Module Four Activities

Answers to the activity on parts of a paragraph:

The correct order of the sentences is as follows:

The Board of Directors has decided on the qualifications they prefer for the new secretary. (TOPIC SENTENCE)

He or she should be efficient in most administrative tasks. (SUPPORTING SENTENCE # 1)

Moreover, the new secretary should have a background in Public Relations. (SUPPORTING SENTENCE # 2)

Efficiency and Public Relations background are qualifications that the Board found to be critical in a secretary’s effectiveness. (CONCLUDING SENTENCE)

The off-topic sentence that should not be included in the paragraph is:

The meeting of the Board was held at 4pm.