

Unit 3

3.1 Experiment with punctuation

- Vary sentence structure by using:
- Increasing power to separate
 - Comma
 - Colon
 - Dash
 - Paratheses
 - Semicolon
 - Period
- Increasing formality
 - Dash
 - Paratheses
 - The Others (Comma, Colon, Semicolon, Period)

Dash —

- Add emphasis or to insert an abrupt definition or description almost anywhere in the sentence
- Don't overuse it, or it loses its impact

Colon :

- Used after an independent clause to introduce a list, quote, explanation, conclusion or amplification
- Used to join two independent clauses if the second amplifies or extends the first

Semicolon ;

- Connects two independent clauses
- Put some emphasis on the second clause

- Used to separate items in lists that contain internal punctuation (e.g. *Comma,...*)

Parantheses ()

- Used to insert an afterthought or explanation (a word, phrase, or sentence) into a passage that is grammatically complete without it
- If you remove the material within parantheses, the main point of the sentence should not change
- Give the reader permission to skip over it

The rule of three's

- Use three items in a list, examples,... not too much, not too less

3.2 Practice, colon and dash

Examples

<u>Aa</u> Punctuation	≡ Original sentence	≡ Better
<u>Colon</u>	Evidence-based medicine teaches clinicians the practical application of clinical epidemiology, as needed to address specific problems of specific patients. It guides clinicians on how to find the beset evidence relevant to a specific problem, how to assess the quality of that evidence, and perhaps most difficult, how to decide if the evidence applies to a specific patient.	Evidence-based medicine teaches clinicians the practical applications of clinical epidemiology: how ti find the best evidence relevant to a specific problem, how to assess the quality of that evidence, and how to decide if the evidence applies to a specific patient.
<u>Dash</u>	Finally, the lessons of clinical epidemiology are not meant to be limited to academic physican-edicemiologists, who sometimes have more interest in analyzing data than caring for patients. Clinical epidemiology holds that promise of providing clinicians with the tools necessary to improve the outcomes of their patients.	Finally, clinical epidemiology is not limited to academic physician-epidemiologists—who are sometimes more interested in analyzing data than caring for patient—but provides clinicians with the tools to improve their patient's outcomes.

3.3 Parallelism

- To make a list of clauses parallel, use the same structure in all the clauses (*e.g. Subject-Verb-Object*)
- Make a choice and stick to it
- Pairs of ideas joined by "and", "or" or "but" should be written in parallel form

3.4 Paragraphs

- 1 paragraph = 1 idea
- Give away the punch line early
- Paragraph flow is helped by:
 - logical flow of ideas:
 - Sequential in time
 - General → specific (take-home message first)
 - Logical argument (if a then b; a; therefore b)
 - parallel sentence structures
 - if *necessary*, transition words
- Your reader remembers the first sentence and the last sentence best. Make the last sentence memorable. Emphasis at the end!
- Be able to answer: What's the paragraph trying to convey?

3.5 More paragraph practice

Original paragraph

Headache is an extraordinarily common pain symptom that virtually everyone experiences at one time or another. As a pain symptom, headaches have many causes. The full range of these causes were categorized by the International Headache Society (IHS) in 1988. The IHS distinguishes two broad groups of headache disorders: primary headache disorders and secondary headache disorders. Secondary headache disorders are a consequence of an underlying condition, such as a brain tumor, a systemic infection or a head injury. In primary headache disorders, the headache disorder is the fundamental problem; it is not symptomatic of another cause. The two most common types of primary headache disorders are episodic tension-type headache (ETTH) and migraine. Although IHS is the most broadly used/recognized classification system used, a brief comment on others would be appropriate – especially if there are uses that have epidemiologic advantages.

Better

Headache is a pain symptom that almost everyone experiences. The International Headache Society (IHS) groups headaches into two types based on cause: primary headache disorders and secondary headache disorders. In primary headache disorders, the headache itself is the main complaint. The two most common types of primary headache disorder are episodic tension-type headache (ETTH) and migraine. Secondary headache disorders result from an underlying condition, such as a brain tumor, a systemic infection, or a head injury.

3.6 A few more tips

Repetition

- When you find yourself reaching for the thesaurus to avoid using a word twice within the same sentence or even paragraph, ask:
 - Is the second instance of the word even necessary?
 - If the word is needed, is a synonym really better than just repeating the word?
- Using synonyms in order to avoid repeating a word, will eventually confuse the reader

Acronyms

- It's OK to repeat words. Resist the temptation to abbreviate words simply because they recur frequently.
- Use only standard acronyms/initialisms. Don't make them up!
- If you must use acronyms, define them separately in the abstract, each table/figure and the text. For long papers, redefine occasionally (as readers don't typically read start to finish)