

Effective writing in English

A sourcebook

Keys to the exercises

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Chapter 4

Exercise 1

- 1 No. The Theme of the title, here a subtitle, suggests that the reader is a sufferer or potential sufferer from bulimia, and that the text will give dietary advice; the thesis statement, however, indicates that the body of the text will deal with bulimia as a mental disorder. In general, the recommendation to avoid first-person and second-person pronouns (see Chapter 2) also extends to titles.
- 2 It is confusing for the reader to be presented in the introduction with a sentence that deals with people who do *not* suffer from bulimia, i.e. binge eaters. This information should be reserved for some later point in the text (e.g. on misunderstandings about bulimia); placed here, it blocks the forward dynamics of the paragraph.
- 3 The only previous indication that the writer is going to discuss bulimia as a mental disorder is in the word *obsession*, and – even so – the reader may not have understood that word was intended to be taken in its psychiatric sense. Thus, for lack of contextualization, the thesis statement has not been adequately prepared for. Coming as something of a surprise, it may be off-putting for the reader.

Exercise 2

- 1 No. It is unrealistic to suggest that a 1,000-word essay could contain the solution to a problem as vast as that of youth employment. It would be better to omit SOLVING.
- 2 No. Youth unemployment will normally be understood to cover joblessness among all young people, not just those who have a degree. It will therefore be necessary to adapt the title (once again) and the thesis statement to take account of this.
- 3 The thesis statement is not particularly effective.
 - I The opening, *This shows that...*, suggests that the sentence functions merely to conclude an argument, not that it will be the launching-pad for several paragraphs of further text.
 - II No evidence has been provided, even implicitly, for the claim that youth unemployment is growing.
 - III The writer appears in this sentence to be more overwhelmed by the enormity of the problem than confident of his ability to provide the solution promised by the title; the reader is unlikely to feel confident about the rest of the text, and will not be encouraged to read on.

Exercise 3

- 1 The title is needlessly long and, above all, unclear: the reader has no inkling what is meant by ‘confrontation with burdensome pasts’.
- 2 No. Only by reading the title can the reader properly interpret the phrase *American elections*.
- 3
 - I Strictly speaking, no. The fact that many candidates have not had an immaculate record has not emerged until after they have run for President.
 - II No. The writer draws a kind of conclusion from the preceding text, but does not indicate at all how the argument in the body will proceed.

Chapter 5

Exercise 1

- 1 In response to this question you may have written a paragraph such as the following:

Whereas spending some time in a foreign country is a valuable experience, it is above all by studying its literature that we can gain true insight into its culture. It is true that a six-month stay at a British university, for example, will allow you to form a fairly accurate picture of current life. However, when I was in Britain, I never saw anything but the campus, and I was at a loss to explain the strange behaviour I saw around me.

Paradoxically, you may learn more by staying in your own country and avidly reading British literature, where you will gain an understanding not only of present-day Britain but also of patterns of life in past centuries.

In this way you may discover explanations for what might otherwise appear incomprehensible.

- 2 The type of elaboration used here is basically of the dialectical type, which contains a thesis, an antithesis and a synthesis. The thesis is introduced by *It is true that*: ‘a six-month stay at a British university [...] will allow a foreign student to form a fairly accurate picture of current life’. After objections to the thesis, the antithesis is presented, introduced by *Paradoxically*: ‘you may learn more by staying in your own country and avidly reading British literature.’ The writer does not truly present a synthesis.

- 3 Question (a): The terminus of the paragraph is presented on a new line. Such ‘subparagraphs’ do not occur in English and should be edited out.
- Question (b): The elaboration of the paragraph, which deals in equal measure with life abroad and reading foreign literature, is adequately prepared by the topic sentence.
- Question (c): The paragraph is satisfactory in itself, but does not really have a climactic ending. If the writer were to want a stronger ending, he could provide a synthesis of thesis and antithesis – see the rewrite for a synthesis beginning with ‘The ideal solution ...’.
- Question (d), finally, alerts the writer to the danger of excessive emotionality. The personal outburst in mid-paragraph, for example, could be presented in cooler form.

Suggested rewrite:

Whereas spending some time in a foreign country is a valuable experience, it is above all by studying its literature that we can gain true insight into its culture. It is true that a six-month stay at a British university, for example, will allow a foreign student to form a fairly accurate picture of current life. However, the slice of life that he sees will be limited to on-campus activities, and he will not find any explanations for the observations he makes. Paradoxically, he may learn more by staying in his own country and avidly reading British literature, where he will gain an understanding not only of present-day Britain but also of patterns of life in past centuries. The ideal solution is probably to spend time in Britain studying its literature, an experience which will explain what might otherwise appear incomprehensible.

Chapter 6

Exercise 1

One possible concluding paragraph might run as follows:

In politics, there is very often much to be said on both sides. The question whether Britain should retain its constitutional system or adopt proportional representation in line with many of its EU partners is, in this respect, no different. Perhaps the only way to decide the issue is to ask if present arrangements actually work. The fact that third parties are relatively poorly represented in Parliament does not mean that their influence is in practice equally restricted. Even with a few MPs, they can participate in national debates; in the case of a hung Parliament,

where neither large party has an overall majority, they even have the casting vote. It is thus far from clear that it would be to the advantage of small parties to introduce proportional representation. In any case, as long as the constituency system is supported by the Conservative and Labour parties, there is little prospect of change. Britain is likely to stick to her traditions.

This paragraph combines certain good features with others that may be subject to criticism. Among the good points is that it commences with a very general statement that signals that the presentation of pros and cons is over and that the conclusion will now be presented. The second sentence indicates that the debate in the body is inconclusive, while the third sentence suggests a way out of the quandary. In this respect, the elaboration of this paragraph succeeds in adding to the arguments already given and in moving from theory to practice. The points made are relevant and certainly support the final conclusion. By ending with the word *traditions*, the writer refers to a notion which is prominent in both Britons' and foreigners' view of the country.

