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.

CAPITALIZATION

- The use of capital (uppercase) letters is determined by custom
  - They are used to call attention to certain words, such as proper nouns and the first word of a sentence
- Care must be exercised in using capital letters because they can affect the meaning of words
  - {march/March, china/China, turkey/Turkey}
- The proper use of capital letters can help eliminate ambiguity

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CAPITALIZATION

➢**Proper Nouns**
  - name specific persons, places, things, concepts, or qualities
  - are capitalized
    - {Mathematics, Ankara, Ali Ak, Japan}
➢**Common Nouns**
  - name general categories of people, places, things, concepts, or qualities rather than specific ones
  - are not capitalized
    - {a mathematics class, an institution, a person, a country}

CAPITALIZATION

- The first letter of the first word in a sentence is always capitalized
  - {This report will be finished very soon.}
- The first word after a colon may be capitalized
  - if the statement following is a complete sentence
  - if it is a formal resolution or question
    - {Next meeting will deal with only one issue: What is his role in new research?}
      - [The **colon**(:) is a **punctuation** mark consisting of two equally sized dots centered on the same vertical line. A **colon** precedes an explanation or an enumeration, or list.]

CAPITALIZATION

- If a subordinate element follows the colon or if the thought is closely related,
  - use a lowercase letter following the colon
    - {We have to keep working for one reason: the approaching deadline.}
- The first word of a complete sentence in quotation marks is capitalized
  - {Dr. Ali stated, "It is possible to postulate an imaginary world in which no decisions are made until all the relevant information is assembled."}

CAPITALIZATION

- The first word in the salutation and complimentary close of a letter is capitalized
  - {Dear Ahmet:}
  - {Sincerely yours,}
    - [salutation
      - a word or phrase (such as "Gentlemen," "Dear Sir," "Dear Madam," or "To whom it may concern") that is used to begin a letter
      - the act of greeting someone
        - A handshake and saying "hello" are common *salutations*.
    ]

CAPITALIZATION

- ➢ **Specific Groups**
  - Capitalize the names of ethnic groups, religions, and nationalities.
    - {Native Mexican, British, Jewish, Turkish}
  - Do not capitalize the names of social and economic groups
    - {middle-class, working class, unemployed}
- **Specific Places**
  - Capitalize the names of all political divisions
    - {Municipality of Ankara, State of Mexico, Ege, Canada}

CAPITALIZATION

- Capitalize the names of geographical divisions
  - {Europe, Asia, South America, the Middle East}
- Do not capitalize geographic features unless they are part of a proper name
  - {The mountains in some areas, such as the Geyik Moutains, make television transmission difficult.}
- The words north, south, east, and west are capitalized when they refer to sections of the country
  - {We may open a new institute in the South next year.}

CAPITALIZATION

- They are not capitalized when they refer to directions
  - {I may travel south when I get my new job.}
- Capitalize the names of stars, constellations, and planets
  - {Saturn, Andromeda, Jupiter, Milky Way, Orion}
- Do not capitalize earth, sun, and moon except when they are referred to formally as astronomical bodies
  - {My workday was so long that I saw the sun rise over the mountains and the moon appear as darkness settled over the earth.}
  - {The various effects of the Sun on Earth and the Moon were discussed at the symposium.}

CAPITALIZATION

- ➢ **Specific Institutions, Events, and Concepts**
  - Capitalize the names of institutions organizations and associations
    - {The American Society of Mechanical Engineers and the Department of Housing and Urban Development are cooperating on the project.}
  - An organization usually capitalizes the names of its internal divisions and departments
    - {Faculty, Board of Directors, Engineering Department}
  - Types of organizations are not capitalized unless they are part of an official name
    - {We decided to form a student society; we called it the YTU Students Computer Society.)

