



Mr. Motarjem

Translation and English Learning
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Introduction to Academic Writing

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Translated over 6,000,000 words and 5 books

Over 12 years of experience

Today's Talk

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**Basic Sentence
structure in English**

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Basic Sentence Structure in English

Just two or three badly constructed sentences may
be enough for the reader to dismiss your work.



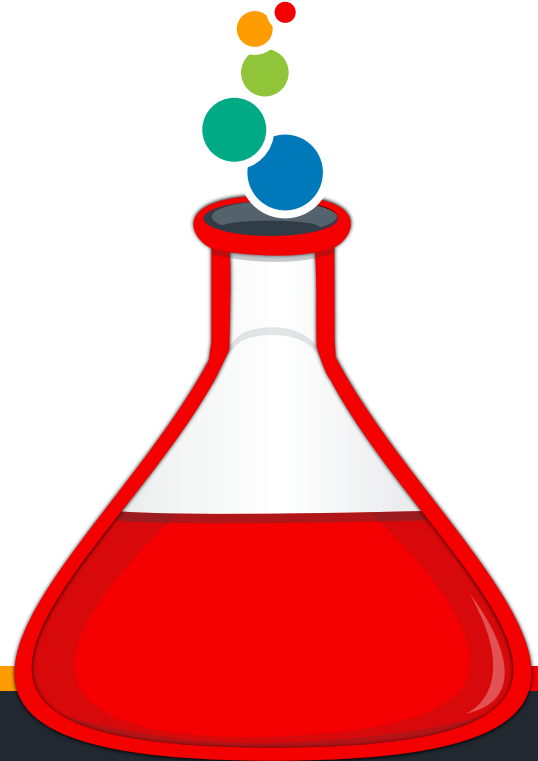
The CEO sent his resignation
letter to the board.



The basic sentence in English



- ✓ Subject
- ✓ Verb
- ✓ Direct object
- ✓ Indirect object
- ✓ ...





Keep the subject, verb,
direct object and indirect
object as close to each
other as possible.



The basic sentence in English



- ✓ Last week, the CEO sent his resignation letter to the Board.
- ✓ The CEO sent his resignation letter to the Board for the second time.
- ✓ The CEO last week sent his resignation letter to the Board.
- ✓ Before his contract expired, the CEO sent to the Board his resignation letter.



Choose the most relevant subject and put it at the beginning of the sentence. Shift 'no value added' phrases to later on in the sentence.

.....

The basic sentence in English




- ✓ Particularly interesting for researchers in economics is the new feature, named X, for calculating GDP.
- ✓ Economics now has a new feature, named X, for calculating GDP.
- ✓ GDP can now be calculated with a new feature, named X, which is particularly interesting for economists.
- ✓ X is a new feature for calculating GDP. It is particularly interesting for economists.



Don't make the
impersonal 'it' the
subject of the sentence





It is probable that these problems are due to lack of oversight.

These problems could be due to lack of oversight.

It is possible to achieve the same outcome using a smaller device.

The same results can be achieved using a smaller device


It is required to implement safety measures when working in hazardous conditions.

Safety measures must be implemented when working in hazardous conditions.



Put the subject before
the verb





In the survey participated 100 employees of the company.

One hundred employees participated in the survey.

With one of the most basic DEA models deals this section.

This section deals with one of the most basic DEA models.



Keep the subject and
verb as close as
possible to each other



Keeping the Verb and Subject Close



- ✓ The present Research as” Design Business Agility Dynamic Model in manufacturing organization with dynamic systems approach "was performed.
- ✓ People with a high rate of intelligence, an unusual ability to solve problems, a passion for computers, along with good communication skills are generally employed by tech companies.



The Passive Voice: When and Why


In research manuscripts, the passive is often a
much better option than the active form.



When to use the passive voice



- ✓ To describe processes where the main interest is not in who or what carried out the actions
- ✓ To report what is commonly believed to be true.
- ✓ When it is unnecessary, difficult, or impossible to identify the originator of the action.
- ✓ When making general references to the literature or to what is happening in the world in general.
- ✓ To report formal decisions or to make announcements.



An example of this effect **is shown** in Figure 4.

Costs can be reduced since the components can be placed in arbitrary positions.

This project is mainly aimed at developing an alternative to the Internet.

We show an example of this effect in Figure 4.

Reductions in costs follow from the possibility to place the components in arbitrary positions

The main aim of this project is to develop an alternative to the Internet.



Measurements, Symbols, and Acronyms



Measurements, and symbols



- ✓ Abbreviations for measurements are not usually followed by a period (.) unless at the end of a sentence.
- ✓ Most abbreviations for measurements are all lower case.
- ✓ Do not use an abbreviation for a measurement without a number.
- ✓ When the measurement appears after the noun, then use of as the preposition (a width of 2 cm); if it appears before the noun use in (2 cm in width).

Measurements, and symbols



- ✓ If a number has to appear at the beginning of a sentence use the word (e.g. eleven) rather than the numeral (e.g. 11).
- ✓ When you use numbers from one to eleven within a written text, write them as words (e.g. nine) rather than numerals (e.g. 9).
- ✓ Do not mix words and digits to refer to the same number
- ✓ Do not mix words and digits within the same context.

Acronyms



- ✓ The first time you use an acronym, write the word out in full, followed by the acronym in brackets. Afterwards, just use the acronym.
- ✓ If an acronym refers to a countable entity it requires an article when used in the singular.
- ✓ The plural of an acronym is formed by adding an s.
- ✓ Do not put an apostrophe before the plural form.



Structuring and Writing Paragraphs

Make your writing easy to read and 100% clear for your readers
by being reader-oriented to give your writing maximum impact.



In good English
technical writing, the
author writes in such
a way that minimal
effort is required by
the reader.



The structure of a paragraph



- ✓ A topic sentence that tells the reader what the paragraph is about and in some way connects with the previous paragraph.
- ✓ From one to eight sentences in a logical sequence that develop the topic.
- ✓ A concluding sentence, possibly referring back to the first sentence or forward to the next paragraph.
- ✓ Links each sentence by moving from general concepts to increasingly more specific concepts

The structure of a paragraph



Canada is one of the best countries in the world to live in. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.



The structure of a paragraph



Review of previous studies indicates that other researchers also believe that Organizational agility composed of Environmental drivers affecting the agility, Agility enablers, Agility Capabilities and Agility results ,But none of them were not able explain the proportionate and appropriate organizational responses during exposure to various environmental drivers ,Thing that of this investigation it has been answered through dynamic simulation



Hedging

When you present subjective or unproven propositions, you should avoid sounding arrogant or 100% certain of what you state.



Hedging



- ✓ Although many authors have investigated how economic policies work, this is the first attempt to systematically analyze all national policies over a 50-year period.
- ✓ Our results demonstrate that students from affluent families exhibit superior performance and this is due to the fact that they receive more attention from their parents.



Paraphrasing and Plagiarism



Plagiarism and how to avoid it



- ✓ You can copy generic phrases
- ✓ If you use any of the parts of a text that are non-generic without any acknowledgement you are committing plagiarism.
- ✓ Rather than quoting directly, you can paraphrase a sentence using your own words. But you must still reference the original work.
- ✓ Never paraphrase technical words



How to paraphrase



- ✓ Use synonyms for non key words (esp. verbs, adverbs and adjectives)
- ✓ Change part of speech, for example: from noun to verb
- ✓ Change nouns and pronouns from singular to plural and vice versa
- ✓ Change verb form, for example: from –ing form to infinitive
- ✓ Reverse the order in which information is presented

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Thank You

For Your Attention