

Mesleki İngilizce - Technical English

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- Notes:
 - In the slides,
 - texts enclosed by curly parenthesis, {...}, are examples.
 - texts enclosed by square parenthesis, [...], are explanations related to examples.

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ANALYSIS AND FUNCTION OF THE ELEMENTS CONTAINED IN SENTENCES AND CLAUSES

- Words are classified according to the jobs they perform in sentences
 - identify people and objects
 - express action
 - connect other words
 - ...
- There are eight main ways in which words are used in sentences;
 - the eight kinds of words that perform these jobs are called parts of speech.

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- Parts of speech
 - noun,
 - pronoun,
 - adjective,
 - verb,
 - adverb,
 - preposition,
 - conjunction,
 - interjection

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Noun

- The word used to name
 - a person,
 - place,
 - thing,
 - idea
- divided into two classes:
 - proper nouns
 - name a particular person, place, or thing
 - common nouns
 - name a class of things

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TYPES OF NOUNS

- Abstract nouns
 - name a quality or an idea
 - for example, energy
- Count nouns
 - nouns that can be counted
 - for example number of computers in a lab
- Mass nouns
 - nouns cannot be counted
 - for example water in a glass
- Mass nouns do not accept the article a before them

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NOUN USAGE

- Nouns function as subjects of **verbs**, objects of verbs and **prepositions, complements, or appositives**.
- **SUBJECTS**
 - {The *metal* bent as *pressure* was applied to it.}
- **DIRECT OBJECT OF A VERB**
 - {The bricklayer cemented the *blocks* efficiently.}
- **INDIRECT OBJECT OF A VERB**
 - {The center awarded our *department* a plaque for safety.}

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NOUN USAGE

- **OBJECT OF A PREPOSITION**
 - {The event occurred *within* the *year*.}
- **SUBJECTIVE COMPLEMENT**
 - {a dynamo *is* a *generator*.}
- **OBJECTIVE COMPLEMENT**
 - {We elected the academic head *chairperson*.}
- **APPOSITIVE**
 - {Ali Mutlu, the *treasurer*, gave his report last.}

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NOUN USAGE

- Words normally used as nouns can also be used as adjectives and adverbs.
- **ADJECTIVE**
 - {It is *company* policy.}
- **ADVERB**
 - {He went *home*.}

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Noun Strings

- a sequence of nouns that serves to modify another noun
 - for example, *multichannel microwave radiometer*
 - nouns *multichannel* and *microwave* serve to modify *radiometer*
- the string may also include an adjective, as in
 - {*special multichannel microwave radiometer*}
- grammatically OK!
- problem occurs when writers either
 - string many nouns together in one sequence or
 - use many noun strings in a passage

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Noun Strings

We must understand who the initiators of *water-oriented greenway efforts* are before we can understand the basis for *community environment decision-making processes*. *State government planning agencies and commissions and designated water quality planning and management agencies* have initiated such efforts. They have implemented *water resource planning and management studies* and have aided *volunteer group greenway initiators* by providing *technical and coordinative assistance*.

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Noun Strings

- Very difficult for the reader to sort out the relationships among the words.
 - In *volunteer group greenway initiators* does *volunteer* modify *group* or *initiators*?
 - There is no way the reader can tell.
- Solution:
 - to include the relationships clues such as
 - prepositions, relative pronouns, commas, apostrophes, and hyphens.
 - For instance, placing a hyphen in *volunteer-group* would clarify that *volunteer* modified *group*.

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Noun Strings

We must understand who the initiators of efforts to promote water-oriented greenways are before we can understand the process *by which* a community makes decisions *about* environmental issues. Planning agencies and commissions *of* the state government and agencies which have been designated to plan and manage water quality have initiated such efforts. They have implemented studies *on* planning and managing water resources and have aided volunteer groups *that* initiate efforts to promote greenways by providing them with technical advice and assistance *in* coordinating their activities.

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Noun Strings

- The use of noun strings in technical English is very common
- It will be used by technical community
- It is advisable that use strings with
 - no more than three words
 - no more than one in paragraph.

