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TAHA MOHAMED

ASSESSMENT SPECIALIST CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION

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LESSON 4 | PUNCTUATION MARKS

TOPIC 4 | DASHES AND HYPHENS

Dashes and hyphens are two punctuation marks that can cause sort of confusion due to their similar form; however, their usages are completely different.

Dashes Usages

Dashes come in two forms: 'en' dashes (-) and 'em' dashes (—). The two forms have various usages:

1. To set off parenthetical information (em dash): Dashes can be used to set off parenthetical information that is more important than that set off by commas or brackets. The dashes make the extra / additional information stand out more than commas and brackets.

Example:

- The team gathered at the conference room located on the top floor of the building — to discuss the upcoming project. (The extra information provides further details)
- The picnic was ruined by unexpected rain a heavy downpour that lasted for hours. (The extra information here is an explanation)

2- To indicate a break or interruption (em dash): Dashes can be used to indicate a sudden break or interruption in a sentence.

Example:

• "She was about to speak, but-"

3- To create emphasis (em dash): Dashes can be used to create emphasis or draw attention to a particular word or phrase.

Example:

• She was determined to succeed-no matter what.

4- To indicate a range (en dash): Dashes can be used to indicate a range of numbers or dates.

Example:

• The years 1950—1960 were a time of great change.



5- To add a list after a sentence, as a kind of details (em dash): Dashes can be used to introduce a list, similar to the way colons are used. Example:

• He bought all the supplies he needed—paint, brushes, canvases—before starting his latest project.

6- To indicate an incomplete thought (em dash): Dashes can be used to indicate an incomplete thought or trailing off a sentence.

Example:

• "I just can't believe that—"

What Effects Can dashes Create?

1- Emphasis: Dashes can be used to emphasize a particular word or phrase within a sentence, drawing attention to it and giving it extra weight.

Example:

• "She had spent years building up her business - sacrificing her time, her energy, and even her relationships - and now, as she looked around at the empty office, she couldn't help but wonder if it had all been worth it.

2- Interruption: Dashes can be used to interrupt or disrupt a sentence, reflecting a sudden change or interruption in a character's thoughts or actions.

Example:

• She was running as fast as she could - but then she stumbled, and everything went black.

3- Intensity: Dashes can be used to add intensity or urgency to a sentence, creating a sense of heightened emotion or drama.

Example:

• He was determined to win - no matter what it took.

4- Contrast: Dashes can be used to set up a contrast or opposition between two ideas or images, creating a dynamic tension between them.

Example:

• She was dangerous - with a quick temper and a sharp tongue - but also beautiful, with her long blonde hair and sparkling blue eyes.





5- To create a dramatic pause that can indicate the following:

• a momentary pause in a sentence or passage, building suspense and anticipation before a climactic event or revelation. (climax)

Example:

-She stepped onto the stage, the lights shining in her eyes - and then, with a deep breath, she began to sing, her voice filling the room and the audience cheering.

• an abrupt shift in a sentence or passage, undercutting expectations and creating an anti-climactic effect. (anti-climax)

Example:

-She stepped onto the stage, the lights shining in her eyes - and then, just as the music began to play, she froze.

• an aside or parenthetical thought, allowing a character to reveal their innermost feelings or thoughts to the reader.

Example:

-She smiled at him - or at least, she tried to - and then thought to herself, What am I doing here? I don't even like him.

6- Pause or hesitation: Dashes can be used to create a pause or hesitation in a sentence, reflecting a character's uncertainty or hesitation.

Example:

• He wasn't sure what to do - should he stay and fight, or run for his life?



Hyphens

Hyphens are small lines written in the middle of a line (not as low down as an underscore). They are not all that common today, but there are three main situations where you should use them.

1_ To form compound words (compound modifiers): We use hyphens to join together separate words, to make compound words coining a new word that modifies a noun (compound adjective in this case). This serves to indicate that the joint words have a combined meaning.

