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TECHNICAL ENGLISH

:Root Words & Prefixes

abyss - without bottom; achromatic - Greeknot, without a/n list
without color; anhydrous - without water

afire - on fire; ashore - on the shore; aside - on Latin on a list
the side

a, ab/s list

abduct - carry away by force; abnormal - away Latin from, away, off
from normal, not normal; absent - away, not present; aversion - the act
.of turning away from; abbreviate: to shorten

Latin to, toward, near a/c/d list

accelerate - to increase the speed of; accessible - easily entered,
‘approached, or obtained; admittance - allowing into

Greek top, height, tip, beginning acro list

acrobat - a "high walker"; acronym - a word formed from the first
(capital) letters of a word; acrophobia - fear of height

activity - something that a person does; react - Latin do act list
to do something in response; interaction - communication between two
or more things

aerate - to let air reach something; aerial - Greek air aer/o list
relating to the air; aerospace - the air space

Latin farming agr/i/o list

agriculture - management of the land, agribusiness - making Greek money by utilizing land; agrarian - relating to the management of land

neuralgia - pain caused by a nerve; analgesic - a Latin pain alg/o list drug that makes one pain free; nostalgia - aching for the familiar

ambidextrous - Latin both, on both sides, around ambi, amphi list able to use both hands equally; ambiguous - having more than one meaning; ambivalence - conflicting or opposite feelings toward a person or thing

amble - to walk in a slow, relaxed way; Latin walk, move ambul list
ambulant - walking or moving around; ambulance - a vehicle that moves a patient

amiable - friendly, pleasant, lovable; amity - Latin love ami/o list friendly and peaceful relations; amorous - showing romantic love

‘up, back, against ana list

analysis - a close examination of something; Greek again, throughout

anatomy - the structure of something as visible when cut up for analysis;

anachronism - not being in the right place in time

androgynous - being both male Greek man, male andr/o list
and female; android - resembling a human; misandry - hatred towards men

animal - a living organism; animate - to Latin life, spirit anim list
make alive; equanimity - of balanced spirit

anniversary - a date observed once a Latin year ann/enn list
year; annual - happening once a year; millennium - 1,000 years

antecede - to come before Latin before, in front ante list
something in time; antemeridian - before noon; anteroom - a small room before the main room

chrysanthemum and amaranth - Greek flower anth/o list
names of flowers; anthology - a collection of treasured writings;
.anthozoan - half plant, half animal, like anemones and corals

anthropology - the study of Greek human anthrop/o list
mankind; anthropomorphism - giving human form to non-human things;
(philanthropy - the love to mankind (expressed through good deeds

antibody - a substance that Greek against, opposite of anti list
destroys micro-organisms; antiseptic - preventing infection; antisocial -
opposing social norm

aphorism - a short Greek away, off, separate apo, apho list
expression of a general truth; apology - an explicit expression of regret,
apostrophe - a small dash used in place of an omitted letter

aquarium - a water container for fish; aquatic- Latin water aqu/a list
relating to water; aqueduct - a pipeline for water

arborist - someone working with trees; arbor - Latin tree arbor list
a shady area formed by trees; arborous - having many trees

arch/i list

archbishop - the highest ranking Greek chief, most important, rule
bishop; archenemy - chief or worst enemy; matriarch - a female who
rules a group; monarch - a king or queen

archaeology - the study of Greek primitive, ancient arch/a/i list
ancient cultures; archaic - belonging to an earlier period; archive - a
collection of historical materials

Latin joint arthr/o list

arthroscope - a tool to see inside a joint; arthritis - inflammation Greek
of a joint; arthropod - invertebrates with jointed legs, like spiders,
crustaceans, insects

artifact - object made by a person's skill; artisan Latin skill art list
- a person skilled in a craft; artist - a person who creates skillfully

astro list

astronaut - a person traveling to Greek star, stars, outer space aster the stars; astronomer - someone who studies the stars; asterisk - a star-shaped sign used as a reference tool

audible - loud enough to be heard; Latin hear aud/i/io list
audience - people who listen to a program; audiovisual - relating to sound and vision

autocrat - a person who governs Greek self, same, one auto list
with absolute power; autograph - a person's own signature; automatic - moving by itself

aviary - a large enclosure for birds; aviatrix - a Latin bird avi/a list
female airplane pilot; aviation - the art of designing or operating aircraft

baric - pertaining to pressure, esp. Greek pressure, weight bar/o list
of the atmosphere; milliard - metric unit, equal to 1/1000th of a bar;
baryon - heavy elementary particle