CAPITALIZATION

- Capitalize historical events
  - {Professor discussed the French Revolution at the last class.}
- Capitalize words that designate holidays, specific periods of time, months, or days of the week
  - {Labour Day, The Renaissance, The Enlightenment, January, Monday, Easter, Ramadan}
- Do not capitalize seasons of the year
  - {spring, autumn, winter, summer}
- Capitalize the scientific names of classes, families, and orders but not the names of species or English derivatives of scientific names
  - {Mammalia, Carnivora / mammal, carnivorous}

CAPITALIZATION

➤ **Titles of Works**
  – Capitalize the initial letters of all major words of the title of a book, article, play, or film
  – Do not capitalize articles (a, an, the), coordinating conjunctions (and, or, but), or short prepositions (at, in, on, of) unless they begin or end the title.
  – Capitalize prepositions that contain more than four letters (between, because, until, after).
  – The same rules apply to the subject line of a memo or an email.
    • {The microbiologist greatly admired the book The Lives of a Cell.}

CAPITALIZATION

➤ **Personal, Professional, and Job Titles**
  – Titles preceding proper names are capitalized.
    • {Ms. Smith, Professor Ali}
  – Appositives following proper names normally are not capitalized.
  – However, the word President usually is capitalized when it refers to the chief executive of a national government.
    • {Ted Cruz, senator from Texas} [but Senator Cruz]
    • {The President called a news conference.}

CAPITALIZATION

  – The only exception is an epithet, which actually renames the person
    • {Alexander the Great, Solomon the Wise}
      – [epithet: an adjective or phrase expressing a quality or attribute regarded as characteristic of the person or thing mentioned]
  – Job titles used with personal names are capitalized
    • {David White, Head of the Academic Department, will meet with us on Wednesday.}
  – Job titles used without personal names are not capitalized
    • {The head of the department will meet with us on Wednesday.}

CAPITALIZATION

  – Use capital letters to designate family relationships only when they occur before a name or substitute for a name
    • {One of my favorite people is Uncle Can.}
    • {Ali and my uncle went for a ride.}
➤ **Abbreviations**
  – Capitalize abbreviations if the words they stand for would be capitalized
    • {MAM (Marmara Araştırma Merkezi) , P. (page)}
➤ **Letters**
  – Capitalize letters that serve as names or indicate shapes
    • {X-ray, vitamin B, T-square, U-turn, I-beam}

CAPITALIZATION

➤ **Miscellaneous Capitalizations**
  – The first word of a complete sentence enclosed in dashes, brackets, or parenthesis is not capitalized when it appears as part of another sentence.
    • {We must make an extra effort in safety this year (accidents last year were up 10 percent).}
    • {We must make an extra effort in safety this year. (Accidents last year were up 10 percent).}
  – Certain units, such as parts and chapters of books and rooms in buildings, when specifically identified by number, are capitalized.
    • {Chapter 5, Ch. 5; Room 72, Rm. 72}
  – Minor divisions within such units are not capitalized unless they begin a sentence
    • {page 11, verse 14, seat 12}

PUNCTUATION

• Punctuation is a system of symbols that are used to aid the clarity and comprehension of written language.
• Marks of punctuation
  – link,
  – separate,
  – enclose,
  – indicate omissions,
  – terminate,
  – classify.

PUNCTUATION

- Most punctuation marks can perform more than one function.
- Understanding punctuation is essential for writers because it enables them to communicate with clarity and precision.
- The use of punctuation is determined by grammatical conventions and the writer's intention.
  - Think of punctuation as a substitute for the writer's facial expressions and vocal inflexions

PUNCTUATION

- **Some marks of punctuation:**

Apostrophe	**'**	Parentheses	( )
Brackets	[ ]	Period	.
Colon	:	Question mark	?
Comma	,	Quotation marks	**"**
Dash	—	Semicolon	;
Exclamation mark	**!**	Slash	/
Hyphen	**-**	Ellipsis	**...**

PUNCTUATION - Apostrophe

- An apostrophe (**'**) is used
  - to show possession
  - to indicate the omission of letters (contraction)
  - to form the plural
- Do not confuse the apostrophe used to show the plural with the apostrophe used to show possession

PUNCTUATION - Apostrophe

- **To Show Possession**
  - An apostrophe is used with an s to form the possessive case of some nouns.
    - {The manufacturing plant's output increased this year.}
  - Singular nouns of more than one syllable that end in s form the possessive by adding 's.
    - {The engineer's desk was cluttered.}
    - {Tom Jones's last album was released recently.}
    - {The lawyer's fee was too high.}
    - {The child's toy was broken.}
    - {Xerox's sales manager gave a briefing.}

