

revision style exercises

Use your notes and exercises from the style units (formality, complexity, punctuation, grammar, referencing and bibliographies) to practise all you have learnt. For many of the exercises, there is often more than one possible answer.

Formality (& grammar)

1 Which 'person' are the following, 1st, 2nd or 3rd?

- 1 We
- 2 You
- 3 Opponents
- 4 Criticism
- 5 Me
- 6 Issues

2 Change these sentences into the 3rd person.

- 1 I think this is a possible solution.
- 2 You could say there are two sides to this argument.
- 3 We will investigate these issues.
- 4 I will detail four areas in my essay.
- 5 If you do not put references in your essays, you could be guilty of plagiarism.
- 6 When we write an essay, we also need to add a bibliography.

3 Three of these sentences are passive. Highlight which ones.

- 1 This essay was written in two hours.
- 2 I wrote this essay in two hours.
- 3 The government will change the law next year.
- 4 The law will be changed next year.
- 5 She was given an 'A' for the presentation.
- 6 She gave an 'A' for the presentation.

4 Change these sentences into a passive.

- 1 The college introduced a new parking policy.
- 2 We do not allow drinking in public.
- 3 I will finish this report in two hours.
- 4 You could argue that inflation is beneficial.

5 Identify the sentence type: simple, compound or complex.

- 1 I am not good at exams but I still went to university.
- 2 Although I am not good at exams, I still went to university.
- 3 I am not good at exams. However, I still went to university.

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6 Make these sentences sound 'louder'/stronger (+) or the opposite 'softer'/weaker (-), by adding an adverb i.e. be more precise.

e.g. The inflation rate rose. (-)

= The inflation rate rose gradually/slowly/slightly.

- 1 Reading is the most difficult skill. (+)
- 2 The course improved his skills. (-)
- 3 Employment figures fell. (+)
- 4 Plagiarism is a problem at university. (-)
- 5 Students should do fewer exams. (+)
- 6 Students should do fewer exams. (-)

7 Replace the underlined words with a noun/noun phrase, making any other changes that are necessary.

- 1 How people behave is the subject of this essay.
- 2 We will analyse what 'democracy' means.
- 3 One problem is how large the debt is.
- 4 He explained it well.
- 5 If you fail the exams, you will not be offered a place at university.
- 6 We need to solve the housing crisis.

8 Change these direct questions into indirect ones.

- 1 Why do we pay for higher education?
- 2 Is climate change a problem?
- 3 Can politicians influence behaviour?
- 4 Does this prove his theory?
- 5 How much tax should we pay?
- 6 Did a food shortage cause the unrest?

9 Replace the following verbs with a more formal one word equivalent.

- 1 Go out
- 2 Go back
- 3 Tell off
- 4 Look into
- 5 Get better
- 6 Cut out

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10 Replace the following words with a more formal equivalent.

- 1 Kids
- 2 In the end
- 3 Inflation was a little bit high.
- 4 Chilled out
- 5 Stupid
- 6 To stamp out plagiarism

11 Find the six abstract nouns in this list.

laws book dollars wealth ideas friend prison belief newspaper justice prisoner fiction essay friendship imprisonment

12 Add less definite verbs to make these sentences sound less dogmatic.

- 1 Religion is in decline.
- 2 League tables for schools improve results.
- 3 Poverty causes crime.
- 4 Lack of exercise leads to obesity.
- 5 Communism has failed.
- 6 This theory is incorrect.

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Complexity (& grammar)

13 Highlight the subject in these sentences.

- 1 Research has confirmed this theory.
- 2 Because of the crisis, many people no longer trusted banks.
- 3 In this essay, I will examine four possible explanations.
- 4 Over the last ten years, businesses have grown.
- 5 Studying hard is a good way to succeed.
- 6 Studying hard, they spent a great deal of time in the library.

14 Highlight the main sentence in the following:

- 1 In this essay, I will examine four possible explanations.
- 2 Studying hard, they spent a great deal of time in the library.
- 3 She applied for the job which she saw advertised in the paper.
- 4 They requested various skills meaning many people did not qualify.
- 5 Although the evidence was comprehensive, it did not convince them.
- 6 Despite her lack of qualifications, she was a skilful writer.

15 Correct these sentence fragments.

- 1 There were several opportunities. Such as travelling abroad and learning a language.
- 2 It was a popular course. Because few places taught the subject.
- 3 I applied early. Which was fortunate.
- 4 The process was complicated. Download a form, complete it, collect three references and provide proof of funding.
- 5 The essay explored a number of theories. Perhaps too many.
- 6 Many people opposed the plan. While others thought it was a good idea.

16 Rewrite these simple sentences using the word/prompt in brackets to make one compound or complex alternative.

- 1 She studied in France. However, she did not speak French. (but)
- 2 She studied in France. However, she did not speak French. (despite)
- 3 I wrote an essay. It examined four sectors. (which)
- 4 I wrote an essay. It examined four sectors. (-ing)
- 5 The building was developed into a college. It won an architectural prize. (-ed)
- 6 The building was developed into a college. It won an architectural prize. (-ing)

17 Rewrite this short paragraph to make it more formal and complex.

I think zoos are fantastic things. They are good for telling people about animals and for making sure rare animals don't die out. But some people don't think this. They think that that there are other things which would be better. For example, you could watch television to find out about animals. Or you could look after the places where animals live in the wild, which works out better in the long-term. Plus, are animals unhappy about living in cages?