Example:

- It's a high-level meeting.
- A good-looking man asked about you today.
- Kyla needs the up-to-date SEO guidelines.

Notice that if the compound word appeared after the noun, we do not hyphenate it.

Example:

- I love chocolate-covered peanuts.
- These peanuts are chocolate covered.

2_ To join prefixes to words: We use hyphens to join a prefix to another word, especially between two vowels.

Example:

- pre-existing or
- co-own.
- Re-write
- Co-operate

This is changing, though, and one-word forms are becoming more common (e.g. preoccupied or cooperate).

3_ To show word breaks: If you can't fit a whole word at the end of a line, you use a hyphen to split the word.

However, this is less commonly used now as computers and word processors

automatically adjust line spacing to make sure that words do not get broken up.





Practice

Excerpt 1: Read the following excerpt and answer the questions.

In the realm of cinematic tales, the character of Anderson emerges as a figure nearly devoid of imperfections — a role that actors dream of, set within a compelling narrative for the screen. It's a story that rings true — unlike the customary liberties taken by Hollywood — and thus lighten a path of hope for desperate souls. Indeed, Anderson and his progeny found themselves resting within the confines of a securely locked railway station restroom. They joined the ranks of the destitute at shelters, vying for a place to rest for the night — all while Anderson toiled away at his internship, devoid of income and facing the prospect of scant job opportunities once it concluded.

Anderson endured these trials with a singular objective: to construct a more promising existence for himself and his family. After all, 'Life, Liberty and the pursuit of 10 Happiness' finds its place as a familiar phrase within the Declaration of Independence, hinting at the fundamental right of every American to endeavour towards contentment and the realization of their aspirations. In the contemporary panorama, Anderson stands as a figure of affluence, his achievements encompassing a best-selling memoir — a literary triumph that emerged from the tribulations he faced while striving for self-improvement. And within this narrative, genuine tension unfolds as Anderson stretches himself to the brink, striving to shield his son - a role brought to life with undeniable charisma by the actor's own offspring - from the dire extent of their predicament.

"Sometimes," Anderson muses in one of the lines of the movie, "the road to success is a — labyrinth, filled with twists and unexpected turns." Amidst life's challenges, he embodies resilience and determination; his journey is one of struggle and persistence. Then, just as tension mounts - as if orchestrated by fate - a crescendo swells; the story ascends to its climax, an awe-inspiring culmination of efforts and aspirations.

Answer the following questions.

1. A dash is used in line 2 to provide extra information. What type of information is given after the dash? Tick one box.

The information given after the dash provides

an explanation

an example

a comment

a new different idea

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2. Look at lines 3–4. The writer uses two dashes. Give one reason why the writer does this.					
3. What effect does the dash in line 7 create?					
4. What part of speech is the hyphenated word in line 14?					
5. Why is a hyphen used in line 15?					
6. Why does the writer use two dashes in lines 17-18?					
7. How does the writer use punctuation in line 20 to bring Anderson's written quote to life?					
8. What is the function of the dashes in line 22?					
9. Give a hyphenated word from the last paragraph.					



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LESSON 2 | STRUCTURE OF TEXTS

TOPIC 3 | CONNECTIVES AND SENTENCE OPENERS

The way ideas are woven together greatly influences how readers perceive and understand a text. **Connectives** and **sentence openers** are two crucial tools that play a pivotal role in shaping the structure and flow of a text.

CONNECTIVES

Connectives, often referred to as transitional words or phrases, act as bridges that connect ideas and concepts within a text. They facilitate the smooth transition from one thought to another, guiding readers through the logical progression of information. By examining the types and usage of connectives, we can understand how writers establish relationships between sentences, paragraphs, and sections.

Let's first remind ourselves with some common connectives and their usages (As studied before in Book 1 in the grammar section).

