

Oral presentation	Poster presentation	Emails, conversations	Papers (conference, journal)	General format
<ul style="list-style-type: none"> ✓ Pictures with labels ✓ Plots with legend ✓ Equations ✓ Keywords of ideas X Sentences in slides 	<ul style="list-style-type: none"> ✓ Pictures with labels ✓ Plots with legend ✓ Equations ✓ Short sentences 	<ul style="list-style-type: none"> ✓ One unit of idea. ✓ 5-6 sentences X Long paragraphs 	<ul style="list-style-type: none"> ✓ Small units of ideas ✓ Arranged in standard formats ✓ Pictures, plots, tables X Laborious paragraphs 	<ul style="list-style-type: none"> ✓ Establish the context ✓ Why it is important ✓ Background/recap/knowns ✓ New, unknown subject matter ✓ Conclusion/ take-away

Spaces

Use special non-breaking space to avoid the separation of units and values or parts of compounds units, due to automatic line wrap and word wrap. In LaTeX, write as 20~m.

<u>Space after:</u> full stop '.', comma',', semicolon';', colon':', question mark '?', exclamation mark '!'	<u>Space on either side, none inside:</u> Ellipses: "...",Single/double quotations: """, bracket ()	<u>No space:</u> apostrophe, Hyphen "-", En dash "–", Em dash "—", slash "/"	Common errors in syntax: "etc.", "et.al.", "its" or "it's", "vs."
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Rules for capitalization

- ✓ Pronoun "I", proper nouns, names of courses, planets, Acronyms (NASA) and initialism (SPDC), first word in a complete quotation (even midsentence).
- X Heavenly bodies except planets (the moon or the sun), animals, minerals, plants, food items, vegetables, fruits, names of school subjects (physics, chemistry), medical conditions, acronyms like laser, radar, etc., that has been used long enough that it is a common noun, spelled-out words of acronyms, trademark names follow their choices.

Matters of style

No single sentences or equations hanging out alone in a page* Don't fill a page with just equations and plots. Distribute the plots and figures across the whole document* Text in the figures must be legible* Use standard abbreviations.

Types of words

Content words: Nouns (countable/uncountable, concrete/abstract), Adjectives (describes the noun, always quantify); beauty- beautiful, peace-peaceful, Verbs(action words), Adverbs (describes the verb; ran fast, spoke quickly), Infinitives (I want to speak to you/ She made us wait for half an hour.)

Function words: pronouns, adpositions (prepositions, postpositions), conjunctions, numerals, articles, interjections, other particles (auxiliary verbs, discourse words (now, well), negative particle (not), 'to' in infinitives, words making up multi word phrasal verbs (in, put 'off', act 'up', stand '*by*', move '*along*', down, forward, under, went 'away', talk 'over', start 'out')).

Tense	Active	Passive	<div>1. Some verbs can be regular and irregular learn, learned, learned learn, learnt, learnt 2. Some verbs have different meanings in regular vs. irregular usage Hang, hanged, hanged - to kill or die, by dropping with a rope around the neck Hang, hung. Hung - to fix something at the top so that the lower part is free. 3. The present tense form is the same as the past tense of some irregular verbs Found, founded, founded- to start or establish an organization Find, found, found - to discover something.</div>	<div>1. All forms are the same Set, set, set ;Cost, cost, cost 2. Similar sounding groups Beat, beat, beaten; Eat, ate, eaten Blow, blew, blown; Sing, sang, sung Throw, threw, thrown, Wake, woke, woken 3. The second & third forms are the same Bend, bent, bent; Sleep, slept, slept Spend, spent, spent; Pay, paid, paid 4. The “unclassifiables” Come, came, come; Do, did, done Go, went, gone;Show, showed,show</div>
Simple past/ present/ future	He presented his poster. He presents his poster. He will present his poster.	The poster was presented by him. The poster is presented by him. The poster will be presented by him.		
Continuous past/ present/ Future/	He was presenting his poster. He is presenting his poster. He will be presenting his poster.	The poster was being presented him. The poster is being presented him. Infinitive form: The poster must be presented by him(date in the future)		
Perfect past/ present/	He had presented his poster. He has presented his poster.	The poster had been presented by him The poster had been presented by him.		
Conditional passive	Present: The poster would be presented by him.	Past: The poster would have been presented by him.		

