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برقم : م ن / ١٤٢٢ / ١٠٨



Composition Analysis

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CA: Types of Questions

1. Capitalization
2. Punctuation
3. Word order = sentence
4. Sentence order = paragraph
5. Combining sentences
6. Incorrect structures





Capitalization Rules

- Capitalize **beginning of a sentence** and **after the full stop.**

e.g. That man is my father. **H**e is very kind.

- Capitalize a **person's title** when it precedes the name..

e.g. **P**rophet Mohammad, **K**ing Abdullah

- Capitalize the pronoun **I**

e.g. Ali and **I** are good friends.

- Capitalize **Proper Adjectives.**(Nationalities)

e.g. **S**audi/ **F**rench/**A**merican/**S**udanese

- Capitalize the names of **specific course titles.**

e.g. I must take **history** and **Math 101.**



Capitalize Proper Nouns

Always capitalize the first letter

- Names of:
- persons: **A**li/ **L**aila/ **J**ohn/ **M**ary
- countries: **F**rance/ **J**ordan/ **S**audi **A**rabia
- cities: **P**aris/ **A**mmann/ **R**iyadh/ **J**iddah
- rivers: **A**mazonn **R**iver/ **R**iver **N**ile
- oceans: **A**tlantic **O**cean/ **P**acific **O**cean
- Streets/Roads: **K**ing **F**ahad **R**oad/ **P**rince **M**ajed **S**treet
-

تابع Continue

- continents: **A**frica/ **A**sia/**E**urope
- days of the week: **S**aturday-----**F**riday
- months of the year: **J**anuary-----**D**ecember
- languages: **A**rabic/**E**nglish/**C**hinese
- historical events: **W**orld **W**ar **II**/the **C**rusades
- special days: **M**other's **D**ay/ **L**abour **D**ay
- abbreviations: **U**S, **O**PEC, **B**MW, **C**IA



Sample Questions on Capitalization

1. In which of the following sentences is the **capitalization** correct?

- A. Khalid can never convince people here in Saudi **arabia** that he is originally from New York City because he speaks Hejazi Arabic so well.
- B. Khalid can never convince people here in Saudi Arabia that he is originally from New York City because he speaks **hejazi** Arabic so well.
- C. **Khalid can never convince people here in Saudi Arabia that he is originally from New York City because he speaks Hejazi Arabic so well.**
- D. Khalid can never convince people here in Saudi Arabia that he is originally from New York City because he speaks Hejazi **arabic** so well.

2. In which of the following sentences is the **capitalization** correct?

- A. Salah, who is an **egyptian** student, is a very smart boy. He travelled to Paris to study mathematics. He started with Mathematics 202.



- B. Salah, who is an Egyptian student, is a very smart boy. He travelled to Paris to study mathematics. He started with Mathematics 202.
- C. Salah, who is an Egyptian student, is a very smart boy. He travelled to paris to study mathematics. He started with Mathematics 202.
- D. salah, who is an Egyptian student, is a very smart boy. He travelled to Paris to study mathematics. He started with mathematics 202.

3. In which of the following sentences is the capitalization correct?

- A. Laila loves geography. She has an important test in january 2013. The test will cover oceans like the Atlantic Ocean and the Indian Ocean.
- B. Laila loves geography. She has an important test in January 2013. The test will cover oceans like the atlantic Ocean and the Indian Ocean.
- C. Laila loves geography. She has an important test in January 2013. The test will cover oceans like the Atlantic Ocean and the Indian ocean.
- D. Laila loves geography. She has an important test in January 2013. The test will cover oceans like the Atlantic Ocean and the Indian Ocean.

4. In which of the following sentences is the capitalization correct?

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- A. Asia is a large continent. It has countries with big population like India and China. Delhi is the capital city of India.
- B. asia is a large continent. It has countries with big population like India and China. Delhi is the capital city of India.
- C. Asia is a large continent. It has countries with big population like India and china. Delhi is the capital city of India.
- D. Asia is a large continent. It has countries with big population like India and China. delhi is the capital city of India.



Punctuation Marks



Punctuation Rules

FULL STOP (PERIOD)

- The main use of the full stop or period is to indicate that a sentence **is finished**. A sentence must have both a subject and a verb and express a complete idea.

e.g. Birds fly.

I love my mother.

Drive carefully.





➤ Abbreviations

Dr.

Mr.

Mrs

Question Mark (?)

- Use a question mark only after a direct question.

Do you speak English?

Where do you live?

I asked Ali where he lives.

- Use a question mark with tag questions.

You live in Jeddah, don't you?



Colon (:)

- Use the colon after a complete sentence to introduce **a list of items**
e.g. *I want the **following** items: butter, sugar, and flour.*

There are **many reasons** for poor written communication:

1. lack of planning
2. poor grammar
3. misuse of words

EXCLAMATION MARK (!)

- An exclamation mark is used as end punctuation after a statement that **expresses strong emotion or feelings.**



e.g. Ouch! That hurts! Wow!

What a lovely car!