Connectives of Addition	Connectives of Contrast	Connectives to Show Cause and Effect
 And Moreover Furthermore Additionally In addition Not onlybut also Likewise Also Besides What's more As well as Not to mention 	 Yet But However Nevertheless On the other hand Nonetheless Despite In contrast Yet While Although Even though 	 Therefore Consequently Thus Hence As a result Because Since So For this reason Owing to





Connectives to Show Similarity	Connectives to Indicate Time	
 Similarly Likewise In the same way Correspondingly Just as 	 Firstly Secondly Meanwhile Subsequently Afterwards 	
 Equally Like Alike In like manner Analogously 	 Initially Finally In the meantime At the same time Thereafter 	
	At lastIn conclusion	

Notice that, the connectives above are not only single 'words'; some of them are prepositional phrases. Connectives can appear in any form, as long as the word or phrase are used to 'link', then they are 'connectives.'

Now, let's have a look at some excerpts with connectives and analyse them:

Non-Fiction Examples:

Excerpt from an essay on climate change:

"The consequences of rising global temperatures are manifold. Furthermore, as ice caps melt at an alarming rate, coastal communities face the imminent threat of sea-level rise. Moreover, changing weather patterns have led to more frequent and severe droughts, impacting agricultural production."

In this non-fiction example, "furthermore" and "moreover" are connectives that indicate the progression of ideas and used to add more points. They show a continuation of thought and contribute to the logical flow of information, guiding the reader from one consequence of climate change to another.





Excerpt from a history article:

"The Industrial Revolution marked a turning point in human civilization. As a result, urbanization accelerated, with rural populations flocking to cities in search of factory work. In addition, innovations in manufacturing processes revolutionized production methods, sparking a surge in economic growth."

In this instance, "as a result" is used to link the topic sentence with the evidence in a causeand-effect relationship, introducing the consequences / effects of the industrial revolutions, while "in addition" is used to continue mentioning the effects, establishing an addition relationship.

These connectives guide the reader through the historical changes brought about by the Industrial Revolution, showcasing the interconnectedness of various developments.

Excerpt from an educational article about healthy eating:

"The modern diet's reliance on processed foods has raised concerns about nutritional deficiencies. Many individuals are missing out on essential vitamins and minerals vital for optimal health."

Additionally, the prevalence of fast-food consumption has contributed to the rise in obesity rates worldwide. The convenience of quick, calorie-dense meals often comes at the expense of balanced nutrition and long-term well-being."

In this example, the connective "additionally" is employed to connect the two paragraphs. It introduces a supplementary point that complements the concerns mentioned in the first paragraph. The connective smoothly guides the reader from the discussion of nutritional deficiencies to the topic of fast food and its impact on obesity, providing a comprehensive view of the modern dietary landscape.

Fiction Examples: Excerpt from a mystery novel:

"As she entered the dimly lit room, a shiver ran down her spine. Little did she know, the secrets concealed within those walls would soon unravel a web of intrigue and danger."

Here, "little did she know" functions as a connective in the form of a prepositional phrase. It sets up anticipation and foreshadowing, alerting the reader to an impending shift in the narrative. The connective bridges the ordinary moment of entering a room to the deeper, mysterious layers of the plot.





Excerpt from a fantasy novel:

"In the heart of the enchanted forest, a solitary cottage stood hidden from mortal eyes. Meanwhile, the creatures of the woods whispered ancient tales of its mysterious inhabitant, a sorceress with powers beyond imagination."

In this excerpt, "meanwhile" acts as a connective, shifting the focus to another perspective within the narrative. It creates a parallel storyline, adding depth to the setting and characters. The connective smoothly transitions from the description of the cottage to the introduction of the sorceress and her reputation.

Excerpt from a romance novel:

"Amidst the bustling city, Emily felt a profound sense of loneliness. The anonymity of the crowd only emphasized the ache in her heart."

In contrast, when she stumbled upon the old bookstore on Elm Street, a glimmer of hope ignited within her. The shelves, lined with worn books and stories waiting to be explored, seemed to hold the promise of companionship and solace."