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THE PRONOUN

- a word that is used as a substitute of a noun or of more than one noun.
 - {Ali finished the experiment. He had worked three days to prepare it.}
 - [The pronoun *he* takes the place of the noun *Ali*. The pronoun *it* takes the place of the noun *experiment*.]
 - {Ali and Veli are excellent engineers, and they plan to open a firm.}
 - [The pronoun *they* takes the place of the nouns *Ali* and *Veli*.]

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THE PRONOUN

- The word to which a pronoun refers is called the *antecedent* of the pronoun.
 - In the preceding example, *Ali* is the antecedent of *he*, and *experiment* is the antecedent of *it*
- Not all pronouns have antecedents.
 - in the sentence “*Nobody* was in the room, “ the pronoun *nobody* does not stand for a specific noun
- There are several kinds of pronouns:
 - personal, relative, interrogative, demonstrative, indefinite

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Personal Pronouns

- refer to
 - the person or people speaking
 - *I, me, my, mine*
 - *we, us, our, ours*
 - the person or people spoken to
 - *you, your, yours*
 - the person, people, or thing(s) spoken of
 - *he, him, his*
 - *she, her, hers*
 - *it, its*
 - *they, them, their, theirs*

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Personal Pronouns

- In modern English, personal pronouns have the most varied and complex forms.
 - Pronouns have number.
 - take different forms for singular and plural numbers (*he, they*).
 - Pronouns have person.
 - change forms in three different persons: first, second, and third (*I, you, he*).
 - Pronouns have gender.
 - In the third person, singular, personal pronouns have three genders: masculine (*he*), feminine (*she*), and neuter (*it*).

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Case Forms of Personal Pronouns

- Pronouns have forms to show the **subjective**, **objective**, and **possessive** cases, as the following chart shows.

Singular	NOMINATIVE	OBJECTIVE	POSSESSIVE
	CASE	CASE	CASE
FIRST PERSON	I	me	my, mine
SECOND PERSON	you	you	your, yours
THIRD PERSON	he (masculine)	him	his
	she (feminine)	her	her, hers
	it (neuter)	it	its
Plural			
FIRST PERSON	we	us	our, ours
SECOND PERSON	you	you	your, yours
THIRD PERSON	they	them	their, theirs

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Case Forms of Personal Pronouns

- Two other pronouns (*who* and *whoever*) have different forms in the nominative and objective cases.
- who* and *whoever* are not personal pronouns.
- They may be used either as **interrogative** pronouns, to ask a question, or as **relative** pronouns, to introduce a subordinate clause.

NOMINATIVE CASE	OBJECTIVE CASE
who, whoever	whom, whomever

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Case Forms of Personal Pronouns

• Possessive Forms

my, mine his its their, theirs
 you, yours her, hers our, ours

- Personal pronouns combined with **-self**, **-selves** may be used in two ways.
 - may be used reflexively.
 - {Ali hurt himself at the laboratory.}
 - may be used intensively for emphasis.
 - {Ali himself gave the information to the doctor.}

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Case Forms of Personal Pronouns

• Reflexive and Intensive Forms

myself himself, herself ourselves themselves
 yourself itself yourselves

• Relative Pronouns

- used to introduce subordinate clauses
 - who whom whose which that
 - {The article that you read is about geothermal plants.}
 - {The man whose name is on the article works at the university.}

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Case Forms of Personal Pronouns

• Interrogative Pronouns

- used in questions.
 - who whom which what whose
 - {What is the answer to the problem?}
 - {Whose name was submitted?}

• Demonstrative Pronouns

- point out a particular person or thing.
 - this these that those
 - {This is the best answer.}
 - {Those are the notes I wrote.}
- When they are used before nouns, they are considered adjectives
 - {these books, that project, those reports}

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Case Forms of Personal Pronouns

• Commonly Used Indefinite Pronouns

- Indefinite pronouns refer generally, not specifically, to persons, places, or things.

all	either	most	one
another	everybody	much	several
any	everyone	neither	some
anybody	everything	nobody	somebody
anyone	few	none	someone
both	many	no one	such
each	more		

