

PUNCTATION RULES

Full Stop

This is the most popular punctuation mark because you simply cannot write even a single sentence without using it. So, there are two most common uses of a full stop: to indicate the end of a sentence, or to follow an abbreviation.

Comma

A comma is often used to separate different ideas in a sentence. However, it has many other uses as well, and it is important to remember them as well. Some of the most common comma rules follow.

Question Mark

A question mark, as its name suggests, needs to go at the end of every interrogative sentence instead of a full stop.

Exclamation Mark

An exclamation mark added at the end of a sentence shows emphasis.

Depending on the meaning of the sentence, it can indicate anger, happiness, excitement, or any other strong emotion.

Quotation Marks

As their name suggests, quotation marks indicate direct quotations. You can also use them to show that a word or a phrase is being used ironically, or for titles of articles, book chapters, episodes of a TV-show, etc.

Apostrophe

An apostrophe has two very important uses. Firstly, it can be used in contractions in place of omitted letters. Secondly, it can show possession.

Hyphen

Even though it looks very similar to a dash, a hyphen has very different uses. It's most commonly used to create compound words.

Dash

There are two different dashes, the en dash and the em dash, the first being slightly shorter than the second one.

The en dash is usually used to show a connection between two things, as well as a range of numbers, years, pages, etc.

Colon

A colon is a punctuation mark you will come across very often in different circumstances. It can introduce an example, a list, an explanation, or a quotation. Or, you can also use it to emphasize a certain point.

Semicolon

A semicolon is a punctuation mark that creates a longer pause than a comma but a shorter pause than a full stop. So, it can be used to create a pause between two independent clauses that are still closely related to each other.

Parentheses

In most cases, you will see additional information in parentheses. Usually, it can be omitted without creating any confusion for the reader.

Brackets

Brackets are, in a way, similar to parentheses. However, they are mostly used in academic writing and when presenting quotes. For instance, the writer can add extra information or fix mistakes in brackets, without changing the original quotation.

Ellipsis

An ellipsis creates an intriguing and mysterious atmosphere in the text. In addition, it can be used to show that some letters or even words are omitted.

Slash

You might need to write a fraction, a measurement, or to suggest alternatives in your text. These are just three of the instances where you will have to use a slash





WRITING ESSAYS

opening:

It is often said that ... / Many people claim that ... In this day and age ... / Nowadays ... / These days ... We live in an age when many of us are ...

... is a hotly-debated topic that often divides opinion.

... is often discussed yet rarely understood.

It goes without saying that ... is one of the most important issues facing us today. The following essay takes a look at both sides of the argument.

introducing points:

Firstly, let us take a look at ... / To start with, ... First of all, it is worth considering ... Secondly, ... Thirdly, ... Furthermore, ... / In addition, ... / What is more, ... / On top of that, ... Another point worth noting is ... / Another factor to consider is ... Lastly, ... / Finally, ... / Last but not least, ...

presenting ideas & giving examples:

When it comes to noun/gerund, ... In terms of noun/gerund, ... With respect to noun/gerund, ... Not only ... but also ...

Research has found that ... There are those who argue that ... For instance ... / For example ... / such as ...

expressing result & reason: contrasting:

As a result, ... / As a result of ..., ... has led to ... / ... has resulted in ... Consequently, ... / Therefore, ... On account of ... / Due to ... One reason behind this is ...

According to experts, ...

Although/Even though subject + verb, ... Despite/In spite of noun/gerund, ... Despite the fact that subject + verb, ... On the one hand ... On the other hand ... However ... / Nevertheless, ... / Even so ...

concluding:

To sum up, ... / In conclusion, ... All things considered, ... Taking everything into consideration, ... Weighing up both sides of the argument, ... The advantages of ... outweigh the disadvantages.

opinion:

As far as I'm concerned, ... From my point of view, ... In my opinion, ... Personally speaking, ... My own view on the matter is ...

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GRAMMAR RULES

Rule #1

A complete sentence must include a noun and a verb.

The bird flew.

Rule #2

A complete sentence must include a subject and a predicate.