bellicose - warlike; belligerent - hostile, ready Latin war bell/i list
to fight; rebel - person who opposes and fights

benefactor - person who gives money to Latin good, well bene list
a cause; beneficial - producing a good effect; benevolent - showing
kindness or goodwill

biannual - happening Latin two, twice, once in every two bi/n list
twice a year; binoculars - optical device with two lenses; bilateral - of or
involving two sides

bibliography - a list of books used as Greek book bibli/o list
sources; bibliomania - an extreme love of books; bibliophile - a person
who loves books

biography- a life story written by Greek life, living matter bio list
another person; biology - the science of life; biosphere - Earth's surface
inhabited by living things

blastula - an Greek cell, primitive, immature cell blast/o list
early stage of embryonic development; fibroblast - a cell that forms
connective tissue; blastoderm - the layer surrounding the inside of an
egg

bursar- an administrative officer in Latin pouch, purse burs list
charge of funds; bursary- the treasury of a college or monastery;
disburse- to expend especially from a public fund

calcite; calcium- the flame of acetylene gas Latin stone calc list
generated by reaction of calcium carbide with water; calcification-
impregnation with calcareous matter

candid- free from bias, prejudice, Latinglowing, iridescent cand list
or malice; candle- something that gives light; incandescent- white,
glowing, or luminous with intense heat

intercept - to stop or Latin take, hold capt, cept, ceive list
‘interrupt

perceive - to take notice of something; captivating - taking hold of

cardiac - relating to the heart; Greek heart cardi/o list
cardiogenic - resulting from heart disease; cardiologist - a heart doctor

carnivorous - flesh-eating; carnal - Latin flesh, meat carn/i list
pertaining to the body or flesh; incarnate - given bodily form

down, against cata list

‘completely, intensive

cataclysm - a flood or other disaster, catalog - a Greek according to
complete listing; catastrophe - turning for the worst, a substantial
disaster

‘caust list

Latin to burn caut

Greek

cauterize - to burn with a hot instrument; caustic - capable of burning or eating away; holocaust - total devastation, especially by fire

‘cede list

‘ceed

Latin go, yield cess

exceed - to go beyond the limits; recede - to go back; accessible - easily entered, approached, or obtained

accelerate - to increase the speed of; Latin fast celer list
decelerate - to reduce the speed of

centennial- the 100th Latin hundred, hundredth cent/i list
anniversary; centimeter - 1/100 of a meter; century - 100 years

egocentric - self-centered; Greek center centr/o/i list
eccentric - not having a common center, not according to norm;
centrifugal - moving outward from a center

encephalitis - inflammation of the brain; Greek head cephal/o list
cephalic - pertaining to the head; cephalopod - marine mollusks like octopus and squid who have tentacles growing from their head

cerebral - pertaining to the brain; Latin brain cerebr/o list
cerebrate - to use the brain; cerebrospinal - pertaining to the brain and the spinal cord

ascertain- to find out something with certainty; Latin sure cert list
certain - being absolutely sure; certify - to state that something is true

Greek color, pigment chrom/o chromat/o, chros list
achromatic - without color; chromium - a blue-white metallic
chemical element, chromatics - the study of color

chronic - lasting for a long time; Greek time chron/o list
chronological - arranging events in time order, synchronize - happening at the same time

chrysanthemum and helichrysum - Greek gold, yellow chrys/o list
golden/yellow flowers; chrysolite - a yellowish gem

homicide - murder; incisor - a Latin cut, kill cide, cise list
sharp tooth for cutting food; insecticide - a chemical used to kill insects

◁circum list

circumnavigate - to sail around; Latin around, about circle
circumscribe - to draw around; circumspect - looking around

clamor - to shout and make Latin shout, speak out claim, clam list
noise; exclaim - to cry out loudly and suddenly; proclamation -
something announced officially in public

clarification - an explanation; clarify - to make Latin clear clar list
something clear; declare - to state something clearly

conclusion - the end or last part; Latin close clud, clus list
exclusion - shutting out, rejecting; seclude - to keep away from; to
isolate

inclination - a leaning toward; incline - a Latin lean cline list
surface that slopes or leans; recline - to lean back and relax

coauthor - writer who Latin with, together, joint co list
collaborates with another author; coeducation - educating males and
females together; cohousing - planning your neighborhood in an
intentional neighborly fashion