Note, however, that the paragraph ends in a rather resigned, one might even say cynical, fashion: while this may be realistic, it could also leave the reader with the feeling that the text was hardly worth reading, if the conclusion is indeed merely 'no change'. Another criticism that could be levelled against the entire text is that the reader is not well prepared for the ultimate conclusion: he receives two paragraphs with arguments for proportional representation, one that is neutral, and one that is against (with, admittedly, two independent arguments); this distribution of arguments (2 for, 1 neutral and 1 or 2 against) is not the ideal preparation for an ultimately negative conclusion.

Now consider your own concluding paragraph. Does it manifest the same mixture of strengths and weaknesses? What could you do about the latter?

Exercise 2

Sentence (1)

The use of the tentative modal *might*, the limitative quantifier *little* and the uncertain adverb *perhaps* together give an impression of modesty and pessimism; especially with *perhaps* as the absolutely last word, the text fizzles out like a damp squib.

Sentence (2)

This is not a complete sentence, and is thus strongly dependent for its interpretation on the preceding sentence; as such, it does not represent a forceful climax sentence.

Sentence (3)

This sentence reads like an afterthought: the information about India should have been integrated into the preceding text. Moreover, the sentence ends with the discourse-organizing expression *as well* rather than a ‘forceful content word’.

Sentence (4)

This sentence is itself ‘a heavy burden, indeed’ for the reader! It is far too long and complex. While this might be forgiven in the middle of a body paragraph, the sentence is totally unsuitable as a climax sentence with which to end a text. Like sentence 3, it also has the weakness of not ending with a content word in focus.

Chapter 7

Exercise 1

- (1a) *Since* a hasty decision might be the death blow to our hopes, we have to take absolutely everything into account.
- (1b) A hasty decision might be the death blow to our hopes, *which means that / as a result of which / which is why* we have to take absolutely everything into account.
- (2a) *As is clear* from the sales figures for the first quarter, the new Ford is going to be a great success.
- (2b) The new Ford is going to be a great success, *as is clear / something which is clear* from the sales figures for the first quarter.
- (3) The top selling authors of 2008 were Boyd, Elton, Amis and Rankin, *who* knocked Boyd off the number one spot. [note that Rankin is now mentioned last]
- (4) *Although* American and Russian nuclear missiles have continued to be active despite the 2007 Geneva agreement, from 1 January they will have no pre-set targets for the first time since the Cold War.
- (5) Present at the conference were the members of the special commission on product innovation, *all of whom* had experience in dynamic markets.
- (6) Allied Corporations, *whose* sales rose to \$14.7 billion in 2008, plans to merge with Signal to form a company with annual sales of \$21 billion.
- (7) Zeolites act like sieves, *only catching / in that they only catch* molecules small enough to fit into the cavities *and excluding / and exclude* larger molecules.
- (8) Drinking polluted water eventually led to the poison accumulating in people’s bodies, *where* it destroyed their health.

- (9) This sort of comedy is sometimes known as ‘dangerous’ comedy, *the main danger being* that of not getting a laugh.
- (10) To the South and the East, the spread of the accent is much greater, *now covering* most of Kent and Essex.
- (11) The refugees, *many of whom* were wounded, were waiting patiently.
- (12) Alternative Cabaret lasted for about two years, *during which time* it created the beginnings of a thriving pub comedy circuit.
- (13a) *Although* many people speak two languages fluently, there are few who can speak four or five equally well.
- (13b) Many people speak two languages fluently, *although* there are few who can speak four or five equally well.
- (14) Scotland was a kingdom until 1707, *when* the English and Scottish parliaments were formally united in the Act of Union.
- (15) To give a good survey of the continental influences of the Old French dialects one must use reliable text data, *which* means using documents that are localized and dated in the text itself.

Exercise 2

- (1) Unlike West Germany, East Germany was a poor country and did not have a strong economy. However, many people conveniently forgot about this when reunification took place, since they were in a party mood and did not think about the future. The future turned out to be sad for many people, with reunification bringing the loss of many jobs.
- (2) Undoubtedly, the most widely known serial killer is the infamous Jack the Ripper, who in 1880 was said to have killed five or possibly six prostitutes. However, he was never caught. Actually, it is not even certain that Jack the Ripper was a man, nor that all the murders were committed by one and the same person.

Exercise 3

- (1) The Dutch had been fighting the Acehnese for more than thirty years before they succeeded in defeating them. It took them such a long time because they thought the war was won when the sultan was beaten. But his control over the local heads was only very limited, so they did not obey the commands the sultan gave them by order of the Dutch. *The ethnologist Snouck Hurgronje, who discovered this, advised the government in Batavia to eliminate especially the local gang-leaders.* The Dutch succeeded in doing this after many years of severe struggle, but Aceh continued to trouble them.

- (2) A few researchers studied the relationship between uncertainty or risk preference and the use of diagnostic facilities. Nightingale studied risk-seeking or risk-avoiding behaviour of residents and their use of laboratory tests, *using methods described by Tversky and Kahneman*. To make a difference in risk seeking or -avoiding one used often gambling games: the subject gets the opportunity to choose between two possibilities: a sure gain of i.e. \$80 or a gamble with 85% change to gain \$85 and 15% change to gain nothing.
- (3) The acknowledgement and conceptualisation of chaos has been anathema to the social sciences. We have conceptualised history as moving from one ordered stage towards another. The examples are abundant: e.g. *Gemeinschaft and Gesellschaft*, that is conceptualising tradition as an orderly past and development as an orderly future (for instance Kemp, 1988). *We use words such as structures, systems, culture or actor almost matter of factly, viewing them as unproblematic wholes upon which we can base our analysis.*