Types of sentences

1) Statement or assertions: Chandrayaan-2 landed on the moon	Conditional 0: Talk about things that are generally or always true.	If ice gets hot it melts. Unless he needs more space, a small car is big enough for us. When I'm concentrating, please don't make so much noise.
2) Commands/requests: Have mercy upon us! Go, fetch the dog.	Conditional 1: Future events that are likely to happen.	If he is feeling better, he will come. If he comes, you can get a lift home with him. If you go to to Sawai Madhoopur, you must try their moong dal fritters.
3) Strong feelings: What a shame!	Conditional 2: Impossible/ unlikely situations, give advice,	If I were you, I would look for a new place to live. If I was the Prime minister, I'd tax wealth rather than income. If she <u>were to</u> be late again, she <u>would have</u> to have a conference with the manager. If you were in my position, you'd understand.
4) Questions: Where did you go? One question word (who/what/...)+auxiliary verb+ noun + main verb + rest of the sentence + question mark '?' <u>Question words:</u> how, how come, how far, how long, how much, how many, how old, in what world, to what end, what about, what for, what kind of, when, whence (from what place), where, whereto, whither (to what place), why, why don't, what, which, which one, who(he=who), whom(him= whom), whose, could, would, should, is, are, have, had, has, do. <i>Whether is not a question word though it looks like one.</i>	Conditional 3: possible conditions because they are in the past and cannot be changed	If I had worked harder at school, I would have got better grades. If I had seen him at the meeting, I would/could have asked him. If you had asked me, I would have done that. I would be playing tennis, if I hadn't broken my arm.

Pronouns

		Singular	Plural	
Nominative	Doer of the verb	I, you, he, she, it	We, you, they	I ate the apple.
Possessive	Owner of an object	My, mine, your, yours, His, hers, its	Our, ours, your, yours, their, theirs	This is my bag. Is this mine? Your dress looks very good. Is this yours?
Accusative	Shows the direct object of a verb	Me, you, Him, her, it	Us, you, them	Are you talking to me? This was done by them.
Reflexive	Refer to a previously named noun or pronoun	Myself, yourself, himself, herself, itself	Ourselves, yourselves, themselves	I would like to keep this book for myself. They created this mess for themselves.
Demonstrative pronouns				
Used to refer to particular objects	Such	That, those	This, these	Such is the nature of life! That is my book. Those are my things. This is my pen. These are my things.
Indefinite pronouns				
Used to refer in a general way	One, noone, everyone, few, any, A few, many (countable), much (uncountable)	All, Some, other, others	Nobody, anybody, somebody	One is always thinking about something. Everyone is here. Nobody turns up early for parties.
Distributive pronouns				
Singular	Each	Either	Neither	If either of you does not eat, I'm giving the cakes away. Each of them works independently.
Relative pronouns				
	Nominative: Who	Possessive: Whose	Accusative: whom	This is my friend who works the hardest.
Compound pronouns	Whoever, whoso, whosoever	whichever	Whatever, whatsoever	Whosoever reaches first will setup the table.

Indefinite article: a/an	Definite article: the	No article
* Non-specific, Singular common noun * The first letter of the next word has a consonant/ vowel sound. a European, a union, An honest * Converts a proper noun into a common noun. He thinks he is a Shakespeare. * Precedes descriptive adjectives.	* Specific/one-of-a-kind, Singular common noun * The noun has already been mentioned before. * To generalize a group/whole class. The dog is a faithful animal. * To particularize a non-count noun The water in the spring is very warm.	* Plural common noun * Proper nouns, before uncountable nouns. * Names of discipline/ subject of studies, sports, cities, countries, language, singular {mountains, lakes, islands, etc.},

Auxiliary verbs be(are, is, will, were, can (Ability, request), could (past ability, suggestion), may (Permission, future possibility),might (present or future possibility), must (necessity, obligation), ought to (what is right), shall (offer, suggestion),will (willingness, prediction, promise), should (advice, prediction), would (request, invitation) **Nominalization** is the process of turning a verb or an adjective into a noun: {judge-ment, consider-ation, deliver-ance, revel-ation, fail-ure, treat-ment, applicabl-ility, intens-ity, renew-al,}, {writ-ing, cut-ting, run-ning} and {invite, take-away, hope, ask, change}.

Preposition goes with a related noun or pronoun, called the **object of the preposition**.

- Indicates time, place, direction or movement
 - In(specific)/on (more specific)/at (most specific)
 - Into (movement)/To (definite goal), for (purpose, benefit, help)
 - Of (belonging)
- English syntax allows and sometimes requires final placement of the preposition.
That depends on what you believe in.
What did you step on?
- Time: on, in, at, since, until (till), for, ago, during, before, after, to / past, from / to, by
- Place: in, at, on, off, by, beside, under, over, below, above, up, down
- Direction: across, through, to, into, out of, onto, towards, from
- Other prepositions: of, by, about, for, with

Aboard Absent Against Along Alongside Amid Among Amongst Anti Around As	Behind Below Beneath Beside Besides Between Beyond But By Concerning Considering	Despite Down During Except Excepting Excluding Failing Following For From Given	Inside Into Like Minus Near Of Off Onto Opposite Outside Over
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Conjunctions

