

# SIMPLE UNSEEN PASSAGES Workbook

**simple unseen passages** are a vital component of language learning and assessment, particularly in school-level exams and competitive exams. These passages are designed to evaluate a student's reading comprehension, vocabulary, analytical skills, and ability to interpret information accurately without prior preparation. Unlike prepared passages, unseen passages are presented for the first time during the exam, making it essential for learners to develop effective reading strategies and comprehension skills to excel. In this article, we will explore the concept of simple unseen passages, their importance, tips for practicing them, and how to approach them confidently.

## Understanding Simple Unseen Passages

### What Are Unseen Passages?

Unseen passages are short texts or excerpts that students are asked to read and interpret during exams without having seen or studied them beforehand. These passages can be stories, essays, dialogues, or informational texts, and they are crafted to assess the student's ability to understand language, grasp main ideas, and answer related questions accurately.

### Characteristics of Simple Unseen Passages

Simple unseen passages typically possess the following features:

- Clarity: Written in clear, straightforward language suitable for the student's age group.
- Conciseness: Usually not very lengthy, often ranging from 100 to 300 words.
- Focus: Centered around common themes such as nature, daily life, morals, or social issues.
- Question Types: Accompanied by questions that test comprehension, vocabulary, inference, and summarization.

## Importance of Simple Unseen Passages

### Enhances Reading Skills

Regular practice with unseen passages improves a student's ability to read quickly and understand content accurately. It encourages active reading, where learners focus on grasping the main idea, supporting details, and overall tone.

### Builds Vocabulary and Language Skills

Encountering new words in context helps expand vocabulary. Students learn to infer meanings of unfamiliar words based on the surrounding text, which is crucial for language mastery.

## Develops Critical Thinking

Answering questions related to unseen passages requires analysis, inference, and deduction, fostering critical thinking skills essential for academic success.

## Prepares for Competitive Exams

Many competitive exams, such as SSC, banking, and language proficiency tests, include unseen passages to evaluate a candidate's reading comprehension under timed conditions. Regular practice boosts confidence and performance.

## Types of Questions Usually Asked

Understanding the common questions associated with unseen passages can help students prepare effectively. These include:

- **Main Idea Questions:** Asking for the central theme or message of the passage.
- **Details and Specifics:** Questions about particular facts, names, dates, or events mentioned.
- **Vocabulary and Word Meaning:** Finding synonyms, antonyms, or meanings of words used in context.
- **Inference and Interpretation:** Drawing conclusions based on information provided.
- **Tone and Mood:** Identifying the author's attitude or the emotional atmosphere of the passage.
- **Summary Questions:** Summarizing the main points in brief.

## Effective Strategies to Approach Unseen Passages

Preparing for unseen passages involves honing specific reading and comprehension techniques. Here are some tips:

### 1. Skim Through the Passage First

Before diving into detailed reading, quickly skim the passage to get a general idea of the topic, tone, and structure. Pay attention to headings, keywords, and the first and last sentences of paragraphs.

### 2. Read Carefully and Actively

Read the passage slowly and attentively. Underline or highlight key points, unfamiliar words, or

important details. Think about what the author is trying to convey.

### **3. Improve Vocabulary and Context Clues**

Learn to infer meanings of unfamiliar words from context. Practice vocabulary-building exercises regularly.

### **4. Focus on Main Ideas and Supporting Details**

Identify the main theme of the passage and note supporting facts or examples that reinforce it.

### **5. Practice Time Management**

Since exams are timed, allocate specific periods for reading and answering questions. Avoid spending too much time on a single passage.

### **6. Practice Regularly**

Consistent practice with different types of passages enhances reading speed, comprehension, and confidence.

## **Sample Practice Exercises for Simple Unseen Passages**

Engaging with practice passages is one of the best ways to improve. Here are some tips on practicing effectively:

### **Creating Your Own Practice Passages**

- Select short texts from newspapers, magazines, or online articles.
- Summarize them and create questions based on the main idea, vocabulary, and details.
- Time yourself while reading and answering.

### **Using Past Exam Papers**

- Review previous years' question papers that include unseen passages.
- Practice under exam conditions to simulate the real test environment.

### **Participate in Group Discussions**

- Discuss different passages with peers to enhance understanding and interpretative skills.

