

# TECHNICAL WRITING

Prepared by: Ms. Precious R. Gallo

# Basic Grammar Review

# SUBJECT-VERB AGREEMENT

S singular+ V singular= Vs

S plural + V plural= V

The dog barks

The dogs bark

She loves pizza

They love pizza

- Noun in plural form but singular in meaning takes singular verb.

- Fractions attached to non-count nouns take singular verb; on the other hand, fractions attached to count nouns take plural verb.

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- Periods of time, measurements, rates, prices, and weights take singular verb.

- Collective nouns regarded as one unit or acting as one takes singular verb. Collective noun regarded as separate units or acting separately takes plural verb.

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- The committee  
(participates, participate) in  
various volunteer activities  
in their private lives.

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- Multiple subjects (other words or phrases) added to a singular subject do not make it plural.

Some + body

+one

+thing

No + body

+ one

Any + body

+one

Each

Every + body

one

- Indefinite pronouns like every, each, everyone, everybody, nobody, no one, anyone, anybody, someone, somebody take singular verb

- Indefinite pronouns like both, few, many, others, and several take plural verb.

- The pronouns all, any, more, most, none, and some require singular verbs if the noun they refer to is singular, and plural verbs if the noun is plural.

- Neither nor and either or follow the proximity rule, which means the verb must agree with the nearest subject.

- Some and all take singular verb if followed by a non-count noun and plural if followed by a count noun.

- As of today, **the number** of people killed in Russia-Ukraine war (is, are) more than 9,000.
- **A number** of Ukrainians (is, are) waiting at the borders of Poland.

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- Use singular verb for the number and plural verb for a number.

- If your sentence compounds a positive and a negative subject and one is plural, the other singular, the verb should agree with the positive subject.



PREPOSITION

- A preposition is a word that shows the relationship between a noun or pronoun and some other words in the sentence

SOME COMMONLY USED PREPOSITIONS

|         |         |        |         |            |
|---------|---------|--------|---------|------------|
| about   | before  | down   | of      | throughout |
| above   | behind  | during | off     | to         |
| across  | below   | except | on      | toward     |
| after   | beneath | for    | onto    | under      |
| against | beside  | from   | out     | underneath |
| along   | between | in     | outside | until      |
| among   | beyond  | inside | over    | up         |
| around  | but     | into   | past    | upon       |
| as      | by      | like   | since   | with       |
| at      | despite | near   | through | without    |

COMPOUND PREPOSITIONS

|              |                    |                |
|--------------|--------------------|----------------|
| according to | except for         | in response to |
| as well as   | in accordance with | in spite of    |
| because of   | in addition to     | inside of      |
| by means of  | in place of        | instead of     |
| by way of    | in relation to     | on account of  |

# Prepositions Indicating Time

- Use **on** before **days** of the **week**, before **months** followed by **the day**, or before the time indicating the **day**, **month**, and **year**.

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- **Lost Angelo's birthday is on November 1.**
  - **My brother was born on December 13, 2002.**

- Use **in** to indicate **year**,  
before **months** not followed  
by the **day**, or before the  
**month** and **year** without the  
**day**

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- The next presidential elections will be in 2022.
  - My grandparents migrated to USA in October 2020

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- Use **for** to refer to a period of time stating the number of hours, days, or weeks.

