

## Some Points about English used in RKC Posts

(At least for courses tutored by Roy Damary)

- Structure paragraphs with one per subject.
- Structure sentences to follow the subject addressed in the paragraph.
- Keep sentences short.
- Use proper English and correct spelling, not SMS slang, abbreviations or symbols (e.g. &).
- Feel free to use US or UK spelling, but be sure it is correct (use spellcheck) and consistent. Since your papers are reviewed by a UK university, UK spelling is preferred.
- Write “one” through “ten” as words, then above that use numerals (11, 12, etc).
- If you use speech abbreviations, put in the apostrophes. e.g. don’t, can’t.
- Distinguish “it’s” (“it is” or “it has”) from “its” (possessive pronoun).
- Spell “lose” with one “o”.
- Recognise “data” as a plural noun (plural of “datum”).
- Watch out for “there”, “their” and “they’re”.
- Do not confuse “whose” and “who’s”
- Always write “I” as a capital.
- “Cannot” is one word, except in “he can not only but also.”
- Difference between, ensure (make sure) and insure (take out insurance).
- Words that are never, or rarely, used in the plural: information, research, literature.
- “Personnel” and “staff” are collective nouns, usually treated as plurals.
- Spell out uncommon or industry-specific acronyms when first used.
- If you create an abbreviation or other shortening, define it the first time you use it and then use it consistently throughout the paper.

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