

# Shaw Academy

LESSON 7 NOTES

[English for Beginners]



# Punctuation

**The name given to the marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning.**

## Capital Letters

- Always start a sentence with a capital letter.  
*She invited her friend over after school.*
- Used with proper nouns and titles  
*Genghis Khan quickly became the most powerful man in Asia, if not the world.*
- Used for acronyms  
*The CIA and the NSA are just two of the USA's many intelligence agencies.*

## Full Stop .

- Used to end sentences and statements.  
*The English for Beginners course is very good.*

## Question Mark ?

- Used to end questions.  
*What will we do once this course has ended?*

## Exclamation Mark !

- Used to end exclamatory sentences.  
*We'll join the Ultimate English Programme of course!*

## Comma ,

- Used to indicate a break or pause within a sentence.  
*Bill Gates, who is the CEO of Microsoft, does a lot of work for charity.*
- Used when listing three or more items in a series.  
*The fruit basket contained apples, bananas, and oranges.*
- Used to separate two or more adjectives describing a noun.  
*The powerful, resonating sound caught our attention.*
- Used to separate an introductory phrase from the rest of the sentence.  
*After the show, John and I went out to dinner.*
- Used to separate two independent clauses.  
*Ryan went to the beach yesterday, but he forgot his sunscreen.*

## Apostrophe ‘

- Used with the letter s to indicate possession.  
*The children's test scores are the highest in the nation.*
- Used to combine two words to make contractions.  
*You're a great teacher Mark.*

### Colon :

- Used to introduce a list.  
*The professor has given me three options: to retake the exam, to accept the extra credit assignment, or to fail the class.*
- Used to introduce an example  
*There's only one person old enough to remember that wedding: grandma.*

### Semicolon ;

- Use a semicolon to separate two related but independent clauses.  
*People continue to worry about the future; our failure to conserve resources has put the world at risk.*
- Used to separate a complex series of items.  
*I went to the show with Jake, my close friend; his friend, Jane; and her best friend, Jenna.*

### Brackets or Parentheses ()

- Use brackets to clarify or give additional information.  
*Steve Case (AOL's former CEO) redesigned how we use computers.*

### Quotation Marks ""

- Used to enclose a direct quote from a spoken or written source.  
*"I can't wait to see him perform!" John exclaimed.*
- Used to denote the name of a film or book.  
*I am currently reading "Harry Potter and the Chamber of Secrets".*

### Hyphen -

- Used to create compound nouns and adjectives.  
*The up-to-date newspaper reporters were quick to jump on the latest story.*
- Used to write numbers as words.  
*There are fifty-two playing cards in a deck.*

### Dash –

- Used to make a brief interruption within a statement.  
*This is the end of our sentence – or so we thought.*

### Slash /

- Used to replace the word 'and' or 'or' when joining two nouns.  
*The student/part-time employee must not use his/her phone on the sales floor.*

## Linking Words and Phrases

### Agreement / Addition / Similarity

The transition words like **also**, **in addition**, **and**, **likewise**, add information, reinforce ideas, and express agreement with preceding material.

<i>in the first place</i>	<i>to say nothing of</i>	<i>as</i>
<i>not only ... but also</i>	<i>equally important</i>	<i>too</i>
<i>as a matter of fact</i>	<i>by the same token</i>	<i>moreover</i>
<i>in like manner</i>	<i>again</i>	<i>as well as</i>
<i>in addition</i>	<i>to</i>	<i>together with</i>
<i>coupled with</i>	<i>and</i>	<i>of course</i>
<i>in the same fashion / way</i>	<i>also</i>	<i>likewise</i>
<i>first, second, third</i>	<i>then</i>	<i>comparatively</i>
<i>in the light of</i>	<i>equally</i>	<i>correspondingly</i>
<i>not to mention</i>	<i>identically</i>	<i>similarly</i>
	<i>uniquely</i>	<i>furthermore</i>
	<i>like</i>	<i>additionally</i>

### Opposition / Limitation / Contradiction

Transition phrases like **but**, **rather** and **or**, express that there is evidence to the **contrary** or point out **alternatives**, and thus introduce a change the line of reasoning (**contrast**).

