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UNIT 1



Mechanics

KEY TERMS

- abbreviation 缩写词
- acronym 首字母缩略词
- capital letter 大写字母
- capitalization 使用大写字母
- compound 复合词
- contraction 缩约形式
- hyphen 连字符
- hyphenation 用连字符连接
- initialism 首字母缩略词
- italics 斜体字
- mechanics 写作的技术性细节
- prefix 前缀
- spelling 拼写
- suffix 后缀
- syllable 音节

Introduction

In composition, those aspects such as spelling, hyphenation, capitalization, numbers, abbreviations, and italics are often referred to as mechanics. Mechanics are as important as ideas, organization, or coherence (连贯) in writing. For example, if we make several mechanical mistakes in a letter of job application, our reader may assume that the applicant is a careless person or that the application is not taken seriously. An application with mechanical mistakes gives the reader a reason to reject it quickly. Likewise, if there are mechanical errors in a memo (备忘录) that we write to our boss or to a committee, it may give the impression that our thoughts are as hasty as our writing. In short, frequent or even occasional mechanical mistakes in our writing can make people believe that we are careless or ignorant. This unit aims to help students to avoid making such mistakes and to take the first step toward a successful writing.

Spelling

English spelling has long been accused of being illogical: The English alphabet does not represent English sounds consistently. For example, the letter *o* is pronounced differently in *hot*, *note*, *book*, and *door*. The alphabet used has always been inadequate to represent the sounds. But this does not justify misspelling. Good spelling is the result of study and memory. The following are some tips to help us toward correct spelling.

- (1) We should write down in a notebook all the words we misspelled. Writing the word over and over again when we realize we have made a mistake will help fix the correct spelling in our mind as well as in our fingers.
- (2) We should try to group our errors. Misspellings often fall into patterns—errors with prefixes, with suffixes, with plurals, and so on.
- (3) We should pronounce words carefully. Many people misspell words because they pronounce them incorrectly.
- (4) We should recognize homonyms. Homonyms are words that sound alike but have different spellings and meanings, for example, *whether* and *weather*, *site* and *sight*, *break* and *brake*, *their* and *there*, *compliment* and *complement*.
- (5) We should learn the rules that generally hold for spelling, and learn the exceptions to those rules.
- (6) We should proofread (校对) our writing carefully to get rid of careless errors. Many spelling errors are the results of poor handwriting or typing errors.
- (7) We should use dictionaries frequently when we proofread our work. Whenever we doubt the correctness of a word we have spelled, we should look it up in a dictionary. Writing continually and using a dictionary continually are two excellent ways to become a good speller.

Of the above tips, two are prerequisites and more important than the others: One is to pronounce words carefully and the other is to learn spelling rules.

Pronounce words carefully

Imprecise pronunciation often leads to misspelling familiar words. Some people, for example, add an extra syllable (音节) to the word *athletic*, spelling it with an extra *e*. On the other hand, some people delete a syllable from the word *privilege*, spelling it without the second *i*. If we study the following list, we can train our eyes and our ears to spot the parts of the words in which we are prone to make spelling errors.

- ⊙ February NOT Febuary
- ⊙ laboratory NOT labratory
- ⊙ government NOT goverment
- ⊙ arithmetic NOT arithemetic
- ⊙ mischievous NOT mischievius

Learn spelling rules

Some principles of English spelling are so generally applicable that learning them will help us become better spellers. When in doubt, we should always use a dictionary.

(1) Consider the previous letter and the sound of the word when deciding between the combinations *ei* and *ie*. The old rhyme for *ie* and *ei* is usually helpful: “*i* before *e*, except after *c*, or when sounded like *a*, as in *neighbor* and *weigh*.”

- ⊙ ***i* before *e*:** believe, relieve, grief, chief, yield, field
- ⊙ ***e* before *i*:** receive, deceive, ceiling, conceit, receipt
- ⊙ **when sounded like *a*:** eight, vein, veil, feign, sleigh

Exceptions: species, science, seize, foreign, neither, leisure

(2) For each word ending in a silent *e*, drop the *e* from the root word before adding a suffix that begins with a vowel, such as *-ing*, *-ible*, *-able*, and *-ion*.

- ⊙ **Before the suffix *-ing*:** force—forcing, surprise—surprising
- ⊙ **Before the suffix *-ible*:** force—forcible, sense—sensible
- ⊙ **Before the suffix *-able*:** observe—observable, advise—advisable
- ⊙ **Before the suffix *-ion*:** locate—location, complete—completion
- ⊙ **Before other suffixes:** guide—guidance, fame—famous, future—futurism

Note that the final *e* is needed in the following two cases:

a. Keep the sound of soft *g* or *c*:

- ⊙ change—changeable
- ⊙ notice—noticeable

b. Distinguish homonyms or potentially confusing words:

- ⊙ dye—dyeing (not dying)
- ⊙ singe—singeing (not singing)

(3) Keep the final silent *e* in the root word before a suffix that begins with a consonant (辅音).