Collaborate - to work together; Latin together, jointly col list
collision - smashing together; colloquial - words formed by everyday
interaction

commemorate - to memorize Latin together, common com list
together; composition - an arrangement or putting together of parts;
commune - living together while owning things in common

cognition - process of acquiring knowledge; Latin knowcogn/i list
incognito - disguised so no one knows you; recognize - to discover that
one knows

concur - to agree with someone; Latin with, jointly con list
contemporary - of the same time period as others; convention - a
gathering of people with a common interest

contradict to argue against, Latin against, opposite contra/o list
Contraflow, contraception, contrary not in agreement, controversy
disagreement

corporation - a company recognized by Latin body corp/o list
law as a single body; corpse - a dead body; corporal - pertaining to the
body

cosmonaut - a Russian astronaut; Greek universe cosm/o list
cosmos - the universe; microcosm - a miniature universe

counteract - to opposite, contrary, opposing counter list
oppose the effects of an action; countermand - to cancel a previous
order; counteroffensive - attack against an attack

craniology - the study of skull characteristics; Greek skullcranio list
cranium - skull of vertebrates; cranial - pertaining to the skull

credence - belief that something is true Latin believe cred list
or valid; credulous - believing things too easily, gullible; incredible -
unbelievable

crucial-characteristic of or having the form of a Latin cross cruc list
cross ; crucifix- the cross itself as a Christian emblem; excruciating- so
intense as to cause great pain or anguish

cryptic - of hidden meaning; Greek hidden, secret crypto list
cryptography - science of secret codes; encrypt - encode into secret code

accumulate - to gather or pile up; Latin mass, heapcumul list
cumulative - gradually building up

concurrent- running parallel; current- Latin run curr, curs list
flowing easily and smoothly; cursive- having a flowing, easy, impromptu
character

bicycle - a vehicle with two wheels; cycle Greek circle, ring cycl list
- a sequence that is repeated; cyclone - a storm with circling winds

decelerate - to slow Latin reduce, away, down, remove de list
down, reduce speed; dethrone - to remove from power; debug - to
remove bugs

◁dec/a list

decade - 10 years; decathlon - athletic contest that Greek ten deka
includes 10 disciplines in which each participant competes; December -
formerly the 10th month of the Roman calendar

deciliter - a tenth of a liter; decimate - Latin one tenth deci list
reduce dramatically; decibel - one tenth of the sound volume unit bel

democracy - government of the Greek people dem/o list
people; demographic - the study of people; epidemic - spreading among
people in a region

demitasse - a small cup of coffee; Latin half, less than demi list
demimonde - someone of little respected life style

philodendron - a climbing plant that Greek tree dendr/o/i list
grows on trees; dendrochronology - dating events by studying growth
rings in trees; dendriform - in the shape of a tree

dental - relating to teeth; dentist - a Latin tooth dent, dont list
doctor for the teeth; dentures - a set of false teeth

dermatologist - a doctor for the skin; Greek skin derm/a list
pachyderm - a class of animals with very thick skin (elephant,
rhinoceros); dermatitis - inflammation of the skin

dichromatic - displaying two colors; Greek two, twice di/plo list
diploma - a certificate, literally "a letter folded double"; dilemma - a
.situation that requires a choice between two alternatives

◁apart, away di/s list

digression - a departure from the main issue, subject; disappear - to move out of sight; dissect - to cut apart
Latin not, to the opposite
.piece by piece

through, between dia list

diabetes - disease characterized by excessive thirst and discharge of urine; diagnosis - understanding a condition by going through a detailed review of symptoms; dialog - conversation
Greek apart, across
.between two people

contradict - to express the opposite of; prediction - a statement foretelling the future; dictate - to speak out
Latin speak dict list
.loud for another person to write down

dominate - to be the master of; domineering - excessively controlling; predominate - to have more power than others
Latin master domin list

donation - a contribution or gift; donor - someone who gives something; pardon - to give forgiveness for an offense
Latin give don/at list

conduct - to lead musicians in playing music; educate - to lead to knowledge; deduction - a subtraction of an amount
Latin lead duc/t list

duplicate - make an identical copy; duet - a musical composition for two voices or instruments; duo - a pair
Latin two, twice du/o list
.normally thought of as being together

durable - having the quality of lasting; duration - the length of time something lasts; enduring - able to last
Latin harden, to last, lasting dur list

dynamo - a generator of energy; dynamic - having physical energy/power; dynamite - a powerful explosive
Greek power, energy, strength dyn/a/am list

English Tenses and Uses

Present Simple Tense

"A The present simple is used for established facts and things in general.