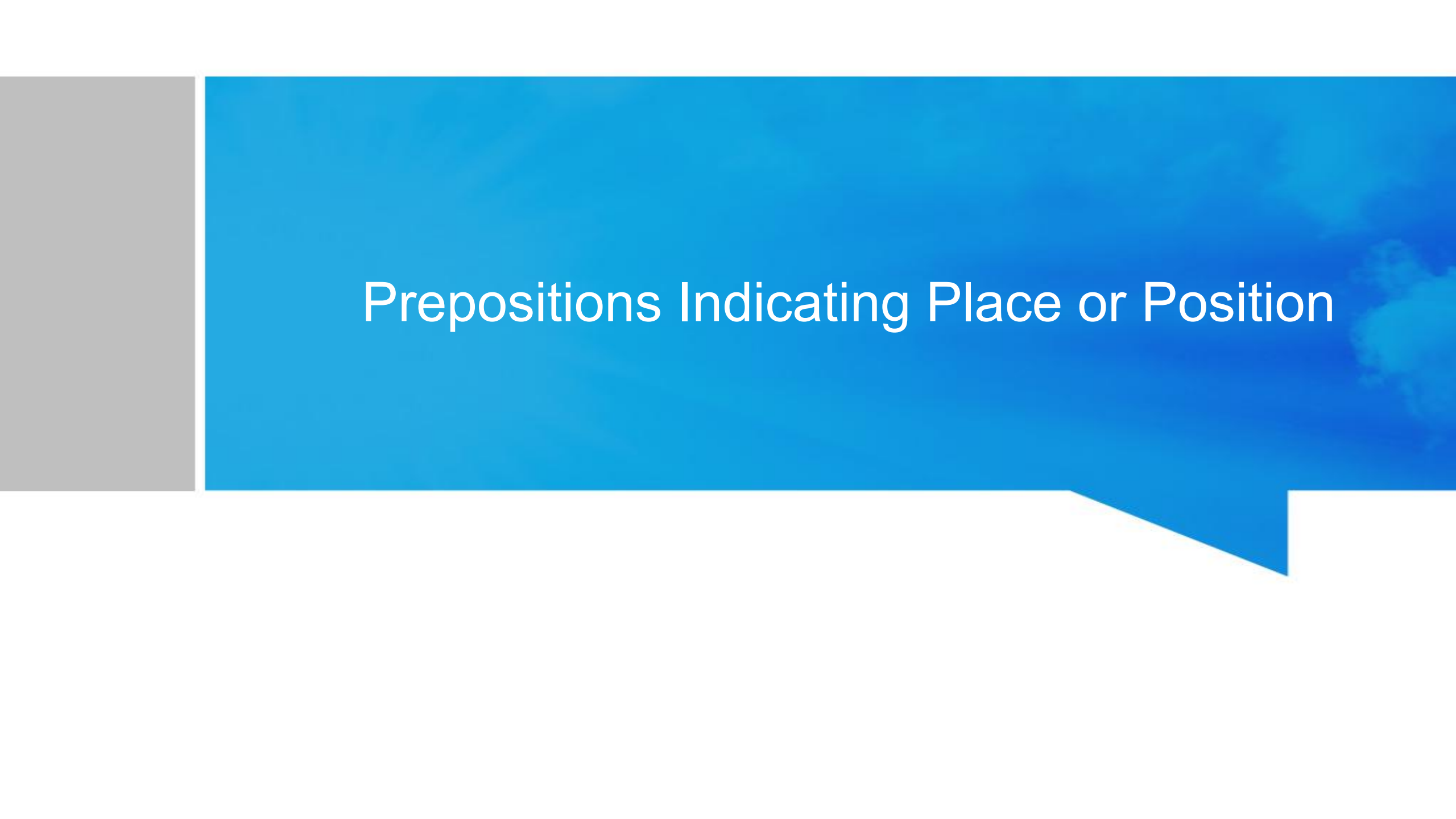
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- The engineering students waited **for** three hours.
  - After their course, Lost and Angelo went island hopping **for** two weeks.

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- Use **during** to refer to a period of time

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- **During** the first two months, Aejay's mother would go with him to school.
  - Angelo flies 4-6 hours everyday **during** the peak season of airlines.

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- Use **since** to refer to a period of time from the past to the present.

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- He has been that way **since** birth.
  - Lost Angelo left home four years ago and has **since** become a pilot.



# Prepositions Indicating Place or Position

- Use **between** when you speak of two persons, places, or things
- I stood **between** Athena and Aphrodite.