- ⊙ nine—ninety
- ⊙ peace—peaceful
- ⊙ move—movement

Exceptions: true—truly, awe—awful, argue—argument, nine—ninth

(4) Keep the final *y* in the root word or change it to *i* according to the nature of the root word and the nature of the suffix.

a. When the final *y* follows a consonant in the root word, change the *y* to *i* before adding an ending other than *-ing*.

- ⊙ happy—happier/happiest/happiness
- ⊙ supply—supplier/supplied/supplies

b. When the final *y* follows a vowel in the root word, keep the *y* when adding an *s* to make the plural of a noun or the third person singular of a verb.

- ⊙ valley—valleys
- ⊙ toy—toys
- ⊙ delay—delays

- ⊙ enjoy—enjoys
- c. The past tense of verbs ending in a final *y* preceded by a vowel is usually made by keeping the final *y* and by adding the suffix *-ed*.
 - ⊙ play—played
 - ⊙ enjoy—enjoyed
- (5) Spell correctly the words formed by adding a suffix that begins with a vowel to a root word that ends with a consonant. These suffixes are *-ing*, *-er*, *-est*, *-ed*, *-ence*, *-ance*, *-ible*, and *-able*.
 - a. With most words of one syllable ending in a consonant immediately preceded by a vowel, double the final consonant.
 - ⊙ swim—swimming
 - ⊙ stop—stopping
 - ⊙ plan—planned
 - ⊙ sad—saddest
 - b. If the root word has more than one syllable and the accent (重音) of the root word falls on the last syllable, we usually double the final consonant.
 - ⊙ occur—occurrence
 - ⊙ refer—referred
 - ⊙ forget—forgetting
 - ⊙ recur—recurring
 - c. If the final consonant of the root word is preceded by a consonant or by two consecutive (连续的) vowels, the final consonant is not doubled.
 - ⊙ depart—departing
 - ⊙ repair—repairing
- (6) Use *-ally* to form adverbs if the root word ends in *ic*, and *-ly* if it doesn't.
 - ⊙ enthusiastic—enthusiastically
 - ⊙ dramatic—dramatically

Exception: public—publicly

Activity 1

Add the suffixes to the following words.

- | | | | |
|------------------|-------|-----------------|-------|
| 1. advance + ing | _____ | 5. quote + able | _____ |
| 2. ironic + ly | _____ | 6. sense + ible | _____ |
| 3. defy + ance | _____ | 7. ban + ed | _____ |
| 4. horrify + ing | _____ | 8. fancy + ful | _____ |

Hyphenation

A hyphen is a short line (-) that joins words or syllables. It is usually used to divide a word when the word is cut off at the end of a line. Hyphens are also used in some compound words to make the words easier to read as well as help clarify words that are used together.

Divide a word at the end of a line

Generally, it is not recommended to divide a word at the end of a line, unless this last word would use up most of the right margin of the paper. If we have to divide a word, we can follow the following guidelines.

(1) Do not divide single-syllable words or very short words.

No matter how long a word is, if it has only one syllable or is pronounced as one syllable, do not divide it, for example, *cleansed*, *drought*, *wealth*. Do not divide short words, even those that have two or more syllables, for example, *area*, *every*, *envy*.

(2) Divide words between syllables.

The dictionary listing of a word shows its syllables clearly. The dictionary shows *distinction*, for example, as *dis-tinc-tion*, so we should divide it after the letter *s* or *c*, but nowhere else.

- ⊙ message—mes-sage
- ⊙ negate—ne-gate
- ⊙ number—num-ber

(3) Never leave one letter at the end of the line or carry over only one or two letters.

This guideline means that words like *alive* and *ocean* should not be divided at all, and a word such as *Americana* (*A-mer-i-can-a*) can be divided only after the letter *r* or *i*.

(4) Follow the rules for a double consonant.

Suffixes usually add syllables. If a root word ends in a double consonant, divide the word after the double consonant.

- ⊙ successful—success-ful (not succes-sful)

On the other hand, when we double a consonant only to add a suffix, we should divide the word between the double consonant.

- ⊙ regrettable—regret-table (not regrett-able)
- ⊙ swimming—swim-ming (not swimm-ing)

(5) Never violate pronunciation when dividing words.

Not all word endings add pronounceable new syllables. The *-ed* ending, for example, often simply adds a /d/ sound to the end of a word. If we divide such a word, we should be careful not to violate the pronunciation of the word. For example, *compelled* should be divided as *com-pelled*, not *compel-led*.

Also, do not divide a word like *issue*, because both its syllables, when separated (*is-sue*), will be pronounced differently from their original ones.

