



## Cool Down Questions (Sample Aswers)

### Part A – Be Concise

Revise these sentences so they are more concise.

- 1. My role as team leader is to motivate the team to complete the project.**

As leader, I motivate the team to complete the project.

- 2. There are many questions that we need to answer about this project.**

We need to answer many questions about this project.

### Part B – Be Precise

Combine these sentences to be more precise. Think carefully about the transition words you can use. When you've finished, combine them another way and see how you can change the meaning by changing the transitions words.

- 1. I'm going to stay in a condo. My friend invited me to Vancouver. There is an excellent concert on Saturday night.**

My friend invited me to stay in her Vancouver condo so I could attend the concert on Saturday night.

### Part C – Be Accurate

Revise these sentences to be more grammatically accurate.

- 1. We were exhausted at the end of the day. Having travelled by train all the way to Portland.**

Having travelled by train all the way to Portland, we were exhausted at the end of the day.

- 2. The instructor proposed a fascinating topic for the workshop, the students needed to sign up by Friday.**

The instructor proposed a fascinating topic for the workshop, and the students needed to sign up by Friday.

### Part D - Paragraphs

- 1. Explain the four key qualities of an effective paragraphs and why each one is important to the successful communication.**

Every paragraph needs unity, which means it develops one main idea that is stated in the topic sentence. That main idea must then be developed and explained adequately to be interesting and convincing.

Next, that fully-developed idea must be organized in a logical way for the reader to understand it. Finally, the developed and well-organized idea in the paragraph must be clearly linked to the thesis of the essay and the paragraphs around it with strong transitions.