

English I

1

Dr. Meyyada Yahya Alabdulhady, Dr. Adel Almenhosh

Syllabus

➤ Grammar

○ Verb Tenses

- Present tense
- Past tense
- Future tense

➤ Writing

- Punctuation
- Capitalization
- Simple Sentences
- Compound Sentences
- Prewriting Techniques.

➤ Reading and Vocabulary

Verb Tenses/Present Tense

► Simple Present tense

- In general, the simple present tense in English is used to describe an action that is regular, true or normal.
 - One and one **make** two.
 - Fish **live** in water.
- Also, we use present tense for Habits, things that we do regularly. Adverbs (such as 'often', 'always' and 'sometimes') are used here.
 - I **exercise** three times a week.
 - He **doesn't travel** very often.
- Similarly, we need to use this tense for a situation that we think is more or less permanent.
 - He **works** in a hospital.
 - I **live** in Basrah.

Verb Tenses/Present Tense

► Expressions used with the Simple Present tense

○ Frequency adverbs:

Always, usually, often, sometimes, rarely, never (they are placed before the main verb)

○ Time expressions:

Every day / week / Friday...

On Mondays / Sundays...

At the weekend...

In the morning / afternoon...

In winter / spring...

Once a day / week...

Verb Tenses/Present Tense

► Expressions used with the Simple Present tense/Examples

1. For repeated or regular actions in the present time period:

- I **take** the train to the office.
- The train to Baghdad **leaves** every 10 hour.

2. For facts:

- Cats and dogs **have** four legs.
- Water always **comes** from the sky.

3. For habits:

- I **get** up early every day.
- Carol **brushes** her teeth twice a day.

4. For things that are always / generally true:

- It **rains** a lot in winter.
- They **speak** English at work.

Verb Tenses/Present Tense

► Forms of the Simple Present tense

○ Affirmative

- I play with a ball.
- You play with a ball.
- He plays with a ball.
- She plays with a ball.
- It plays with a ball.
- We play with a ball.
- They play with a ball.

○ Negative

- I don't play with a ball.
- You don't play with a ball.
- He doesn't play with a ball.
- She doesn't play with a ball.
- It doesn't play with a ball.
- We don't play with a ball.
- They don't play with a ball.

○ Interrogative

- Do I play with a ball?
- Do you play with a ball?
- Does he play with a ball?
- Does she play with a ball?
- Does it play with a ball?
- Do we play with a ball?
- Do they play with a ball?

I, you, we, they	play
He, she, it	plays

I, you, we, they	do not	play
	don't	
He, she, it	does not	
	doesn't	

Do	I, you, we, they	play?
Does	he, she, it	

Verb Tenses/Present Tense

► Forms of the Simple Present tense/Examples

- Nancy and James **speak** German well.
- Sarah **works** in a restaurant.
- The children **play** in the garden every weekend.
- No, I **don't speak** German well.
- No, she **doesn't work** in a restaurant.
- **Do** you **speak** German well?
- **Does** Sarah **work** in a restaurant?

✓ **ADVERB PLACEMENT**

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

You **only** speak English.

Do you **only** speak English?

Verb Tenses/Present Tense

► Third person singular

- We add **-s** to the verb to form the third person singular (**he, she, it**).

I drink – he drinks

I run – she runs

- We add **-es** to verbs that end in **-ss, -sh, -ch, -x, -o**.

I watch – he watches

- With verbs ending in consonant + y, we change the **-y** to **-ies**.

I cry – he cries

- With verbs ending in vowel + y, we just add **-s** as usual.

I play – he plays

Verb Tenses/Present Tense

► Third person singular/Examples

- He speaks **s** three languages.
- My dog hates **s** my cat.
- A mechanic fixes **es** cars.
- He kisses **es** his children before he goes **es** to work.
- Isabel studies **ies** every night.
- The baby cries **ies** all the time.