## Sample Unseen Passage and Questions

Passage:

Every morning, the sun rises over the horizon, casting a golden glow on the world below. Birds sing melodious tunes, welcoming the new day. People begin their routines, feeling refreshed and motivated. Nature's beauty in the early hours inspires many to appreciate the simple joys of life.

Questions:

- What time of day is described in the passage?
- How do the birds contribute to the scene?
- What feeling does nature's morning beauty inspire in people?
- Find a word in the passage that means 'bright and shining'.
- Summarize the main idea of the passage in two sentences.

Answers:

- Morning
- They sing melodious tunes, welcoming the day.
- Inspiration and appreciation of simple joys.
- Golden
- The passage describes the peaceful and beautiful morning scene, highlighting how nature's early hours inspire happiness and motivation in people.

## Conclusion

Simple unseen passages are an essential part of developing effective reading comprehension skills. They help learners become more confident readers, enrich their vocabulary, and foster critical thinking. Regular practice, strategic reading, and understanding question patterns are key to mastering unseen passages. By focusing on these aspects and practicing with diverse texts, students can improve their performance in exams and gain a lifelong appreciation for reading. Embracing the challenge of unseen passages not only prepares students for academic success but also cultivates a curious and observant mindset towards the world around them.

Simple Unseen Passages: An Expert Guide to Mastering Comprehension Skills

In the realm of competitive exams, language proficiency tests, and academic assessments, unseen passages have emerged as a crucial component to evaluate a candidate's reading comprehension, analytical thinking, and vocabulary skills. Among these, simple unseen passages stand out as an accessible yet vital stepping stone for learners aiming to improve their reading abilities. This article offers an in-depth exploration of simple unseen passages, their significance, structure, strategies for effective understanding, and tips for excelling in comprehension tasks.

## Understanding Simple Unseen Passages

### What Are Unseen Passages?

Unseen passages are short or long texts provided to test-takers without prior notice, requiring immediate reading and understanding. Unlike guided passages, which are familiar or studied beforehand, unseen passages are fresh, presenting new vocabulary, ideas, and themes. They simulate real-world reading scenarios, such as understanding news articles, reports, or essays on the spot.

Simple unseen passages are characterized by their straightforward language, clear ideas, and uncomplicated sentence structures. They are designed to be accessible to learners at various levels, especially those preparing for school exams, competitive tests, or language proficiency certifications.

### Why Focus on Simple Unseen Passages?

- Building Confidence: They serve as an excellent starting point for beginners, helping them develop confidence in tackling comprehension questions.
- Developing Basic Skills: Focused on clarity and simplicity, these passages help learners hone their reading speed, vocabulary, and understanding of basic concepts.
- Foundation for Advanced Skills: Mastery over simple passages creates a strong foundation for handling complex, lengthy, or intricate unseen passages later.

## Structure and Features of Simple Unseen Passages

Understanding the typical structure of simple unseen passages helps learners approach them systematically.

### Common Features

- Language: Clear, straightforward language with minimal complex vocabulary.

- Sentence Structure: Short to medium sentences, avoiding convoluted syntax.
- Themes: Everyday topics such as nature, school, family, festivals, or simple social issues.
- Length: Usually between 150 to 300 words, manageable within a limited time.
- Purpose: To assess comprehension, vocabulary understanding, and ability to infer meaning.

## Typical Components of a Passage

- Introduction: Presents the main idea or theme.
- Details: Explains or elaborates on the main idea with examples or explanations.
- Conclusion or Summary: Wraps up the discussion or provides a closing remark.

## Types of Simple Unseen Passages

While most simple unseen passages share core features, they can be categorized based on their content and style:

### 1. Descriptive Passages

- Describe a person, place, event, or object.
- Example: A paragraph describing a festival celebration or a famous monument.

### 2. Narrative Passages

- Tell a short story or incident.
- Example: A simple story about a child's first day at school.

### 3. Expository Passages

- Explain a concept or process in simple terms.
- Example: How plants grow, or the importance of cleanliness.

### 4. Dialogues or Conversations (Simplified)

- Present a conversation between two or more characters.
- Example: A dialogue between a shopkeeper and a customer.

# Strategies for Reading and Understanding Simple Unseen Passages

Success in comprehension depends on systematic reading and analysis. Here are expert-recommended strategies:

## 1. Skim Through the Passage First

- Quickly read the passage to get a general idea of the topic.
- Focus on headings, the first and last sentences of paragraphs, and keywords.

