Summary

27 February 2015 09:58

1. Intro/lead-in
2. Main idea
3. supporting details
   a. detail
   b. detail
   c. detail
4. Implication -> Overall meaning -> final closing sentence
How to write the body
Assertion -> Annahme
Evidence -> Beweis
Implication -> Folgerung

<table>
<thead>
<tr>
<th>Date</th>
<th>6 March 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>Dear Tony</td>
</tr>
<tr>
<td>Address</td>
<td>Mr. // Ms.</td>
</tr>
</tbody>
</table>

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

27 March 2015    09:38

Woman -> She/ her/s
Boy -> He/him/his
Cat -> It/Its

He -> who
Him -> whom

eample:
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).
• 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
  ○ Local 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 (e.g. country names)
  • Pronoun (I)
  • First letter of sentence

Punctuation
  • Before a main clause
    ▪ Yesterday, all my troubles seemed so far away
• 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.