Silent <i>e</i>	Vowel + <i>y</i>	Consonant + <i>y</i>	Verbs ending in <i>o</i>	Verbs ending in <i>s, z, sh, tch, ch</i>
close = closes note = notes	play = plays say = says	study = studies marry = marries	go = goes do = does	miss = misses buzz = buzzes hatch = hatches finish = finishes teach = teaches

Verb Tenses/Present Tense

► The verb *to be*

The verb **to be** is the most important verb in the English language. It is difficult to use because it is an irregular verb in almost all of its forms. In the simple present tense, to be is conjugated as follows:

❖ Affirmative forms of the verb to be

Subject Pronouns	Full Form	Contracted Form
I	am	'm
you	are	're
he/she/it	is	's
we	are	're
you	are	're
they	are	're

Verb Tenses/Present Tense

► The verb *to be*

❖ Negative forms of the verb to be

Subject Pronouns	Full Form	Contracted Form
I	am not	'm not
you	are not	aren't
he/she/it	is not	isn't
we	are not	aren't
you	are not	aren't
they	are not	aren't

❖ Interrogative forms of the verb to be:

Am	I?
Are	you?
Is	he/she/it?
Are	we?
Are	you?
Are	they?

Verb Tenses/Present Tense

► The verb *to be*/Examples

- **Is** Ali from America?
- No, he **isn't**. He's Iraqi.
- What about Fatimeh? **Is** she Iraqi, too?
- Yes, she **is**.
- **Are** Ali and Fatimeh American?
- No, They **aren't**. They **are** Iraqis.

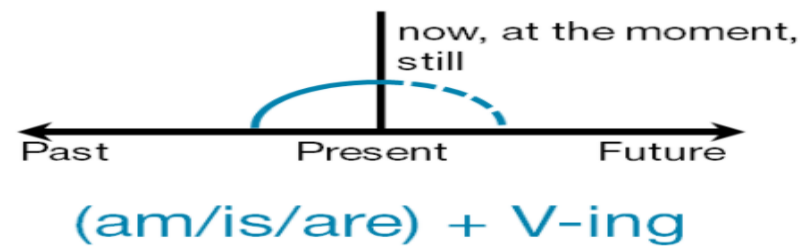
Verb Tenses/Present Tense

► Use of the simple present of *to be*

- The principal use of the simple present is to refer to an action or event that takes place habitually, but with the verb "*to be*" the simple present tense also refers to a present or general state, whether temporary, permanent or habitual.
 - I am happy.
 - She is helpful.
- The verb *to be* in the simple present can be also used to refer to something that is true at the present moment.
 - She is 20 years old.
 - He is a student.

Verb Tenses/Present Continues Tense

- ▶ The present continuous is used for things that are happening at the moment of speaking. These things usually last for a short time and they are not finished when we are talking about them.
 - I **am working** at the moment.
 - Julie **is sleeping**.
- ▶ Also this tense can be used for other kinds of temporary situations, even if the action isn't happening at this moment.
 - I **am reading** a really great book.
 - She **is staying** with her friend for a week.
- ▶ Compare this with the simple present, which is used for permanent situations that we feel will continue for a long time.
 - I **work** in a school. (I think this is a permanent situation).
 - I **am working** in a school. (I think this is a temporary situation).



Verb Tenses/Present Continues Tense

- ▶ The present continuous also used for temporary or new habits (for normal habits that continue for a long time, we use the simple present). We often use this with expressions like 'these days' or 'at the moment'.
 - He **is eating** a lot these days.
 - You **are smoking** too much.
- ▶ Another present continuous use is for habits that are not regular, but that happen very often. In this case we usually use an adverb like 'always', 'forever' or 'constantly'. Often, we use the present continuous in this way to talk about an annoying habit.
 - She **is constantly missing** the train.
 - Lucy **is always smiling**!

Verb Tenses/Present Continues Tense

► Forms of the Present Continues tense

❖ Affirmative forms

I	am	eating.
	'm	
You, we, they	are	
	're	
He, she, it	is	
	's	

❖ The interrogative forms

Am	I	eating?
Are	you, we, they	
Is	he, she, it	

❖ The negative forms

I	am not	eating.
	'm not	
You, we, they	are not	
	aren't	
He, she, it	is not	
	isn't	

✓ **ADVERB PLACEMENT**

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

You are **still** watching TV.

Are you **still** watching TV?

Verb Tenses/Present Continues Tense

► Non-continuous Verbs

- Non-continuous verbs are verbs that we do not normally use with continuous tenses. These "stative" verbs are about state, not action, and they cannot express the continuous or progressive aspect. Here are some of the most common non-continuous verbs:
 - **Feeling:** hate, like, love, prefer, want, wish.
 - **Senses:** appear, feel, hear, see, seem, smell, sound, taste.
 - **Communication:** agree, deny, disagree, mean, promise, satisfy, surprise.
 - **Thinking:** believe, imagine, know, mean, realize, recognize, remember, understand.
 - **Other states:** be, belong, concern, depend, involve, matter, need, owe, own, possess.