Oh! What a nice gift!

Comma (,)

- Use commas to separate words and word groups with a series of three or more.

e.g. *I like tea, coffee, milk, and juice.*

- Use a comma to separate the day of the month from the year

e.g. My son was born on December 5, 2005

- Use commas to set off expressions that interrupt sentence flow.

e.g. *I am, in fact, very happy to meet you.*

- Use commas after incomplete clauses that start with (Because/although/if/after/before/as soon as etc)

e.g. *If you study hard, you will pass the test.*



You will pass the test **if** you study hard.

Because he was driving fast, he had an accident.

He had an accident **because** he was driving fast

After I finished work, I went home.

- Use a comma to separate two strong clauses joined by a coordinating conjunction--
and, or, but, for, nor

e.g. I have good friends, **and** they always help me.

You can stay here, **or** you can go to the zoo.

They are poor, **but** they feel happy.

Compare

I like tea **and** coffee. (**No comma**)

I'd like to have tea **or** coffee. (**No comma**)



- Use a comma before a **tag question**.

Ali is a good student, isn't he?

CAUTION: DO NOT use a comma to separate two sentences.

- Khalid likes to play football, Muhammad prefers to play volleyball. (**wrong**)
- Khalid likes to play football. Muhammad prefers to play volleyball. (**Correct**)
- Laila loves English, She speaks it fluently. (**wrong**)
- Laila Laila loves English; She speaks it fluently. (**Correct**)

Sample Questions on Punctuation

In which of the following sentences is the **punctuation** correct?

A. After he took the exam, he checked his notes to see if he had answered the hardest questions correctly. He's pretty confident that he did well although he's uncertain about the geography questions on Africa.

B. After, he took the exam he checked his notes to see if he had answered the hardest questions correctly: he's pretty confident that he did well although he's uncertain about the geography



questions on Africa.

C. After he took the exam he checked his notes, to see if he had answered the hardest questions correctly; he's pretty confident that he did well, although he's uncertain about the geography questions on Africa.

D. After he took the exam, he checked his notes to see if he had answered the hardest questions correctly. He's pretty confident that he did well although, he's uncertain about the geography questions on Africa.

In which of the following sentences is the **punctuation** correct?

- After stealing Ali's car, the thief lost his way and ended up in the chief's garage.
- After stealing Ali's car the thief lost his way and ended up in the chief's garage.
- After, stealing Ali's car the thief lost his way and ended up in the chief's garage.



d) After stealing Ali's car the thief, lost his way and ended up in the chief constable's garage.

In which of the following sentences is the **punctuation correct?**

- a) We decided to visit: Spain, France, Japan and Italy.
- b) We decided to visit, Spain, France, Japan and Italy.
- c) **We decided to visit Spain, France, Japan, and Italy.**
- d) We decided to visit Spain; France; Japan; and Italy.



Correct Word Order



Sample Questions on Word Order

- Which of the following sentences has the **correct word order**?

- A. Actually the Japanese nor the Chinese neither, unless they have lived in the West for a while, care for cheese sandwiches
- B. Unless in the West they have lived for a while, neither the Japanese nor the Chinese care actually for cheese sandwiches
- C. Neither the Chinese care for cheese sandwiches actually nor the Japanese unless they have lived in the West for a while.
- D. **Neither the Chinese nor the Japanese actually care for cheese sandwiches unless they have lived in the West for a while.**

- Which of the following sentences has the **correct word order**?

- A. **Neither the Americans will be able to invent a computer nor the Chinese which can think like a human being.**
- B. **Nor the Chinese neither the Americans will be able to invent a computer which can think like a human being.**
- C. **Nor the Chinese will be able to invent a computer which can think like a human being neither the Americans**
- D. **Neither the Americans nor the Chinese will be able to invent a computer which can think like a human being.**

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Correct Order of Sentences



Sample Questions sentence order

Choose **the correct order** to make the following sentences into a paragraph

1. There wasn't much time left before my flight would depart.
2. My father rushed home to bring my ticket.
3. I was very happy when my vacation came.
4. At the airport, I discovered that I had forgotten my ticket.
5. Thanks to my father, I was able to leave on time

A. (4,5,1,2,3) **B. (3,4, 1,2,5)**

C. (3,5,2,1,4) **D. (4,3,5,1,2)**

Choose **the correct order** to make the following sentences into a paragraph.

- 1.The road was clear and he was driving carefully.
- 2.James was driving home from work.
3. Suddenly a young girl stepped out into the road in front of him.
4. It was just after midnight on July 17th last year.



5. James tried to stop, but it was too late, so he hit the girl.

A. (4,2,1, 3,5)

B. (5,2,4,3,1)

C. (3,5,2,1,3)

D. (4,1,2,3,5)



Combine Sentences



Sample Questions combining sentences

Her name is Sara. She is 24 years old

The best way to **combine** these two sentences is:

- A. She is name Sara and Sara is 24 years old.
- B. **Her name is Sara and she is 24 years old.**
- C. She is Sara and 24 years old.
- D. Her name Sara and her is 24 years old.