Exercise 4

- (1) To the uninitiated eye, one space shuttle look much like the next. The Soviet shuttle 'Buran' bears striking similarities to the three shuttles in America's fleet. Buran's maiden flight, *which has been put back to November 8th or later*, will differ from the flight of an American shuttle in two important ways: it will be unmanned and shorter. Nevertheless, many Americans assume that 'Buran' and her sister 'Ptisha', *which are a pleasing eight years late*, are bootleg versions of the American craft.
- (2) The influence of the different continental dialects on Anglo-Norman as described by Pope run parallel with certain developments in the history of England. For instance, in 1066 William the Conqueror came to England, and his followers came especially from Normandy, Bretagne and Maine. In 1054 Henry II of Plantagenet, Duke of Normandy and Aquitaine and Earl of Anjou, became king of England. His vassals, *who replaced the reigning nobility*, came from all parts of the empire of the Plantagenets, which contained the whole of Western France.
- (3) The number of animals used in vivisection is declining, but there are still a large number of animals which end up on a laboratory table, *such as flies, fleas, slugs and mussels*. The exact number is unknown, because these animals do not have to be registered. The animals are used for various scientific experiments, *most of which* have a medical purpose. For example, vivisection is performed to test the safety of medicines and to find remedies against diseases.
- (4) When one half of an unmarried couple dies, the other half inherits nothing. For this reason it is wise to draw up an official living-together contract, *which makes certain provisions, for instance that* in case of death the partner becomes the legal owner of all

common property and money. The contract may also include an exact description of this common property; these goods are then excluded from the inheritance of the deceased.

Exercise 5

For a girl under the age of sixteen, pregnancy will in most cases prove hazardous to her health, because when she is this young her body is not yet fully equipped for carrying a child.

Consequently, she will probably be too weak to carry the baby to full term, meaning that the baby will be born too early, *and may die*. *And* even if the girl is strong enough to carry the child all or most of the nine months, delivering it still might prove too strenuous for her to survive it.

Chapter 8

Exercise 1

- (1) On farms in Scotland, it is the women that / who milk the cows.
- (2) It was the defendant that / whom I saw running away from the scene of the crime.
- (3) Was it to Howard that you lent your dictionary?
- (4) It was in 1914 that the First World War broke out.
- (5) It was not until last summer that he fully appreciated her.
- (6) It was on account of her interest in becoming a professional that he bought her an expensive violin.
- (7) It was after the solution had cooled that it was decided to add the sulphate.
- (8) It was very gradually that the patient began to recover.

Exercise 2

- (1) What this book will deal with is the history of Mexico.
The subject that this book will deal with is the history of Mexico.
- (2) Where the British defeated the Germans was at El Alamein.
The place where the British defeated the Germans was at El Alamein.
- (3) When the attack on Pearl Harbor took place was on 7 December 1941.
The time / day when the attack on Pearl Harbor took place was (on) 7 December 1941.
- (4) How you open this can is with a special can-opener.
The way (that) you open this can is with a special can-opener.

- (5) Why he committed the murder was to avenge his mother's death.
The reason why / that he committed the murder was to avenge his mother's death.

Exercise 3

- (1) The history of Mexico is what this book will deal with.
The history of Mexico is the subject that this book will deal with.
- (2) El Alamein was where the British defeated the Germans.
El Alamein was the place where the British defeated the Germans.
- (3) 7 December 1941 was when the attack on Pearl Harbor took place.
7 December 1941 was the time / day when the attack on Pearl Harbor took place.
- (4) With a special can-opener is how you open this can.
With a special can-opener is the way (that) you open this can.
- (5) To avenge his mother's death was why he committed the murder.
To avenge his mother's death was the reason why / that he committed the murder.

Exercise 4

- (1) This is why many Eastern European countries are hoping to join the European Union.
- (2) That is where the ship is believed to have sunk.
- (3) This is how the airline companies will survive into the twenty-first century.
- (4) That is when Hong Kong will be returned to the People's Republic of China.
- (5) That is who is likely to become the next Prime Minister.

Exercise 5

- (1) Nature becomes very polluted, which leads to many animals and plants becoming extinct.
- (2) The medium of television involves one more closely in the life and customs of other people.
- (3) These measures increased unemployment rapidly in the seventies.
- (4) This distinction is intended to show ...
- (5) Thus immurement robs people of their main source of joy.
- (6) This will stimulate a teacher and his pupil to talk to each other regularly, which may result in the pupil coming up with reasons for his bad behaviour.
- (7) The same writer accuses the English of inverted patriotic snobbery.
- (8) This may explain why children often love watching television.
- (9) Gorbachev was known to prefer Reykjavik to Helsinki.
- (10) That is something of which the Russian people are rightfully proud.

Exercise 6

- (1) Even so, the document was widely held to be fair and reasonable. Mr Perez de Cuellar urged the Argentines to accept, but his final communication with Buenos Aires received no reply.

problem: frontal overload / no initial subject

solution: new syntactic frame with the original adjunct now becoming the subject

- (2) As a result of Turkey's growing tourist industry, relations between citizens changed. However, a much more important reason for the change in relations is that many Turks now have western partners. This was caused by the need to establish contacts with Europeans, especially today when it is more difficult to obtain a work permit for a European country.

problem: frontal overload / textual fit

solution: from passive to active

- (3) The Social Democrats adopt the position that not only should there be a limit to the number of immigrants but a start should also be made with social programmes and bilingual education for foreigners which are aimed at integration rather than confrontation.

problem: textual fit

solution: a existential + nominalization of *limit*

b nominalization of *start* and new syntactic frame with *start* as subject

- (4) Countries such as Japan, the US and Great Britain stated that with the rigorous climate in Antarctica mining is unlikely. Furthermore, Holland, an opponent of large scale development, recently joined the conservative parties and may exert some influence.

problem: double orientation

solution: time adjunct to medial position

- (5) By providing more and more training programmes to house all students who wish to attend a university a discussion starts about the possible degrading of the 'alma mater'.