The angry bird flew quickly across the sky.

Rule #3

The only exception to the above rules is the imperative sentence.

Go away!

Rule #4

Adjectives can go directly before the noun they describe, or after it, if separated by a verb.

- · The angry bird flew.
- · The bird is angry.

Rule #5

A compound subject includes two or more simple subjects.

The bird and the plane flew.

Rule #6

A compound predicate includes two or more predicates.

The bird flew and sang.

Rule #7

A compound sentence includes more than one subject or predicate.

The bird sang and the plane flew.

Rule #8

An independent clause consists of a subject and a predicate, like a complete sentence.

The plane flew.

Rule #9

A dependent clause cannot form a complete sentence without additional words.

When the bird sang.

Rule #10

The direct object is the noun being acted on by the verb.

The bird ate seeds.

Rule #11

An indirect object is a noun indirectly affected by the verb.

The bird gave the seeds to me.

Rule #12

When written in passive voice, the object of the verb becomes the subject of the sentence.

The bird ate seeds.

--> The seeds were eaten by the bird.

Rule #13

Conjugations of the verb "to be" are essential to passive voice.

The seeds are being eaten by the bird.

Rule #14

Sentences written in passive voice can omit the subject of the acting verb.

The seeds were eaten.

Rule #15

In passive voice, the subject of the acting verb is connected by a prepositional phrase.

The bird ate seeds after lunchtime.

Rule #16

Prepositional phrases are sometimes separated by commas.

The bird, after destroying the feeder, ate all the seeds

Rule #17

Adverbs function like prepositions—they answer the question "how?"

The bird ate seeds quickly.

Rule #18

A subject compliment describes the subject of the sentence.

The bird is green.

CONNECTORS

ICCUDUID

- a We use because to introduce a reason clause.

 I read the book because my cousin recommended it.
- b In writing we often use as or since with a reason clause at the beginning of a sentence.
- As the book sold so many copies, it was reprinted twice.
- c We can also use because of with a noun to give reasons.
 Because of his books, Dan Brown is very well-known.

Purpose

We use connectors to talk about purpose.

- a We use to, in order (not) to or so as (not) to with an infinitive to say why we do something.
 I always switch off my computer screen in order to save electricity.
- b We can also use so, so that and in order that with a clause to say why we do something. We often use a modal verb in these clauses.
- I'd like to have a faster internet connection so that I can upload photos to my blog.

Sequence

We use connectors to sequence events in a narrative.

- We use before and after with specific times and events or with gerunds.
- Before meeting my friends, I had lunch.
- I arranged to meet my friends after lunch.

 b We can use after, afterwards and before in expressions with soon and shortly.
- I got there at four, and they arrived soon afterwards.
- We use first (of all), firstly, in the beginning, secondly, then, next, later, finally and in the end to sequence
- First of all we bought our tickets, and then we went
- d We use at last and eventually to talk about events which took longer than we thought.
- There were lots of adverts and trailers, but the film started at last.

Result & conclusion

We use connectors to talk about results and to give conclusions.

- We use as a result, consequently, so and therefore to talk about results and consequences.
- b We can also use thus to talk about results and consequences. It is a more formal connector.
- We use in conclusion, in short and to sum up to give conclusions and summaries.

Contrast

We use connectors to contrast information.

- a We use but to introduce a clause of contrast. We don't use but to start a sentence.
 - It's lucky to see one magpie, but unlucky to see two.
- b We use although, even though and whereas to introduce a clause.
 - I'd never open an umbrella indoors, **even though** I'm not superstitious.
- We use however and nevertheless to add a comment which contrasts with the previous one. Nevertheless is a formal word.
 - Black cats are supposed to be lucky. However, I don't believe that?
- d We use despite and in spite of with a gerund or a noun.
 - Despite being an Aries, he's very shy and sensitive.

Addition & example

We use connectors to add information and to give examples.

- We use also before a main verb or after an auxiliary verb.
 - I love wearing earrings, I also design and make them.
- b We use too and as well at the end of a clause.
 I love wearing earnings, I design and make them too.
- c We often use besides with a gerund to join two

Besides wearing earrings, I design and make them.