The weather is hot. He is wearing a jacket

The best way to **combine** these two sentences is:

- A. Because the hot weather, he is wearing a jacket.
- B. **Although the weather is hot, he is wearing a jacket.**
- C. If the hot weather, he is wearing a jacket.
- D. As soon as the hot weather, he is wearing a jacket.

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**Incorrect
Underlined
Structure**



Sample Questions on CA

- Identify the **incorrect underlined word** or words and mark your response on your answer sheet

Several students were confused about the new assignment until they

A

B

meet with the teacher after class. Now they seem to understand.

C

D

A. Several

B. were confused

C. meet

D. seem

- Identify the **incorrect underlined word** or words and mark your response on your answer sheet

There aren't much information about the people who might live on other



A

B

C

D

planets similar to our planet.

A. aren't

B. much

C. about

D. who



Composition Homework واجب

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1. In which of the following sentences is the **capitalization** correct?

- A. Prophet Mohammad was born on Monday. He lived In Makkah. Then he moved to Medina. From there, he spread islam to the world.
- B. Prophet Mohammad was born on Monday. He lived In Makkah. Then he moved to Medina. From there, he spread Islam to the world.
- C. Prophet Mohammad was born on Monday. He lived In makkah. Then he moved to Medina. From there, he spread Islam to the world.
- D. Prophet Mohammad was born on monday. He lived In Makkah. Then he moved to Medina. From there, he spread Islam to the world.

2. In which of the following sentences is the **capitalization** correct?

- A. The Mother's Day falls on March 21 every year. Some countries like England celebrate this day, but for Moslems all days are Mother's day.
- B. The Mother's Day falls on March 21 every year. Some countries like england celebrate this day, but for Moslems all days are Mother's Day.



C. The Mother's Day falls on march 21 every year. Some countries like England celebrate this day, but for Moslems all days are Mother's Day.

D.The Mother's Day falls on March 21 every year. Some countries like England celebrate this day, but for Moslems all days are Mother's Day.

3. In which of the following sentences is the **punctuation** correct?

- a) I can't see Tim's car, there must have been an accident.
- b) I can't see Tim's car there, must have been an accident.
- c) I can't see Tim's car there must have been an accident.
- d) I can't see Tim's car; there must have been an accident.

4. In which of the following sentences is the **punctuation** correct?

- a) The children's books were all left in the following places: Mrs. Smith's room, Mr. Powell's office and the caretaker's cupboard.



- b) b) The children's books were all left in the following places; Mrs. Smith's room, Mr. Powell's office and the caretaker's cupboard.
- c) c) The children's books were all left in the following places. Mrs. Smith's room, Mr. Powell's office and the caretaker's cupboard.
- d) The children's books were all left in the following places, Mrs. Smith's room, Mr. Powell's office and the caretaker's cupboard.

5. Which of the following sentences has the **correct word order**?

- A. Not only men but also women have an important role in life that shouldn't be forgotten by all governments across the world.
- B . Not only men but also women in life that shouldn't be forgotten by all governments across the world have an important role.



C. Not only men but also women shouldn't be forgotten by all governments across the world in life have an important role.

D. Not only men but also women in life that have an important role shouldn't be forgotten by all governments across the world.

6. Which of the following sentences has the **correct word order**?

A. People who still live enjoy life in the desert among their camels and sheep away from air conditioners or other facilities of life.

B . People who still live enjoy among their camels and sheep life in the desert away from air conditioners or other facilities of life.

C. People who still live in the desert enjoy life among their camels and sheep away from air conditioners or other facilities of life.

D. People who enjoy among their camels and sheep still live life in the desert away from air conditioners or other facilities of life.

7. Choose **the correct order** to make the following sentences into a paragraph.



1. Put soap onto your wet hands.
2. Turn on the faucet and wet your hands.
3. Rub your hands together.
4. Rinse your hands and dry them with a towel.
5. Turn the faucets off.

- A. (2,1,3,5,4) B. (2,1,3,4,5)
C. (3,2,1,4,5) D. (1,2,3,4,5)

8. Choose the correct order to make the following sentences into a paragraph.

1. Get out your toothbrush and toothpaste.
2. Brush your teeth and move the brush around in your mouth
3. Squeeze toothpaste onto your toothbrush
4. Wash out your mouth and rinse your toothbrush.
5. Wet toothbrush and toothpaste with water.

- A. (1,3,5,2,4) B. (1,3,4,5,2)



C. (2,1,3,4,5)

D. (1,2,5,4,3)

9. Ali had an accident. He was driving fast.

The best way to combine these two sentences is:

A. Although Ali was driving fast, he had an accident.

B. Ali had an accident because he was driving fast

C. Ali was driving fast, but he had an accident.

D. If Ali was driving fast, he had an accident.



10. Identify the **incorrect underlined word** or words and mark your response on your answer sheet

Last week I met two Moslems who come from Japan to Saudi Arabia to

A B C D

make Umrah.

A. met B. Moslems C. who D. come