ENGLISH COMMUNICATION SKILLS

Lecture 2 – covering LO1 and LO2
Prepositions
Technical Writing
Graphs and Charts

Remember Prepositions?

What is a preposition?

a preposition relates a <u>noun</u> or a <u>pronoun</u> to some other word in the sentence.

e.g., "The water in the glass is cold."
     The preposition **"in"** shows the relationship
     between 'water' and 'glass'.

Types of prepositions

This relationship includes:
- direction
- place
- cause
- manner
- amount

Let's look at some examples:

- She went **to** the store, "To" shows direction.

- He came **by** bus, "By" shows manner.

- It is **under** the table, "Under" shows place.

A few more examples ...

- Example of Preposition + Noun

  I gave a book **to Julia.**

- Example of Preposition + Pronoun

  I gave a book **to him.**

- Example of Preposition + Gerund

  I devote my time **to reading**.

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- A preposition is always used with a noun or a pronoun. This is called the **object of the preposition.**
  For example, "You may go **with** your brother."
  Here the preposition 'with' relates its object 'brother' to 'may go'.

- When you find a word that you think is a preposition, look for the object. Say the preposition and then say, 'what?'. If there is a 'what' or 'when' you have a preposition.

  For example, "He jumped in." In what? there is no answer; therefore, 'in' is not a preposition in this situation.

Cont'd ...

- Now, look at the following sentence.

  He jumped in the water.

   Now when we say, 'in what?' there is an answer, 'water'', so 'in' here is a preposition.

Types of prepositions

- **Simple preposition**

  When a preposition consists of one word it is called single or simple preposition

  e.g., in at to for of etc.

- **Double Preposition**

  When a preposition consists of more than one word it is called Double   preposition

  e.g., into, up to, within, etc.

- **Compound Preposition**

  Consists of two or more words

  e.g., in front of, from across, according to

Cont'd ...

● Participle prepositions

    Consists of words that end in "ing"

    e.g., regarding, concerning, considering

● Disguised prepositions

    'By' can be changed into 'be', 'on' into 'a', and 'of' can be changed into 'o'

    e.g., 5 o'clock

● Phrase prepositions

    Groups of words used with the force of a single preposition are known as   phrase prepositions

       e.g., according to, by means of, owing to

https://examplanning.com/types-of-prepositions-with-examples-list/

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TRICKY PREPOSITIONS

- You say you are … the hospital if you are visiting a friend. But if you say you are … the hospital, that means you are sick.

- You watch a movie … the movie theatre, but you watch a show … television.

Continued ...

- You can lie ... bed, but you lie ... a couch.

Idiomatic expressions which include prepositions
- you agree ... a proposal, ... a person, ... a price
- Argue ... a matter, ... a person
- Correspond ... a subject, ... a person
- Differ ... something, or differ ... a person
- Live ... an address, ... a house or city, ... a street, ... other people

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https://youtu.be/byszemY8PI8

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Extras ...

USEFUL LINKS

https://www.gamestolearnenglish.com/prepositions-game/

https://www.turtlediary.com/games/preposition.html

https://www.turtlediary.com/game/car-race-multiplayer.html?topicname=preposition

Technical Writing

https://www.instructionalsolutions.com/blog/become-a-technical-writer

Extracted from this article by Tom Du Puis (May 10, 2020)

- Technical writing is a highly valuable skill. Crucial for anyone working in a tech-related business, engineers and scientists communicating their knowledge, and for people looking for rewarding, full-time work as writers.
- Technical writing takes high-level information and processes it into digestible content for a specific audience.

TW cont'd …

What is Technical Writing?

"any form of communication that shows one or more of the following qualities:

- Communicating about technical or specialized topics, such as computer applications, medical procedures, or environmental regulations.

- Communicating by using technology, such as web pages, help files, or social media sites.

- Providing instructions about how to do something, regardless of how technical the task is or even if technology is used to create or distribute that communication."

- (defined by the **Society of Technical Communication**)

TW cont'd …

Style Definition

- This writing style covers any type of text that aims to explain detailed information. A technical writer communicates in a way that presents technical information so that the reader can use that information for an intended purpose.

- Technical writing has a clear, direct and neutral style. The text should present the information in the most professional and accessible way possible.

- **Role**

- **Benefits**

TW cont'd …

- **Growing demand**

- **Prominent Technical Writing Areas**

- **The Technical Writing Process**
- Use the following technical writing process to best develop your documents.
  - Project Preparation
  - Audience Analysis
  - Understand the User
  - User experience

TW cont'd ...

Planning Your Document

Document Preparation – there are many types

- Technical Reports
- Technical Manuals
- Emails
- Technical Proposals
- Specifications
- Technical Specification Databases
- Guides and Handbooks

- Standard Operating Procedure

TW cont'd …

Writing in the correct style:
- Active voice
- Accurate word choice
- Task based approach
- Sentence structure
- Be brief
- Avoid jargon
- Use plain language

TW cont'd ...