problem: frontal overload
solution: discontinuous structure

- (6) It therefore seems inevitable that, at least in the near future, the killing of elephants will be necessary in some countries, however contradictory this may seem.

problem: double orientation
solution: place adjunct to end position

- (7) Until recently, the situation in the old USSR was very different. Instead of having several political parties in the government, the nation was ruled by only one party which had all the power.

problem: double orientation
solution: place adjunct becomes subject postmodifier

- (8) Many people believe that the pill causes breast, liver, or cervical cancer. According to some researchers, these forms of cancer are caused by the hormone progesterone. However, other researchers claim that this hormone might actually combat existing tumours.

problem: textual fit
solution: change active to passive

- (9) For MCA, a cut off of 11 U / ml produces a sensitivity of 30% and a specificity of 87%.

problem: double orientation
solution: new syntactic frame, with the original second adjunct becoming the grammatical subject

- (10) First of all, there is the recession in the sectors of the economy in which the mafia has always had great influence: construction and shipbuilding. In order to get a job in the South, which has a tradition of high unemployment, one had to go to the mafia rather than to the government.

problem: double orientation
solution: combine the adjuncts

- (11) Regular agriculture is a monoculture agriculture, where the farmers become specialized in the product they grow or keep. This monoculture causes exhaustion of the soil; the ground is not fertile enough to grow the same product on it every year.

problem: textual fit
solution: change passive to active

- (12) Eastern European governments used not to maintain any international trade relations. Nevertheless, in the past western European banks and industries have in practice managed to perform a great many transactions with eastern European countries.

problem: double orientation
solution: third adjunct to medial position

- (13) As soon as the situation in these countries calms down, a lot of the immigrants will simply return to their own countries and their own families. This already happened when the situation in Poland calmed down: most Polish people went back. This means that if they do not consider a policy which allows immigrants into Germany, the German government will be in for a very unpleasant surprise.

problem: end focus
solution: subclause in initial position

- (14) After a period of applying and being rejected, many students have to accept a job that they do not like, and most of the time this job is beneath their standards.

problem: end focus
solution: time adjunct to initial position

- (15a) What emerged was a system of social services, with social workers trained to cope with the problems of the youngsters, the unemployed, the sick and others less well off.
- (15b) There emerged a system of social services, with social workers trained to cope with the problems of the youngsters, the unemployed, the sick and others less well off.
- (15c) A system of social services emerged, with social workers trained to cope with the problems of the youngsters, the unemployed, the sick and others less well off.

problem: overload
 solution: a pseudo cleft
 b existential
 c discontinuous structure

- (16) When people express their thoughts by means of language, they use certain expressions without really thinking about it. These expressions often reflect traditional thinking patterns and convey social relationships. It is especially women who suffer from this.

problem: most important information in initial position
 solution: cleft

- (17) The fact that refugees encounter a lot of hostility and aggression has caused many of them to return home. However, their return leads to enormous problems. In Afghanistan, for example, ...

problem: textual fit
 solution: nominalization of the subordinate clause and a change of verb to allow *return* to move to the front of the clause.

- (18) As most pupils aged 17 or 18 do not yet know what they would eventually like to be, they often make choices based on the wrong motivations. For instance,...

problem: double orientation / textual fit
 solution: change passive to active and move adjunct away from initial position

- (19) In the 1780s this number had fallen to around 80. Yet more or less the same thing had taken place during the 1740s, when an earlier generation had been replaced. In 1747 the number of available proponenten had fallen to 98.

problem: adjunct and end focus

solution: remove initial adjunct and replace with temporal adjunct originally in clause-final position

- (20) Only when the television news started to show dying Kurds did the relief action slowly start.

problem: adjunct and end focus

solution: place adjunct in medial position

Exercise 7

- (1) The reputation of Heineken as one of the world's leading beer brewers is the product of long-standing craftsmanship, enterprise and daring.
- (2) From the beginning Gerard Heineken had an eye for new developments in the brewery world.
- (3,4) He introduced the bottom fermentation of beer and travelled all over Europe in search of the best ingredients.
- (5) The company had its own laboratory, at the time unique in the brewery business, which checked the quality of the basic ingredients and the final product.
- (6) Heineken also performed pioneering work in the field of pure yeast culture.
- (7) In 1886 Dr Elion, a pupil of Louis Pasteur, developed the Heineken A-yeast, which still forms the basis for the specific taste of Heineken beer worldwide.
- (8) Under Dr Henry Pierre Heineken, the son of G.A. Heineken, the company continued its rapid expansion.
- (9) He considered it his life's work to perfect the beer-brewing process.
- (10) Like no other he realized that a product of a high and consistent quality would be a successful product.
- (11,12) His approach was continued by Alfred A. Heineken, who from the 1950s onward brought the Heineken label worldwide fame and gave it a unique image.
- (13) He did so partly by setting up an advertising department modeled on American lines.
- (14) He also laid the basis for the international structure and organization of the Heineken concern.

Chapter 9

Exercise 1

Sentence (1)

They is used anaphorically but does not have any antecedent; the reader may attempt to identify *some people* as the antecedent, but that yields nonsense.

Correction: Replace *they* with something higher on the cohesion scale, such as *students of these subjects*.

Sentence (2)

The listed examples (BBC, Penguin) cannot be regarded as *projects*.

Correction: Omit *other*.

Sentence (3)

There is no antecedent for *they*.

Correction: Replace *they* with *the pilgrims* or *gnostics*.

Sentence (4)

Children is initially plural, but singular in *the child's*; it is essential to have agreement in number in such instances of generic reference.

Correction: Replace *young children* with *the young child*.

Sentence (5)

Whereas this kind of reference (*every... their*) may be encountered where there is a desire to avoid sexism, it is here inappropriate.

Correction: Replace *their* with *its*.

Sentence (6)

The second occurrence of *balance in nature* is a needless example of total repetition, where partial repetition would have sufficed.

Correction: Replace *balance in nature* with simply *balance*.