Verb Tenses/Present Perfect Tense

- ▶ The present perfect is a verb tense which is used to show that an action has taken place once or many times before now. The present perfect is most frequently used to talk about experiences or changes that have taken place, but there are other less common uses as well.



Have (in the simple present) + Verb (in the past participle form)

Affirmative

I have worked.

Negative

I have not worked.

Interrogative

Have you worked?

I have worked = I've worked

He has worked = He's worked

I have not = I haven't worked

He has not = He hasn't worked

Verb Tenses/Present Perfect Tense

► The uses of the Present Perfect tense

1. To emphasize on the result of a past action without mentioning the actual time when it happened:
 - I **have met** that kid before.
 - We **have discussed** this issue a few times.
2. Action performed in a period that has not finished yet (the same day, week, month, etc.):
 - **Have** you **seen** Ali today? (The day is not over yet.)
 - I **have had** several tests this month. (The month has not finished yet.)

Verb Tenses/Present Perfect Tense

► The uses of the Present Perfect tense

3. Action that started in the past and has continued until now. Often used with **since** (indicating the beginning of action) or **for** (indicating the duration of action):

- I **have** not **seen** her **since** we left high school.
- They **have lived** here **for** ten years.

4. It is used to indicate completed activities in the immediate past (with **just**).

- He **has just taken** the medicine.

✓ **ADVERB PLACEMENT**

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

- You have **only** seen that movie one time.
- Have you **only** seen that movie one time?

Verb Tenses/Present Perfect Continuous Tense

- ▶ The present perfect continuous (also called present perfect progressive) is a verb tense which is used to show that an action started in the past and has continued up to the present moment. The present perfect continuous usually emphasizes duration, or the amount of time that an action has been taking place.



Have (in the simple present) been verb + ing

Affirmative

I have been working.

Negative

I have not been working.

Interrogative

Have you been working?

I have been driving = I've been driving

I have not been driving = I haven't been driving

He has been sleeping = He's been sleeping

He has not been sleeping = He hasn't been sleeping

Verb Tenses/Present Perfect Continues Tense

► The uses of the Present Perfect Continues tense

1. Duration from the Past Until Now

We use the present perfect continuous to show that something started in the past and has continued up until now. "For five minutes," "for two weeks," and "since Tuesday".

- She **has been working** at that company since October.
- What **have** you **been doing** for the last 30 minutes?

2. Recently, Lately

You can also use the present perfect continuous without a duration such as "for two weeks." Without the duration, the tense has a more general meaning of "lately." We often use the words "lately" or "recently" to emphasize this meaning.

- I **have been feeling** really tired, *recently*.
- She **has been smoking** too much *lately*.

Verb Tenses/Past Tense

► Simple Past tense

- The simple past is a verb tense which is used to show that a completed action took place at a specific time in the past. The simple past is also frequently used to talk about past habits and generalizations.



► The uses of the Simple Past tense

1. Completed Action in the Past

Use the simple past to express the idea that an action started and finished at a specific time in the past. Sometimes, the speaker may not actually mention the specific time, but they do have one specific time in mind.

- I **saw** a movie yesterday.
- Last year, I **travelled** to Japan.

Verb Tenses/Past Tense

2. A Series of Completed Actions

We use the simple past to list a series of completed actions in the past. These actions happen 1st, 2nd, 3rd, 4th, and so on.

- I **finished** work, **walked** to the beach, and **found** a nice place to swim.
- **Did** you **add** flour, **pour** in the milk, and then **add** the eggs?

3. Duration in the Past

The simple past can be used with a duration which starts and stops in the past. A duration is a longer action often indicated by expressions such as: for two years, for five minutes, all day, all year, etc.

- I **lived** in Brazil for two years.
- They **did not stay** at the party the entire time.

Verb Tenses/Past Tense

4. Habits in the Past

The simple past can also be used to describe a habit which stopped in the past. It can have the same meaning as "used to." To make it clear that we are talking about a habit, we often add expressions such as: always, often, usually, never, when I was a child, when I was younger, etc.