Divide a word with a prefix

- (1) When dividing a word that has a prefix of three or more letters, divide after the prefix rather than between other syllables.
 - ⊙ misunderstand—mis-understand (not mis-under-stand)
- (2) Some prefixes must be followed by hyphens separating them from the root words.
 - ⊙ all-inclusive
 - ⊙ self-confidence
- (3) Hyphenate a prefix to avoid confusion in meaning or pronunciation.
 - ⊙ redress (to set right) vs. re-dress (to dress again)
 - ⊙ recover (to get well again after being ill) vs. re-cover (to cover again)
- (4) If the last letter of a prefix is the same as the first letter of the root word, or if adding a prefix results in three vowels in a row, use a hyphen after the prefix.
 - ⊙ re-elect
 - ⊙ anti-aircraft
- (5) In some commonly used words, the hyphen can be either kept or omitted.
 - ⊙ coordinate, co-ordinate
 - ⊙ cooperate, co-operate
- (6) When we use two prefixes with one root word, we may write the root word only once, after the second prefix, but follow both prefixes with a hyphen. Note that the first hyphen is separated from the next word by a space.
 - ⊙ pre- or post-test
 - ⊙ two- and four-year colleges

Use hyphens in compound words

Compound words or compounds (复合词) are words composed of two or more words. Compound words are written either as a single word (e.g. *headache*), as hyphenated words (e.g. *self-government*), or as two words (e.g. *police station*). Whether a compound is one word or hyphenated depends on convention. We should always consult a dictionary when we are not sure how to spell a compound.

- (1) When a compound acts as a modifier—before a noun, it is usually hyphenated.
 - ⊙ a fast-paced lecture
 - ⊙ long-term commitment
 - ⊙ a nine-page report

Usually, that same modifier is not hyphenated if it functions as a predicative in a sentence.

- ⊙ The lecture seems fast paced.
 - ⊙ The report was nine pages.
- (2) When the first word in a compound is an adverb ending in *-ly*, the comparative (比较级) or superlative (最高级) of an adjective or an adverb, or a borrowed phrase, the hyphen is usually omitted.
 - ⊙ a happily married couple
 - ⊙ better fitting clothes

- Ⓐ ex post facto (有追溯效力的) law
- (3) Use a hyphen between the two components of a combined unit of measurement (计量单位).
 - Ⓐ kilowatt-hours (千瓦时)
 - Ⓑ light-years (光年)
- (4) Hyphenate some titles or identities, such as double titles, or three-word titles.
 - Ⓐ Italian-American
 - Ⓑ father-in-law
- (5) For specific descriptive purposes, we may coin our own compounds. Such specially coined compounds are always hyphenated.
 - Ⓐ a hard-to-detect bomb device
 - Ⓑ a do-anything-to-keep-your-life situation
 - Ⓒ an I-know-it-all look

Use hyphens in spelled-out numbers

- (1) Use a hyphen between the numerator (分子) and denominator (分母) of a fraction.
 - Ⓐ three-hundredths (3/100)
 - Ⓑ two-thirds (2/3)
- (2) Use hyphens between the two components of numbers from twenty-one to ninety-nine, whether those numbers are written alone or as part of larger numbers.
 - Ⓐ thirty-five
 - Ⓑ two hundred and thirty-five
- (3) When a number and a word are combined to form a modifier, use a hyphen between the number and the word.
 - Ⓐ a 50-minute class
 - Ⓑ a 10-kilometer race

If the word in the modifier is possessive (所有格的), omit the hyphen.

- Ⓐ a 5-day vacation—5 days' vacation
- Ⓑ a 2-week work—2 weeks' work

Activity 2

Insert necessary hyphens, delete unnecessary ones, and revise incorrect word divisions in the following sentences. If a sentence is correct as it stands, write Correct.

1. Thirty-five thousand spectators watched the game.

2. Widely-held views cannot be easily changed.

3. After the project is completed, you will have a seven day vacation.

4. The long distance runner passed the fifteen mile mark.

5. My favorite recreation is chess.

6. Rescue-workers rushed to the site of the plane-crash.

7. The anti violence demonstration attracted large crowds.

8. Shakespeare is the greatest English writer. Will there ever be such a-
nother?

9. After you told everyone the secret you had promised to keep, you became my
ex friend.

10. Rambo began to write as an escape from his on the move life, which included
various odd jobs ranging from ditchdigging to grasscutting.

Capitalization

Capital letters give readers signals about the beginning of a sentence, names, titles, and proper nouns. Most rules for capitalization have been fixed by convention, but some of those rules are more flexible (灵活的) than others. An authoritative dictionary is a good guide to those items that should be capitalized.

(1) Capitalize the first word of a sentence.

The capital letter at the beginning of a sentence is an essential signal to readers that a new unit of thought is about to begin. It goes with the period (句号) or other marks at the end of the previous sentence to make reading easier.

In sentence fragments used for special effects, the first word should also be capitalized.

⊙ Work. Work. Work. It makes my life go round.

But practice varies for starting each question in a series of questions with a capital letter. The first letter of each question can be either capital letter or lowercase (小写的) letter.

⊙ What facial feature would most people change if they could? Their eyes? Their ears?

Their mouths?