Sentence (7)

There is no antecedent for the anaphor *it*.

Correction: The impact of some of the articles and reports by journalists in newspapers or on television is much greater than the impact of what is said by the average citizen.

Sentence (8)

The plural anaphor *they* has a singular antecedent in *the individual patient*; the reader will look in vain for a plausible plural antecedent.

Correction: Replace *the individual patient* with *individual patients*.

Sentence (9)

Simple pronominalization with *they* is insufficient here, since there is more than one possible antecedent (*people* or *drugs ... food*); a possibility higher on the cohesion scale is called for.

Correction: Replace *they* with *these* or *these factors*.

Sentence (10)

There is no plural antecedent for the plural anaphor *they*.

Correction: Replace *they* with *it*, or *a company brings* with *companies bring*.

Sentence (11)

Not all of *arable farming... fishery* can be regarded as falling under the category *branches of industry*. *Industries* would, however, fit the bill.

Correction: Replace *branches of industry* with *industries*.

Sentence (12)

The intended antecedent of the plural anaphor *them* is singular, which violates the cohesion relation.

Correction: Replace *the individual citizen has...* with *individual citizens have*.

Sentence (13)

The anaphorically used phrase *the disease* is unnecessarily high on the cohesion scale; nothing would be lost, and much gained, by using pronominalization.

Correction: Replace *the disease* with *it*.

Sentence (14)

The partial repetition *Mr Clinton* is needlessly high on the cohesion scale, since no other singular males are here being mentioned.

Correction: Replace *Mr Clinton's* with *his*.

Sentence (15)

The public appears with three singular verbs, but the anaphor *their* is plural; this breaks cohesion.

Correction: Replace all the verbs with plural forms (acceptable with the collective noun *public*) or replace *their* with *its*; but not both!

Exercise 2

- (1) It is generally seen as a major difficulty that the talks are being held before hostilities have ceased. An additional problem is that both sides have stated that they will not regard the outcome of the talks as binding.
- (2) Many scientists have drawn the conclusion from recent meteorological data that the average surface temperature is rising. The reverse view that it is in fact not rising has found favour in certain climatological circles.
- (3) The riots spread rapidly across the city. The resultant fear was that the police would lose control of the situation.
- (4) The accused was unable to provide a plausible alibi. Supplementary evidence suggested that he had a strong motive to commit the crime.
- (5) The demise of the symphony orchestra has been predicted at various points throughout the twentieth century. As we enter the twenty-first, the opposite prediction seems justified, that it will become healthier than ever.

Exercise 3

The results of our investigation *have shown* [PRESENT PERFECT] that there is a significant correlation between school attendance and school performance. Our conclusions are thus at variance with Brown (1993), who *claimed* [PAST] to demonstrate that other factors, but not school attendance, *were* [PAST] relevant. By holding those other factors constant, we *have assembled* [PRESENT PERFECT] strong evidence to suggest what many people *have* always *believed* [PRESENT PERFECT], namely that truancy negatively influences attainment. Whereas Brown *based* [PAST] his results on the findings at one school, we *have examined* [PRESENT PERFECT] five different school environments. Arguing that Brown's data *reflected* [PAST] a particular educational system in which schoolchildren *were* [PAST] given great freedom of choice, we *have established* [PRESENT PERFECT] an across-the-board correlation between attendance and performance.

The text serves to confront the results of the writer's investigation with those of Brown. In this solution to the task, the writer's results are constantly in the present perfect and Brown's in the

past; this consistent use of tenses is essential to keeping the two viewpoints separate. By choosing the present perfect for his own results and the past for Brown's, the writer implies greater current reverence for his own work, dispelling Brown's results to a past time in which they have no further relevance. The use of the present perfect in 'what many people have always believed' creates a cohesive link between the writer's work and general intuition, thereby suggesting that it is indeed more plausible than the opposite position. Note, finally, that the use of the two tenses here is purely a matter of cohesion; as you can verify for yourself, all 10 verbs could appear in the present tense without affecting the meaning of the text.

Exercise 4

Sentence (1)

But indicates an adversative relation, where none is intended.

Rewrite:

The human body lacks sufficient natural immunity against ultraviolet radiation, of which there are different kinds, UV-A, UV-B and UV-C.

Sentence (2)

The final sentence is a consequence of the developments described in the preceding sentence; a connective is needed to make this clear.

Rewrite:

The only way Third World countries can earn money is through the export of raw materials. Many countries' exports depend on a single type of raw material. However, the prices of these raw materials have decreased rapidly, leading to major financial problems in the poorest countries. Consequently, their development potential becomes smaller.

Sentence (3)

The contrast between regular and biological agriculture needs to be brought out by an adversative connective.

Rewrite:

The high production levels achieved in regular agriculture also have their dark side: the overproduction of manure and the exhaustion of the soil. In biological agriculture, however,

overproduction does not exist. Biological agriculture tries to keep the soil fruitful by keeping the amount of manure under control and growing different crops every year.

Sentence (4)

The second sentence expresses a result of the development in the first. This needs to be made clear by means of a connective.

Rewrite:

Standard agriculture is making increasing use of heated greenhouses. As a result / Consequently, several harvests can be reaped in a single year, and any kind of vegetable can be grown at any time of year.

or:

Standard agriculture is making increasing use of heated greenhouses, allowing several harvests to be reaped in a single year, and any kind of vegetable to be grown at any time of year.

Sentence (5)

There is a close relation between the second and third sentences which is not reflected by a connective.

Rewrite:

What Eliot meant was that the emphasis should be on Poe. However, this does not mean simply that we should make Freudian speculations about the man to explain his works; nor does it mean that we should worship Poe by looking at his works as if they came from a god. On the contrary, it means that we should adopt a reverse treatment: instead of describing what Poe wrote, we should explain why he wrote it.

Sentence (6)

The second sentence is in an adversative relation with the preceding sentence; this needs to be signalled by an appropriate connective.

