

TABE
ELA-E
PAXEN

Unit-5
Text Types and Purposes

Lesson-33
Organizational Structure

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ELA-E-33 Organizational Structure

Lesson 33 Organizational Structure

3.W.1.a — High, 3.W.2.a — High

Writers arrange sentences in an order that makes sense for readers. In **time order**, details are given in the order in which they happen. Time order is often used to organize texts that give step-by-step instructions, texts that describe a process, or texts that tell about events in the past or in a person's life.

Example Learning how to sew on a button is a very useful skill. Thread a needle with a doubled-over piece of thread. Then cut the thread so it is about 12 inches long. Next, tie a knot in the end. After you put the button in place, bring the needle up through the fabric through one of the holes. Then bring the needle back through an opposite hole. Repeat six times. Then do the same for the other pair of holes.

(This text is organized in time order and uses time signal words: *then*, *next*, and *after*.)

Texts can also be arranged so more important details are found near the front of a paragraph. News articles are usually written this way.

Example Caroline Harris beat Toby Giles in yesterday's election for mayor. Harris won with 5,600 votes to Giles's 4,294 votes. Harris will enter office on January 3, replacing current mayor Franklin Wilson. The election marked the end of many months of hard work for both campaigns. Harris's team celebrated their victory at the Elks Lodge last night.

(This text is organized by importance.)

Test Example

1. Read the paragraph.

Learning how to sew on a button is a very useful skill. _____ Thread a needle with a doubled-over piece of thread. Then cut the thread so it is about 12 inches long. Next, tie a knot in the end. After you put the button in place, bring the needle up through the fabric through one of the holes. Then bring the needle back through an opposite hole. Repeat six times. Then do the same for the other pair of holes.

Which sentence best fills in the blank in the paragraph?

- A. Some people carry a small mending kit with them when they travel.
- B. Next, mark a space on your clothing where you want to place the button.
- C. First, gather a sewing needle, thread that matches your button, and scissors.
- D. There are lots of different kinds of buttons, from plain flat ones to ones with decorations.

C. The text gives a series of steps. The first step, gathering the materials, makes sense before the other steps.

Hint

Look for time order clues such as *first*, *last*, *before*, *after*, *next*, *then*, and *finally*.

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Practice

1 Read the paragraph.

To make coffee with a coffee machine, first, add water. Add slightly more water than the amount of coffee you want. Then, put a filter into the coffee maker's top basket. _____ Use two tablespoons of coffee for each cup of water. Finally, turn the coffee maker on. It will take care of the rest!

Which sentence best fills in the blank in the paragraph?

- A. Then pour the coffee into your mug.
- B. Next, scoop coffee grounds into the filter.
- C. You can buy filters next to coffee at the store.
- D. Assemble all your supplies before you start making coffee.

2 Read the paragraph.

I knew that packing for my trip would be hard because I could take only one bag. First, I put all the things that I wanted to bring on my bed. Then I decided which things I really needed. Everything else went back in the closet. _____ Luckily, everything fit!

Which sentence best fills in the blank in the paragraph?

- A. Finally, I left for my trip.
- B. Then I worried that I was forgetting something.
- C. Then I folded the clothes and put them in the suitcase.
- D. Later, I wondered if I had made the right choices in clothing.

3 Read the paragraph.

A two-car accident slowed traffic in Lakeview last night. _____ A car running the light on Belmont collided with one turning left from Clark. Nobody was hurt in the crash. Police were quickly on the scene to clear traffic.

Which sentence best fills in the blank in the paragraph?

- A. One of the drivers called the police.
- B. Belmont Avenue is the site of many traffic accidents.
- C. Witnesses said that both of the cars were small and silver-colored.
- D. The collision happened at the intersection of Belmont Avenue and Clark Street.

4 Read the paragraph.

In the past, littering was a much bigger problem than it is now. About forty years ago, television ads told people why littering was so harmful. In the years afterward, people educated themselves about how to clean up their communities. _____

Which sentence best fills in the blank in the paragraph?

- A. Before, people didn't think that much about litter.
- B. A long time ago, there were fewer people, so trash didn't pile up.
- C. Today, people are much more careful about picking up their trash.
- D. The ads caused people to think about how their actions affected the environment.

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Practice 33

Organizational Structure

3.W.1.a – High, 3.W.2.a – High

1 Read the paragraph.

It is easy to cook a pound of pasta. First, put at least four quarts of water into a big pot. Turn on the burner so the water will boil. Then, once the water is about to boil, put in about a tablespoon of salt.

_____ After that, make sure to stir the pasta. Otherwise, it could get sticky. Finally, once the pasta has boiled for the number of minutes that the package suggests, drain the pasta.

Which sentence best fills in the blank in the paragraph?

- A. You can buy rigatoni, fusilli, or linguine at the grocery store.
- B. Next, when the water is boiling, add the pasta to the water.
- C. Then use tongs to remove the pasta from the water.
- D. Clean out your sink to make room for a colander.

2 Read the paragraph.

We should all subscribe to our local newspapers. _____ Good reporting takes money. Fewer people are subscribing to local papers. That means newsrooms have cut their staffs.