- I **studied** French when I **was** a child.
- She **worked** at the movie theater after school.

5. Past Facts or Generalizations

The simple past can also be used to describe past facts or generalizations which are no longer true.

- He **didn't like** tomatoes before.
- **Did** you **live** in Texas when you **were** a kid?

Verb Tenses/Past Tense

► Forms of the Simple Past tense

○ Affirmative

- I played with a ball.
- You played with a ball.
- He played with a ball.
- She played with a ball.
- It played with a ball.
- We played with a ball.
- They played with a ball.

○ Negative

- I didn't play with a ball.
- You didn't play with a ball.
- He didn't play with a ball.
- She didn't play with a ball.
- It didn't play with a ball.
- We didn't play with a ball.
- They didn't play with a ball.

○ Interrogative

- Did I play with a ball?
- Did you play with a ball?
- Did he play with a ball?
- Did she play with a ball?
- Did it play with a ball?
- Did we play with a ball?
- Did they play with a ball?

I, you, we, they	played
He, she, it	

I, you, we, they	did not	play
He, she, it		

Did	I, you, we, they	play?
	he, she, it	

Verb Tenses/Past Continues Tense

► The uses of the Past Continues tense

The past continuous (also called past progressive) is a verb tense which is used to show that an ongoing past action was happening at a specific moment of interruption, or that two ongoing actions were happening at the same time.

1. Interrupted Action in the Past

Use the past continuous to indicate that a longer action in the past was interrupted. The interruption is usually a shorter action in the simple past.

- I **was watching** TV when she called me.
- You **were not listening** to me when I told you to turn the oven off.

2. Specific Time as an Interruption

The past continuous is interrupted by a shorter action in the simple past. However, you can also use a specific time as an interruption.

- Last night at 6 PM, I **was eating** dinner.
- At midnight, we **were** still **driving** through the desert.

Verb Tenses/Past Continues Tense

3. Parallel Actions

When you use the past continuous with two actions in the same sentence, it expresses the idea that both actions were happening at the same time. The actions are parallel.

- I **wasn't paying** attention while I **was writing** the letter, so I made several mistakes.
- What **were** you **doing** while you **were waiting**?

4. Repetition and Irritation with "Always"

The past continuous with words such as "always" or "constantly" expresses the idea that something irritating or shocking often happened in the past.

- She **was always coming** to class late.
- He **was constantly talking**. He annoyed everyone.

Verb Tenses/Past Continues Tense

► Forms of the Past Continues tense

to be in the simple past + verb + ing

❖ Affirmative forms

I, he, she, it	was	playing.
you, we, they	were	

❖ The interrogative forms

Was	I, he, she, it	Playing?
were	you, we, they	

❖ The negative forms

I, he, she, it	was not / wasn't	playing.
you, we, they	were not / weren't	

Verb Tenses/Past Perfect Tense

► The uses of the Past Perfect tense

The past perfect is a verb tense which is used to show that an action took place once or many times before another point in the past.

1. Completed Action Before Something in the Past

The past perfect expresses the idea that something occurred before another action in the past. It can also show that something happened before a specific time in the past.

- Tony knew Istanbul so well because he **had visited** the city several times.
- I did not have any money because I **had lost** my wallet.

2. Duration Before Something in the Past (Non-Continuous Verbs)

With non-continuous verbs and some non-continuous uses of mixed verbs, we use the past perfect to show that something started in the past and continued up until another action in the past.

- We **had had** that car for ten years before it broke down.
- By the time Alex finished his studies, he **had been** in London for over eight years.

Verb Tenses/Past Perfect Tense

► Forms of the Past Perfect tense

Had **Past Participle Form**

Affirmative	Negative	Interrogative
I had worked.	I had not worked.	had I worked?
You had worked.	You had not worked.	had you worked?

I had not worked = I hadn't worked

I had worked = I'd worked

Verb Tenses/Past Perfect Continues Tense

► The uses of the Past Perfect Continues tense

The past perfect continuous (also called past perfect progressive) is a verb tense which is used to show that an action started in the past and continued up to another point in the past.

1. Duration Before Something in the Past

We use the past perfect continuous to show that something started in the past and continued up until another time in the past. "For five minutes" and "for two weeks" are both durations which can be used with the past perfect continuous.

- She **had been working** at that company for three years when it went out of business.
- How long **had** you **been waiting** to get on the bus?