- {Everything was very clear.}
- {Anybody could have taken the camera.}

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THE ADJECTIVE

- An adjective makes the meaning of a **noun** or a **pronoun** more specific

- by highlighting one of its qualities
 - descriptive adjective

or

- by imposing boundaries on it
 - limiting adjective

- {a **hot** iron.} [descriptive]

- {**ten** computers.} [limiting]

- {**his** desk.} [limiting]

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Limiting Adjectives

- include these categories:

- **Articles**

- a, an, the

- **Demonstrative adjectives**

- this, that, these, those

- **Possessive adjectives**

- my, your, his, her, its, our, their

- **Numerical adjectives**

- two, first

- **Indefinite articles**

- all, none, some, any

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Limiting Adjectives

- An adjective *is* a word used to modify a noun or a pronoun.
- Adjectives may modify nouns or pronouns in one of three different ways.

- By telling what kind:

- {personal computer, operating systems, power electronics}

- By pointing out which *one*:

- {those pumps, this project}

- By telling how many

- {ten boxes, several books}

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Limiting Adjectives

- Usually an adjective precedes the noun it modifies.
- Sometimes, for emphasis, a writer may place it after the noun.
 - {The project, expensive and time consuming, was discarded.}
- One of the most common problems a writer has to face when he is not an English native writer is the construction of a sentence, which has two or more adjectives.
- As it happens with modifiers in general, they should be placed as close as possible to the element modified.

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The Same Word used as Adjective and as a Pronoun

- A word may be used as one part of speech in one context and as a different part of speech in a context.
- This is especially true of the following words, which may be used as either *pronouns* or *adjectives*:

all	either	much	some	what
another	few	neither	that	which
any	many	one	these	
both	more	other	this	
each	most	several	those	

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The Same Word used as Adjective and as a Pronoun

- **ADJECTIVE**

- {**Which** article did you write?}

- [Which modifies the noun article.]

- **PRONOUN**

- {**Which** did you write?}

- [Which takes the place of the noun article.]

- **ADJECTIVE**

- {I wrote **this** article.}

- [This modifies article.]

- **PRONOUN**

- {I wrote **this**.}

- [This takes the place of the noun article.]

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TIPS FOR USING ADJECTIVES

- Unlike many other languages, adjectives in English have only one form.
 - Do not add –s or –es to an adjective to make it plural.
 - {The **long** trip.}
 - {The **long** letters.}
 - Capitalize adjectives of origin (city, state, nation, continent).
 - {The **Venetian** canals.}
 - {The **Mexican** hat.}
 - {The **Turkish** government.}
 - {The **African** desert.}

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TIPS FOR USING ADJECTIVES

- In English, verbs of feeling (for example, *bore*, *interest*, *surprise*) have two adjectival forms:
 - the present participle (-ing)
 - used to describe what causes the feeling.
 - the past participle (-ed).
 - used to describe the person who experiences the feeling.
 - {We heard the **surprising** election results.}
 - [The *election results* cause the feeling.]
 - {Only the candidate was **surprised** by the election results.}
 - [The *candidate* experienced the feeling of surprise.]

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TIPS FOR USING ADJECTIVES

- Adjectives follow the noun in English in only two cases:
 - when the adjective functions as a subjective complement, as in
 - {That project is not **finished**}
 - when an adjective phrase or clause modifies the noun, as in
 - {The project **that was suspended temporarily**.....}

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TIPS FOR USING ADJECTIVES

- In all other cases, adjectives are placed before the noun.
 - When there are multiple adjectives, it is often difficult to know the right order.
 - The guidelines illustrated in the following example would apply in most circumstances, but there are exceptions.
 - Normally do not use a phrase with so many stacked **modifiers**.
- The six extra large rectangular Brown
Determiner Number comment size shape colour
Chinese Cardboard take-out containers
origin material noun qualifier

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THE VERB

- a word or group of words that describe an action or otherwise helps to make a statement.
- Some verbs make a statement by expressing action.
- The action may be
 - physical,
 - as in *push, throw, extract, and write*,
 - mental,
 - as in *calculate and believe*.

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Types of Verbs

- Verbs are either **transitive** or **intransitive**.
- A **transitive verb** requires a direct object to complete its meaning.
 - {They **laid** foundation on October 24.}
 - [The word *foundation* is the direct object of the transitive verb *laid*.]
 - {Ali Mutlu **wrote** the dean a letter.}
 - [The word *letter* is the direct object of the transitive verb *wrote*.]

