

English for Teachers II

Report Checklist

Structure

- the summary of **the problem** (introduction + body + conclusion) and your own proposed **solution**
- unified text with paragraphs – avoid headings
(extra information and references can be included at the end as a note)
- over **150** words

Style

- use **complex** sentences
- avoid using lists and bullet points
- **formal** style – no contracted forms (~~isn't, didn't~~)

Grammar

- **commas** after introductory phrases (As regards XY, ...; In the end / Finally, ... ; In addition, ...; In the next part of the conversation, the mother admits ...)
- word order – **S-V-O-M-P-T** (his mum is going to be interviewed again, factors have to be ..., three people are presented,
- the passive voice (which is supported by many publications,
- noun and verb agreement
 - 3rd person sg. (Sam spends, the doctor summarizes)
 - **nobody** was, grandma was
- verb structures (**miss** sb. X a student missing from the class, **take** sb. shopping, **say** sth. to sb. X **tell** sb. sth. X say that ..., nod to agree/in agreement, **continue** working, **suggest** doing sth. to sb./that sb. should do sth., **divorce** sb. X get divorced, **sue** sb. for sth.)
- tenses – past simple and continuous X present perfect, past perfect
- modal verbs (had to watch)
- conditionals (if Diana does not change ..., it can lead to....; if the friend had not sought help ..., Amy would have collapsed ... - it is about the past)
- articles
 - **a + sg. countable noun** (a score, a plan, a parent, a video, a situation, a compliment, a student)
BUT pl./unc. + the /-- (find some Cheerios)
 - a – in expressions of quantity (a couple of)
 - the – with words already mentioned (the social worker, the/his mother)
 - the + first, second, third ...
- prepositions: in the **end**, ... X at the end (of sth.), **yell** at sb., be **mean** to sb., change in behaviour, be **good** to sb., **suffer** from, **focus** on,

Vocabulary

- switch your **spellchecker** to English
- expressions confused
 - psychic X psychological, he X she, out of nowhere X all of a sudden, auspicious X positive, san X son, reason X resonance, asleep x low/stagnating, report x inform, questionnaire X interview, it is not mean X it does not mean, first X at first, deny X say no, tell X call, right X truth, then X than, loose X lose, tweed X tweet, others X each other