2. Cause of Something in the Past

Using the past perfect continuous before another action in the past is a good way to show cause and effect.

- Jason was tired because he **had been walking**.
- Sam gained weight because he **had been overeating**.

Verb Tenses/Future Tense

► Simple Future tense

- Simple future has two different forms in English: "will" and "be going to." Although the two forms can sometimes be used interchangeably, they often express two very different meanings. These different meanings might seem too abstract at first, but with time and practice, the differences will become clear. Both "will" and "be going to" refer to a specific time in the future.



► Forms of the Simple Future tense

Will + verb

am/is/are +going to+ verb

Verb Tenses/Future Tense

► Uses of the Simple Future tense

1. "Will" to Express a Voluntary Action

"Will" often suggests that a speaker will do something voluntarily. A voluntary action is one the speaker offers to do for someone else. Often, we use "will" to respond to someone else's complaint or request for help. We also use "will" when we request that someone help us or volunteer to do something for us. Similarly, we use "will not" or "won't" when we refuse to voluntarily do something.

- I **will translate** the email, so Mr. Smith can read it.
- **Will** you **help** me move this heavy table?

2. "Will" to Express a Promise

"Will" is usually used in promises.

- I promise I **will not tell** him about the surprise party.
- Don't worry, **I'll be** careful.

Verb Tenses/Future Tense

► Uses of the Simple Future tense

3. "Be going to" to Express a Plan

"Be going to" expresses that something is a plan. It expresses the idea that a person intends to do something in the future. It does not matter whether the plan is realistic or not.

- **I'm going to be** an actor when I grow up.
- Who **are you going to invite** to the party?

4. "Will" or "Be Going to" to Express a Prediction

Both "will" and "be going to" can express the idea of a general prediction about the future. Predictions are guesses about what might happen in the future.

- The year 2222 **will be** a very interesting year.
- The year 2222 **is going to be** a very interesting year.

Verb Tenses/Future Tense

► Uses of the Simple Future tense

5. We use the simple future for instant decisions.

I've left the door open; I'll close it.

6. We use the simple future with: "I (don't) think...", "I expect...", "I'm sure...", "I wonder...", "probably".

"It will probably rain tonight" , "I wonder what will happen?"

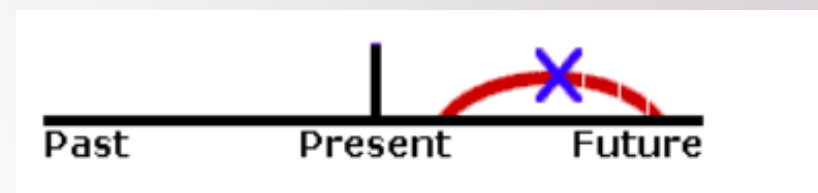
7. We use the simple future in conditional sentences type one.

"If I have enough time, I'll watch the film."

Verb Tenses/Future Continues Tense

► Forms of Future Continues tense

will +be+ verb +ing



► Uses of the Future Continues tense

1. Interrupted Action in the Future

Use the future continuous to indicate that a longer action in the future will be interrupted by a shorter action in the future.

- I **will be waiting** for you when your bus *arrives*.
- I **am going to be staying** at the Hayat Hotel, if anything happens and you *need* to contact me.

Verb Tenses/Future Continues Tense

► Uses of the Future Continues tense

2. Specific Time as an Interruption in the Future

- Tonight at 6 PM, I **am going to be eating** dinner.

I will be in the process of eating dinner.

- At midnight tonight, we **will still be driving** through the desert.

We will be in the process of driving through the desert.

3. Parallel Actions in the Future

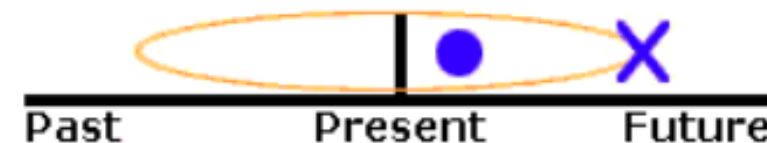
When you use the future continuous with two actions in the same sentence, it expresses the idea that both actions will be happening at the same time. The actions are parallel.

- I **am going to be studying** and he **is going to be making** dinner.
- Tonight, they **will be eating** dinner, **discussing** their plans, and **having** a good time.