- d We use in addition, what's more, furthermore, and moreover, at the beginning of a sentence. Remember to use a comma after these connectors.
 - Hove wearing earnings. In addition, I design and make them.
- e We use for example, for instance, like and such as to give examples. We can use especially and in particular to highlight one specific example. I also make other jewellery like rings and bracelets. I love silver earrings, in particular ones from Mexico.

Linking Words for Writing Essay



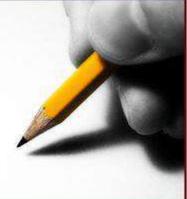
Emphasizing	Reformulating	Summing up	
As a matter of fact In fact Indeed	 That is to say In other words Namely To put things differently 	 In short All things considered To sum up In a nutshell 	
Condition	Consequence	Choice	
 If Unless Provided that Suppose Whether As long as 	 As a result Therefore As a consequence Consequently Eventually So Thus That's why 	 Neither nor Either or Or Whatever Whenever Wherever Whoever 	
Concession	Adding ideas	Explaining Cause	
 Although Though Even though Despite In spite of Apart from Except for But for 	 Also Moreover Furthermore In addition Besides Not only but also 	• As • Because • Because of • In so for as • Since • The reason why	

Ways to start a sentence









As a matter of fact...

In regard to...

It comes as no surprise that...

Small wonder that...

To crown it all...

It is important to note that...

On the one hand, ..., on the other hand, ...

Luckily / Fortunately / Unfortunately...

This plays a key / vital / prominent / important / role in...

To put it in a nutshell...

To add toit...

In addition...

To make along story short...

Summing it up...

So, to sum it up...

It seems to me...

(Personally,)I believe...

From my point of view / viewpoint...

As I see it...

For all Iknow...

As far as Ican see...

At my best guess...

To my way of thinking...

We can safely assume that...

So (as) far as is known...

To the best of our knowledge...

Stretch a sentence

Who?

My black cat

Is doing what?

My black cat laps milk

When?

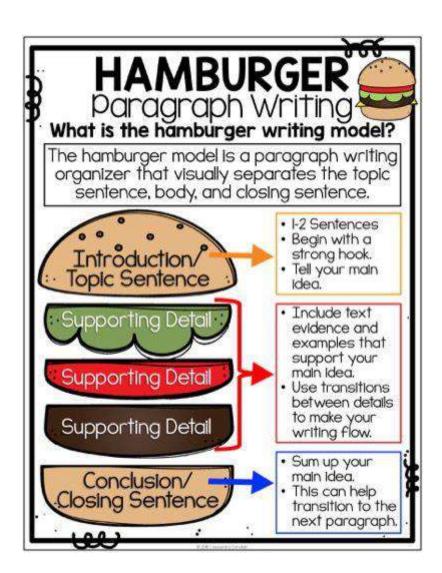
At breakfast time my black cat laps milk.

Where?

At breakfast time my black cat laps milk in the kitchen.

Why?

At breakfast time my black cat laps milk in the kitchen because he is hungry.



Parts of a Paragraph

Topic Sentence: This sentence tells the reader the main idea, or what the paragraph will be about.

Supporting Sentence One: This sentence gives specific details relating to the main idea.

Supporting Sentence Two: This sentence gives another specific detail relating to the main idea.

Supporting Sentence Three: This sentence gives more specific details relating to the main idea.

Concluding Sentence: This sentence refers to the topic sentence and sums up the main idea of the paragraph.