".banana is never quite straight

".Malaysia exports rubber"

"The President gets It is also used for habitual activities or routines.

".up at five and starts work at seven

The simple tenses are generally used with verbs of perception: sound, seem, appear, smell, taste, look and feel (note, however, that look and .(feel can also be used with the continuous tenses

Going to Fiji sounds just great because the beaches appear less "

".crowded and the prices seem quite reasonable

This French bread smells quite fresh, tastes delicious, feels very soft and "

".looks just great

COMPARE: "I am not feeling very well today" and "You are looking wonderful in that new dress, my dear, but what happened to the "¿curtains

The present simple is used with hear, and with see (except when it "!"I hear footsteps. Quick, someone's coming means "to meet").

".I see you don't understand what I mean"

".COMPARE: "She is seeing the dentist tomorrow

The simple tenses are always used with so called state (or stative) verbs, such as: agree, approve of, believe, belong to, consider (hold an opinion), consist of, contain, cost, depend, disagree, gather (understand), hate, have (own), know, like, loathe, love, mean, own, need, possess, prefer, realize, regret, remember, resemble, suppose,

"Some people think (hold an opinion), understand, want, wish, etc.
".believe in UFOs, but I think they're misguided

".Henry regrets what he did and wishes to make amends"

Although, of course, I don't normally approve of gossip, I do like her " new autobiography. It contains a number of shocking revelations about "the world of showbiz

The present simple is usually used with so called performative verbs (i.e. utterances that actually constitute an action), such as: accept, acknowledge, admit, advise, apologize, assume, deny, guarantee, hope, "He inform, predict, promise, recommend, suggest, warn, etc. admits he made a big mistake, acknowledges full responsibility, accepts the consequences, apologizes from the bottom of his heart and ".promises not to do it again

"His ship sails at It is used for schedules drawn up by others.
".dawn

".The next train leaves at half-past six"

"A man It is often employed when telling jokes or funny stories. wanders into a restaurant and says he can eat a horse. The waiter tells ".him he's come to the wrong place

The present simple is favored by live sports commentators for word "Federer economy and to convey a sense of excitement and directness. ".leads four games to one in the first set

".The crowd roars as Tyson takes a huge bite out of Holyfield's ear"

The present simple is also preferred in newspaper headlines for ""Iraq Invades Kuwait succinctness where space is at a premium.

"Man Steals Clock, Faces Time"

"Fake Cardiologist Breaks Woman's Heart"

Present Continuous Tense

The present continuous is used for temporary actions or events going on

"The electrician is mending a at or around the time of speaking.

".fuse

".It's snowing"

".In London John is staying at the Savoy"

It is used for self-made schedules, generally for the not too distant

".Lucia's leaving for Milan after lunch future.

".Dan and Crystal are getting married in June"

"He's studying hard to It is also used for longer-term enterprises.

".become a doctor

".Mitt Romney's running for President"

Used with adverbs of (high) frequency to express disapproval of annoying

".He is always complaining habits.

".She's forever losing her keys"

The present continuous also used to set the scene for jokes or funny

"This guy is sitting all by himself in stories told in the present simple.

a bar looking pretty inebriated, so the barman refuses to serve him

".another drink

The present continuous of to be is used to react to behavior perceived as

"He really is being stupid" (meaning this uncharacteristic for someone.

.(person is normally more sensible

.(COMPARE: "He really is stupid" (meaning he is stupid all the time

The present continuous must be used with have when it is an action

"She is having another baby / filet steak for dinner / a shower / a verb.

".heart attack / etc

Remember that so called state verbs cannot be used in continuous tense

".She is having has a lot of money forms.

"She is knowing knows how to fly a plane"

".He is preferring prefers coffee to tea"

Present Perfect Tense

The present perfect is used to emphasize the results in the present of a

"Someone has eaten my recently completed past activity.
sandwiches (which explains why the plate is empty and I'll have to go
".(hungry

It is used to emphasize the results in the present of a recent event.

".("I've lost my passport (hence I can't leave the country

American English prefers the simple past tense to convey personal news.

It thereby loses the subtlety of British English to clearly distinguish

"I lost my passport." between recent and not so recent events.

(?(Today? Last week? Last year

It is used for breaking news headlines or when wishing to emphasize
that something has occurred rather than exactly when it occurred.

". "Two lions have escaped from Chessington Zoo

"Powerful tornadoes have hit Mississippi, Louisiana and Arkansas"

"Samantha has The present perfect is used with already, just and yet.

already left, but Cindy has just arrived, so I guess the party hasn't

".finished yet

Note that American English often uses the simple past tense with

"Samantha already left, but Cindy just arrived, already, just and yet.