## 2. Read Carefully and Actively

- Read the passage slowly, paying attention to details.
- Underline or highlight unfamiliar words (if allowed) and try to infer their meanings from context.

## 3. Identify the Main Idea

- Understand what the passage is primarily about.
- Summarize the main point in your own words mentally or on paper.

## 4. Note Key Details

- Keep track of important facts, dates, names, or processes.
- Recognize supporting details that reinforce the main idea.

## 5. Pay Attention to Vocabulary and Context

- Use clues from surrounding words to decode unfamiliar words.
- Recognize synonyms and antonyms within the passage.

## 6. Practice Summarization

- After reading, try to paraphrase the passage in a few sentences.
- This reinforces understanding and retention.

## 7. Answer Questions Strategically

- Tackle easy questions first to boost confidence.
- Re-read relevant sections for detailed questions.
- Be cautious with inference-based questions; base answers solely on the passage.

## Common Question Types and How to Answer Them

Understanding question formats helps in preparing effective responses.

### 1. Main Idea Questions

- Focus on the overall theme or purpose.
- Answer by identifying the central message.

### 2. Detail-Based Questions

- Ask about specific information mentioned.
- Refer back to the passage for accuracy.

### 3. Vocabulary Questions

- Ask for the meaning of a word in context.
- Use contextual clues to infer the meaning.

### 4. Inference Questions

- Require understanding beyond the literal.
- Base answers on implied ideas, supported by the text.

### 5. True/False or Yes/No Questions

- Verify statements against the passage.
- Ensure to understand whether the statement is directly supported.

## Tips to Excel in Simple Unseen Passages

To maximize performance, consider the following expert tips:

- Practice Regularly: Consistent practice with varied passages improves speed and comprehension.
- Vocabulary Building: Enhance your vocabulary through reading, noting new words, and using them.
- Time Management: Allocate specific time to read and answer questions; avoid spending too long on one passage.
- Stay Calm and Focused: Maintain concentration, especially under exam pressure.
- Review Mistakes: Analyze errors to understand weaknesses and avoid repeating them.

## Resources and Practice Material

Effective preparation involves exposure to diverse passages. Recommended resources include:

- Sample Passages: Many exam boards publish practice papers with unseen passages.
- Reading Material: Newspapers, magazines, short stories, and essays in simple language.
- Online Platforms: Websites offering practice tests and comprehension exercises.
- Vocabulary Lists: Regularly study word lists to enhance understanding.

## Conclusion: The Key to Mastering Simple Unseen Passages

Simple unseen passages serve as a fundamental component of language assessments, designed to evaluate basic comprehension and analytical skills. Their straightforward language and themes make them accessible, yet they require disciplined strategies and consistent practice for mastery. By understanding their structure, adopting systematic reading techniques, and honing vocabulary and inference skills, learners can significantly improve their performance.

Remember, the goal is not just to read but to comprehend, analyze, and interpret effectively. With dedication and the right approach, simple unseen passages can become a confidence-building tool that paves the way for tackling more complex reading challenges with ease.

Empower your reading skills today and unlock your full potential in comprehension tests!

**Question** What are simple unseen passages commonly used for in exams? They are used to assess a student's reading comprehension, vocabulary, and ability to understand and interpret new, unfamiliar texts. **Answer** How can I improve my skills to understand simple unseen passages

better? Practice regularly with diverse passages, focus on vocabulary, read actively, and summarize what you've read to enhance comprehension. What types of questions are usually asked from unseen passages? Questions often include seeking the main idea, details, vocabulary, inference, and the author's tone or purpose. How should I approach reading a simple unseen passage during an exam? Read carefully without rushing, underline key points, understand the context, and then answer the questions based on the passage. Are there any tips to save time while solving unseen passages? Yes, skim the passage first to get the main idea, read questions before detailed reading, and practice time management during preparation. What is the importance of vocabulary in understanding unseen passages? A strong vocabulary helps in quickly grasping the meaning of unfamiliar words, leading to better comprehension and accurate answers. Can reading newspapers and magazines help in improving understanding of unseen passages? Absolutely, reading such materials exposes you to diverse topics and vocabulary, enhancing your ability to understand unseen texts. How can practicing unseen passages benefit overall language skills? It improves reading comprehension, vocabulary, critical thinking, and the ability to interpret and analyze written content effectively.