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Punctuation

18 Write out the full form of these abbreviations.

- 1 e.g.
- 2 She's passed.
- 3 It's true.
- 4 She's right.
- 5 They could've done it.
- 6 I don't know.

19 Put in full stops, commas and capitals in this paragraph.

the london tube system i believe suffers from a number of problems firstly it is old parts of the track were built in the mid 19th century with many of the trains dating back to the second world war in addition it is underfunded most european governments give a great deal of money to their city transport systems knowing it helps the local economy however this does not happen in england as the population is growing it is increasingly becoming an issue although few politicians have an answer

20 Put in an apostrophe in these sentences.

Hint – if singular = 's
if plural = s'
be careful with strange plurals, and 'it is'

- 1 Davids class
- 2 A girls best friend
- 3 A persons problem
- 4 The two girls teacher was absent.
- 5 Their tutors name was John.
- 6 Their tutors names were written on the door.
- 7 All the countries flags
- 8 Our country's flag
- 9 Womens issues
- 10 Peoples parliament
- 11 Its solution needed Johns help.
- 12 Its difficult.

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Grammar

21 Match the sets of words below with the following grammar terms:

singular nouns plural nouns abstract nouns adjectives adverbs
verbs present participles past participles passives prepositions

- 1 go write look at analyse
- 2 at from by on
- 3 given discussed taken examined
- 4 intelligence love hate nature
- 5 books libraries factors solutions
- 6 possibly perhaps sometimes rarely
- 7 book library factor solution
- 8 has been given was discussed is taken will be examined
- 9 giving discussing taking examining
- 10 intelligent loving hateful natural

22 Read these sentences and see if you can find any examples of the above grammar.

However, many people now feel new legislation is needed. This essay will argue that though on the surface, a privacy law is appealing, it is in fact a deeply flawed concept. Not only is it difficult to define key terms essential to making a law workable, but also it would clash with and perhaps even damage the whole concept of freedom of speech.

23 Change the noun below into the following grammar terms:

economy

- 1 change to adjective
- 2 change to adverb
- 3 change to verb
- 4 change verb into past tense

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Referencing

24 Correct the punctuation mistakes in these direct quotes.

- 1 Bardini [2008] remarks, 'collapsing currencies will spell the end of the EU within three years'
- 2 As the report pointed out, "They (the United Nations) provide 22% of cultural funding in southern Europe" (Jarrod and Ng, 2009).
- 3 "It will be many years of rebuilding.....before employment reaches pre 2000 levels again" (DTI, 2012).

25 Correct the language mistakes in these quotes.

- 1 According to Draper, he suggests that the greatest benefit is to pensioners.⁴
- 2 As Karlsson argues that early intervention in June 2010 would have prevented the escalation of the crisis (Canning and Johnson 4).
- 3 Research by Blucher (2011), he found that previous statistics were faked.
- 4 According to Leno's theory states that the rate will double every ten years (Taki, 2012).
- 5 Schevin (2009) believed that 'unexpected changes to sea levels which caused the flooding'
- 6 As Slater and Jarvis remarked, the Higgs experiment "it was a defining moment in the field of physics" (New Science, 2011).

26 Use this bibliography entry to complete the references below in APA style.

Pershing, E. & Sheldon, C. (Eds.). (2011). *America: a guide to the continent's films*. Houston, TX: Cobald Press.

- 1 Independent companies are increasingly important; in fact, only a third of the films produced in 2010 came from the five main studios (_____)
- 2 _____ and _____ (_____) point out that independent companies are increasingly important; in fact, only a third of the films produced in 2010 came from the five main studios.

27 Correct the reference mistakes in these quotes, and put them in your preferred style. (For MHRA, use exercise number as listing number)

- 1 Sea levels could increase by 1 metre in the next 50 years (Pinchon, W. 2010 p.3).
- 2 78% of forests are privately owned (Owens, 2010, *Land Ownership in the UK*, p.4).
- 3 According to the latest statistics (CROWNE, 2009, p.28), about 1 in 3 marriages ends in divorce.
- 4 A 2007 report by Coulson (Coulson, 2007, p.12) proved that diet was more effective than exercise in combating obesity.
- 5 Out of 213 people, 198 reported that they would change job if required (Cameron, 2010, pp.23)
- 6 "Peer pressure rather than genetics or parenting, explains most adolescent crime" (Stanton (et al.) 2006, p.12).

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Bibliographies

28 Make a bibliography from the following 3 sources in your preferred style.

Book

<p>SOCIAL POLICY IN THE SPOTLIGHT</p> <p>Edited by Dr Susan Warwick Marshall D. Franton</p> <p>Rostrum Press New York London</p>	<p>Rostrum Press 12 All Saints Road London NW1, UK 13 08, 119th Street, New York, 29087, USA</p> <p>First published 2008 2nd edition 2010 3rd edition 2012</p> <p>ISBN 2-34-1748-35</p> <p>Rostrum Press</p>
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Journal

<p>Journal of Applied Nanotechnology</p> <p>Volume 10, 2012,</p>	<p>Contents – issue 7</p> <table border="1"><thead><tr><th></th><th>Page</th></tr></thead><tbody><tr><td>The Bionic Era?</td><td></td></tr><tr><td>By Tatsuya Tajima</td><td>2–12</td></tr></tbody></table>		Page	The Bionic Era?		By Tatsuya Tajima	2–12
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Website

<p>http://www.dti.gov.uk/htm123</p>	
<p>Department of Trade and Industry</p>	
<p>Non taxable benefits</p>	
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