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Types of Verbs

- An *intransitive verb* does not require an object to complete its meaning.
- makes a full assertion about the subject without assistance (although it may have modifiers)
 - {The engine *ran*.}
 - {The engine *ran smoothly and quietly*.}
- A *linking verb* is an intransitive verb that links a complement to the subject.

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Types of Verbs

- When the complement is a noun or a pronoun, it refers to the same person or thing as the noun or the pronoun that is the subject.
 - {The winch is *rusted*.}
 - [*Rusted* is an adjective modifying *winch*.]
 - {A calculator *remains* a useful tool.}
 - [*A useful tool* is a subjective complement-renaming *calculator*.]

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Properties of Verbs

- Verbs must
 - always agree in *person* with *personal pronouns* functioning as subjects
 - agree in *tense* and *number* with their subjects.
 - also be in the appropriate *voice*.
- *Person* is the grammatical term for the form of a personal pronoun that indicates whether the pronoun refers to
 - the *speaker*,
 - the *person spoken to*,
 - the *person/thing spoken about*.

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Properties of Verbs

- Verbs change their forms to agree in person with their subjects.
 - {I *see* [first person] yellow tint, but she *sees* [third person] a yellow greenhue.}
 - {I *am* [first person] convinced, but you *are* [second person] not convinced.}
- *Tense* refers to verb forms that indicate time distinctions.
 - There are *six tenses*
 - present, past, future, present perfect, past perfect, future perfect.

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Properties of Verbs

- *Tense* is the grammatical term for *verb* forms each tense having a corresponding progressive form.

TENSE	BASIC FORM	PROGRESSIVE FORM
Present	I begin	I am beginning
Past	I began	I was beginning
Future	I will begin	I will be beginning
Present Perfect	I have begun	I have been beginning
Past Perfect	I had begun	I had been beginning
Future Perfect	I will have begun	I will have been beginning

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THE ADVERB

- a word used to modify
 - a *verb*,
 - an *adjective*,
 - another *adverb*
- most commonly used to modify the verb.
- It may tell
 - *how*,
 - *when*,
 - *where*,
 - *to what extent (how often or how much)*

the action of the verb is done.

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THE ADVERB

- We can say that an adverb modifies the action or condition expressed by a **verb**.
 - {The machine performed **poorly**.}
 - [Poorly tells **how** the machine performed.]
 - {Ali revised the paper **earlier**.}
 - [Earlier tells **when** Ali revised the paper.]
 - {Ali revised the paper **there**.}
 - [There tells **where** Ali revised the paper.]
 - {Ali revises papers **frequently**.}
 - [Frequently tells **how often** Ali revises papers.]

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THE ADVERB

- An adverb may modify an adjective.
 - {The operators are **exceptionally** compe}ent.}
 - [Exceptionally modifies the adjective *competent*, telling **how** competent they are.]
- An adverb may modify another adverb.
 - {Ali writes **very** well.}
 - [Very modifies the adverb *well*, telling **to what extent** Ali writes well, or **how** well he writes.]

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THE ADVERB

- An adverb answers one of the following questions:
 - **Where?** (adverb of place)
 - {Move the throttle **forward** slightly.}
 - **When?** (adverb of time)
 - {Replace the thermostat **immediately**.}
 - **How?** (adverb of manner)
 - {Add the chemical **cautiously**.}
 - **How much?** (adverb of degree)
 - {The **nearly** completed report was deleted from his disk.}

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Placement of adverbs

- An adverb usually should be placed in front of the verb it modifies.
 - {Ali **meticulously** performed the devices check.}
- An adverb may, however, follow the verb (or the verb and its **object**) that it modifies.
 - {The gauge dipped **suddenly**.}
 - {They repaired the computer **quickly**.}

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Placement of adverbs

- An adverb may be placed between a helping verb and a main verb.
 - {In this temperature range, the pressure will **quickly** drop.}
- Adverbs such as **nearly**, **only**, **almost**, **just**, and **hardly** should be placed immediately before the words they limit.
 - {The color copier with the high-speed document feeder/collator **only** costs \$47,000.}

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THE PREPOSITION

- a word used to link a **noun** or **pronoun** (its object) to another sentence element by expressing such relationships as
 - **direction**
 - *to, into, across, toward*
 - **location**
 - *at, in, on, under, over, beside, among, by, between, through*
 - **time**
 - *before, after, during, until, since*
- shows the relationship of a noun or pronoun to some other word in the sentence.