**Related keywords:** reading comprehension, practice passages, easy passages, unseen passages for students, short passages, beginner-level passages, comprehension exercises, practice tests, passage-based questions, educational passages

## Simple sentence paragraph example

**simple sentence paragraph example:** A Comprehensive Guide to Understanding and Crafting Simple Sentence Paragraphs

## Introduction to Simple Sentence Paragraphs

When it comes to effective writing, clarity and simplicity are key. One fundamental aspect of achieving this is understanding simple sentence paragraph examples. These are paragraphs constructed primarily using simple sentences?sentences that contain a single independent clause with a clear subject and predicate. Using simple sentences can make your writing more accessible, direct, and engaging, especially for readers who prefer straightforward communication. In this guide, we will explore what simple sentence paragraphs are, why they are important, and how to craft them effectively through various examples and tips.

## What Is a Simple Sentence Paragraph?

### Definition of a Simple Sentence

A simple sentence is a sentence that contains:

- One independent clause
- A single subject and predicate
- No subordinate clauses or additional phrases that extend the sentence

Example:

The dog barked loudly.

This sentence has one subject ("The dog") and one predicate ("barked loudly").

## What Makes a Paragraph "Simple Sentence Paragraph"?

A simple sentence paragraph predominantly uses simple sentences to develop a single idea or theme. It is characterized by:

- Short, clear sentences
- Lack of complex or compound sentences
- Focused, straightforward presentation of ideas

Example of a simple sentence paragraph:

> The sky is blue. The sun is shining. Birds are singing. It is a beautiful day.

This paragraph uses only simple sentences to describe a pleasant day.

## Importance of Using Simple Sentence Paragraphs

### Advantages of Simple Sentence Paragraphs

Using simple sentences in paragraphs offers several benefits:

- **Clarity:** Simple sentences make your message easy to understand.
- **Conciseness:** They eliminate unnecessary complexity, making your writing more direct.
- **Engagement:** Short sentences can create rhythm and pace, keeping readers interested.
- **Accessibility:** Ideal for audiences with varying levels of language proficiency.

## When to Use Simple Sentence Paragraphs

Simple sentence paragraphs are particularly useful in:

- Explanatory or instructional writing
- Summaries and conclusions
- Descriptive passages that aim for vivid imagery without complexity
- Children's books and beginner-level texts
- Breaking down complex ideas into manageable parts

## Examples of Simple Sentence Paragraphs

### Example 1: Describing a Scene

This paragraph illustrates a scene using only simple sentences:

> The forest is green. The trees are tall. The wind blows softly. Leaves rustle in the breeze. Birds fly from branch to branch. It is peaceful here.

### Example 2: Explaining a Process

A step-by-step process expressed with simple sentences:

> First, boil water. Then, pour it into a cup. Add tea leaves. Stir gently. Let it steep for a few minutes. Enjoy your tea.

### Example 3: Conveying Emotions

Expressing feelings with straightforward sentences:

> I am happy today. The sun is shining. I smile often. Everything feels right. I am grateful.

## How to Write a Simple Sentence Paragraph

### Step-by-Step Guide

- **Select a clear main idea:** Decide what you want to describe or explain.
- **Use simple sentences:** Keep each sentence straightforward with one idea.
- **Maintain coherence:** Ensure sentences follow logically, maintaining the paragraph's flow.

- **Vary sentence length slightly:** While maintaining simplicity, use some variation to avoid monotony.
- **Use transition words sparingly:** Words like "then," "next," or "also" can help connect ideas smoothly.
- **Review for clarity:** Make sure each sentence contributes to the main idea.

## Sample Process for Crafting a Simple Sentence Paragraph

- Determine the topic or idea (e.g., describing a favorite hobby).
- List key points or steps related to the topic.
- Write each point as a simple sentence.
- Arrange the sentences logically.
- Read the paragraph aloud to check clarity and flow.

## Tips for Writing Effective Simple Sentence Paragraphs

### Use Clear and Specific Subjects

- Identify the main subject in each sentence to keep the message focused.
- Example: Instead of "It is a sunny day," specify "The sun shines brightly."