PUNCTUATION - Apostrophe

- Singular nouns of more than one syllable that end in s may form the possessive either with an apostrophe alone or with an 's.
- Whichever way you do it be consistent.
  - {The hostess' warm welcome}
  - {The hostess's warm welcome}
- With coordinate nouns, the last noun takes the possessive form to show joint possession.
  - {Michelson and Morley's famous experiment on the velocity of light was conducted in 1887.}
  - Ali and Veli's house. [they share the house]

PUNCTUATION - Apostrophe

- To show individual possession with coordinate nouns, each noun should take the possessive form.
  - {Ali's and Veli's test results are the same.}
- The possessive of a plural noun is formed by adding only an apostrophe when the noun ends in s, and by adding both an apostrophe and s when it ends in a letter other than s.
  - {Lawyers' fees will increase next week.}
  - {Children's toys are colourful.}
- Do not use the apostrophe with possessive pronouns.
  - {Yours, its, his, ours, whose, theirs}

PUNCTUATION - Apostrophe

– In names of places and institutions, the apostrophe is usually omitted.
  • {TUBITAK careers, Engineers Meeting Room}
– Avoid awkward possessives
  • {St. Patrick's Cathedral's first entrance.} [correct but awkward]
  • {The first entrance for St. Patrick's Cathedral.} [Better]
– The apostrophe should never be separated from the word to which it attaches by adjacent punctuation.
  • {The house on the left is the Smiths', but the house at the end of the street is the Whites.} [Correct]
  • {~~The house on the left is the Smiths,' but the house at the end of the street is the Whites.'~~} [Incorrect]

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PUNCTUATION - Apostrophe

• Exceptions to the general rule
  – Use only an apostrophe for places or names that are singular but have a final word in plural form and ending with an s.
    • {Beverly Hills' current mayor}
    • {The United States' lingering debt problem}
    • {Cisco Systems' CEO}
  – Nouns that end in an s sound take only an apostrophe when they are followed by sake.
    • {for goodness' sake}
    • {for conscience' sake}

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PUNCTUATION - Apostrophe

• **To Form Plurals**
  – The apostrophe is seldom used to form a plural noun
    • {~~Since the 1980's, the Thomas's, both of whom have multiple PhD's, sell old book's and magazine's at the fair on Saturday's and Sunday's.~~} [Incorrect]
    • {Since the 1980s, the Thomases, both of whom have multiple PhDs, sell old books and magazines at the fair on Saturdays and Sundays.} [Correct]
  – When a word is mentioned as a word, italicize it and add s in roman type.
    • {There were five *and*s in his first sentence.}

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PUNCTUATION - Apostrophe

– Alternatively, you may place a word in quotation marks and use an apostrophe and an s ('s).
  • {There were five "and's" in his first sentence.}
– To indicate the plural of a number, add s.
  • { 7s } , {the late 1990s}
– For terms that are single letters, set the letter in italics and set the s in roman type.
  • {*x*s and *y*s} , {*N*s}
– Use s to pluralize an abbreviation that is in all capital letters or that ends with a capital letter.
  • {IOUs}

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PUNCTUATION - Apostrophe

– The rare exception to the rule is when certain abbreviations, letters, or words are used as nouns, as in the following examples.
– Unless the apostrophe is needed to avoid misreading or confusion, omit it.
  • {He received four A's and two B's.}
  • We hired three M.D.'s and two D.O.'s.
  • Be sure to cross your t's and dot your i's.
  • Do we have more yes's than no's?
    – [For this last example, the trend is to instead write *yeses* and *noes*.]

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PUNCTUATION - Apostrophe

• **To Indicate Omission**
• Contractions (e.g., let's, don't, couldn't, it's, she's) have a bad reputation.
  – Many argue that they have no place at all in formal writing.
  – You should, of course, observe your publisher's or instructor's requirements.
  – An absolute avoidance of contractions, however, is likely to make your writing appear stilted and unwelcoming.