Subordinating Conjunctions are used to establish the relationship between the dependent clause and the rest of the sentence.			Coordinating Conjunctions are used to connect two independent clauses. F = for, A = and, N = nor B = but, O = or, Y = yet, S = so		
Pointing to a concession <ul style="list-style-type: none">● though● although● even though● while● yet	Relative referring to an adjective <ul style="list-style-type: none">● that● what● whatever● which● whichever	Used for comparison <ul style="list-style-type: none">● than● rather than● whether● as much as● whereas	Correlative Conjunctions are used to join various sentence elements which are grammatically equal. <div><div><ul style="list-style-type: none">• as . . . as• just as . . . so• both . . . and• hardly . . . when• scarcely . . . when• either . . . or• neither . . . nor</div><div><ul style="list-style-type: none">• if . . . then• not . . . but• what with . . . and• whether . . . or• not only . . . but also• no sooner . . . than• rather . . . than• though—yet</div></div>		
Referring to time <ul style="list-style-type: none">● after● as long as● as soon as● before● by the time● now that● once● since● till● until● when● whenever● while	Conjunctions meaning condition <ul style="list-style-type: none">● if/ even if● unless● until● provided that● assuming that● even if/ only if/ as if/ if only● In order that● In as much as● As well as/ as soon as● So that● As though● on the condition that● in case (that), lest	Indicating reason <ul style="list-style-type: none">● because● since● so that● in order (that)● why● if only● as a consequence of● as a result of● as long as● therefore●	Conjunctive Adverbs They are often used as a linking device between ideas. They show logical relationships expressed in clauses, sentences or paragraphs.		
Relative referring to a pronoun <ul style="list-style-type: none">● who● whoever● whom● whomever● whose	Conjunctions describing a manner <ul style="list-style-type: none">● how● as though● as if	Conjunctions indicating a place <ul style="list-style-type: none">● where● wherever	Similar to ‘And’ <ul style="list-style-type: none">● also● besides● furthermore● likewise● moreover	Similar to ‘But’ <ul style="list-style-type: none">● however● nevertheless● nonetheless● still● conversely● instead● otherwise● rather	Similar to ‘So’ <ul style="list-style-type: none">● accordingly● consequently● hence● meanwhile● then● therefore● thus

<i>Agreement / Addition / Similarity</i>	<i>Opposition / Limitation / Contradiction</i>	<i>Cause / Condition / Purpose</i>	<i>Examples / Support / Emphasis</i>	<i>Effect / Consequence / Result</i>	<i>Conclusion / Summary / Restatement</i>	<i>Time / Chronology / Sequence</i>
in the first place not only ... but also as a matter of fact in like manner in addition coupled with in the same fashion / way first, second, third in the light of not to mention to say nothing of equally important by the same token again to and, also then equally, identically uniquely like as too moreover as well as together with, ofcourse likewise comparatively correspondingly Similarly, furthermore additionally	although this may be true in contrast different from of course ..., but on the other hand on the contrary at the same time in spite of even so / though be that as it may then again above all in reality after all but (and) still unlike or (and) yet while albeit, besides as much as even though, although Instead, whereas despite conversely, otherwise However, rather nevertheless nonetheless Regardless, not	in the event that granted (that) as / so long as on (the) condition (that) for the purpose of with this intention with this in mind in the hope that to the end that for fear that in order to seeing / being that in view of If ... then unless when whenever while, because of as since while lest in case provided that given that only / even if so that so as to owing to inasmuch,as	in other words to put it differently for one thing as an illustration in this case for this reason to put it another way that is to say with attention to by all means important to realize another key point first thing to remember most compelling evidence must be remembered point often overlooked to point out on the positive side on the negative side with this in mind notably, like including to be sure namely, chiefly truly, indeed, certainly surely, markedly such as especially, explicitly surprisingly Frequently, significantly particularly, in particular in fact specifically, expressly in general, in detail for example/ instance to demonstrate to emphasize to repeat to clarify, to explain to enumerate	as a result under those circumstances in that case for this reason in effect For, thus because the then hence, therefore consequently thereupon forthwith Accordingly, henceforth	as can be seen generally speaking in the final analysis all things considered as shown above in the long run given these points as has been noted in a word for the most part after all in fact in summary in conclusion in short in brief in essence to summarize on balance altogether overall ordinarily usually by and large to sum up on the whole in any event in either case all in all Obviously Ultimately Definitely	at the present time from time to time sooner or later at the same time up to the present time to begin with in due time as soon as as long as in the meantime in a moment without delay in the first place all of a sudden at this instant first, second immediately quickly finally after, later, last, until till, since, then, before hence, since when Once, about Next, now, formerly suddenly shortly henceforth, whenever eventually,meanwhile further during in time prior to forthwith straightaway by the time whenever until now now that instantly Presently, occasionally
<div>Writing tips: Write your audience's take-away first * Construct mostly right-branching sentence * The verb must appear within the first 5-6 words of its corresponding subject * Use parallel constructions (consistent grammatical forms when offering several ideas) * Quantify and provide base-lines for adjectives and adverbs * Every paragraph signals a new step * Chronological order: Actions followed by consequences followed by conclusions * Write sentences in a positive form * Construct thematic strings where each sentence is a link in the chain and expand.</div>						