Verb Tenses/Future Perfect Tense

► Forms of Future Perfect tense

will + have + past participle



is, am, are + going to have + past participle

Affirmative I will / 'll have finished.

Negative I will not / won't have finished.

Interrogative will you have finished?

Verb Tenses/Future Perfect Tense

► Uses of the Future Perfect tense

1. Completed Action Before Something in the Future

The future perfect expresses the idea that something will occur before another action in the future. It can also show that something will happen before a specific time in the future.

- Sam **is** probably **going to have completed** the proposal by the time he *leaves* this afternoon.
- By the time I *finish* this course, I **will have taken** ten tests.

2. Duration Before Something in the Future (Non-Continuous Verbs)

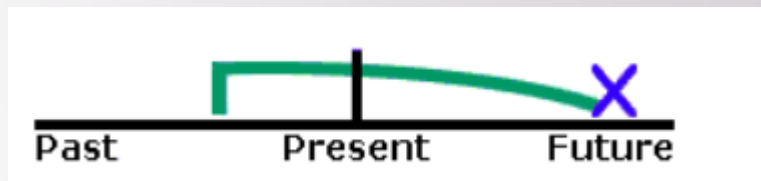
we use the future perfect to show that something will continue up until another action in the future.

- I **will have been** in London for six months by the time I leave.
- By Monday, Susan **is going to have had** my book for a week.

Verb Tenses/Future Perfect Continues Tense

► Forms of Future Perfect Continues tense

will have been + verb +ing



is, am, are + going to have been+ verb+ing

Affirmative I will have been teaching.

Negative I will not/won't have been teaching.

Interrogative will you have been teaching?

Verb Tenses/Future Perfect Continues Tense

► Uses of the Future Perfect continues tense

1. Duration Before Something in the Future

We use the future perfect continuous to show that something will continue up until a particular event or time in the future. "For five minutes," "for two weeks," and "since Friday" are all durations which can be used with the future perfect continuous.

- James **will have been teaching** at the university for more than a year by the time he *leaves* for Asia.
- How long **will** you **have been studying** when you *graduate*?

2. Cause of Something in the Future

Using the future perfect continuous before another action in the future is a good way to show cause and effect.

- Jason will be tired when he gets home because he **will have been walking** for over an hour.

Writing/Punctuation

- ▶ Punctuation marks are symbols which used to:
 1. Organize the structure of written language,
 2. and indicate intonation and pauses to be observed when reading aloud.

Punctuation symbols are:

- **End marks (. ? !)**
- **Commas (,)**
- **Semicolons (;)**
- **Colons (:)**
- **Dashes (--)**
- **Apostrophes (')**
- **Quotation marks (""')**

Writing/Punctuation

► End marks (. ? !)

1. Full stop , or period (.)

- ✓ Used a full stop at the end of a sentence:
 - She stood up and went away. She was furious.
- ✓ Used for abbreviations:

Co. (Company)

M.P. (Member of Parliament)

2. Question mark (?)

- ✓ Question marks are used at the end of direct questions:
 - Where do you live?
 - Are you crazy?
- ✓ Use a question mark at the end of tag questions:
 - You will help me, won't you?

Writing/Punctuation

► End marks (. ? !)

3. Exclamation marks(!)

✓ Used to indicate strong emotions:

- She's so beautiful!
- What a nice girl!
- How interesting!

✓ Used after interjections:

- Oh! It's awful.
- Hi! What's up?

Writing/Punctuation

➤ **Commas (,)**

- ✓ Commas are used between items in a series or list. The last two items of the series usually do not need a comma between them. They are separated by "and".
 - I like spaghetti, fish, pizza and shawarma.
- ✓ Commas are also used between adjectives or adverbs:
 - I'd like to have a big, black, German car.
 - She speaks slowly, quietly and eloquently.
- ✓ After the street address and city in an address:
 - 42 Green Acres Drive, Rolla, Missouri.
- ✓ Before or after direct speech:
 - He said, "I hate being treated like that". "I'm sorry", she replied.
- ✓ Before a coordinating conjunction (for, and, nor, but, or, yet, so):
 - He woke up late, so he had to drive to work.