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	Paragraph 1	
Topic:	72300170 E0 2000 CO	
Topic Sentence:		
Supporting Detail:		
Supporting Detail:		
Supporting Detail:		
Transition:		
Topic:	Paragraph 2	
Topic Sentence:		
Supporting Detail:		

Supporting Detail:

Transition:

Paragraph 3

Topic:

Topic Sentence:

Supporting Detail:

Supporting Detail:

Supporting Detail:

Supporting Detail:

Transition: ____

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To	PERSUASIVE ESSAYS connect first paragraph to second:
_	begin with,
	he first place,
	itly,
-	e first reason
To	connect the second paragraph to the third:
_	ditionally,
-	other reason why,
Sec	ondly,
Nex	kt,
Pur	suing this further,
Also	0,
To	connect the third paragraph to the fourth:
Las	tly,
Yet	another reason why,
In t	he same way
Pur	sing this further
One	e last reason why
Also	o, <u> </u>
Thi	rdly,
	connect the body to the conclusion urth to fifth)
In c	conclusion
To	sum it all up,
To:	summarize,
In t	he final analysis
You	ı can see why
Fina	ally,
To	wrap it all up,

WAYS TO START A SENTENCE

As a matter of fact..

In regard to..

It comes as no surprise that...

Small wonder that..

To crown it all...

It is important to note that..

To put it in a nutshell..

To add to it..

In addition..

Summing it up...

So, to sum it up...

It seems to be..

(Personally), I believe..

As I see it...

For all I know..

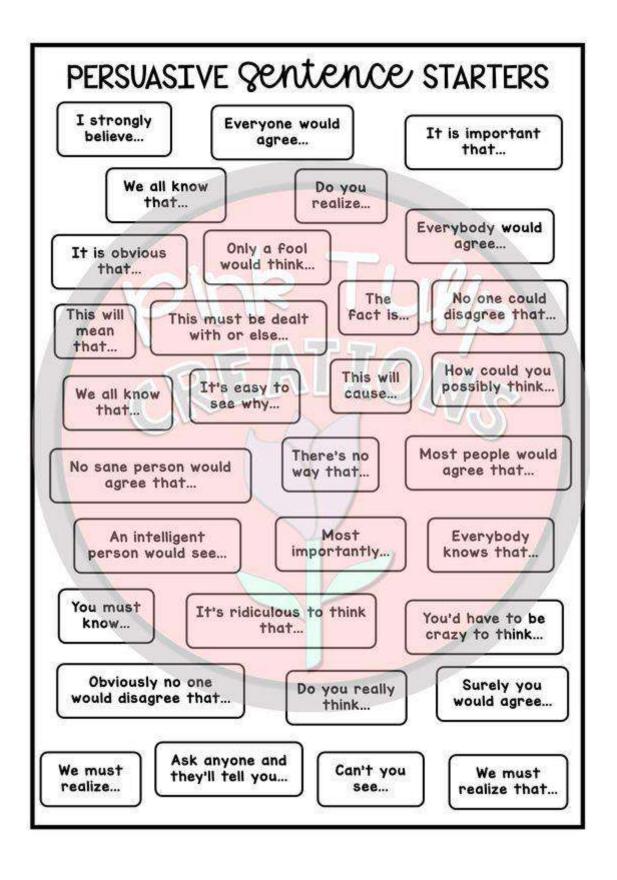
As far as I can see..

At my best guess...

To my way of thinking...

We can safely assume that...

So (as) far as is known...



SENTENCE STARTERS

- · (The topic) has fostered a debate on ...
- A sensible idea would be to...
- · We all know that...
- · It is said that...
- It is believed that...
- People assumed that...
- . There is growing support for the notion that ...
- The data gathered in the study strongly suggests that ...
- The supposition drawn from this being that...
- Leading to the supposition that...
- This can be argued that...
- The source suggest...
- My own feeling on the subject is that ...
- · Generally speaking...
- · As far as I know...
- · As far as I am concerned...
- I believe that...
- The focus of discussion in this paper is ...
- . The premise of (the topic) seems to be based on ...
- Latest research corroborates the view that ...
- Most people would agree that...
- It is estimated...
- The reader supposed that...



