

# Words

Lecture 2  
3/10/2002

## Summary of the Lecture

- My principle reason for applying for this post is that I feel that C G Freeland is a Company which can be proud of it's record in engineering. Your new activities in enviromental control (to which I beleive I can contribute) perfectly compliment your existing specialisms. I am interseted in post E15 (Graduate Engineer), but would like to be considered for any alternate vacancies.

## Summary of the Lecture

- My main liesure activity is swimming. I have won county medals on no less than six ocasions, and I represented Egypt at the last olympic games

## Main Points

- Spelling
- Parts of Speech
- Plurals, hyphenation, apostrophe
- Some difficult words!
- Only 30 slides (Hay, three have already gone)

## Pronunciation of number words

- One, two
- Three
- Four: flour, tour
- Five, six
- Seven: even
- Eight: ate

## Spelling

- Difficult and unpredictable!
- Rule: "i before e except after c" when the sound is ee
  - Relieve, piece, achieve
  - Receive, receipt, ceiling: after c
  - Height, weight, their: not ee
  - Weir, seize: exceptions!

## Spelling 2

- Another rule: "if a constant is doubled, the preceding vowel has a short sound"
  - Writing      written
  - Hoping      hopping
  - Taping      tapping
  - Holy      holly
  - Later      latter

## Spelling 3

- Past tense of lead is led
- Lead is also a metal
- Lose, loose
- Programme: a planned sequence, but program in **computer program**
- Disc, disk: British Disc (American: Disk), but **computer disk**

## Parts of Speech

- Noun – a word which names a thing
  - Student   laboratory   class
- Pronoun – a word used in the place of a noun
  - He she it
- Verb – a word that describes doing or being
  - The lecture *started* on time

## Parts of Speech 2

- Adjective – a word that gives more information about a noun
  - A *clever* student
- Adverb – a word that gives more information about a verb, on adjective or a whole expression
  - The student spoke *cleverly*
  - This is *extremely* unusual
  - *Obviously* this can't be allowed to continue

## Parts of Speech 3

- Proposition – a word that describes a connection with a noun
  - You walked *into* the party   effects *of* studying
- Conjunction – a linking word
  - Aly *and* Bob
  - I've been to the lectures *but* I don't understand them

## Plurals

- s → es, y → ies
  - Word      words
  - Student   students
  - Stress      stresses
  - Library   libraries
- No change like
  - Sheep
  - Cod

## Plurals 2

- Derived from Greek or Latin
  - Phenomenon      phenomena
  - Criterion        criteria
  - Formula         formulae
  - Radius          radii
  - Maximum        maxima
  - Minimum        minima
  - Stratum         strata

## Plurals 3

- Others!
  - Index            indices (use this in mathematics, indexes for books)
  - Appendix        appendices
  - Matrix          matrices
  - Axis             axes
  - Analysis         analyses

## Apostrophe

- Possessive
  - The engineer's car
  - Paul's calculator
  - The engineers' team
- Omitted letters
  - I do not        I don't
  - I cannot        I can't
  - I will not      I won't

## Apostrophe 2

- It's      It is
- The possessive pronoun is **its**
  - "It's a good design and its advantages are obvious"
- Throughout the 1990's
- Throughout the 1990s
- All staff have PhDs

## Capital Letter

- Nouns which are names or titles
  - Alexandria      Faculty **of** Engineering
  - "He has got a job in mechanical engineering"
  - "He studied Mechanical Engineering at university"

## Abbreviations and Contractions

- Professor        Prof.
- Doctor          Dr (notice there is no dot)
- e.g.             For example
- i.e.              That is

## Hyphens

- Words
  - Cross-section
  - Self-replicating
  - De-icer
  - Reinforcement
  - Semiconductor
  - Preamplifier
  - Coordinates
  - Subroutine

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## Hyphens 2

- Network-based protocol
- Network based-protocol
- Network based protocol

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## Words to watch

- Inflammable      inappropriate
  - Easily set on fire.
- Verbal
  - In words, not specifically in speech
  - Oral is rather anatomical
  - Spoken is clearer
- Fewer/less
  - Fewer is for integers.
  - Less than 20%      fewer than 50 qualified engineers

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## Words to Watch 2

- affect/effect
  - Affect is a verb      effect is a noun
  - The strike will [affect](#) deliveries
  - The strike is having an [effect](#)
- complement/compliment
- discrete/discreet
  - Mathematics good manners

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## Words to Watch 3

- practice/practise
  - Noun      verb
  - "I want to [practise](#) engineering, so I've set up a [practice](#) with my brother."
- principal/principle
  - Principal: first in importance (adjective)
  - Principal: the title of a head of a college (noun)
  - Principle: a scientific or moral law
  - "Among the principles of mechanics, engineering students learn about principal stress."

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## Words to Watch 4

- Plane/plain
  - Plane refers to a surface which is flat
  - Plain means simple
- Relevant/relative
- Continuous/continual
  - No interruption      regular but not continuous
  - "With [continual](#) distractions you get some work done. With a [continuous](#) distraction, none."

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## Words to Watch 5

- imply/infer
  - "Experimental results might **imply** something about a material. You, the investigator, would **infer** that it was the case."
- Alternative/alternate

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## Summary of the Lecture

- My main **leisure** activity is **swimming**. I have won county medals on no **fewer** than six **occasions**, and I represented Egypt at the last **Olympic Games**.

## Further help

- Get a dictionary
- Get a thesaurus
  - Roget's: blocks of word according to meaning
  - Alphabetical order with synonyms