

Zusammenfassung - English

27 February 2015 09:58

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Study: 2. Semester, Bachelor in Business and Computer Science

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Summary

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1. Intro/lead-in
2. Main idea
3. supporting details
 - a. detail
 - b. detail
 - c. detail
4. Implication -> Overall meaning -> final closing sentence

Write Letter

12 March 2015 11:55

How to write the body

Assertion -> Annahme

Evidence -> Beweis

Implication -> Folgerung

Date	6 March 2015
Salutation	Dear Tony
Address	Mr. // Ms.

Don't repeat word, use synonyms

Write concise sentences, don't be too wordy

Use correct register, business -> formal

Organise well and keep it interesting

Don't be too formal

Relative Pronouns/ Clauses

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Woman -> She/ her/s

Boy -> He/him/his

Cat -> It/Its

He -> who

Him -> whom

example:

The man whom I met in Chicago was from Bern.

or

The man who I met in Chicago was from Bern.

Depends on the splitted sentence:

The man was from Bern.

I met him in Chicago.

I met a man in Chicago

He was from Bern.

If you use a preposition in front of a sentence, whom makes more sense.

Conjunctions refer to a sentence instead of specific object (person, place, time).

Writing

08 May 2015 08:23

- Layout
 - Date
 - Salutation
 - Closing
 - Addresses
 - Paragraphing
 - 1 Idea for each
 - Heading
- Content
 - Introduction
 - Focus on Subject
 - Point out a problem
 - Explain why you are writing
 - Logical Ordering
 - Main Body
 - Arguments
 - Facts/Statistics
 - Write Paragraphs to structure content
 - Examples
 - End
 - Future Leading
 - Conclusion
 - Recommendation
- Language
 - Keep it simple/ concise
 - Know your audience
 - Pay attention to register (writing style)
 - Formally or not
 - Avoid contractions
 - ain't

Other Basic Rules

Capitalisation

- Proper nouns (f.g. country names)
- pronoun (I)
- First letter of sentence

Punctuation

- Before a main clause
 - Yesterday, all my troubles seemed so far away

Comma

22 May 2015 09:05

- If ..., then
- Last week before I started teaching, I met a colleague in a meeting
- No comma before that -> defining clause
- Defining and undefining clause.