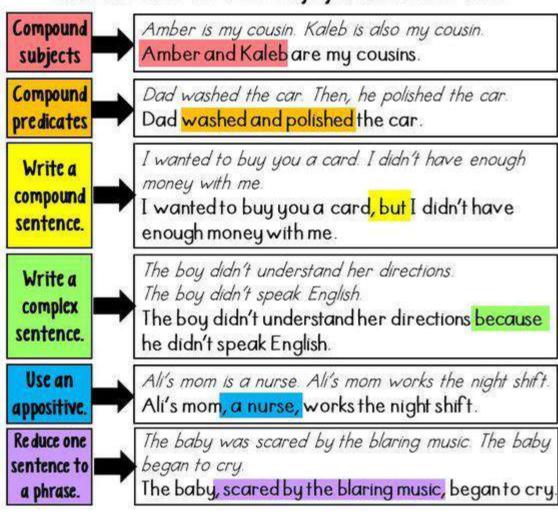




COMBINING SENTENCES &



It is boring to read a series of sentences with the same structure. Here are a few ways you can combine them:



CORRELATIVE CONJUNCTIONS

These conjunctions work in pairs to join words or phrases that carry equal importance in a sentence.

either/or	We are either extremely early or extremely late.		
neither/nor	Neither carrots nor celery was chosen.		
not only/ but also When Mason won the talent show, he was			
both/and	We plan to visit both Australia and New Zealand when we go on vacation next week.		
whether/or	I don't care whether you call or you text, but let me know when you arrive.		
no sooner/ than	No sooner had the baby finally fallen asleep, than the doorbell rang.		
if/then	If we lose this game, then we are eliminated.		

When writing sentences with correlative conjunctions, make sure the two elements being joined are balanced. For example, if a noun follows the first conjunction, then a noun needs to follow the second conjunction, as well.

*Also, watch for subject-verb agreement! When connecting two subjects, the second subject must agree with the verb.

Correlative Conjunctions

	ForEn	3/1
Sson		30
13		E E
	TOP	

<u> </u>	
Hardly when	I had hardly closed my eyes when she came.
Such that	He is such a smart boy that he passes his math exams successfully.
Neither nor	Neither George nor his brother is very tall.
Whether or As as	He must do it, whether he likes it or not.
As as	He's not singing as loudly as he can.
Rather than	I would rather go out than stay at home today.
Scarcely when	Scarcely had I gone to bed when the doorbell rang.
Both and	Michael can both read and write.
Not only but also	Not only Mary but also Gabriel is from Italy.
Either or	I can have either cola or tea.
So as	Her story isn't so boring as theirs.
No sooner than	We had no sooner gone to bed than the phone rang.
The more the more	The more you can dream, the more you can do.
So that	My mother speaks so quickly that nobody understands what she says.

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Quantifiers in English



Quantifiers are used at the beginning of noun phrases. They are used to express an amount or a degree of something. They are also used with persons.

With Countable Nouns

A majority of
A number of
Several
Many
A large number of
A few
Few
Very few
A great number of

Less

With Uncountable Nouns

Much
A bit
A great deal of
A large quantity of
A large amount of
A little
Little
Very little

With Countable & Uncountable Nouns

Enough Least Some
All No Plenty of
More None Lots of
Most Any

Not any

Correlative Conjunctions

	ForEn	3/1
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	TOP	

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12 Types of Tenses

Tense	Affirmative	Negative	Interrogative	
Present Simple	I have a car.	I don't have a car.	Do I have a car?	
Present Continuous	You are playing football now.	You are not playing football now.	Are you playing football now?	
Present Perfect	They have been there.	They haven't been there.	Have they been there?	
Present Perfect Continuous	I have been living here.	I haven't been living here.	Have they been living here?	
Past Simple	I lived in London.	I didn't live in London.	Did I live in London?	
Past Continuous	I was playing.	I wasn't playing.	Was I playing?	
Past perfect	He had worked.	He had not worked.	Had he worked?	
Past Perfect Continuous	I had been watching.	I had not been watching.	Had I been watching?	
Future Simple	I will come.	I will not come.	Will I come in?	
Future Continuous	I will be playing basketball.	l won't be playing basketball.	Will I be playing basketball?	
Future Perfect	He will have finished.	He will not have finished.	Will he have finished?	
Future Perfect Continuous	We will have been starting.	We will not have been starting.	Will we have been starting?	