- ⊙ What facial feature would most people change if they could? their eyes? their ears? their mouths?

Whichever practice we choose, we should be consistent throughout our writing. Of course, if the questions are complete sentences, we should start each with a capital letter.

Practice also varies for using a capital letter for a complete sentence after a colon (冒号).

- ⊙ I need advice about what to do: The instructions give contradictory commands.
- ⊙ I need advice about what to do: the instructions give contradictory commands.

The first letter in an independent clause following a semicolon (分号) is not capitalized unless it is a proper noun.

- ⊙ All in all, however, outside support counted for little; the men of the village did the work themselves.

(2) Capitalize proper nouns and their abbreviations.

Proper nouns are the names of specific people, places, things, or names that set off the individuals from their species. Sometimes words that are not ordinarily capitalized do take capitals when they are used as parts of proper names. Compare the following examples.

Ordinary noun: My aunt is arriving this afternoon.

Part of proper noun: My Aunt Lou tells fantastic stories that I think she makes up.

Titles like *mother*, *father*, *cousin*, *brother*, and *sister* may replace proper names in some kinds of speech and writing. If we intend to refer to a specific individual, we should capitalize the word.

- ⊙ I still miss Mother, although she has been dead for over a decade.
- ⊙ He supposed that his Uncle would come to his aid again as he had so many times in the past.

However, most of the time these words are not capitalized, since they do not replace proper names. Whether we capitalize such words depends on our intention.

Some titles that may be capitalized before a proper name are often not capitalized when they are used after the name. Compare the following examples.

Before a proper name: Governor Grover Cleveland of New York

After a proper name: Grover Cleveland, governor of New York.

Use capitals for words formed from the initial letters (首字母) of words in a proper name, for example, *NATO*, *FBI*, *BBC*, *UNESCO*, *WTO*, *VOA*, and *PLA*.

Abbreviations used as parts of proper names usually take capitals:

- ⊙ Sammy Davis, Jr.
- ⊙ George Sheehan, M.D.

(3) Capitalize the title of a work.

Capitalize the title of any piece of writing and of any work of art or architecture. Do not capitalize articles (*a*, *an*, and *the*), coordinating conjunctions, or prepositions of fewer than five letters unless they begin the title. Capitalize the first word after a colon in a title.

- ⊙ *Pride and Prejudice*
- ⊙ *Two Years Before the Mast*

- ⊙ Tragedy: Vision and Form
- ⊙ the Great Hall of the People

Note that the preposition *Before* in the second title is capitalized. The general rule is that a preposition of five letters or more is capitalized.

(4) Capitalize the first word of direct speech included within quotation marks (引号), even in the middle of a sentence.

- ⊙ "Free! Body and soul free!" she kept whispering.
- ⊙ Larry said, "The case is far from over, and we will win."

But do not capitalize quoted material that continues a sentence.

- ⊙ Larry said that the case was "far from over" and that "we will win." (*Far* and *we* are not capitalized.)

(5) Capitalize the first word of each line in a poem.

- ⊙ O, my Luve's like a red, red rose
That's newly sprung in June:
O, my Luve's like the melodie
That's sweetly play'd in tune.

Note that some poets do not capitalize each line. When we cite lines from poems that are not conventionally capitalized, we should copy them exactly as they appear in the original poem.

(6) Capitalize specific school courses.

School courses are usually capitalized: *Chinese History*, *Introduction to Linguistics*, *International Financial Market*, *Intermediate Accounting*, and so on. However, use lowercase letters for general subject areas. In the following example, *computer* and *math* are not capitalized.

- ⊙ This semester I'm taking mostly language courses, but I have a computer course and a math course as well.

Some beginners are tempted to use capitals for emphasis, and they capitalize too much. Unnecessary capitals may confuse readers or annoy them. In modern prose the tendency is to use lowercase letters whenever possible.

Activity 3

Revise the following sentences, using capital and lowercase letters correctly.

1. "cut it off and sold it," said della. "don't you like me just as well, anyhow? i'm me Without my hair, ain't i?"

2. during Summer i like to visit the Ski Resorts in vermont, where few visitors disturb my meditations (沉思) among the Fir Trees (冷杉) and the Maples that dot the Landscape (风景).

3. when I was a child, thanksgiving day was one of the best holidays, not only

because the family always got together for a huge dinner, but also because thanksgiving came on thursday, and at Belmont high school, we were given both thursday and friday off.

4. in your sophomore (大学二年级) course in english literature next fall, you may read at least one novel by daniel defoe, whose book *robinson crusoe* is sometimes called the first true novel in the english language.

5. when we had an accident, we were taken to memorial hospital on greeley parkway, where a doctor named thomas babington examined us and told us that there was nothing wrong with us. later, when i discovered that i had a fractured kneecap and that my brother had a broken leg, we sued (控告) the hospital, but the hospital claimed that dr. babington was only visiting the emergency room that day and was not an employee of memorial hospital at all.