".so I guess the party didn't finish yet

It is used to refer to a person's entire life experience since they were

"Dan has traveled a great deal, but he has never been to born.

".Greenland

It is used with ever to question a person's entire life experience of

"?"Have you ever seen a straight banana something in particular.

"?Has Chuck ever done an honest day's work in his life"

American English, on the other hand, prefers the simple past tense with
"?Did you ever see a straight banana ever.

"?Did Chuck ever do an honest day's work in his life"

The present perfect is also used to quantify something done or progress
".Harry has driven 200 miles since breakfast made so far.

".Meg has saved \$8,000 toward her new BMW"

Present Perfect Continuous Tense

Used to emphasize activities that were in progress right up to or shortly before the time of speaking and so have a direct influence on the current situation.
"She has been using a computer all day (so her eyes
".(are now bloodshot

Someone has been eating my sandwiches (so half of them are "
".(missing

Used with for or since to say how long an ongoing or continuing activity
".Harry has been driving for three hours has been in progress.

".Meg has been saving for her BMW since last summer"

In many other cases the present perfect continuous can be exchanged for the present perfect simple, although when the latter is chosen one tends to feel that change might be in the offing.
"I've been living here
".(for ten years (in other words, I feel almost like a native

I have lived here for ten years (so perhaps it's about time I moved on to "
".(pastures greener

Remember that so called state verbs cannot be used in continuous tense
".I have been knowing known Samantha for 19 years forms.

Past Simple Tense

The past simple is used for activities or events completed at a specific time in the past (which is either understood or indicated by a time expression).
".Manchester United thrashed Chelsea 4:1 expression).

".The ice sculptures attracted many visitors"

".Most of the bars closed at midnight"

It is used for two or more completed past activities or events that occurred in sequence rather than in parallel.
"I went into town at ten, booked my summer holiday at the travel agent's, ate lunch at Pizza Hut, saw the new Bond film at the Odeon cinema, did my shopping for the weekend and arrived home in time for tea at four

The past simple corresponds to the foreground in a painting. It is used for the action in a story for which the past continuous sets the scene.

"The rock group were performing when the earthquake struck.

".Nobody noticed

It is used with adverbs of frequency to talk about repeated actions or events in the past; would and used to are also used to talk about past habits and routines.
"Former British Prime Minister Margaret Thatcher often slept only four hours a night. She would go to bed at one in the morning and get up at five to read the morning papers. The first thing she used to check was what they were saying about her

It is used with verbs of perception: sound, seem, appear, smell, taste, look and feel (note that look and feel can also be used with the

"The bread smelt fresh, tasted delicious, felt continuous tenses).

".very soft and looked just great

COMPARE: "Max wasn't feeling at all well today. He really was looking

".under the weather

The simple tenses are always used for so called state verbs such as agree, approve of, believe, belong to, consider (hold an opinion), consist, contain, cost, depend, disagree, gather (understand), hate, have (own), know, like, loathe, love, mean, own, need, possess, prefer, realize, regret, remember, resemble, suppose, think (hold an opinion),

"The minister was agreeing agreed to understand, want, wish, etc.
resign even though he wasn't thinking didn't think he was needing
".needed to

The past simple is usually preferred with so called performative verbs
(i.e. utterances which actually constitute an action) such as: accept,
acknowledge, admit, advise, apologize, assume, bet, deny, guarantee,
hope, inform, predict, promise, recommend, suggest, warn, etc.

"Although the rich oil sheik promised (was promising) the
Hollywood actress one million dollars in cash, a brand new Mercedes,
".and a house in Palm Beach, her lawyer advised her not to marry him

Past Continuous Tense

The past continuous corresponds to the background in a painting. It sets
"I was leaning the scene for all the action reported in the past simple.
back in my armchair staring up at the night sky. The moon was beaming
brightly. All the stars were twinkling. Then it came to me: I would have
".to get the roof fixed

It is used for temporary actions or events that were going on at or
around a particular time in the past when something of shorter duration
"While I was waiting for the ferry I ate lunch in a sushi bar. occurred.
".While I was wolfing down my sushi, a small piece of fish started moving

It is also used for two activities of similar duration that were going on in
"I was washing the car while my wife was cleaning the parallel.
".house

Remember that so called state verbs cannot be used in continuous tense
".I was knowing knew Samantha very well forms.