Which sentence best fills in the blank in the paragraph?

- A. The oldest newspaper in English is *The London Gazette*.
- B. Some people rely on social media for national and local news.
- C. TV news is an excellent source of local news and national news, so newspapers are not necessary anymore.
- D. Local newspapers provide more in-depth reports and cover more local events than other news media.

3 Read the paragraph.

A tropical storm slammed into Jamaica at 6 a.m. on Tuesday morning. So far, no deaths have been reported. _____ Tourist areas were hit by strong winds and heavy rains. The full extent of the damage is not clear yet.

Which sentence best fills in the blank in the paragraph?

- A. I myself was surprised by the storm.
- B. Mudslides can destroy buildings and wash out roads.
- C. There have been other damaging tropical storms and hurricanes in the past.
- D. Flooding occurred in many parts of the island.

4 Read the paragraph.

What is the most popular type of music in the U.S.? The answer has changed through the years. In the 1960s, pop and rock and roll ruled the charts. By the 1970s, soul and rock were on top. _____ By the 1990s, R&B sold better than rock, but country and pop also did well. In the 2000s, rap and hip hop gained fans, but pop grew even bigger. Finally, in the 2010s, country and pop, along with rap and hip hop, all sold well.

Which sentence best fills in the blank in the paragraph?

- A. After that, R&B declined in popularity.
- B. In the 1940s, Big Band music, jazz, and popular standards sold most.
- C. In the 1980s, rock outsold other music styles.
- D. In the 1960s, the British Invasion was also a factor.

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5 Read the paragraph.

Do you worry about public speaking? There are a few things you can do to make sure you do a great job. First, think about the audience. Craft your message to fit the audience. ____ You do not need to write every word, but you do need to have a good idea of what you want to say. After that, practice! Try saying the speech several times while you sit, stand, and walk. Dress in the clothes you will wear, and practice again.

Which sentence best fills in the blank in the paragraph?

- A. Finally, get your equipment ready.
- B. Next, write down the outline.
- C. Before starting, make sure to make eye contact.
- D. Then, try to project your voice.

6 Read the paragraph.

I believe residents of Springfield should support the bus drivers' strike. The drivers want wage increases. ____ However, it had the money to give bonuses to executives. That money should have gone to the drivers. The bus drivers want to drive. They want to reach an agreement with the Transit Authority. Let's support the bus drivers and help them get that agreement. Send the Transit Authority an email or a letter that says you support higher wages for bus drivers.

Which sentence best fills in the blank in the paragraph?

- A. The Transit Authority says it cannot pay higher wages.
- B. The mayor had no comment.
- C. The transit workers last had a strike in 1922.
- D. No buses are running.

7 Read the paragraph.

You should write a thank-you note after a job interview. First, make sure you get the full name, title, and email address of the person you met with. Next, write a draft of the email. Jot down anything specific you enjoyed learning about the job. Offer to provide more information. ____ Make sure everything is spelled correctly and that the sentences flow. Finally, send the email within 24 hours. You will be sure to make a good impression.

Which sentence best fills in the blank in the paragraph?

- A. People who do not send notes are missing an opportunity.
- B. Sometimes people send handwritten notes.
- C. In conclusion, make the email as good as you can.
- D. After that, read and edit the email.

8 Read the paragraph.

I believe you should give up sugar. "What?!" you say. "But how will I get by without sweets?" You do not have to give up naturally sweet food, like watermelons or mangoes. It is the added sugar found in everything from bread to soda that you want to avoid. Oh, you may miss candy, cookies, and cakes at first. But I believe you will find that you will feel better in no time. Too much added sugar is unhealthy. It can make you gain weight. ____ In my opinion, you will be glad that you cut sugar from your diet.

Which sentence best fills in the blank in the paragraph?

- A. In my opinion, you should not bake.
- B. Raspberries, cantaloupes, and strawberries have less sugar than watermelons and mangoes.
- C. Plus, too much sugar can lead to type 2 diabetes and heart disease.
- D. Fruit is the best choice for dessert.

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(3.W.1.a, 3.W.2.a)

1. B. The missing step involves putting coffee grounds into the machine.
2. C. The step of putting the clothing in the suitcase is missing.
3. D. The location of the car crash is an important detail needed to understand the ones that follow.
4. C. The paragraph tells events in order. Ending with the final event, today, makes sense.

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Practice 33

Organizational Structure

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(3.W.1.a, 3.W.2.a)

1. B. The missing step is putting pasta into the boiling water.
2. D. The information about most in-depth reporting is done by local newspapers makes sense here. It introduces the idea that good reporting costs money.
3. D. The information about flooding is an important result of the storm.
4. C. The paragraph is in chronological order. Information about the 1980s belongs here.
5. B. The information about making an outline makes sense here—after you think about your audience but before you practice.
6. A. The information about the Transit Authority's position makes sense here.
7. D. The information about reading and editing the email belongs here—after you have written the email but before you send it.
8. C. The information about Type 2 diabetes and heart disease makes sense here. It is another reason not to eat processed sugar.