Prepositions & Examples

About: They have a discussion about football. Above: A plane is flying above the village.

Abroad: Mary went abroad.

According to: According to my family, I'm a

clever student.

Across: You can swim across the river. After: I slept after I arrived my house. Against: This company is up against the

bankruptcy.

Ago: She came back school a while ago.

Ahead of: We are ahead of our work schedule.

Along: Are you going along?

Amidst: I think my sister was luck woman. My sister was born and reared amidst plenty.

Among: I want to live in a home among trees.

Amongst: She is a girl amongst women. Apart: Apart from the football, he plays

basketball and tennis.

Around: He left around 6:40.

As: As it's raining again, we'll not play tennis. As far as: As far as I'm concerned, we're bad situation.

As well as: My son plays the piano as well as

he plays basketball.

Aside: My family has a little money put aside.

At: She was at home.

Away: Put your laptop away.

Because of: She was late because of missing

the train.

Before: C goes before D in Alphabet. Behind: The shaker is behind the glass. Below: It is 20 degrees below zero.

Beneath: Alex is sitting beneath the pine tree. Beside: My brother sat down beside me. Besides: Besides, it's still early for me. Between: My home is between library and

Beyond: Barcelona football club's success is

beyond question.

But: We are very hungry, but the fridge is

empty.

By: I always goes to work by train.

By means of: I wake up seven o'clock by

means of an alarm clock.

Despite: I love my wife despite her faults.

Down: Calm down my friend!

Due to: Her success was due to her family. During: I met the intern during lunch.

Except: Nobody came the party except George

For: Is the coffee too hot for you?

From: Where are you from?

Hence: We travel hence tomorrow to France.

In: I live in London.

In accordance with: In accordance with the

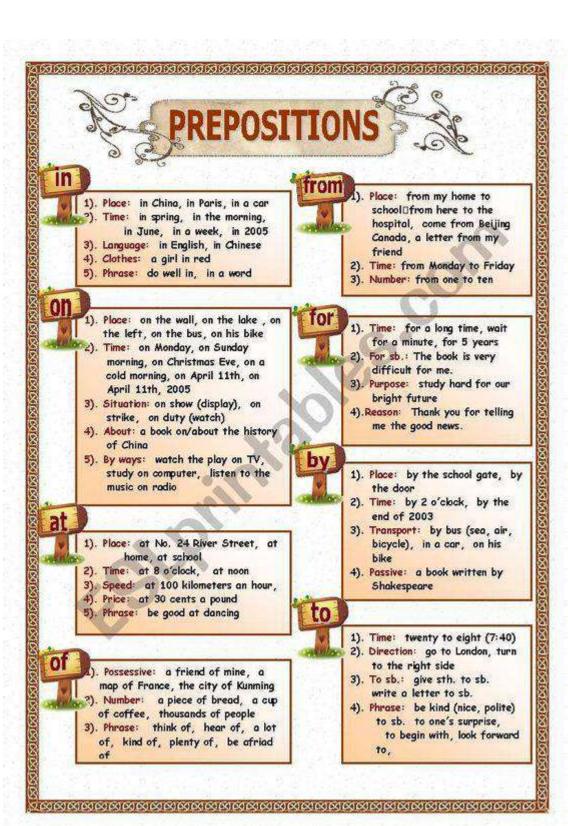
doctor, she is very sick.

In addition to: In addition to his car, he has a

In case of: The alarm will ring in case of theft. In front of: The supermarket in front of the

bank.



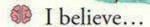




- In my opinion...
- If you ask me...
- The way I see it...
- It seems to me...
- As far as I can see...
- As far as I'm concerned...
- I feel...
- I honestly believe that...
- From my point of view...
- I assume...
- I consider...
- **To me...**
- It is my view...
- To my way of thinking...

English Study

Here



- I would say...
- I guess...
- I consider that...
- I esteem that...
- I deem that...
- I assume that...
- I feel that...
- If you wonder my opinion...