Rewrite:

All arguments in favour of preventing women from entering the priesthood are based on biblical texts which were written down nineteen centuries ago. However, these arguments do not hold in

today's world, in which women do have important functions.

Sentence (7)

Having announced *two things*, the writer fails to make clear where the transition should be made between the first and the second.

Rewrite:

There are two things we can say in general about serial killings. Firstly / First, they are murders committed with some kind of regularity, so much so that some killers even see their killing as a sort of menstruation cycle. Secondly / Second, there are often quite strong outward similarities between the victims: most of the time they are all young girls, or all women with blond hair, all prostitutes or all elderly women.

Sentence (8)

The last sentence is in an adversative relation with the preceding textual material; this needs to be signalled by an appropriate connective.

Rewrite:

Another important problem in the completion of the EEC is Denmark's refusal to ratify the Maastricht Treaty and the slim majority who voted in favour in France, which created a lot of anti-Community sentiment throughout Europe. However / Nevertheless, the Community will no doubt survive with or without Denmark as a full member.

Sentence (9)

The last sentence is in an adversative relation with the preceding textual material; this needs to be signalled by an appropriate connective.

Rewrite:

Another alternative is the hydrogen engine, which has the same problems as the electric engine: gas is difficult to store safely because it is highly explosive. In addition, a hydrogen engine uses a lot of gas per kilometre, so that the car needs a huge gas tank. However, the advantage of this kind of car is that it hardly produces any exhaust fumes.

Sentence (10)

The connective *that is why* is used wrongly here, since the second sentence expresses a result of

Zero anaphora: The idea derives ... and [Ø] was adapted
Revolutionary Marxists refer and [Ø] insist
(the French [Ø] and the Japanese [Ø])

3	dictatorship	reformist
	proletariat	workers
	socialist revolution	Leninist
	socialist society	practice
	revolutionary dictatorship	the Communist Party
	revolutionary élite	Lenin
	rule	Mao Tse-Tung
	the working class	hegemony

Among the points that could be mentioned are:

- the possible equivalence of dictatorship, rule and hegemony
- the possible equivalence of workers, working class and proletariat
- the relation between socialist and Communist
- the opposition between revolution and reform

The writer expects the reader to be generally familiar with (*inter alia*):

- Marxism, and its prediction of a socialist revolution followed by a socialist society; the reader is expected to conclude that this is – roughly – what is referred to as ‘[Marx’s] socio-historical scheme’
- the Marxist notion of the revolutionary élite
- the fact that Marx has had followers
- the existence of the Communist Party
- who Blanqui, Lenin, Engels and Mao Tse-Tung were

4 *The idea* is here an anaphor to a *Marxist concept* in l. 1 on the basis of lexical equivalence between *idea* and *concept*.

5	Paragraph	Sentence	Tense
	1	1	present
	1	2	present perfect
	1	3	present
			past
	1	4	past
	1	5	past
	2	1	present perfect
	2	2	present
	2	3	present
	2	4	past
	2	5	past
	2	6	present
	3	1	present
			past
	3	2	past
	3	3	present
	3	4	present
	3	5	present perfect

The tense boundaries do not generally coincide with the paragraph boundaries; rather, they coincide with shifts in the content, such that tense is used as a cohesive device. The present is used both to describe the current situation and to make general statements; the past is used exclusively for historical events; the present perfect occurs where the writer wishes to describe the evolution of the concepts discussed up to the time of writing (*has undergone evolution; has become a bone of contention; have officially abandoned the concept*).

Exercise 6

In 58, Caesar was victorious over the Helvetii, a people from what is now Switzerland. Within a year he had vanquished the Belgae in northern Gaul, and his campaign of 56 brought further victories, over the Veneti in the west, the Morini in the north and the Menapii in the east. Remaining in the east in 55, he there defeated two German tribes, the Usipetes and the Tencteri.

Of course, you could also produce a text like the following:

Caesar won battles against the Helvetii, a people from what is now Switzerland in 58; against the Belgae in the north of Gaul in 57; against the Veneti in the west, the Morini in the north and

the Menapii in the east in 56; and against the Usipetes and the Tencteri (German tribes) in 55.

But which of the two solutions do you prefer to read? Recall that lexical cohesion is a way of ‘strengthening the cohesion of your text while also keeping your writing varied and interesting’.

Chapter 10

Exercise 1

- (1) What is more, [TEXTUAL ORIENTATION] the reality of the situation should not be overlooked.
- (2) Whether that will be enough for a recovery of the population remains to be seen.
- (3) In addition to these compulsory subjects, [TEXTUAL ORIENTATION] Moslem children also learn more about their own cultural norms, [ADDITION: SEPARATE MESSAGE] which means that they see things from both sides.
- (4) American plant efficiency is much improved, [ADDITION: SEPARATE MESSAGE] with Ford leading the way.
- (5) As a matter of fact, [EVALUATIVE ORIENTATION] the five countries asking for the ban to be lifted (Botswana, [LIST] Malawi, [LIST] Namibia, [LIST] Zambia and South Africa) have protected their elephants so well that they are now suffering from the problem of elephant overpopulation.
- (6) After reading, [SYNTACTIC DELINEATION] this memo should be burned.
- (7) The more cynical governments claim that the only people who protest their innocence are those that are very clearly guilty.
- (8) However, [TEXTUAL ORIENTATION] thousands of children have to fight every day, [ADDITION: SEPARATE MESSAGE] which is regrettable.

Exercise 2

Sentence (1)

Yes. The second part of the sentence constitutes an afterthought to the first part; the subjects are not the same; the form of the verb in the second main clause is conditioned by the conditional subclause.

Sentence (2)

No. The subjects are the same; the verb forms are the same; the clauses are relatively short and equal in length; both messages involve the same kind of descriptive statement about one and the same topic.

Sentence (3)

Yes. The first clause is long and complex, while the second is relatively short; the message in the second clause involves a comment on the event described in the first clause.