Past Perfect Tense

This tense is used to talk about the pre-past, i.e. activities or events
completed before (but relevant to) subsequent activities or events
"I had just prepared a candlelight dinner referred to in the past simple.
".for two when the Jehovah's Witnesses called

Rosalind, who was now quite breathless, had climbed ten flights of " ".stair

Mandy had studied Finnish for 3 years before she emigrated to " ".Finland

If, however, the second action is a direct result of the first, then the past "When the artist had finally appeared on stage, simple is used for both. ".everyone applauded

The past perfect tense is used to report on past intentions that were "The boss had hoped to slip off to the golf sadly never realized. course for the rest of the afternoon but head office wanted to speak to ".him about disappointing sales figures

Past Perfect Continuous Tense

The past perfect continuous is used to report on an activity of interest or direct relevance that was still in progress up until or immediately prior to "When the chemistry teacher a subsequent event in the past. returned to the lab, he sniffed and stopped smiling. Someone had been ".making a stink bomb

Police arrested the chief executive whose chain of restaurants had been " ".cooking the books

Remember that so called state verbs cannot be used in continuous tense "In 1994 I had already been knowing known Samantha for forms. ".10 years

Future Simple Tense

WILL: used to express pure futurity

"The sun will rise tomorrow i.e. without any element of willpower).) ".morning

WILL: used when making predictions based upon one's knowledge of a ". "Linda will help you, I'm sure person's character.

WILL: used for plain, informal requests, as well as orders given to

"?Darling, will you post this letter for me subordinates.

"?Sally, will you show Mr. Anderson to the accounts department, please"

WILL: used with emphasis to express irritation over the bad habits of

"My husband will always invite his friends round for a drink others.

"!just as I'm trying to put the kids to bed

WILL/SHALL: used for spontaneous offers or plans made at the time of

"If you do decide to buy this car speaking, or to agree to something.

".model, sir, we'll include this sophisticated satellite navigation system

".Okay, I'll talk to my bank manager about a loan"

"Don't worry, I won't / shan't tell a WILL/SHALL: used for promises.

"!soul

SHALL: sometimes used instead of WILL in the first person singular and

plural in more formal style to express futurity, especially in cases where

". "I shall (will) be late this evening the element of willpower is involved.

We shan't (won't) go that nightclub anymore; their prices are "

".exorbitant

"!We shall overcome"

"!I shall succeed"

SHALL: used when seeking others' approval of offers or suggestions.

"?"Shall I buy you a watch for your birthday

"?"Shall we all go out to dinner"

"Which restaurant shall we SHALL: used to elicit more information.

"?"go to

GOING TO: used to talk about plans already made before the time of

"I'm going to buy a new digital camera. My old one doesn't speaking.

".seem to produce sharp enough pictures

GOING TO: used when forecasting what is likely or inevitable because all
"Look over there. That crazy driver's lost the signs are there.
"!control. He's going to crash

".I feel awful after that raw fish. I think I'm going to throw up"

PRESENT CONTINUOUS: often used instead of GOING TO for self-made
plans and voluntary schedules, especially for the not too distant future.

". "We're having a party on Friday night

She's leaving home right after breakfast and driving all the way up to "

".Tallahassee in her grandma's old car

PRESENT CONTINUOUS: usually preferred to the GOING TO future with

"He is going to go to New York after he leaves GO and COME.

".Washington

".The Smiths are going to come coming home from Canada next spring"

"He flies to PRESENT SIMPLE: used for schedules decided by others.

".Cairo on business at noon tomorrow

How to Write an Essay

Essays are common in elementary, middle, high school and college, and
you may even need to write essays in the business world (although they
are usually called "reports" at that point). An essay is defined as "a short
piece of writing that expresses information as well as the writer's

".opinion

Writing

For some, writing an essay is as simple as sitting down at their computer
and beginning to type, but a lot more planning goes into writing an essay
successfully. If you have never written an essay before, or if you struggle
with writing and want to improve your skills, it is a good idea to go
.through several steps in the essay writing process

:For example, to write an essay, you should generally

Decide what kind of essay to write

Brainstorm your topic

Do research

Develop a thesis

Outline your essay

Write your essay

Edit your writing to check spelling and grammar

While this sounds like a lot of steps to write a simple essay, if you follow them you will be able to write more successful, clear and cohesive ..essays

Kinds of Essays

The first step to writing an essay is to decide what kind of essay to write.