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THE PREPOSITION

- A preposition always introduces a phrase.
 - A **phrase** is a group of related words used as a single part of speech and not containing a verb and its subject.
 - A **prepositional phrase** is a group of words beginning with a preposition and usually ending with a noun or a pronoun.
 - {in the laboratory} {before the class}
 - {under the table} {along the street}
- The object of a preposition (the word or phrase following it) is always in the **objective case**.

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THE PREPOSITION

- Many words that function as prepositions also function as **adverbs**.
 - if the word takes an object and functions as a connective, it is a **preposition**
 - if it has no object and functions as a modifier, it is an **adverb**.
- **PREPOSITIONS:**
 - {The manager sat **behind** the desk **in** her office.}
- **ADVERBS:**
 - {The customer lagged **behind**; then he came **in** and sat down.}

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Commonly Used Prepositions

about	below	for	throughout
above	beneath	from	to
across	beside	in	toward
after	besides	into	under
against	between	like	underneath
along	beyond	of	until
amid	but	off	unto
among	by	on	up
around	concerning	over	upon
at	down	past	with
before	during	since	within
behind	except	through	without

- Sometimes a group of words may act as a preposition:
 - *on account of, in spite of, along with, together with.*

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THE CONJUNCTION

- a word that connects words or groups of words, phrases, or clauses
- can also indicate the relationship between the elements it connects.
 - {Ali left the computer **when** the clock struck midnight.}
 - {Ali **and** Veli won the Science Award.}
 - {Their project **succeeded because** they had worked hard.}
 - {They **neither** had a holiday **nor** took any days off.}
- There are three kinds of conjunctions:
 - *coordinating,*
 - *correlative,*
 - *subordinating.*

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Coordinating Conjunctions

- join two sentence elements that have identical functions.
- The following are the coordinating conjunctions:

and	but	or	not	for	yet	so
-----	-----	----	-----	-----	-----	----

 - {Nature **and** technology are two conditions that affect petroleum operations around the world.}
 - [joins two nouns]
 - {To hear **and** to listen are two different things.}
 - [joins two phrases]
 - {I would like to include the test results, **but** that would make the report too long.}
 - [joins two clauses]

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Correlative Conjunctions

- either.... or both.... and whether.... or
neither.... nor not only.... but (also)
- Correlative conjunctions are always used in pairs.
 - {**Both** students **and** lecturers must work for long hours.}
 - {**Either** the fuel line is clogged **or** the carburetor needs adjusting.}

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Subordinating Conjunctions

- used to connect sentence elements of different weights, normally independent and dependent clauses.
- begin subordinate clauses, usually adverb clauses.
 - {Oya didn't understand the process **until** she took a course.}
 - {Ali and Veli arrived late **because** their plane was delayed.}
 - {A test is administered **when** the unit is finished.}
- need not come between the sentence parts it joins.
- may come at the beginning of a sentence.
 - {**While** Dr. Mehmet explained his theory, Ali listened attentively.}

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Commonly Used Subordinating Conjunctions

after	before	provided	though	whenever
although	how	since	till	where
as	if	so that	unless	wherever
as much as	inasmuch as	than	until	while
because	in order that	that	when	

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SUMMARY OF PARTS OF SPEECH

Part of Speech	Use	Examples
noun	names	researcher, Ali, university
pronoun	takes the place of a noun	I, her, theirs, who, it
adjective	modifies a noun or pronoun	interesting, hard, significant
verb	shows action otherwise helps to make a statement	write, might, see, is
adverb	modifies a verb, an adjective, or another adverb	easily, rather, often, rapidly
preposition	relates a noun or a pronoun to another word	at, near, with
conjunction	joins words or groups of words	and, either.... or, because

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