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PUNCTUATION - Apostrophe

- Avoid the most common contraction–apostrophe error:
  - the contraction of it is is it's
  - without the apostrophe, *its* is the possessive form of it.
    - {It's often said that every dog has its day.}
  - In informal writing, it is acceptable to indicate a year with only the last two digits preceded by an apostrophe
    - {the class of '85}
    - {pop music from the '80s}

PUNCTUATION - Brackets

- Brackets allow the insertion of editorial material inside quotations.
- They can be used for the following purposes:
  - Clarification
  - Translation
  - Indicating a change in capitalization
  - Indicating errors
  - Emphasis
  - Censoring objectionable content
  - Parenthetical within parenthetical
    - [Parenthetical: relating to or inserted as a parenthesis]

PUNCTUATION - Brackets

- **Clarification**
- If the original material includes a noun or pronoun that is unclear, brackets can be used for clarification.
  - {The dean stated that he "will not sign the document they [members of senate] have been talking about."}
  - {In his memoirs, the author reveals, "The year we moved into the house [1985] was a difficult one for us, both emotionally and financially."}
  - {The media mogul was overheard saying, "I would never do a deal with [Acme Corporation's CEO,] Wile E. Coyote."}

PUNCTUATION - Brackets

- When used in this way, the bracketed information should be an addition, not a substitution.
- For example,
  - original quotation
    - "She never called back,"
  - do not change it to
    - "[Burcu] never called back."
  - Instead write:
    - "She [Burcu] never called back."

PUNCTUATION - Brackets

- In many cases, brackets can be avoided by reframing the quotation.
  - **Awkward**:
    - {"Why can't we do the same thing [provide government-funded grants to independent filmmakers] in this country?" Christina Black asks.}
  - Recast:
    - {Citing filmmaking grants provided by the Australian government, independent filmmaker Christina Black asks, "Why can't we do the same thing in this country?"}

PUNCTUATION - Brackets

- **Translation**
- If a quotation includes a foreign word or phrase that might not be understood, provide a translation in brackets.
  - Use parentheses for translations of unquoted material.
    - {Smith writes in his autobiography: "I seldom spoke in French class. When I did, I usually just said *je ne sais pas* [I don't know]."}

PUNCTUATION - Brackets

- **Indicating a change in capitalization**
- In most contexts, it is acceptable to silently change the first letter of quoted material from uppercase to lowercase, or vice versa.
  - In certain contexts, such changes must be indicated with brackets.
    - {"[T]his study has been widely cited, notwithstanding its dubious methodology."}
    - {Under the terms of his employment contract, his "[p]erformance-based stock options shall not vest until December 31, 2015."}
      - [Vest: confer or bestow (power, authority, property, etc.) on someone.]

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PUNCTUATION - Brackets

- **Indicating errors**
- Brackets are used in academic writing to insert the latin word *sic* which indicates that the writer has quoted material exactly as it appears in the original, even though it contains an obvious error.
  - [*sic*: "so, thus, in this manner"; in full: *sic erat scriptum*, "thus was it written"]
  - Note that *sic* should be italicized, but the brackets containing it should not.
    - {The final report indicated that "pilot error were [*sic*] the most likely cause of the crash."}
    - {Dr. Smith pointed out that "the earth does not revolve around the son [*sic*] at a constant rate." }

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PUNCTUATION - Brackets

- **Emphasis**
- If you use italics to emphasize a portion of the quotation, indicate the change in brackets.
    - {He said he would consider "a very short extension of the deadline, but only under *the most extraordinary circumstances* [emphasis added]."}
  - An alternative approach is to note the emphasis outside the quotation, in parentheses, either as a separate sentence immediately after the sentence containing the quotation:
    - {He said he would consider "a very short extension of the deadline, but only under *the most extraordinary circumstances*." (Emphasis added.)}
  - or as a parenthetical note added to the end of the sentence containing the quotation:
    - {He said he would consider "a very short extension of the deadline, but only under *the most extraordinary circumstances*" (emphasis added).}

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PUNCTUATION - Brackets

- **Objectionable content**
- If the original material contains language you deem inappropriate for your audience, brackets can be used to remove it.
  - {He told them to "sit the [expletive] down."}
- **Parenthetical within parenthetical**
- In the rare event that parentheses are required within parentheses, use brackets instead.
  - This is one of the few uses of brackets outside of quotations.
    - {In his twenties, he toured the country giving lectures to physics students (subsequently published as *M-theory for Morons* [2008]).}