- Use **among** when you speak of three or more persons, places, or things.

Example:

- Please divide the chocolate cake equally **among** the students.

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- Use **on** in an address with only the name of the street.

Example:

- He lives **on** Orchard Road.

- Use **at** when the house number is specified in an address.

Example:

- He lives **at** 26 Orchard Road.

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- Use **at** when referring to places which indicate the general location.

Example:

- I will meet them **at** the airport.

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- Use **in** when the given location is more specific.

Example:

- I am now **in** the departure area of the airport.

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- Use **in** when something is already inside.

Example:

- The piece of gold is **in** my wallet.

- Use **into** when there is movement involved in the placement of something.

Example:

- Harry threw the crumpled piece of paper **into** the trash can.



REDUNDANCY

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- Redundancy is unnecessary repetition or stating the obvious. It occurs when we are writing and trying to sort through our own thoughts, so we say the same thing in various ways. So, it should be avoided when structuring a sentence.

| REDUNDANT WORDS / PHRASES / EXPRESSIONS       | CORRECT USAGE                             | REMEMBER                                                                                             |
|-----------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------|
| add up                                        | add                                       | “Up” is used redundantly here as it does not add to the meaning.                                     |
| advance planning / warning / reservations     | planningwarningreservation                | The mentioned actions only take place before a certain event occurs. Using “advance” is superfluous. |
| all-time record                               | record                                    | “Record” itself refers to the sum of past achievements or performances over “all time.”              |
| anonymous stranger                            | stranger                                  | An “anonymous” person is by definition a “stranger”.                                                 |
| ask a question                                | ask                                       | To “ask” means to pose “a question”.                                                                 |
| ATM machine                                   | ATM                                       | The full form of ATM is Automated Teller Machine.                                                    |
| basic necessities / fundamentals / essentials | necessities<br>fundamental<br>sessentials | “Necessities”, “fundamentals”, or “essentials” are by their nature “basic”.                          |
| brief moment / summary                        | moment summary                            | A “summary” or “moment” is by definition “brief”.                                                    |
| cameo appearance                              | cameo                                     | “Cameo” refers to the “appearance” of a distinguished actor as a small character in a play or film.  |
| circulate around                              | circulate                                 | “Circulate” means to move about freely through a                                                     |

- Grammar explains the forms and structure of words (morphology) and how they are arranged in sentences (syntax). In other words, grammar provides the rules for common use of both spoken and written language so we can more easily understand each other.

# Types of Sentence Structures

- **Simple sentence**
  - called an independent clause
  - subject and a verb
  - noun or pronoun is always used as the subject



- Examples:

The pilot worked all weekend.

The sun shines brightly.

They play football.



- **Compound Sentence**

- contains two independent
- joined by a coordinating conjunction



Examples:

I tried to speak Latin, and my friend tried to speak Spanish.

Aaron wants to be a pilot, but his mother wants him to be a doctor.



- **Complex sentence**

- independent clause + one or more dependent clauses

## Examples:

- The instructor hand back the essay after he noticed several errors.
- The students are nervous because they have a test later.



-Because he was late again, he would be docked a day's pay.

-While I am a passionate basketball fan, I prefer football.

- Before I start cooking dinner and after I finish work, I like to unwind by listening to music.
- While I was walking in the park, where the trees were swaying gently in the breeze, and as the sun was setting behind the hills, I suddenly remembered that I had left my keys at home.

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- Compound-Complex Sentence
    - at least two independent clauses
    - + at least one dependent clause.



Examples:

He completed his commercial pilot schooling, but he still needs to work on his trainings even though he finished his course last year.



With pizza and soda at hand, he studied the concept of aerodynamics for many hours, and he concluded that learning the motion of air is important because it teaches a pilot to efficiently control the aircraft.

- Because the soup was too cold, I warmed it in the microwave. Complex
- Kaci has a bountiful vegetable garden, so she is always outside when it is sunny. Compound- Complex