

11 Sentences

Never let reader lose sight of central thought

Complicated thoughts need maximum simplicity

Use full range of sentence types to maximize rhetorical profile

Sentence Types

Virtual

Simple

Compound

Complex

Compound & Complex

Basic Sentence Construct

Subject

Action verb or linking verb

Object or compliment (almost always)

Loose - The Most Used

Potentially diffuse, anticlimactic, overworked

Partially Periodic - Has some preliminary component

Basically Loose - Main thought near the beginning, with many additions

Periodic

Adds drama, suspense

Forces reader to retain info until the end

A series of periodic sentences can be wearisome and self-conscious

Consider adding more periodic sentences to:

Vary the style

Emphasize most important idea at the end

Sustain interest in a long sentence

Convert Loose to Periodic:

Add a modifier or move one forward in the sentence

Invert the sentence

Begin with "It was"

Active and Passive Voice

Active - Natural grammatical order. Direct, forceful.

Voice - Inverted structure. Wordy, non-committal.

To emphasize the receiver of action

Shift subject to end for easier modification

Give the effect of detachment

Sometimes makes the thought easier to phrase

Virtual Sentence ("Mayday!" "Oh yeah?"); abbreviations, fragments

In dialogue, especially questions, answers, exclamations

Description

Introductions

Conclusions

Emphasis

Simple Sentence

When austere, for variety, but mainly emphasis

You can compound the subject, verb or object, judiciously

A succession of simples becomes simple-minded, monotonous.

Compound Sentence

Cannot be periodic/loose, but its components can

Simple sentences joined by conjunctions or punctuation

Coordinates thoughts of equal importance

Swift, rhythmic

Thoughts in agreement or close contrast

Make a compound sentence more effective by:

Coordinate only logically related and equal ideas

Avoid "and"; better to replace conjunction with punctuation

Coordinate with: but, for, nor, so, consequently, therefore,

thus, however, still, yet, otherwise, then

Coordinate for special effect

Balancing the sentence

Punctuation alone can appear adroit and impressive

Avoid coordinating when you should subordinate

Complex Sentence

One independent and one or more dependent clauses

Subordinates clauses of lesser importance

Distinguishes central idea from its details

Main idea is independent

Reduce other ideas to modifying clauses, phrases, words

Central idea should never be obscured by subordinate details

Subordinators should provide the most exacting relationship

Smooth: Who, where, which, that, what

Some connect a clause by modifying a word in the main clause:

When, whenever, where, wherever, how, why, while, as,
before, after, until, since

Distinguish between central idea and details more emphatically:

Although, as, as if, so, so that, because, before, if, since, that,
until, till, unless, when, where

Ambiguity: As, so, while

Use punctuation alone, side by side clauses, clear relationship

Combination Sentence

At least two independent and one dependent clauses

Occasional use for variety or emphasis

Indicate more precisely the relationship among many details

Important thoughts can get lost in the intricacy