

Topic sentences

Read the four paragraphs below and insert a suitable topic sentence at the beginning of each. To see the originals, click on Feedback in the Topic sentences exercise.

Paragraph 5 (from a job application letter)

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Lancaster is a leading U.S. educational publisher with East Asia offices in Tokyo and Hong Kong. My role on the four person team in marketing development is to coordinate communication between teachers, educationalists and researchers, and to report progress to the New York head office, including planning and implementation of all marketing campaigns. I am responsible for the print production of catalogues and specific product advertising.

Paragraph 6 (from a letter of complaint)

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The glasses on the table were smeared with grease and there was an egg stain on my plate. When I visited the toilets I found them to be filthy. In addition to this when I left the restaurant, I saw a rat outside the kitchen.

Paragraph 7 (from a feasibility study)

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The advantages of renting over purchasing, apart from a much smaller initial capital outlay, are the included maintenance service and user demonstrations. As the staff of PTG will be utilizing the most complex functions of the machine to produce their colour advertising, there is scope for teething troubles. Therefore, a free support service would be beneficial. As Copidex offer a full refund on all rent paid on a purchase within the first rental year, PTG can reassess the situation within 12 months and purchase then, if this is considered feasible.



Paragraph 8 (from a catalogue)

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You will draw and write about art in a proper sketchbook. You will build up a collection of your own work. This is called a portfolio. At the end of the course we will hold an exhibition at Wellington School. Your work will be displayed in a professional way. Members of the public will be invited to attend, and to meet the artists.