- **Visual Formatting**
  - Clarity in formatting
  - Templates
  - Enhance with appropriate graphics
  - Review carefully
  - Technical review
  - Review cycle

Describing Graphs and Charts

https://learnenglish.britishcouncil.org/skills/writing/intermediate-b1/describing-charts

Tips on how to describe a graph or chart:

- Start by saying what the charts show. You can change the words in the question to write the first sentence of your answer, e.g. *These charts show = These charts illustrate.*
  - *The second paragraph should provide an overview of the key features of the information.*
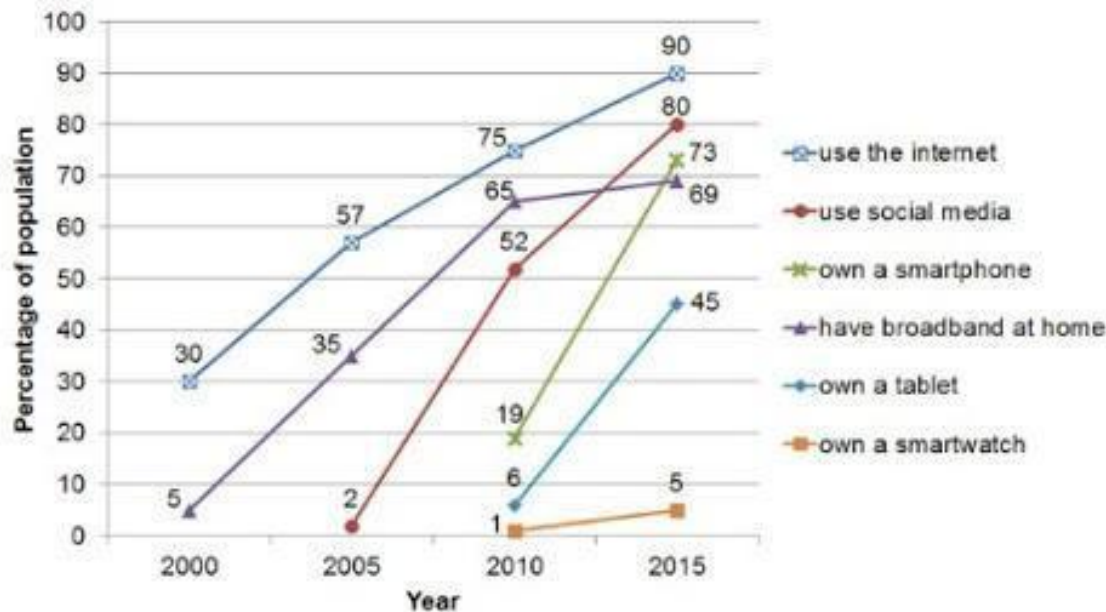
Cont'd …

- Use linking words and a range of vocabulary to describe what you see in the charts. (You can write % or percent but be consistent.)

- Be careful to use the correct tenses to describe the time periods shown.

Let's look at an example: Refer handout 1 (charts and graphs)

There are 3 more handouts: H/o 2, 3 and 4 as extras

- **Start by saying what the charts show**. You can change the words in the question to write the first sentence of your answer, e.g. *These charts   show = These charts illustrate.*
  - *The second paragraph - provide an overview of the key features of the information.*
- **Use linking words** and **a range of vocabulary to describe** what you see in the charts. (You can write % or percent but be **consistent**.)
- Be careful to use the **correct tenses** to describe the time periods shown.

The graph shows information about technology usage in the UK over time. Summarise the information by selecting and reporting the main features. Make comparisons where relevant.

The graph shows the rate at which British people adopted new technology over a 15-year period from 2000 to 2015. The figures are given as percentages of the population.

Overall, there was widespread adoption of new technology during these years. Nearly nine out of ten people in the UK were online by 2015. The figures for having broadband in the home, ownership of a smartphone and use of social media platforms were all high that year too, at around 70 to 80 per cent, and nearly half the population owned a tablet. The only exception to this is smartwatch ownership, which remained comparatively low at 5 per cent.

If we look at the trends over time, we can see that the uptake of new technology increased dramatically in this period. For example, internet usage tripled and social media usage grew strikingly by 78 percentage points. Smartphones and tablets appeared in 2010 and, similarly, these followed a steep upward trajectory. However, for some products, the graph shows that growth slowed down noticeably after an initial surge. Social media usage, for instance, was near zero in 2005 and shot up to 52 per cent in 2010, before climbing more slowly to 80 percent in 2015. Also, broadband subscriptions rose steadily by 30 percentage points every five years to 2010, but by a modest 4 percentage points after then. In contrast, the newer technologies such as tablets showed no sign of levelling off.

Ownership of all the technologies was increasing; it will be interesting to see when it peaks.

Thank you!

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