### Limit the Use of Modifiers and Phrases

- Keep sentences concise by avoiding excessive adjectives or adverbs.
- Example: "The dog runs fast." rather than "The small, brown dog runs very fast."

### Maintain Consistent Tense

- Use the same tense throughout the paragraph to avoid confusion.
- Example: Use present tense for current descriptions or explanations.

### Focus on One Idea per Paragraph

- Ensure the paragraph stays centered around a single theme or idea.
- Break complex topics into multiple simple sentence paragraphs if needed.

## Practice with Examples

- Write multiple paragraphs on different topics using only simple sentences.
- Revise to improve clarity and coherence.

## Common Mistakes to Avoid

### Overusing Simple Sentences

- While simple sentences are effective, too many can make writing choppy or monotonous.
- Balance with compound or complex sentences when appropriate.

### Neglecting Transitions

- Jumping between ideas without connecting words can confuse readers.
- Use transition words to improve flow.

### Ignoring Context and Coherence

- Ensure each sentence relates logically to the previous one.
- Avoid random or disconnected statements.

## Conclusion

Understanding and utilizing simple sentence paragraph examples can dramatically improve your writing's clarity, engagement, and accessibility. Whether you're crafting a descriptive scene, explaining a process, or conveying emotions, simple sentences help communicate your message directly and effectively. Remember to focus on one main idea per paragraph, use straightforward language, and maintain coherence to produce compelling simple sentence paragraphs. With practice, you can master this fundamental writing skill and enhance your overall communication.

## Additional Resources

- Books on writing style and sentence structure
- Online grammar and style guides
- Writing practice exercises focusing on simple sentences

Simple sentence paragraph example: An in-depth exploration of structure, effectiveness, and application

## Introduction to Simple Sentence Paragraphs

When it comes to effective writing, clarity and simplicity are often paramount. One fundamental aspect of clear communication is the use of simple sentences within paragraphs. The phrase simple sentence paragraph example encapsulates a basic yet powerful writing technique that can enhance readability, ensure coherence, and serve as a foundation for more complex writing styles. In this article, we will explore what constitutes a simple sentence paragraph, analyze its features, advantages, disadvantages, and provide practical examples to illustrate its application.

## Understanding Simple Sentences and Paragraphs

### What is a Simple Sentence?

A simple sentence is a sentence that contains only one independent clause. It has a single subject and a single predicate, expressing a complete thought without additional clauses or conjunctions. For example:

- The sun rises.
- She runs every morning.
- The dog barked loudly.

These sentences are straightforward, easy to understand, and serve as building blocks for more complex writing.

### What is a Simple Sentence Paragraph?

A simple sentence paragraph is a paragraph composed primarily of simple sentences. While it may contain a few sentences with compound or complex structures, the dominant feature is the use of simple sentences to convey ideas. This style is especially useful in beginner writing, summaries, or when emphasizing clarity.

Features of a simple sentence paragraph:

- Clear and direct language
- Short sentences that are easy to follow

- Focus on one idea or point per paragraph
- Often used in instructional or expository writing

## Structure and Composition of Simple Sentence Paragraphs

### Characteristics

A typical simple sentence paragraph maintains consistency in structure, often beginning with topic sentences that state the main idea, followed by supporting sentences that elaborate on that idea using simple sentences. The uniformity of sentence structure aids in emphasizing clarity.

Sample structure:

- Topic sentence (main idea)
- Supporting sentence 1
- Supporting sentence 2
- Concluding sentence or transition

Example:

Birds migrate south. They do this every winter. The weather gets colder. The birds look for warmer places.

All sentences are simple, with a clear progression of ideas.

### Writing Techniques

- Use short, direct sentences to introduce ideas.
- Limit the use of complex clauses to maintain simplicity.
- Employ transitional words like "then," "also," or "next" to connect ideas smoothly.
- Keep paragraphs focused on a single idea for coherence.

## Advantages of Using Simple Sentence Paragraphs

### Pros

- Enhanced Clarity: Simple sentences reduce ambiguity, making the message easy to understand.

- Ease of Reading: Short sentences are less intimidating, improving readability especially for early learners or non-native speakers.
- Focus on Main Idea: The straightforward structure allows the writer to emphasize key points without distraction.
- Good for Summarization: When condensing complex information, simple sentences help distill ideas effectively.
- Facilitates Learning: For novice writers, mastering simple sentence paragraphs lays the groundwork for more advanced structures.