<i>although this may be true</i>	<i>in contrast</i>	<i>of course ..., but</i>
	<i>different from</i>	<i>on the other hand</i>
	<i>on the contrary</i>	<i>at the same time</i>
<i>in spite of</i>	<i>even so / though</i>	
<i>be that as it may</i>		
<i>then again</i>	<i>in reality</i>	<i>but</i>
<i>above all</i>	<i>after all</i>	<i>(and) still</i>

*unlike*  
*or*  
*(and) yet*  
*while*  
*albeit*  
*besides*  
*as much as*

*even though*  
*although*  
*instead*  
*whereas*  
*despite*  
*conversely*  
*otherwise*

*however*  
*rather*  
*nevertheless*  
*nonetheless*  
*regardless*  
*notwithstanding*

### Cause / Condition / Purpose

These transitional phrases present specific **conditions** or **intentions**.

*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*  
*due t*

## Examples / Support / Emphasis

These transitional devices (like **especially**) are used to introduce examples **assupport**, to indicate **importance** or as an **illustration** so that an idea is cued to the reader.

*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*

*including*

*like*

*to be sure*

*namely*

*chiefly*

*truly*

*indeed*

*certainly*

*surely*

*markedly*

*such as*

*especially*

*explicitly*

*specifically*

*expressly*

*surprisingly*

*frequently*

*significantly*

*particularly*

*in fact*

*in general*

*in particular*

*in detail*

*for example*

*for instance*

*to demonstrate*

*to emphasize*

*to repeat*

*to clarify*

*to explain*

*to enumerate*

## Effect / Consequence / Result

Some of these transition words (**thus, then, accordingly, consequently, therefore, henceforth**) are time words that are used to show that **after** a particular time there was a **consequence** or an **effect**.

Note that **for** and **because** are placed before the cause/reason. The other devices are placed before the consequences or effects.

<i>as a result</i>	<i>for</i>	<i>therefore</i>
<i>under those circumstances</i>	<i>thus</i>	<i>thereupon</i>
<i>in that case</i>	<i>because the</i>	<i>forthwith</i>
<i>for this reason</i>	<i>then</i>	<i>accordingly</i>
<i>in effect</i>	<i>hence</i>	<i>henceforth</i>
	<i>consequently</i>	

## Conclusion / Summary / Restatement

These transition words and phrases **conclude, summarize** and / or **restate** ideas, or indicate a final **general statement**. Also some words (like **therefore**) from the **Effect / Consequence** category can be used to summarize.

<i>as can be seen</i>	<i>for the most part</i>	<i>ordinarily</i>
<i>generally speaking</i>	<i>after all</i>	<i>usually</i>
<i>in the final analysis</i>	<i>in fact</i>	<i>by and large</i>
<i>all things considered</i>	<i>in summary</i>	<i>to sum up</i>
<i>as shown above</i>	<i>in conclusion</i>	<i>on the whole</i>
<i>in the long run</i>	<i>in short</i>	<i>in any event</i>
<i>given these points</i>	<i>in brief</i>	<i>in either case</i>
<i>as has been noted</i>	<i>in essence</i>	<i>all in all</i>
<i>in a word</i>	<i>to summarize</i>	
	<i>on balance</i>	<i>Obviously</i>
	<i>altogether</i>	<i>Ultimately</i>
	<i>overall</i>	<i>Definitely</i>

## Time / Chronology / Sequence

These transitional words (like **finally**) have the function of limiting, restricting, and defining **time**. They can be used either alone or as part of **adverbial expressions**.