Numbers

Variations in the style of different writers and in the demands of different editors make it difficult to fix rules for the usage of numbers. In some newspapers and magazines, the use of numbers may be common; in books, numbers are less common, at least in the body of a text. In footnotes (脚注), bibliographies (参考书目), scientific or technical reports, tables, and graphs, numbers are frequently used.

As a general rule, we should use numbers according to the rules of our field of study. In standard essays, we should use numbers sparingly (节俭地).

(1) Generally, spell out numbers that can be written in one or two words.

In general, words are used instead of numerals for numbers that take only one or two words to spell out.

⊙ six boxes vs. 181 boxes

⊙ twenty-four dollars vs. \$235.88

Inappropriate: Last year, one hundred and twenty-three thousand four hundred people took the examination.

Revised: Last year, 123,400 people took the examination.

(2) When a number starts a sentence, it is usually spelled out.

Inappropriate: 123,000 people took the examination last year.

Revised: One hundred and twenty-three thousand people took the examination last year.

To avoid awkwardness, we usually recast the sentence so that the number does not come first.

Inappropriate: Nineteen sixty-six saw the happening of a great movement in America.

Revised: A great movement happened in 1966 in America.

Inappropriate: 123,000 people took the examination last year.

Revised: Last year, 123,000 people took the examination.

(3) Be consistent in the immediate context.

Use numerals for all numbers in a sentence if one of the numbers needs to be written in numerals.

Inconsistent: Of the 1870 students in our school, only twenty-eight come from Beijing.

Revised: Of the 1870 students in our school, only 28 come from Beijing.

(4) Use numerals according to convention.

In mathematical, statistical, technical, or scientific texts, physical quantities are generally expressed in numerals to avoid confusion.

- ⊙ The original plan for the house called for a dining room that would be 18×25 and a living room that would be 30×34 with glass windows at each end. The wall of the dining room was to include one enormous window measuring 16×5 , to be set in the wall 1.5 feet above the floor.

Dates that include the year usually appear as numerals, but some writers prefer to spell them out.

- ⊙ October 9, 2019 vs. October the ninth, 2019
- ⊙ 9 October 2019 vs. the ninth of October, 2019
- ⊙ the 1960s vs. the nineteen-sixties

Numerals are always used when exact time is emphasized, for example, 5:22 a.m., 11:00 p.m.

With *o'clock*, the number is generally spelled out.

- ⊙ I'll leave at six o'clock in the morning.

Street and highway numbers always appear as numerals; however, when a house number and the number of a street come together in an address, one of the numbers is written out.

- ⊙ 1 Park Avenue
- ⊙ State Highway 2
- ⊙ 850 Fifteenth Street

◦ Activity 4 ◦

Revise the following sentences, using numbers correctly. If a sentence is correct as it stands, write *Correct*.

1. 5 weeks later, on November 6, they were secretly married.

2. 40 people were injured in the 2 accidents.

3. When I was in high school, I used to get up at 5 o'clock every day.

4. Your car is five thousand four hundred and thirty-two dollars more expensive than mine.

5. You can travel around our college in about 2 hours.

6. You can earn from \$1 million to five million dollars.

7. Have you received my letter of October the fifteenth?

8. The research found that the students under 20 years of age produced significantly more code-switches (语码转换) than the adults above 21 years of age.

Abbreviations

An abbreviation is a shortened form of a word or phrase. It consists of a group of letters taken from a word or phrase. For example, the word *auto* is the abbreviation of *automobile*, *isn't* the abbreviation of *is not*, and *CEO* the abbreviation of *chief executive officer*.

There are different types of abbreviations, the most common being contraction, initialism, and acronym. A contraction is a word made by omitting certain letters or syllables and bringing together the first and last letters or elements, for example, *isn't*, *didn't*, and *they're*. Acronym and initialism refer to abbreviations that consist of the initial letters of a group of words, the difference being that the former can be pronounced as words (e.g. *NATO*) while the latter can only be pronounced as letters (e.g. *CEO*). All contractions, initialisms, and acronyms are abbreviations, but an abbreviation is not necessarily a contraction, an initialism, or an acronym, because it can also be made by cutting off a part of a word, for example, *memo*, *phone* (abbreviated respectively from *memorandum* and *telephone*), and so on.

Abbreviations are generally avoided in standard writing and should be used only in contexts where they are clear to readers. It is acceptable to use abbreviations for some personal titles, names of organizations, time expressions, and Latin expressions. This section will explain the conventions of using abbreviations.

- (1) Spell out most words in formal essay writing.

- a. Spell out the names of countries, cities, boroughs (区), and states; spell out the *Avenue*, *Boulevard* (林荫大道), *Highway*, *Street*, *River*, and *Mountain* and words like them used as parts of proper names when they appear in the body of the writing.

Nonstandard: The Catskill Mts. of NY is near the Hudson Riv.

Revised: The Catskill Mountains of New York is near the Hudson River.

- b. Spell out the month and the day of the week; spell out people's names.

