

# **Business School**

# Editn

g YorWitn

Misses Wisson Billian

Wallinson Stations."

### Doesgammamate?

In most assignment guidelines given in the Business School, assessment criteria tend to focus on aspects such as answering the question, using course theories and content, and writing analytically. Writing grammatically may be a minor criterion in terms of marks, but it is significant in terms of how clearly and accurately ideas and information are expressed. If there are serious grammatical problems, this will interfere with the meaning being expressed. So, yes, grammar does matter!

Beyond the requirements of the assignments in your courses, clear expression is a requirement for communicating effectively both orally and in writing. High level oral and written communication skills are essential requirements for most commerce related, middle and senior management positions. Grammar matters at work too!

# Isgammaron Iya pblem for on -En

### tien £

The language used by native speakers when speaking English may not always have the same features as the standard grammar expected in written assignments. Native speakers of English, as well as non-native speakers, may find their assignments returned to them with words crossed out or underlined. An awareness of grammar is important for all students.

# Whatae he mosteqn

### tgammamiakesin

tlen

### Bisn esSchool?

Learning advisers in the Education Development Unit have observed that there are certain grammar mistakes that frequently occur in student writing. The most frequently noted mistakes involve problems with:

- f parts of speech
- f subject/verb agreement
- f number agreement
- f articles
- f tenses
- f parallelism
- f pronoun reference
- f independent and dependent clauses
- f sentence length

## Patof pech

Some non-native speakers of English have difficulty selecting the appropriate part of speech. This is particularly a problem for speakers of languages in which the form of a word does not change when the grammatical role of the word changes. The term "part of speech" refers to the categories: verb, noun, adjective, adverb, pronoun, article and preposition.

#### In coect

This report gives an analytical of the financial stability of XYZ Ltd.

#### Coect

This report gives an analysis of the financial stability of XYZ Ltd.



# Coect

The goals of macro-economic po



In coect

He has <u>no money is</u> the main problem.

#### Coect

He has <u>no money</u>, <u>which is</u> the main problem. O The fact that he has no money is the main problem.

In**titulija epis**An **jib** 

Sen ten ce len gh

A common problem for both native speakers of English and non-native speakers is to write sentences that are too long. It is more difficult for a reader to grasp the main point of sentences that have several points to make.

### In coect

Plagiarism has been increasing at a great rate over the past few years due to the widespread availability of Internet access, which enables students to get copies of other writers' work which at one time would only have been available in libraries.

#### Coect

Plagiarism has been increasing at a great rate over the past few years. This increase is partly due to the widespread availability of Internet access, which enables students to get copies of other writers' work that at one time would have only been available in libraries.

Intitatio thinthy the limits

gate

There are many websites you can access to give you more advice regarding editing for grammar. Go to the **aflux** is a handout and then look for the links to grammar sites.

