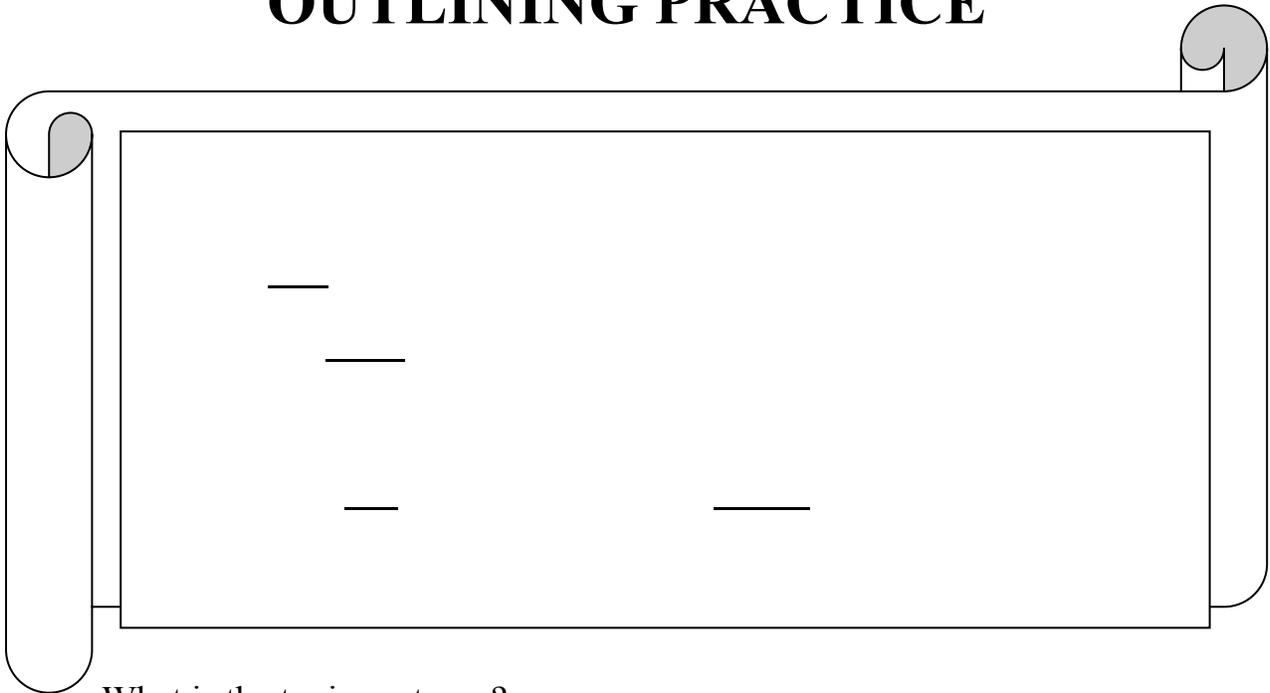
In the morning, ...

In the afternoon, ...

In the evening, ...

At night, ...

OUTLINING PRACTICE



What is the topic sentence? _____

I. _____ ← *Topic sentence / main idea*

A. _____ ← *Point #1*

B. _____ ← *Point #2*

C. _____ ← *Point #3*

1. _____ ← *Detail #1*

2. _____ ← *Detail #2*

3. _____ ← *Detail #3*

II. _____ ← *conclusion*

A Unique Treat

Turkish coffee is not easy to make, but the results are delicious. *First*, you need a special coffeepot called a "jezve". This is a long-handled, open brass or copper pot. Pour three small cups of water into the pot. *Next*, heat the water until it boils. *Then* remove the pot from the heat. Add three teaspoons of coffee and three teaspoons of sugar to the water. Gently stir the mixture and return it to the heat until you can see foam on the top. When you can see the foam on top, take the "jezve" from the heat and hit it lightly with a spoon to make the foam go down. Reheat the coffee and tap the pot two more times, making sure to remove it from the heat each time the foam forms. Before you serve the coffee, give everyone a small glass of fresh water to drink with their hot, thick coffee.

What is the topic sentence? _____

- I. _____ ← *Topic sentence / main idea*
- _____
- A. _____ ← *Point #1 & 2*
- B. _____ ← *Point #3 & 4*
- C. _____ ← *Point #5 & 6*
- D. _____ ← *Point #7 & 8*
- E. _____ ← *Point #9 & 10*
- F. _____ ← *Point #11*
- II. _____ ← *conclusion*
- _____

The author states that Turkish coffee is difficult to make. Find three examples from the paragraph that support this idea.

1. _____
2. _____
3. _____