Writing/Punctuation

► Semicolons (;)

- ✓ Semicolons are used instead of a full stop or period to separate independent sentences:
 - They woke up early; then they went walking.
- ✓ Use a semicolon to separate items in a series when those items contain punctuation such as a comma:
 - They visited the Eiffel Tower, Paris; Big Ben, London; and the Statue of Liberty, New York

► Colons (:)

- ✓ Use a colon to introduce a list:
 - He visited three cities last summer holiday: Madrid, Roma and Athens.
- ✓ To introduce an idea or an explanation:
 - He had one idea in mind: to see her as soon as possible.
- ✓ To introduce direct speech or a quotation:
 - The secretary whispered in his ear: "Your wife is on the phone. "

Writing/Punctuation

➤ Dashes (--)

✓ To introduce parenthetical information:

- I put on a blue jacket --the one my mother bought me-- and blue jeans.

✓ To show an afterthought:

- I explained to him my point of view-- at least I tried!

➤ Apostrophes (')

✓ Use an apostrophe to indicate a missing letter or letters in a contraction.

- I'm fed up with his stories

✓ Use an apostrophe plus the letter "s" to show possession.

- My brother's wife is such a sweet girl.

➤ Quotation marks ("")

✓ Quotation marks are used to quote speech, sentences or words.

- She said, "I love you."

Writing/Capitalization

➤ Capitalization rules

- ✓ **Capitalization** is the writing of a word with the first letter as upper-case letter (A,B, C, D,...) and the rest of the word as lower-case letters (a,b,c,d,...)
- ✓ **Capitalize the first word in a sentence.**
 - They arrived late. They had dinner and went to sleep.
- ✓ **The first word in a quote.**
 - He said, "You are fantastic."
- ✓ **Capitalize " I ".**
 - I'm very sorry for being late. I missed the bus.
- ✓ **Capitalize proper nouns.**
 - George was furious when he heard the bad news from Alice.

Writing/Capitalization

► Capitalization rules

- ✓ Capitalize names of rivers, mountains, etc.
 - The Nile River is in Egypt.
 - The highest mountain in the world is Mount Everest.
- ✓ The official title of a person, the initials in someone's name are capitalized
 - Dr. Sarah.
 - D. H. Lawrence is a wonderful novelist.
- ✓ Days of the week, months of the year, holidays are capitalized.
 - We went to Paris on Monday and came back on Saturday.
 - The Independence Day is in July not January.

Writing/Capitalization

► Capitalization rules

- ✓ Capitalize countries, cities, languages, nationalities.
 - New York is more exciting than Seattle.
 - He lives in London, but he's not English. He's Nigerian.
 - He speaks English, Chinese and Japanese.
- ✓ The first word in each line of a poem.
 - "Who will believe my verse in time to come,
If it were filled with your most high deserts?
Though yet heaven knows it is but as a tomb
Which hides your life, and shows not half your parts."
Shakespeare.

Writing/Tips

► General

- ✓ The ideal English text is easy to read and understand. Good writers usually use plain English words. So your sentences should be simple, clear and well structured.
- ✓ When writing, remember the following recommendations in mind:
 - Use simple language.
 - Use simple and clear sentences.
 - Write well structured paragraphs (with a topic sentences supporting details and a concluding sentence).
 - You may use subordinate clauses but keep them short.
 - Prefer active voice to passive voice.
 - Avoid slang language.

Writing/Tips

► Sentences

- *Make your sentences simple and clear.*
- ✓ A sentence always encloses a subject, a verb and , optionally, a complement.
Examples:
 - She tells stories.
 - She lies.
- ✓ A sentence may contain subordinate clauses (relative clauses, if clauses...)

► Paragraph

- ✓ Concentrate on one main point per paragraph. Summarize this point in the first sentence (topic sentence.)
- ✓ All sentences that follow support the main point or limit its scope (supporting sentences)
- ✓ The last sentence is a summary of the main point of the paragraph and is used as a transition to the next paragraph. (concluding sentence)

Writing/Tips

► Text

○ *The typical structure of a text is as follows:*

- (Title)
- Introduction
- Main part
- Conclusion

✓ Make your texts interesting. Vary the lengths of your sentences. Use a short sentence to put emphasis on an important statements. Vary the lengths of your paragraphs and avoid one-sentence paragraphs.