Nonstandard: In Sept. and Oct. Chas. visits the botanical gardens every Sun.

Revised: In September and October Charles visits the botanical gardens every Sunday.

- c. Avoid using the ampersand (&) as a symbol for the conjunction, unless the ampersand is part of an official name or title.

Ⓒ Loneliness and poverty often accompany old age.

Ⓒ The A & P is one of the oldest supermarket chains in America.

- d. Spell out the words *pages*, *chapter*, *volume*, *edition*, and the names of courses of study.

Nonstandard: In Ch. 16 several pp. present new developments in open-heart surgery (手术).

Revised: In Chapter 16, several pages present new developments in open-heart surgery.

We may use abbreviations for *page*, *chapter*, and *edition* in footnotes, endnotes, and bibliographies.

- e. Spell out the words such as *company*, *brothers*, and *incorporated*. Use the abbreviation *Inc.*, *Corp.*, *Co.*, or *Bros.* only when it is part of the official title of a company.

Nonstandard: His bros. formed a toy co. called Kidstuff, Inc., and later they changed the name to Goldstein Bros.

Revised: His brothers formed a toy company called Kidstuff, Inc., and later they changed the name to Goldstein Bros.

- f. Generally, avoid the use of *etc.* If we don't want to make a long list, it is better to use *and so on*, *and so forth*, *for example*, or *such as*.

Nonstandard: This garden is good for planting lettuce, cabbages, spinach, etc.

Revised: This garden is good for planting lettuce, cabbages, spinach, and other cool-weather vegetables.

Revised: This garden is good for planting cool-weather vegetables—lettuce, cabbages, and spinach, for example.

Revised: This garden is good for planting vegetables such as lettuce, cabbages, and spinach.

When we do use *etc.*, we should not put the conjunction *and* before it. The abbreviation *etc.* stands for the Latin *et cetera*, which means *and the rest*, so the *and* is included in the abbreviation itself. To add the word is redundant.

(2) Abbreviate familiar titles.

Some commonly abbreviated titles always go before people's names. These include *Mr.*, *Mrs.*, *Ms.*, *Dr.*, *St.* (Saint), *Rev.* (Reverend), *Hon.* (Honorable), *Sen.* (Senator), and *Rep.* (Representative).

Ⓒ Mrs. Jean Bascom designed the brick walkway in front of our building.

Ⓒ Dr. Epstein and Dr. Goodson had been here for ten minutes.

Ⓒ Rev. Dr. Karl Barth visited Gettysburg, Pennsylvania, shortly before he died.

Note that the abbreviations *Rev.* and *Hon.* are generally used before names when there is no definite article *the* before the titles. With *the*, such titles should be spelled out.

- ⊙ Rev. Jane Schaefer—the Reverend Jane Schaefer
- ⊙ Hon. Henry M. Brown—the Honorable Henry M. Brown

Some abbreviations are always used after proper names. Usually these indicate academic or professional degrees or honors. Note that a comma is placed between the name and the abbreviation and that a space follows the comma.

- ⊙ Larry Hails, Ph.D.
- ⊙ Elaine Leff, M.A.

Generally, avoid duplication by using either a title before a person's name or a degree after the person's name but not both. Spell out most titles used without proper names.

Misused: Dr. Karl Barth, Ph.D.

Revised: Dr. Karl Barth (or Karl Barth, Ph.D.)

Nonstandard: Mr. Carew asked if she had seen the Dr.

Revised: Mr. Carew asked if she had seen the doctor.

Notice that when an abbreviation ends a sentence, the period at the end of the abbreviation itself will also serve as the period of the sentence. If a question mark or an exclamation mark ends the sentence, we must place such a punctuation mark after the period in the abbreviation.

- ⊙ When he was in the seventh grade, we called him “Stinky,” but now he is William Percival Abernathy, Ph.D.!

(3) Abbreviate certain proper names or technical terms.

Abbreviate the names of certain agencies, groups, people, places, or objects commonly referred to by capitalized initials. Some of these abbreviations use periods; others do not. We should follow the standard practice, and consult a dictionary if we have any doubts.

- ⊙ Central Intelligence Agency: CIA or C.I.A.
- ⊙ John Fitzgerald Kennedy: JFK or J.F.K.
- ⊙ United States of America: USA or U.S.A.
- ⊙ Washington District of Columbia: Washington, D.C.
- ⊙ Video Cassette Recorder: VCR

Many international agencies or organizations known by their initials are regularly referred to as abbreviations, especially in publications where they are frequently mentioned. Often the abbreviations of these agencies are so well known that they do not require further explanation.

- ⊙ She noted that ASEAN (东南亚国家联盟) countries and China are geographical neighbors, and have huge development potentials and market space.
(ASEAN is the abbreviation for Association of Southeast Asian Nations.)
- ⊙ From September 3 to 5, 2017, the ninth BRICS Summit (金砖国家峰会) was held at Xiamen International Conference Center.
(BRICS is the abbreviation for Brazil, Russia, India, China, and South Africa.)

