

## GRAMMAR & WRITING BLOCK - BASIC PRINCIPLES 1

This is the **FIRST** list of words and expressions you **SHOULD** and **MUST KNOW** and will be **HEAVILY PENALISED** for misspelling or misusing. **LEARN THEM!!**

If a particular **GRAMMAR** or **USAGE** point gives you trouble, ask for extra help or **GO TO THE LANGUAGE CENTRE** and **PRACTISE IT!**

### A SPELLINGS

address  
advice (noun)  
advise (verb)  
alcohol  
always  
another  
business  
ceremony  
common-core  
computer  
science  
computing  
develop  
development  
disaster  
electronics  
engineer  
engineering  
equipment  
especially  
example  
family  
fortunately  
history  
information (no 's')  
interesting  
like/such as  
optional  
particularly  
possibly  
powerful  
practise (verb)  
practice (noun)  
principal  
principle  
programming  
sixties  
studied  
theoretical  
traditional  
usually  
which

### B CAPITALS

days/months on Monday/every Saturday/last Thursday  
towns/cities Paris/London/Calais/New York  
countries/nationalities French/German/English  
titles Professor Jones/Dr Smith/Miss Taken

### C PUNCTUATION - is important!

1 DO NOT LEAVE SPACES BEFORE COLONS, COMMAS, FULL STOPS OR INITIAL BRACKETS!!

e.g. 1 'I like English,' she said. - not '...English,' she said .  
2 E.S.I.E.E. (Ecole Supérieure etc.) - NOT ( Ecole ...)

3 PUT FULL STOPS AFTER ABBREVIATIONS INCLUDING THE LAST!!

e.g. E.S.T.E. / E.S.I.E.E. / D.O.B. / R.S.P.C.A.

### D COMMON ERRORS!

actually	Actually, I don't really like engineering! (In fact)
currently	Currently (At the moment) he's working in Berlin.
eventually	We waited a long time, but the teacher arrived eventually. (at last)
company	I enjoy her company. (= 'being with her')
	He works for an oil company.
society	Burma is a very closed society.
lecture	He gave us an interesting lecture on 'The Manhattan Project'
conference	Everyone had a lot to say at the Middle East Peace Conference
do a sport	I do a lot of sport at E.S.I.E.E., particularly tennis.
practise	At the moment I'm practising my serve.
important	I've got some important news for you.
	He's got a very important job in the Defence Ministry.
large	He lost a large sum of money on the horses. (NOT 'IMPORTANT')
like/such as	Like his father, he was a great sportsman.
	One can do a lot of sports at E.S.I.E.E., such as volleyball, football, tennis and fencing. (n.b. NOT volleyball, football, fencing ...)
person/people	ONE person/TWO or more PEOPLE - PLEASE, PLEASE DO <u>N O T</u> SAY OR WRITE PERSONS!!
personal	Everyone should have a personal robot.
personnel	He works in the Personnel Department.
that/those	I really like this book/these books.
this/these	That book is/Those books are interesting.
some/any	I've got some notes but I haven't got any coins.
a lot/much/many	I've got a lot of friends, but I haven't got much money.
	There are lots of nuts but there aren't any bolts.

### E PHRASES - the first of many!

In conclusion	I would just like to remind you of ...
Most of the time	I do quite good work.
The most important thing	is to stay true to oneself.
Jam is composed of	many different ingredients.

Achieving success requires a lot of hard work.

Her lecture included a lot of examples.

Changing the clutch involves removing the engine.

I don't want to involve anyone else in the plan.