Writing/Tips

► Text

- ✓ There are various possibilities on how to structure your texts, e.g.:
- General to Specific:
general statement followed by details and examples.
- Specific to General:
details and examples followed by a generalization.
- Known to Unknown:
provide new information based on what readers already know
- Least Important to Most Important:
catch and keep readers' attention
- Chronology (ordering by time):
e.g. in biographies

Writing/Tips

► **Process writing**

- ✓ Writing is a process. Famous successful writers follow these steps in their writing:
 - Collecting the data.
 - Organizing the data.
 - Making an outline.
 - The first draft.
 - Editing.
 - Possible reassessment of the ideas (crossing out some ideas, introducing new ideas, rearranging ideas...)
 - Final draft.

► **Type of texts**

- Descriptive
- Argumentative
- Letters (personal and business letters)
- Cause and effects...

Writing/Topic Sentence

➤ What is a topic sentence?

- ✓ The topic sentence, also called a focus sentence, is the sentence which summarizes the principal idea of the paragraph. Although topic sentences may appear anywhere in a paragraph, it is usually the first sentence in that paragraph.
- ✓ The topic sentence summarizes the main idea of the paragraph and adds cohesion to a paper and helps organize ideas both within the paragraph and the whole body of work at large.
- ✓ All the other sentences in a paragraph have to support the topic sentence by offering more information or details about the topic. These sentences are called supporting sentences.

Writing/Topic Sentence

► Example of a topic sentence

✓ From Martin Luther King, Jr.'s "I Have a Dream" speech:

- *In a sense we've come to our nation's capital to cash a check. When the architects of our republic wrote the magnificent words of the Constitution and the Declaration of Independence, they were signing a promissory note to which every American was to fall heir. This note was a promise that all men, yes, black men as well as white men, would be guaranteed the "unalienable Rights" of "Life, Liberty and the pursuit of Happiness." It is obvious today that America has defaulted on this promissory note, insofar as her citizens of color are concerned. Instead of honoring this sacred obligation, America has given the Negro people a bad check, a check which has come back marked "insufficient funds."*
- The sentence "*In a sense we've come to our nation's capital to cash a check*" is the topic sentence of the paragraph. The other sentences give more information to support the topic sentence.

Writing/Linking words

- ✓ Like other languages, English has a lot of **cohesive** or **transitional devices** and **linking words** that can be used to express and join ideas.

1. Expressing addition

To add information, you can use these expressions:

Examples:

- in addition, - as well as - moreover - what is more - not only...but also... - furthermore - besides - also - too – and.
- If the project fails this will have terrible consequences **not only** on our department, but **also** on the whole organization
- John's grades are terrible because he has been so lazy these days. **In addition to this**, his relationship to his parents got worse.
- The report is badly written. **Moreover**, it's inaccurate.

Writing/Linking words

2. Expressing contrast

To express contrast, you can use these expressions:

Examples:

- ▶ although - even though - in spite of / despite - however - yet - nevertheless - nonetheless - on the contrary - whereas - on the one hand ...but on the other hand... - conversely - but.
- Brain drain has terrible consequences on the developing countries. **Nevertheless**, nothing has been done to solve the problem or at least reduce its negative effects.
- **In spite of / despite** Fred's old age, he goes jogging every morning.
- **Although** she's very nice, her classmates hate her.
- They have got two children, a boy and girl. The boy takes after his father **whereas** the girl takes after the mother.

Writing/Linking words

3. Expressing cause and effect

To express cause and effect, you can use these expressions:

Examples:

- ▶ consequently - as a consequence - as a result - therefore - because of this - for this reason - because - since - as - for - due to - owing to
- She remained silent, **for** she was so depressed to talk.
- We can't go to Sue's party **because** we'll be busy working on our project.
- The plane was delayed **because of** the foggy weather.
- He had spent most of his time hanging around instead of revising his lessons. **Consequently**, he had a lot of trouble answering the exam questions.

Writing/Linking words

4. Expressing purpose

To express purpose use the following words:

Examples:

- ▶ in order to - in order not to - so as to - so as not to - to - not to
- She wakes up early **in order to** be on time to work.
- They visited him **so as to** offer their condolences for the death of his wife
- He helped the new policewoman **so as not to** fail in her first mission.

5. Summarizing

To summarize, you can use the following expressions:

Examples:

- ▶ in conclusion - to conclude - to sum up - in a nutshell - in brief - in short - all in all - everything considered.
- **In conclusion**, I would like to thank you all for your hard work.