

Text patterns: making a list

Complete the following lists:

There are three bands I really like:	

There are four things I love to eat:	

There are three things I might talk about in my final speech for CSS104:	

When I am not sure in my studies I can do three things:	

I have lived in places in my life:	

Listing parts of your speech

OK! Now let's think a bit about your final speech for CSS104. You need to think about two things: what is its overall theme; and what are the topics you will look at. A list is a perfect way of helping you think about this. The first bit of the list mentions the overall theme, while the items of the list mention the topics. So, making a list of your final talk is a way of thinking about it.

This list, when you are happy with it, will also be part of your introduction. Your introduction will consist of two things:

one, Your introduction of who you are

two, An overview of the parts of your speech.

You have already done your introduction of who you are. Now you can start work on your overview.

You will need to re-do this overview list a few times. Most people try to do a draft overviewing of the parts of what they will say first, and then when they actually start working on the details of the speech they find they need to change their overview, so they have to go back and change the original list.

So, think of this list as just a first draft, not your final version. It is just a way of getting yourself to start thinking about what your final presentation will be about.

Draft of overview for my final speech

<i>In this speech I want to tell you about</i>	
	<i>First, I will</i>
	<i>Second, I will</i>
	<i>Third, I will</i>
	<i>Finally, I will</i>

Punctuating a list

Read about the two ways of punctuating a list (*Learning Guide, p.14*). When you can see the two different ways of punctuating lists, do this task, which asks you to punctuate the same list in both ways.

Here is a list.

In this speech I want to tell you about why mandatory sentencing should be stopped. First I will explain what mandatory sentencing is. Second I will give an example of mandatory sentencing. Third I will show why mandatory sentencing is wrong. Finally I will describe how we can change mandatory sentencing.

Punctuate it twice: first, in sentences; then, in clauses.

For the first one put in the capital letters that signal the beginning of sentences and the periods that signal their ends. For the second version, put in the colon that introduces the list and the semi-colons that separate the items in the list.

Version 1: punctuate in sentences

In this speech I want to tell you about why mandatory sentencing should be stopped	
	irst, I will explain what mandatory sentencing is
	econd, I will give an example of mandatory sentencing
	hird, I will show why mandatory sentencing is wrong
	inally, I will describe how we can change mandatory sentencing.

Version 2: punctuate as a single sentence

In this speech I want to tell you about why mandatory sentencing should be stopped	
	irst, I will explain what mandatory sentencing is
	econd, I will give an example of mandatory sentencing
	hird, I will show why mandatory sentencing is wrong
	inally, I will describe how we can change mandatory sentencing.