In this fiction example, the connective "in contrast" is used to link the two paragraphs. It establishes a comparison between Emily's initial loneliness in the city and her subsequent discovery of the bookstore. The connective guides the reader from the desolate city scene to the bookstore's inviting ambiance, highlighting the transformation in Emily's emotional state.

In both non-fiction and fiction writing, connectives play an essential role in guiding readers through the intricate web of ideas. By understanding and recognizing the various types of connectives, readers can decode the author's intent and follow the intricate threads that interlace sentences, paragraphs, and sections,



Sentence Openers

Equally important as connectives are sentence openers, those carefully constructed entry points that usher readers into the heart of a paragraph. These introductory phrases or words hold the key to the paragraph's essence, setting the stage for the unfolding narrative. Whether they pose a captivating question, present a thought-provoking statement, or offer a vivid descriptive detail, sentence openers serve as the foundation upon which the entire discourse is built. By delving into the manipulation of phrases and clauses in sentence openers, we uncover how authors strategically capture their readers' attention and establish a captivating context.

Varying sentence openers can be achieved by many techniques:

1- Opening with a question

Example: "Have you ever pondered the mysteries that lie beneath the ocean's depths? The vast expanse of the deep sea holds secrets that continue to elude even the most advanced explorations, inviting us to unravel the enigma of its uncharted realms."

When you begin a sentence with a question like this, you immediately invoke the reader's curiosity, engage them, and position emphasis on the point you are about to present. The question prompts readers to reflect on their own experiences, thoughts, or knowledge related to the topic. In this example, the question invites readers to consider whether they have ever thought about the enigmatic aspects hidden beneath the ocean.

2- Manipulating the order of clauses

Example: "As the shadows grew longer, an eerie silence settled over the abandoned mansion."

In this example, a dependent clause is used to open the sentence which helps to set the mood and tone by adding an air of mystery and suspense.

Example: "Because the power outage plunged the city into darkness, the streets came alive with the soft glow of candlelight and the distant hum of conversations."

In this example, the dependent clause "Because the power outage plunged the city into darkness" establishes the cause—the power outage. The main clause, which is delayed, "the streets came alive with the soft glow of candlelight and the distant hum of conversations" presents the effect. This structure immediately engages the reader's curiosity about how the city responded to the power outage, leading them to read further to uncover the details of the scene.





3- Manipulating the order of phrases

Example: "Whispering through the wind, the ancient trees shared secrets of generations long past."

Opening with a participial phrase adds depth, movement, and immediacy to a sentence, painting a vivid picture and creating a strong initial impression.

Example: "In the heart of the bustling city, neon lights danced against the night sky."

Opening the sentence with a prepositional phrase, immediately sets the scene and shift focus to the location of the incidents, painting a vivid image

Example: "To the treasure, he followed the map, unraveling secrets along the way."

The phrase "To the treasure" is positioned at the beginning of the sentence. This arrangement creates emphasis on the destination and sets the context for the action that follows.

Example: "Surprisingly, the old bookshop still stood amidst the modern skyscrapers."

The adverbial at the beginning, prepared the reader to receive surprising and unexpected information.

Example: "To understand the cosmos, one must embrace the wonders of astrophysics."

Using an infinitive phrase at the beginning provokes the reader's curiosity and urge them t complete reading to learn about what to do in order to achieve the result at the beginning.

In essence by carefully choosing where to position these openings and how to structure them, authors transform simple words into powerful invitations that captivate readers and guide them through the unfolding narrative.





LESSON 2 | GENERAL PRACTICE 1

1-Read the following extract and answer the questions.

Mechanical Excellence?

"Up" soars as an exemplar of visually captivating storytelling. The film boasts breathtaking landscapes that truly captivate the eye, coupled with moments of heartpounding action that keep audiences on the edge of their seats. Notably, the impeccable vocal performance by Ed Asner, along with the supporting cast, infuses the movie with warmth and humor. Despite these commendable aspects, there are moments where the film's progression feels more akin to a series of video game levels rather than a cohesive cinematic experience. The root cause of this occasional detachment is not hard to identify; the film's plot seems to be tailored primarily for a younger audience.

