

Paragraph Development/Topic and Unrelated Sentences

For numbers 1 –10, read the paragraph. Then choose the sentence in each that does not belong.

1. (1) To control a nosebleed, sit down and lean forward. (2) Put pressure on the lower part of the side that is bleeding for about five minutes. (3) Consult a doctor if the bleeding does not stop within 15 minutes. (4) It's sometimes difficult to see a doctor without an appointment.
 - a. Sentence 1
 - b. Sentence 2
 - c. Sentence 3
 - d. Sentence 4
2. (1) Your attitude about your job may affect your chances of becoming sick. (2) A cold and a viral infection are common illnesses. (3) A university study indicated that employees with good attitudes were sick less often. (4) On the other hand, those that were unhappy used their sick days more frequently.
 - a. Sentence 1
 - b. Sentence 2
 - c. Sentence 3
 - d. Sentence 4
3. (1) As a front desk clerk in a hotel, Harold works hours that might seem strange to some people. (2) Harold arrives at work by 4:30 a.m. to help the guests who are leaving early. (3) Getting up early is often difficult when you are on vacation. (4) He doesn't mind the early morning hours because he gets off work at 12 p.m.
 - a. Sentence 1
 - b. Sentence 2
 - c. Sentence 3
 - d. Sentence 4
4. (1) Carpentry is rewarding in many ways. (2) Working with wood can be relaxing and creative. (3) Carpenters enjoy working with their hands. (4) My father, a carpenter, opened a wood-working shop.
 - a. Sentence 1
 - b. Sentence 2
 - c. Sentence 3
 - d. Sentence 4
5. (1) Electric eels are native to South American waters. (2) Electrical shock is one possible danger in using power tools. (3) Make sure your hands are not wet. (4) Working with wet hands and power tools can cause serious injury.
 - a. Sentence 1
 - b. Sentence 2
 - c. Sentence 3
 - d. Sentence 4
6. (1) Answering the telephone correctly is a necessary skill in an office or business. (2) Always answer promptly and then identify yourself. (3) A driver's license is a form of identification. (4) Make sure you give the caller your complete attention.
 - a. Sentence 1
 - b. Sentence 2
 - c. Sentence 3
 - d. Sentence 4

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7. (1) Good health is reflective of a good life. (2) When going to a job interview, the total effect of your appearance should reflect cleanliness, good health, and neatness. (3) You should dress in appropriate clothes for your intended position. (4) Always remember to put your best foot forward.

- a. Sentence 1
- b. Sentence 2
- c. Sentence 3
- d. Sentence 4

8. (1) OSHA is a branch of the U. S. Department of Labor. (2) OSHA requires that all employees be told about job safety and health rules. (3) If an employee thinks that safety and health conditions have been violated, a complaint can be made to OSHA. (4) The U. S. Department of Labor has many branches.

- a. Sentence 1
- b. Sentence 2
- c. Sentence 3
- d. Sentence 4

9. (1) Lighting in a hospital room is important. (2) Each room usually has two kinds of light: overhead and a bed lamp. (3) Hospital beds are usually adjustable. (4) The lighting should be adjusted so each patient in the room has sufficient light.

- a. Sentence 1
- b. Sentence 2
- c. Sentence 3
- d. Sentence 4

10. (1) Most hospitals use disposable equipment because it reduces the risk of spreading germs. (2) Most new parents use disposable diapers. (3) Disposable items should be used once and then thrown away. (4) In a hospital setting, disposable equipment helps maintain a germ-free environment.

- a. Sentence 1
- b. Sentence 2
- c. Sentence 3
- d. Sentence 4

For numbers 11 – 15, read the paragraph. Then choose the sentence that best serves as the topic sentence.

11. _____. First, the speaker should make the message brief. Second, the speaker should avoid using the same words over and over. Finally, the speaker should briefly summarize what he said.

- a. Communication is necessary and essential in business.
- b. For clear communication the speaker should do three things.
- c. A listener will only understand one message at a time.
- d. Variety of topics helps to hold the interest of the listener.

12. _____. Machine shop workers must think safety at all times. They must carefully watch what they are doing. Safe operation of equipment will prevent accidents.

- a. Accidents are caused; they don't just happen.
- b. Rags and fingers can get caught in tools.
- c. Keep the floor clean.
- d. Always wear an apron when you are working.

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13. _____. You must stand on your feet for long periods of time. You need to learn how to stand properly so that you don't get tired. You must lift and move patients. You need to learn how to do this so that you protect your own body and the patient's too.

- a. It might be necessary to move an injured person.
- b. Balance your weight on both feet.
- c. Understanding safety information will help you avoid harm or injury.
- d. Health care jobs often require strenuous work.

14. _____. Medicine, toys, cosmetics, school supplies, and a variety of household goods are just a few of the possibilities. Some supermarkets even have travel agencies. Some might even contain banks. They are really "super."

- a. To help you stay on a budget, make a list before you go to the supermarket.
- b. You might be surprised at what you can buy at a supermarket today.
- c. Some supermarkets today are so huge you can get lost in them.
- d. Have you ever been to a supermarket in another country?

15. _____. She enrolled in a keyboarding class, but she still needed more experience typing. Starting next week she will type an extra hour daily. As a result, Amber will be ready to be an efficient administrative assistant!

- a. Amber's instructor thinks she will be learning to type.
- b. In fact, Amber knows how to use a computer.
- c. Amber wanted to learn how to type so she could get a job as an administrative assistant.
- d. Therefore, Amber should have no difficulty finding a job.

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Answer Key

1. D
2. B
3. C
4. D
5. A
6. C
7. A
8. D
9. C
10. B
11. B
12. A
13. D
14. B
15. C