TABLE OF CONTENTS:

17.522 31 33112113.	, (OL.
Chapter 1: Video Game Developer Communica	tion
1.1 Overview	2
1.2 Understanding the Geek Stereotype	3
1.3 Introduction to Video Game Communication	1 4
1.4 Email Communication	5
1.5 Verbal Communication	12
1.6 Non-verbal Communication	14
Chapter 2: Grammar	
2.1 Why is Grammar Important?	18
2.2 Parts of a Sentence	18
2.3 Nouns	21
2.4 Pronouns	22
2.5 Simple, Compound & Complex Sentences	24
2.6 Subjects and Verbs	26

2.7 Making Subject and Verbs Agree

2.8 Who/Whom, Whoever/Whomever

2.10 Adjectives and Adverbs

2.9 Accept/Except

2.11 Semicolons (;)

2.13 Commas (,)

2.14 Capitals 2.15 Colons (:)

2.17 Dash (-)

2.19 Italics

2.12 Apostrophes (' ')

2.16 Parentheses ()

2.18 Quotation Marks (" ")

2.20 Sentence Fragments

PAGE.

27

30

31

32 34

35

37

38

40

40

40

41

41

42

2.21 Misused Words	44
2.22 Parallel Structure	49
2.23 A or An?	51
2.24 Spelling IE/EI	52
Chapter 3: Reports and Presentations	
3.1 Informal Reports	54
3.2 Formal Reports	59
3.3 Presentations	64
Chapter 4: Time Management	
4.1 Why is Time Management Important?	68
4.2 Avoiding the Perfection Trap	68
4.3 Staying Organized	69
4.4 Maintaining Focus	73
4.5 Reducing Stress	75
4.6 Avoiding the Attention Trap	77
4.7 Working Efficiently	79
Annendix: Grammar Exercises	82