Sentence (4)

Yes. The first clause is preceded by ‘to start with’, which suggests that the first thing the reader should pay separate attention to is the first reason to be given; moreover, the second clause starts with a signal that a second reason is to be added; this makes the second message a clear addition.

Sentence (5)

Yes. The two subjects are not the same; the two verbs do not share the same tense; the contrast is strong in that the first half suggests one kind of answer and the second half suggests a different kind.

Sentence (6)

Yes. Despite the fact that the clauses have the same subject, and are not particularly long or grammatically complex, a comma is strongly recommended here. It makes clear to the reader that while the first *and* links two nouns within the first clause, the second *and* is of a different order in that it links the two clauses themselves.

Exercise 3

- (1) Croatia is not so lucky: some 13% of its 4.6 million people are Serbs. [PUNCTUATION: COLON]
- (2) In varying degrees the British, French and Italians are all hesitant, as was the Dutch Secretary of State for Defence. [SUBORDINATION: ADVERBIAL CLAUSE]
- (3) The answer to the problems concerning integration cannot be found in pointing out the shortcomings of minority groups, since these shortcomings are found within all groups of society. [SUBORDINATION: ADVERBIAL CLAUSE]
- (4) The third type of RP is ‘advanced RP’, which is only spoken by young people belonging to exclusive social groups. [SUBORDINATION: RELATIVE CLAUSE]
- (5) The economic refugees form one of the largest groups of asylum seekers; therefore governments could save a large amount of money if they did not allow them to make an

- official request for asylum. [PUNCTUATION: SEMI-COLON]
- (6) Racial hatred is a centuries-old phenomenon. Where there are minority and majority groups, there is often hatred towards the minority group, certainly when factors such as different skin colour or religion are involved.
[PUNCTUATION: NEW SENTENCE]
- (7) It is no longer the case that homosexuality has to be fought for, since increased tolerance has given homosexuals the opportunity to live more normal lives, which includes a family life. [SUBORDINATION: ADVERBIAL CLAUSE]

Exercise 4

- a yes: situational orientation with paragraph scope
- b no: subject-verb link
- c no: defining information
- d no: simple coordination (?defining information)
- e yes: long initial subordinate clause
- f no: subject-verb link
- g no: verb-object link
- h no: defining information
- i yes: insertion (non-restrictive relative clause)
- j yes: insertion (non-restrictive relative clause)
- k no: defining information
- l yes: textual orientation
- m no: defining information
- n no: defining information
- o yes: long initial subordinate clause
- p no: subject-verb link
- q no: defining information
- r yes: textual orientation
- s yes: long initial subordinate clause
- t no: subject-verb link
- u yes: additional message
- v no: subject-verb link

Exercise 5

Nineteenth-century historians (in Western Europe and North America) dealt largely with governments and great men, and with the development of national consciousness and the growth

of political liberalism; twentieth-century historians, more interested in economic and social democracy, have turned towards economic and social history towards peoples and away from individuals. Traditionally, historians in the western countries were interested only in their own civilisation, seeing the rest of the world, if at all, in terms of interaction with Western culture. Now that many new nationalities compete for attention on the world stage, there has been a boom in African history, in Latin-American history, and(,) above all(,) in Chinese and East Asian history. In these days when colonisation is in sad disrepute, the attempt is made to study the various civilisations involved from the standpoint of their indigenous development(,) rather than from that of their contact with the West.

Exercise 6

- (1) Often a financial consideration is made: what would I get in return if I helped some country?
- (2) Another factor is the place of the disaster: most fish and birds live close to coastal regions and therefore accidents near the coast cause more harm than those further out at sea.
- (3) The situation is no less volatile on the other side of the Pacific: in Thailand, migrant workers flock to the forests along the Thai-Cambodian border to harvest timber or mine for precious stone, only to contract malaria; in some villages in Vietnam and Burma, almost everyone has the disease.
- (4) The abolition of proportional representation in 1929 made next to no difference to the nationalists; what it did was to prevent splinter groups of unionists from winning seats. Since 1929 differences of opinion have usually been thrashed out within the party circle, and when a dissident group like the progressive unionists went to the polls in 1938 they were ignominiously defeated. As things are, there is little place for the labour party or for the independents. Labour won three seats under PR in 1925; in 1965 they won two. As for the two major groups, their representation has changed very little over the years. At the first general election in 1921, 40 unionists, 6 nationalists and 6 republicans were returned; in 1965 the numbers were 36 unionists, 9 nationalists and 3 other anti-partition members. The rigidity of the political situation in the north is shown in two other ways: the high number of uncontested seats at every general election and the stability of governments. Usually about 40 per cent have been returned without a contest and sometimes the percentage has been over 60. As for the government, not only has there been an unbroken period of unionist rule but there have been very few changes of personnel.
- (5) My aim in this essay is to outline an approach to the study of mass communication as a central component of modern culture. It is an approach which is animated by the belief

that the study of mass communication belongs among the core concerns of sociology; it is an approach which is informed by social theory, and by the writings of critical social theorists, but which seeks to move beyond the restricted view of many theoretical approaches.

- (6) Several important factors have contributed to the lack of attractiveness of geriatrics as a field of medicine. First, the medical problems of older people, traditionally viewed as unexciting and irreversible, are only beginning to be seen as interesting, challenging and treatable. Second, the absence until recently of a well-defined career track left geriatric clinical practice nearly indistinguishable from nursing home care; there was no vision of the challenge of treating and caring for the healthy aged, of directing programs of ambulatory or home-based care, or of pursuing vigorous research in gerontology. Third, until recently, the lack of official guidelines for accredited programs or an official certification process contributed to the negative image of geriatrics.

NB: The original text had a semicolon. It is arguable that the second part of the sentence is a clarification of the first, rather than an equally general, additional statement; in that case a colon might also be appropriate.