If we use the name of an agency or an organization frequently in an essay or a report, we may abbreviate it to make the repetition less tedious. Normally, we should spell out these names at the

first occurrence—at least in formal text—as a courtesy to readers who might not easily recognize them. We may give the abbreviation in parentheses immediately after we mention the name the first time.

- Ⓒ The Student Nonviolent Coordinating Committee (SNCC) began earnest and often dangerous work in Mississippi and other parts of the South during the summer of 1964. SNCC was far to the left of other civil rights organizations.

(4) Abbreviate words used with certain numbers, such as systems of chronology, time of the day, and unit of measurement.

- Ⓒ 498 B.C.
- Ⓒ A.D. 1066
- Ⓒ 6:00 p.m.
- Ⓒ 9:00 a.m.
- Ⓒ 1066 kg
- Ⓒ 50 km

Activity 5

Revise the following sentences to eliminate errors in abbreviations.

1. The co. takes job applications from 8:00 to 11:30 a.m.

2. The story began in Oroville, Calif., on a Mon. afternoon in Mar., 2017.

3. That prof. met his students in his off. every Fri. afternoon.

4. Since it is only 90 pp. long, the text is really a novella, not a novel.

5. The Uni. of Wis. in Madison has an enrollment of over 44,000 students.

6. The Dr. is doing simple outpatient surgery in his own office to save the patient from high hosp. costs.

7. The Eng. class is reading ch. 4 of the textbook.

Italics

To distinguish certain words and phrases from regular type, printers use italics, a typeface (字体) in which the characters slant (倾斜) to the right.

(1) Italicize the titles of books, magazines, journals, newspapers, plays, films, works of art, long poems, and musical works.

- ◎ Joan Didion, a former editor of *Vogue* and *National Review*, received glowing reviews in *The New York Times* for her novel *A Book of Common Prayer*.

The following are more examples.

- ◎ **Books:** *Jane Eyre*, *War and Peace*
- ◎ **Magazines:** *The New Yorker*, *The Economist*
- ◎ **Journals:** *Foreign Language Teaching and Research*, *Nature*
- ◎ **Newspapers:** *USA Today*, *People's Daily*
- ◎ **Plays:** *Romeo and Juliet*, *Long Day's Journey into Night*
- ◎ **Films:** *Planet of the Apes*, *Spider-Man: Homecoming*
- ◎ **Works of art:** *Birth of Venus*, *Starry Night*
- ◎ **Long poems:** *The Iliad*, *Divine Comedy*
- ◎ **Musical works:** *The Marriage of Figaro*

Writers generally do not use italics for the initial *the* in the title of a periodical. But no hard-and-fast rule exists here. In most titles other than those of periodicals, *a*, *an*, or *the* as a first word is usually italicized and capitalized.

- ◎ Edwin Newman's book *A Civil Tongue* is an amusing essay on modern language.

It should be pointed out that for titles of short works—essays, newspaper and magazine articles, short poems in poetry anthologies, chapters or other subdivisions of books, unpublished dissertations and theses, and so on, quotation marks are used instead of italics.

(2) Italicize borrowed words and phrases not commonly regarded as part of English.

- ◎ These apples weigh as much as 15 *jin*, and cost me 50 *yuan*.
- ◎ When I was staying in a Chinese family, I learned to make *jiaozi*, a food like dumpling.

(3) Italicize words, letters, or numbers that are used as examples.

- ◎ The use of the word *sleep* at the end of the last line is effective and gives just the amount of emphasis required at the end of the poem.
- ◎ The word *bookkeeper* has three sets of double letter: double *o*, double *k*, and double *e*.
- ◎ You can see the number *505* on the door.

Also, some writers may use quotation marks to show that words are being spoken of as examples.

- ◎ When I was in graduate school in the late 1970s, "computer" was still a strange word.

(4) Italicize the names of certain ships, trains, and air or space vehicles.

- ◎ Lindbergh had flown his plane, *The Spirit of St. Louis*, from New York to Paris in 33.5 hours with no stop.

- ⦿ In 1912, the *RMS Titanic* sank on her maiden voyage.

(5) Use italics for emphasis.

For special effects, an occasional word in italics helps us emphasize a point.

- ⦿ Many people we *think* are powerful turn out on closer examination to be merely frightened and anxious.

Too many words italicized to show emphasis in writing will bore our readers: Their eyes may leap over the italicized words—opposite from what we intended. Too much emphasis may mean no emphasis; therefore, we should use italics to show stress only occasionally.

Weak: You don't *mean* that your *teacher* told the whole *class* that *he* did not know the answer *himself*?

Revised: It was your teacher, then, who astonished the class by not knowing the answer?

Through adjusting language and structure, the revised sentence shows the surprise that the first sentence shows weakly with so many italicized words.

◦ **Activity 6** ◦

Underline the words or phrases that require italics in the following sentences.