:There are several main structures into which essays can be grouped

Narrative Essays: Tell a story or impart information about your subject in .a straightforward, orderly manner

Descriptive Essays: Focus on the details of what is going on. For example, if you want to write a descriptive essay about your trip to the park, you would give great detail about what you experienced: how the grass felt beneath your feet, what the park benches looked like, and anything else .the reader would need to feel as if he were there

.Persuasive Essay: Convince the reader of some point of view

.Comparative Essay: Compare two or more different things

Expository Essay: Explain to the reader how to do a given process. You could, for example, write an expository essay with step-by-step .instructions on how to make a peanut butter sandwich

Knowing what kind of essay you are trying to write can help you decide .on a topic and structure your essay in the best way possible

Brainstorming

You cannot write an essay unless you have an idea of what to write about. Brainstorming is the process in which you come up with the essay .topic. You need to simply sit and think of ideas during this phase

Write down everything that comes to mind as you can always narrow .those topics down later

You could also use clustering or mind mapping to brainstorm and come up with an essay idea. This involves writing your topic or idea in the center of the paper and creating bubbles (clouds or clusters) of related ideas around it. This can be a great way to develop a topic more deeply .and to recognize connections between various facets of your topic

Once you have a list of possible topics, it's time to choose the best one that will answer the question posed for your essay. You want to choose .a topic that is neither too broad nor too narrow

If you are given an assignment to write a one page essay, it would be far too much to write about "the history of the US" since that could fill .entire books

Instead, you could write about a very specific event within the history of the United States: perhaps signing the Declaration of Independence or .when Columbus discovered the U.S

Choose the best topic from among them and begin moving forward on .writing your essay

Research

Once you have done your brainstorming and chosen your topic, you may need to do some research to write a good essay. Go to the library or look on the Internet for information about your topic. Interview people who might be experts in the subject. Keep your research organized so it will be easy for you to refer back to, and easy for you to cite your .sources when writing your final essay

Developing a Thesis

Your thesis is the main point of your essay. It is essentially one sentence that says what the essay is about. For example, your thesis might be "Dogs are descended from wolves." You can then use this as the basic premise to write your entire essay, and all of the different points throughout need to lead back to this one main thesis. The thesis will .usually be used in your introductory paragraph

The thesis should be broad enough that you have enough to say about it, .but not so broad that you can't be thorough

Outlining Your Essay

The next step is to outline what you are going to write about. This means you want to essentially draw the skeleton of your paper. Writing an

outline can help to ensure your paper is logical, well organized and flows properly

Start by writing the thesis at the top and then write a topic sentence for each paragraph below. This means you should know exactly what each of your paragraphs are going to be about before you write them

Don't jumble too many ideas in each paragraph or the reader may become confused

You also want to ensure you have transitions between paragraphs so the reader understands how the paper flows from one idea to the next

Fill in facts from your research under each paragraph which you want to write about when you write the essay. Make sure each paragraph ties back in to your thesis and creates a cohesive, understandable essay

Write and Edit

Once you have an outline, its time to start writing. Write from the outline itself, fleshing out your basic skeleton to create a whole, cohesive and clear essay

You will want to edit and re-read your essay, checking to make sure it sounds exactly the way you want it to. You want to

.Revise for clarity, consistency and structure

Make sure everything flows together

.Support your thesis adequately with the information in your paragraphs

Make sure you have a strong introduction and conclusion so the reader comes away knowing exactly what your paper was about

.Revise for technical errors

Check for grammar problems, punctuation and spelling errors. You cannot always count on spell check to recognize every spelling error as sometimes you can spell a word incorrectly but your misspelling will also be a word, such as spelling from as form

A lot goes in to writing a successful essay; fortunately, these tips for writing essays can help you along the way and get you on the path to a well-written essay

NUMBERS IN ENGLISH

The cardinal numbers (one, two, three, etc.) are adjectives referring to quantity, and the ordinal numbers (first, second, third, etc.) refer to distribution