- (7) The campaign seems to be having an impact: a recent survey showed that, in 1986, 64 per cent of doctors in the US thought that reducing high levels of cholesterol in the blood would have a large effect on heart disease, compared with only 39 per cent in 1983. The public is even more enthusiastic: 72 per cent agreed with the statement in 1986, and almost half reported having had cholesterol tests.

Exercise 7

- (1) Apart from all the political problems, what the discussion around these plans finally boils down to is *this*: should the economy be favoured above the environment in this case?
- (2) Here is another vagueness in the prognoses: opponents come up with figures that are 1,000 per cent higher than the official number of people suffering from noise.
- (3) In other words, things are not supposed to require too much effort.
- (4) The elections did not give much hope for democratizations in Africa. *On the contrary*, they showed how a sitting head of government can have complete control over the election results.
- (5) The Scottish Assembly has powers over matters such *as the* administration of social security, agriculture, forestry and fisheries, the police and prison service, education, health, housing and transport.

- (6) There are three differences between male and female perpetrators: firstly, women tend to do it together with their husband or friend (voluntary or involuntary); secondly, they use less violence than men do; and thirdly, they do not take to perverseness as much as men do.
- (7) *Two more factors need to be explained. The first is the decline of stigma.* Unmarried mothers used to feel guilty, so they stayed at home with their mothers and most of them did not claim benefits to which they had a legal right. Now, there is no stigma attached to single parenthood, so more unmarried mothers claim what is legally theirs. The second factor *is incorrect incentives.* The jobless pay tax on their benefit, but payment to those too ill to work is often higher, untaxed, and granted for an unlimited period of time.

Chapter 13

Exercise 1

- (1) So far, poachers have not exercised their right to export ivory, but if they are offered no concessions, they may start looking for ways of resuming trade with countries that have not signed the agreement, or **they may leave** the convention altogether.
- (2) The Channel Tunnel has been of great value for developing transport and **has created** employment.
- (3) Solar energy is a reality, but **it is not yet available** to everyone as an alternative source of energy, mainly because of the economics involved.
- (4a) Everyone is familiar with those exotic pictures of men and women with rings and bones through their noses. Not only does this custom exist in strange and faraway cultures, but **it can also be found** in western society.
- (4b) Everyone is familiar with those exotic pictures of men and women with rings and bones through their noses. This custom **exists not only** in strange and faraway cultures, but also in western society.
- (5) The legal system should be competent as well as fair, **and it should define** the public interest as being aimed at the achievement of justice.
- (6) Companies should enter into open dialogue with the public concerning the demand for products which are kind to the environment and **should inform** them about potential ecological problems.
- (7) In some countries, capital punishment is regarded as unethical **and is therefore** prohibited.

- (8) Research shows that in ten years time Europe will have no more than five main airports. The rest will either be left to supply the main ports or **be forced to close down**.

Exercise 2

- (1) After a period of applying and **being rejected**, many students have to accept a job that they do not really want to do, because they feel that it is beneath them.
- (2) Nowadays people are more concerned about their health than ever before. There is a growing number of fitness centres and aerobic studios, as well as **a growing number of** people who jog. Apparently, people are more aware of the importance of their own health.
- (3) Before the capacity of Schiphol can be increased, the airport has to deal with a number of local problems: **with the** devaluation of houses; **with** serious mental problems; **with** sleeping problems; **and with** high blood pressure and other health problems.
- (4) It is important that young people feel confident enough to think constructively about major problems such as world poverty, **pollution**, and fascism, because these are the problems they will all have to face sooner or later.
- (5) A student may be easily discouraged by these figures and start wondering whether he should just become a shop assistant **or** a cashier, or **find some other** less qualified job.
- (6) In countries such as Ghana and Nigeria, the authorities have declared English the main language for carrying on the affairs of **the government**, the media, **as well as educational, commercial and legal institutions**.

Chapter 14

Exercise 1

The following are correct:

existence	biased	publicly
controllable	seizure	judgment

The following are incorrect:

et al	>>	et al. (<i>al.</i> is abbreviation of Latin <i>alii</i>)
basicly	>>	basically (<i>-ally</i> needed for adverbs ending in <i>-ic</i>)
tumor	>>	tumour (<i>tumor</i> is American)
corelation	>>	correlation (double consonant needed)
infering	>>	inferring (consonant doubling after stressed vowel)
assistent	>>	assistant (<i>-ant</i> vs <i>-ent</i>)
gray	>>	grey (<i>gray</i> is American)
intelligable	>>	intelligible (<i>-able</i> vs <i>-ible</i>)
pathofysiological	>>	pathophysiological (<i>-ph-</i> vs <i>-f-</i>)
theater	>>	theatre (<i>theater</i> is American)

Exercise 2

The standard spellings are as follows:

air conditioning	paperback	publishing house
breakdown	door handle	table tennis
nettle rash	family doctor	tracksuit
reserve bank	fallout	minefield
menswear	out tray	imputation system

Exercise 3

habit-forming activities	>>	complex adjective
morning star		
impulse buying		
pressure-cook	>>	this is a compound verb
union-controlled funds	>>	complex adjective
foreign language teacher		
a clear winning opportunity		
green-eyed	>>	complex adjective
decimal point		
pre-industrial	>>	<i>pre</i> is not a separate word
a good-sized tent	>>	complex adjective
stepping-stone theory	>>	compound used attributively

Exercise 4

antropologisch	>>	anthropological
fetisjistisch	>>	fetishistic
ironisch	>>	ironic (<i>-ical</i> also possible)
propagandistisch	>>	propagandist
egoistisch	>>	egoistic (<i>-ical</i> also possible)
fotografisch	>>	photographic
logisch	>>	logical
realistisch	>>	realistic
etisch	>>	ethical
genetisch	>>	genetic (<i>-ical</i> also possible but less common)
problematisch	>>	problematic (<i>-ical</i> also possible)
semantisch	>>	semantic