1. An advertisement in the San Diego Evening Tribune announced a cruise on the Queen Elizabeth II, but after I read the novel *Ship of Fools*, a vacation on the sea did not interest me.

2. Time reported that Da Vinci's painting *The Last Supper* had deteriorated seriously from pollution and neglect.

3. The word *hopefully* is common nowadays, but many people who take writing seriously object to it because they think the words *I hope* or *we hope* or *it is hoped* usually express the meaning more clearly.

4. Russell Baker's column *Observer* appears in *The New York Times* several days a week.

1 Revise the following paragraph to eliminate mechanical errors in spelling, hyphenation, capitalization, and abbreviations.

I like Summer Holidays because it brings me happyness and freedom. First, i don't need to go to sch. or do a-lot-of homework. I don't have to worry about my studys. Second, I have plentyful time to go swimming, fishing, or shoping. I can go out every day, enjoying the brilliant sunshine or doing sth. I like. Finaly, I can visit my Freinds and play foot-ball, basket-ball or bedminton with them.

2 Revise the following passage to eliminate mechanical errors in spelling, hyphenation, capitalization, use of numbers, abbreviations, and italics.

Dr. Ezra Muscatel

1936 was the year he moved to our town and set himself up as a dr. He hung out the sign on his front porch (门廊) saying, "Dr. Ezra Muscatel, M.D." his house was on 2nd. Ave. next to the ware-house owned by the Ledbetter bros., & Doctor Muscatel used to sit out on the porch over-looking the ave. & stare at the mts. in the distence on the border between Tenn. and N.C.

Mister Ledbetter went to him first, with a stomachaches in the early morning., & Doctor Muscatel gave him 8 or 9 little pills that made him feel good right away, & after that people started going to Doctor Muscatel with stomachaches, headaches, *rheumatism* (风湿), etc. He was the only dr. in the town who would make house calls. You could call him up at six p.m., & he would come to your house & give you some pills, and etc., & you would feel better. he would come to your house to deliver a baby at three a.m. in the morning. He did not charge much mune, & he was always serious about things. He listened to people and nodded his head when they telled him their symptoms (症状) and never looked like one of those drs. that want to ran off after 5 or 6 mins. with a patient. He sat there, looking sober and Concerned, & afterward he would scribble something on his prescription pad (处方笺) & tell you to get it filled at the drugstore, & he would go shuffling off as if he was still thinking about you and what was wrong with you.

FDR was President of the U.S.A. back then, & we had a lot of people coming & going in our little town. One of them saw the old dr. one morning on Main St. and recognized him & began telling everybody that dr. Muscatel was an ex-con (囚犯) who had served thirty years in the Tenn. prison for manslaughter (过失杀人) & that he had never finished high sch.

Composition writing

Childhood is the most colorful period in one's life. Do you have any memories of your childhood when something special happened and has left a deep impression on you? Write a composition of about 200 words on this topic. Give a proper title for your composition. You may use the first or the third person in narrating the story. Pay special attention to your spelling and the use of hyphen, capital words, numbers, abbreviations, and italics in your writing.

拼写

- 1) 掌握正确的发音规则；
- 2) 学习拼写规则。

连字符

- 1) 掌握行尾单词的分割方法；
- 2) 掌握带有前缀的单词的分割方法；
- 3) 掌握复合词的分割方法；
- 4) 掌握用英语单词拼写的数字的分割方法。

大小写

- 1) 句子开头的第一个字母要大写；
- 2) 专有名词及其缩写形式要大写；
- 3) 各种文章、艺术作品或建筑作品的标题要大写；标题中冠词、并列连词和少于五个字母的介词不需大写（位于标题开头时除外）；标题中冒号之后的第一个词要大写；
- 4) 引号内直接引语的第一个字母要大写；
- 5) 诗歌中每行的第一个字母要大写；
- 6) 具体的课程名称的首字母要大写。

数字

- 1) 一般来说，只需一两个单词就可拼写出来的数字可用拼写的形式表示，需要三个或更多单词才能拼写出来的复杂数字用阿拉伯数字表示；
- 2) 阿拉伯数字一般不用于句子的开头；
- 3) 数字的使用格式在文内要前后一致；
- 4) 数字的使用格式要符合惯例。

缩写词

- 1) 在正式文体中，一般要使用单词的完整拼写形式，少用缩略词；
- 2) 同人名连用的称呼语可使用缩略词；
- 3) 某些特定的专有名词和术语可以使用缩略形式；
- 4) 与数字一起连用的某些词，如表示年代、时间和计量单位的词，可使用缩略形式。

斜体

- 1) 书籍、杂志、期刊、报纸、戏剧、电影、艺术品、长诗、音乐作品等名称需使

用斜体形式；

- 2) 外来词需使用斜体形式；
- 3) 作为示例的词、字母、数字可使用斜体形式；
- 4) 轮船、火车、飞机或飞行器的名称用斜体形式；
- 5) 表示强调的词语可使用斜体形式（注意不宜过多使用）。