Ordinal	Cardinal	Number
first	one	1
second	two	2
third	three	3
fourth	four	4
fifth	five	5
sixth	six	6
seventh	seven	7
eighth	eight	8
ninth	nine	9

tenth	ten	10
eleventh	eleven	11
twelfth	twelve	12
thirteenth	thirteen	13
fourteenth	fourteen	14
fifteenth	fifteen	15
sixteenth	sixteen	16
seventeenth	seventeen	17
eighteenth	eighteen	18
nineteenth	nineteen	19
twentieth	twenty	20
twenty-first	twenty-one	21
twenty-second	twenty-two	22
twenty-third	twenty-three	23
twenty-fourth	twenty-four	24
twenty-fifth	twenty-five	25
twenty-sixth	twenty-six	26
twenty-seventh	twenty-seven	27
twenty-eighth	twenty-eight	28
twenty-ninth	twenty-nine	29
thirtieth	thirty	30
thirty-first	thirty-one	31
fortieth	forty	40

fiftieth fifty 50

sixtieth sixty 60

seventieth seventy 70

eightieth eighty 80

ninetieth ninety 90

hundredth one hundred 100

five hundredth five hundred 500

thousandth one thousand 1,000

one thousand one thousand five hundred, or fifteen hundred 1,500
five hundredth

hundred thousandth one hundred thousand 100,000

millionth one million 1,000,000

EXAMPLES

.There are twenty-five people in the room

.He was the fourteenth person to win the award

.Six hundred thousand people were left homeless after the earthquake

.I must have asked you twenty times to be quiet

.He went to Israel for the third time this year

READING DECIMALS

Read decimals aloud in English by pronouncing the decimal point as
."point", then read each digit individually. Money is not read this way

Said Written

point five 0.5

point two five 0.25

0.73

point seven three

0.05

point zero five

0.6529

point six five two nine

2.95

two point nine five

READING FRACTIONS

Read fractions using the cardinal number for the numerator and the ordinal number for the denominator, making the ordinal number plural if the numerator is larger than 1. This applies to all numbers except for the number 2, which is read "half" when it is the denominator, and ".halves" if there is more than one

Said Written

one third 3/1

three fourths 4/3

five sixths 6/5

one half 2/1

three halves 2/3

PRONOUNCING PERCENTAGES

Percentages are easy to read aloud in English. Just say the number and ".then add the word "percent

Pronounced Written

five percent %5

twenty-five percent %25

thirty-six point two five percent %36.25

one hundred percent %100

four hundred percent %400

READING SUMS OF MONEY

To read a sum of money, first read the whole number, then add the currency name. If there is a decimal, follow with the decimal pronounced as a whole number, and if coinage has a name in the currency, add that word at the end. Note that normal decimals are not .read in this way. These rules only apply to currency

Spoken Written

twenty-five dollars \$25

fifty-two euros €52

one hundred and forty pounds £140

forty-three dollars and twenty-five cents (shortened to 43.25\$
("forty-three twenty-five" in everyday speech

twelve euros sixty-six 12.66€

ten pounds fifty 10.50€

PRONOUNCING MEASUREMENTS

Just read out the number, followed by the unit of measurement, which .will often be abbreviated in the written form

Spoken Written

sixty meters m60

twenty-five kilometers per hour km/h25

eleven feet ft11

two liters L2

three tablespoons tbsp3

one teaspoon tsp1

PRONOUNCING YEARS

Years that have just three digits can be read as a three digit number, or as a one digit number followed by a two-digit number. Years that are a two digit number are read as a whole number. You can precede any year by the words "the year" to make your meaning clear, and this is common for two and three digit years. Years before the year 0 are followed by BC, pronounced as two letters of the alphabet

.Interestingly, these rules apply to reading street addresses as well

Spoken Written

twenty fourteen or two thousand fourteen 2014

two thousand eight 2008

two thousand 2000

nineteen forty-four 1944

nineteen o eight 1908

nineteen hundred 1900

sixteen hundred 1600

twelve fifty-six 1256

ten o six 1006

eight hundred sixty-six or eight sixty-six 866

twenty-five 25

three thousand BC BC 3000

thirty two fifty BC BC 3250

HOW TO SAY 0

There are several ways to pronounce the number 0, used in different contexts. Unfortunately, usage varies between different English-speaking countries. These pronunciations apply to American English

Usage Pronunciation

Used to read the number by itself, in reading decimals, zero percentages, and phone numbers, and in some fixed expressions

Used to read years, addresses, times and o (the letter name) temperatures

Used to report sports scores nil

Not used in the USA nought

EXAMPLES

Said Written

Three point zero four plus two point zero two makes 5.06=2.02+3.04
.five point zero six

.There is a zero percent chance of rain There is a 0% chance of rain.

The temperature is twenty degrees below zero The temperature is -20°C.

You can reach me at zero one seven one, three nine zero, one zero six two You can reach me at 0171 390 1062.

I live at forty-six o four Smith Street I live at 4604 Smith Street.

.He became king in fourteen o nine He became king in 1409.

.I waited until four o five I waited until 4:05.

.The score was four nil The score was 4-0.