In terms of vocal performances, Ed Asner shines as the true standout. His portrayal of Carl Fredricksen brings both life and poignancy to the character, adding depth to his journey. While the supporting cast delivers their lines capably, it is Asner who injects the film with its emotional gravitas. His interactions with other characters, particularly Russell, feel authentic and heartwarming. Moreover, the dialogues often carry an air of spontaneity, keeping audiences engaged and wondering about the next turn of phrase from Carl's animated persona.

"Up" embarks on a narrative adventure that explores profound themes of love, loss, and the resilience of the human spirit. It delves beneath the surface, unearthing themes of unfulfilled dreams and the passage of time. The storyline unfolds as we follow Carl's journey to fulfill his late wife's dream, leading to a series of encounters that challenge his perspective. This central narrative is interwoven with a rich tapestry of emotions that resonate deeply with viewers.

If the story doesn't entirely capture your attention, the visual splendor certainly will.

The film's creators have conjured a world that ignites the imagination. Each character, especially the unlikely duo of Carl and Russell, is meticulously crafted, with vibrant colors and attention to detail. This meticulous approach results in a stunning visual display that far surpasses the norm in digital animation. Unfortunately, while the film's visual prowess is commendable, it only partially compensates for the occasional narrative shortcomings and the lack of vibrancy in certain characters.

"Up" is peppered with moments designed to fend off any inkling of boredom, with adventure around every corner. Action sequences are seamlessly woven into the plot, ensuring that the excitement remains constant. And let's not forget the humor, a substantial portion of which originates from the delightful vocal performance of Ed Asner. His portrayal of Carl, with his deadpan humor and genuine emotion, contributes significantly to the film's lightheartedness and charm.





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For parents with children, it's likely that a viewing of "Up" is inevitable. However, the experience is far from a chore; in fact, you'll probably find yourself thoroughly enjoying the journey. "Up" stands as a film that, while not seamlessly tailored for both adults and children, manages to enrapture its audience with its visual splendor, emotional depth, and heartfelt performances. It might not be the flawless masterpiece for all ages, but it assembles its own unique pieces into a heartfelt mosaic of storytelling.

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Answer the following questions.

1. Look at the first paragraph.					
In line 5, the writer begins the sentence with a prepositional phrase. What is the effect of this?					
2. Look at the second paragraph (Lines 9-15).					
a. Identify the phrase the writer has used to introduce the main idea of the second paragraph (Lines 9-15).					
b. What structural technique does the writer use to show that Asner's role is the most influential one?					
c. Why does the writer use an adverb at the beginning of the sentence in line 13?					
3. In line 22, the writer uses two different structural techniques to build up the text. Identify the two techniques explaining the usage of each.					
The first technique:					
Usage:					
The second technique:					
Usage:					





4. In line 26, the writer begins the sentence with an adverb. What is the effect of this?

5. Look at the last paragraph (Lines 35-40).

Why does the writer use a prepositional phrase at the beginning of the paragraph?

LESSON 2 | GENERAL PRACTICE 2

Re-write the following sentences after changing their openings. The first one is done for you.

- Rachel moved over to let the man sit down next to her on the bench. Answer: Moving over, Rachel let the man sit down next to her on the bench. / To let the man sit down next to her on the bench, Rachel moved over.
- 2. He walked into the church with an extremely heavy heart.
- 3. Jen cooked her husband a hot meal; she knew he would appreciate it.

.....

- 4. Mrs. Bellamy quickly and quietly exited the room.
- 5. The suit of armor stood at the top of the stairs; it frightened all who passed.





	Even though everyone in the room clearly saw him, the boy thought that he was hidden.				
	I cooked dinner and did the laundry to give my father some free time.				
	The feather gently drifted to the floor without making a sound.				
	The upcoming exam loomed over them like the sword of Damocles.				
-	Kenneth gave her the flowers; he had bought them to cheer her up.				
	The chip in the vase was barely visible to the naked eye.				



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