## Use Cases

- Educational materials
- Summaries and abstracts
- News reports
- Instructional texts
- Children's books

## Limitations and Disadvantages

### Cons

- Lack of Variety: Relying solely on simple sentences can lead to monotonous writing.
- Limited Expressiveness: Complex ideas might require complex sentences for nuance.
- Potential for Oversimplification: Important details can be lost if sentences are too basic.
- Risk of Fragmentation: Overusing simple sentences can result in choppy, disjointed paragraphs.
- Not Suitable for All Contexts: Formal, literary, or persuasive writing often demands varied sentence structures.

### Mitigating the Limitations

- Combine simple sentences with compound or complex sentences when appropriate.
- Use simple sentences for clarity but vary sentence length and structure for rhythm and emphasis.
- Employ descriptive language and details to enrich the content without complicating sentence structure.

## Practical Examples of Simple Sentence Paragraphs

### Example 1: Describing a Scene

The sky is blue. The sun shines brightly. Birds sing in the trees. The wind blows gently. It is a beautiful day.

This paragraph uses only simple sentences to paint a clear, peaceful scene.

### Example 2: Explaining a Process

First, boil the water. Then, add the tea leaves. Stir well. Let it steep for five minutes. Serve hot.

The process is broken into simple, actionable steps, each in a simple sentence.

### Example 3: Summarizing a Concept

Photosynthesis is how plants make food. They use sunlight. They take in carbon dioxide. They produce oxygen. This process is vital for life on Earth.

The paragraph clearly conveys the main idea with simple, direct sentences.

## Tips for Writing Effective Simple Sentence Paragraphs

- Start with a clear topic sentence that states the main point.
- Keep supporting sentences concise and focused on one idea each.
- Use transition words to connect sentences smoothly.
- Avoid unnecessary complexity; stick to one idea per sentence.
- Vary sentence length slightly to maintain reader interest without sacrificing clarity.
- Proofread to ensure simplicity and clarity are maintained.

## When to Use Simple Sentence Paragraphs

While simple sentences are versatile, they are particularly effective in specific contexts:

- Beginning writers learning paragraph structure.
- Technical writing where clarity is critical.
- Children's literature for age-appropriate language.
- Summaries and abstracts where brevity is essential.
- Instructional guides to facilitate easy understanding.

However, as writers develop, integrating varied sentence structures can improve style and impact.

## Conclusion

The simple sentence paragraph example demonstrates how fundamental sentence structures can be employed effectively to communicate ideas with clarity and precision. While simple sentences are sometimes seen as limiting, their strategic use forms the backbone of good writing, especially in contexts that demand straightforwardness. Understanding how to craft and utilize simple sentence paragraphs enables writers to create accessible, coherent, and engaging content. As with any writing style, balance is key; combining simplicity with variety leads to compelling and effective communication. Whether you're instructing, summarizing, or describing, mastering simple sentence paragraphs is a valuable skill that underpins good writing practice.

Final thoughts: Embracing simplicity in paragraph construction is both a pedagogical tool and an artistic choice. When used thoughtfully, simple sentence paragraphs can empower writers to communicate their ideas clearly and effectively, making their messages accessible to a broad audience.

**QuestionAnswer** What is a simple sentence paragraph example? A simple sentence paragraph example is a paragraph composed entirely of sentences that contain only one independent clause, demonstrating clear and straightforward ideas. For example: 'The sun rises. The sky turns orange. Birds sing.' How do you write a paragraph using only simple sentences? To write a paragraph with only simple sentences, focus on expressing each idea with a single, clear sentence. Keep sentences short and direct, ensuring each one conveys a complete thought without combining multiple ideas. Why are simple sentence paragraphs effective? Simple sentence paragraphs are effective because they are easy to understand, concise, and emphasize each point clearly. They are especially useful for beginners or when trying to highlight key ideas without complexity. Can you give an example of a simple sentence paragraph? When should I use simple sentence paragraphs in my writing? Use simple sentence paragraphs when you want to emphasize clarity, present straightforward information, or when writing for beginners or young readers. They are also useful in summaries or when highlighting key points.

**Related keywords:** simple sentence, paragraph example, writing tips, sentence structure, paragraph writing, grammar guide, example sentences, clear writing, composition tips, writing skills

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