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PUNCTUATION - Brackets

- **Brackets in the material being quoted**
- If the material being quoted already contains brackets, this should be noted.
  - {Richardson finds support for his position in an earlier study by the Somesuch Foundation: "The authors acknowledge that 'during the four years he [George Clinton] was president, average real wages were flat.'" (Brackets in original.)}

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PUNCTUATION - Colons

- The colon (:) is a mark of anticipation and introduction that alerts readers to the close connection between the first statement and what follows.
  - used to connect a list or series to a word, clause, or phrase with which it is in apposition.
    - {Three topics will be discussed: the new accounting system, the new bookkeeping procedures, and the new payroll software.}
  - Do not, however, place a colon between a verb and its objects.
    - {Three fluids that clean pipettes are: water, alcohol, and acetone.}

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PUNCTUATION - Colons

– One common exception is made when a verb is followed by a stacked list.
  - {Corporations that manufacture computers include:
    Apple   Compaq   Micron
    IBM   Dell   Gateway   }
– used to link one statement to another statement that develops, explains, amplifies, or illustrates the first.
  - {Any organization is confronted with two separate, though related, information problems: It must maintain an effective internal communication system, and it must see that an effective external communication system is maintained.}

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PUNCTUATION - Colons

– When two or more sentences follow a colon, capitalize the first word following the colon.
  - {He made three points: First, the company was losing over a million dollars each month. Second, the stock price was lower than it had ever been. Third, no banks were willing to loan the company any more money.}
– Do not use a colon between a preposition and its object.
  - {I would like to be transferred to: Cambridge, Newcastle, or London.}

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PUNCTUATION - Colons

– used to link an appositive phrase to its related statement if more emphasis is needed and if the phrase comes at the end of the sentence.
  - {There is only one thing that will satisfy Mr. Smith: our finished report.}
– used to link numbers that signify different nouns.
  - {9:30 a.m. [9 hours, 30 minutes]}
– In proportions, colons indicate the ratio of amounts to each other.
  - {The cement is mixed with the water and sand at 7:5:14.}

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PUNCTUATION - Colons

– often used in mathematical ratios.
  - {7:3 = 14:x}
– In document sources, colons link the place of publication with the publisher and may perform other specialized functions.
  - {Watson, R. L. Statistics for Accountants and Electrical engineers. Englewood: EEE, 2001}
– Frequently used in business and personal correspondence.
  - Dear Ms. Smith:
  - cc: Tom Smith
  - Attention: Accounts Payable
  - PS: Don't forget your swimsuit.

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PUNCTUATION - Colons

– The first word after a colon may be capitalized if the statement following the colon is a complete sentence or a formal resolution or question.
  - {The conference passed a single resolution: Voting will be open to members only.}
– The initial capital letter of a quotation is retained following a colon if the quoted material began with a capital letter.
  - {The head master issued the following statement: "We are not concerned about the present. We are worried about the future."}

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PUNCTUATION - Colons

– A colon always goes outside quotation marks.
  - {This was the real meaning of his "suggestion": the division must show a profit by the end of the year.}
– When quoting material that ends in a colon, drop the colon and replace it with an ellipsis.
    – [Ellipsis: a situation in which words are left out of a sentence but the sentence can still be understood]
  - {Any large corporation is confronted with two separate, though related, information problems:."}
– If the element following the colon is subordinate, use a lowercase letter to begin the element.
  - {There is only one way to stay within our present budget: to reduce expenditures for research and development.}

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PUNCTUATION - Colons

– can be used to emphasize a phrase or single word at
the end of a sentence.
  - {After three weeks of deliberation, the jury finally reached
a verdict: guilty.}
  - {Five continents, three dozen countries, over a hundred
cities: this was the trip of a lifetime.}
– used to separate the volume from page numbers of a
cited work, with no space before or after the colon.
  - {Punctuation Quarterly 4:86–89}
    – [read as "pages 86 through 89 of volume four"]

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