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Tenses

- 01. Simple Present Tense
- **Present Continuous** Tense
- Present Perfect Tense
- Present Perfect 04. Continuous Tense
- Simple Past Tense
- 06. **Past Continuous Tense**
- Past Perfect Tense
- Past Perfect 08. Continuous Tense
- 09. Simple Future Tense
- **Future Continuous** Tense
- **Future Perfect Tense**
- **Future Perfect** Continuous Tense
- Past Future Tense
- Past Future **Continuous Tense**
- Past Future Perfect Tense
- Past Future Perfect **Continuous Tense**

Structure

- Subject + Verb (vI) + es/es
- Subject + is/am/are + Verb(+ing)
- Subject + Has/have + Verb (v3)
- Subject + Has/have + been + Verb(+ing)+ since/for
- Subject + Verb (v2) or irregular verb
- Subject + was/were + Verb(+ing)
- Subject + had + Verb (v3)
- Subject + had + been + Verb(+ing)
- Subject+ will/shall+ verb(v1)
- Subject + will/shall be + verb(+ing)
- Subject + will have + verb(v3)
- Subject + will have been + verb(+ing)
- Subject + would + verb (v1)
- Subj + should/would be + Verb(+ing)
- Subj.+ should / would have + Verb(v3)
- Subject + would have been + Verb(+ing)

Example

- She reads book in library.
- I am studying in a high school.
- He has made this colorful chart.
- She has been working there since 2017.
- He completed the assignment.
- He was reading the book.
- I had finished my home work.
- I had been playing football since morning.
- I shall go to park for a walk.
- He will be playing football.
- He will have played football.
- He will have been watching the TV for fifty minutes.
- I told that I would leave in one hour.
- I told that I would be doing my work all the day long.
- She said that she would have done her work.
- He said that I should have been working here for two hours by that time.





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With Countable Nouns

A majority of
A number of
Several
Many
A large number of
A few
Few
Very few
A great number of

With Uncountable Nouns

Much
A bit
A great deal of
A large quantity of
A large amount of
A little
Little
Very little

With Countable & Uncountable Nouns

Enough All More Most Less Least No None Any Not any

Some Plenty of Lots of

Personal History

	1.	Write about your name. Where did it come from? What does it mean?
	2.	When and where were you born?
Ú	3.	Write about your mom. What would you like people to know?
	4.	Write about your dad. What would you like people to know?
	5.	Do you have siblings? Write about them.
		Where did you grow up? What do you remember about this place?
		Think about your house growing up. What was it like?
		What was your childhood bedroom like?
		What was your favorite activity as a child?
		What was your favorite place as a child?
		Who were your friends as a child?
		Did you travel as a child? What were your favorite places to visit?
		What did a typical day look like as a child?
		What did a typical day look like as a teen?
		What was high school like for you?
		What world events were significant to you as a child?
		Write about your grandparents.
		Write about your aunts.
		Write about your uncles.
		Write about your cousins.
-		Write about your early school memories.
		What was your favorite subject in school?
10000		Who was your favorite teacher as a child?
200		Did you move as a child? Write about it.
		Who taught you to drive?
		What was your favorite food as a child?
		Write about your most memorable birthday?
		How did you typically celebrate your birthday?
		Write about your favorite holiday memory.
		What was the hardest part about growing up?
		What was the hardest part about growing up?
		When did you first leave home? Write about the experience.
market A		What did your parents do for work?
		What was your first job?
		What is your favorite family story?
		Write about a funny story that has been passed down through the generations.
		What were you most proud of as a child?
		What did you want to be/do when you grew up? Did you become it?
		Who inspired you as you matured?
		What job has been your favorite?
		What was the best part of your 20s?
Salarah .		What was the best part of your 30s?
and the same of		
		Are you in a relationship? How did you meet your significant other?
		Did you have any boy/girlfriends as a youth? Write about them. Do you have kids? Write about them.
		What are you most proud of as an adult?
		Where is the most fascinating place you've visited?
		What is one thing about today that you never want to forget?
-	49.	What item will you cross off your bucket list next?

☐ 50. What advice would you give your younger self?