<i>at the present time</i>	<i>after</i>	<i>whenever</i>
<i>from time to time</i>	<i>later</i>	<i>eventually</i>
<i>sooner or later</i>	<i>last</i>	<i>meanwhile</i>
<i>at the same time</i>	<i>until</i>	<i>further</i>
<i>up to the present time</i>	<i>till</i>	<i>during</i>
<i>to begin with</i>	<i>since</i>	<i>in time</i>
<i>in due time</i>	<i>then</i>	<i>prior to</i>
<i>as soon as</i>	<i>before</i>	<i>forthwith</i>
<i>as long as</i>	<i>hence</i>	<i>straightaway</i>
<i>in the meantime</i>	<i>since</i>	
<i>in a moment</i>	<i>when</i>	<i>by the time</i>
<i>without delay</i>	<i>once</i>	<i>whenever</i>
<i>in the first place</i>	<i>about</i>	
<i>all of a sudden</i>	<i>next</i>	<i>until now</i>
<i>at this instant</i>	<i>now</i>	<i>now that</i>
<i>first, second</i>		<i>instantly</i>
<i>immediately</i>	<i>formerly</i>	<i>presently</i>
<i>quickly</i>	<i>suddenly</i>	<i>occasionally</i>
<i>finally</i>	<i>shortly</i>	
	<i>henceforth</i>	



Many transition words in the time category (*consequently; first, second, third; further; hence; henceforth; since; then, when; and whenever*) have other uses.

Except for the numbers (*first, second, third*) and *further* they add a meaning of **time** in expressing conditions, qualifications, or reasons. The numbers are also used to **add information** or **list examples**. *Further* is also used to indicate added space as well as added time.

### Space / Location / Place

These transition words are often used as part of *adverbial expressions* and have the function to restrict, limit or qualify **space**. Quite a few of these are also found in the **Time** category and can be used to describe spatial order or spatial reference.

<i>in the middle</i>	<i>here</i>	<i>beyond</i>
<i>to the left/right</i>	<i>there</i>	<i>nearby</i>
<i>in front of</i>	<i>next</i>	<i>wherever</i>
<i>on this side</i>	<i>where</i>	<i>around</i>
<i>in the distance</i>	<i>from</i>	<i>between</i>
<i>here and there</i>	<i>over</i>	<i>before</i>
<i>in the foreground</i>	<i>near</i>	<i>alongside</i>
<i>in the background</i>	<i>above</i>	<i>amid</i>
<i>in the center of</i>	<i>below</i>	<i>among</i>
	<i>down</i>	<i>beneath</i>
	<i>up</i>	<i>beside</i>
<i>adjacent to</i>	<i>under</i>	<i>behind</i>
<i>opposite to</i>	<i>further</i>	<i>across</i>

# Writing Emails

*Use the following steps as a formula to write professional emails in English.*

## Begin with a greeting

Always open your email with a greeting, such as **“Dear Lillian”**. If your relationship with the reader is formal, use their family name (eg. **“Dear Mrs. Price”**). If the relationship is more casual, you can simply say, **“Hi Kelly”**. If you don't know the name of the person you are writing to, use: **“To whom it may concern”** or **“Dear Sir/Madam”**.

## Thank the recipient

If you are replying to a client's inquiry, you should begin with a line of thanks. For example, if someone has a question about your company, you can say, **“Thank you for contacting ABC Company”**. If someone has replied to one of your emails, be sure to say, **“Thank you for your prompt reply”** or **“Thanks for getting back to me”**. Thanking the reader puts him or her at ease, and it will make you appear more polite.

## State your purpose

If you are starting the email communication, it may be impossible to include a line of thanks. Instead, begin by stating your purpose. For example, **“I am writing to enquire about ...”** or **“I am writing in reference to ...”**.

Make your purpose clear early on in the email, and then move into the main text of your email. Remember, people want to read emails quickly, so keep your sentences short and clear. You'll also need to pay careful attention to grammar, spelling and punctuation so that you present a professional image of yourself and your company.

## Add your closing remarks

Before you end your email, it's polite to thank your reader one more time and add some polite closing remarks. You might start with **“Thank you for your patience and cooperation”** or **“Thank you for your consideration”** and then follow up with, **“If you have any questions or concerns, don't hesitate to let me know”** and **“I look forward to hearing from you”**.

## End with a closing

The last step is to include an appropriate closing with your name. **“Best regards”**, **“Sincerely”**, and **“Thank you”** are all professional. Avoid closings such as **“Best wishes”** or **“Cheers”** unless you are good friends with the reader. Finally, before you hit the send button, review and spell check your email one more time to make sure it's truly perfect!

THANK YOU

[english@shawacademy.com](mailto:english@shawacademy.com)

