

Before you start

1 Review these intermediate grammar points and check you know them.

Avoiding repetition

- To avoid unnecessary repetition of words or phrases in speech or writing, we can use
 - substitution, when we replace one word or phrase with another, such as a pronoun: *Instructions are given on each machine. We ask customers to read **them** carefully before exercising.*
 - ellipsis, when we leave out words or phrases altogether: *Mike left at about the same time as Jane (left).*
- We can leave out or replace nouns, verbs and entire clauses which have previously been mentioned:

*The managers in our company have often adopted production processes which give rise to unsatisfying jobs because it is cheaper for **them** to **do so**.*
(*them* = managers; *do so* = adopt production processes ...)

Emphasis and focus

We show emphasis in writing in many different ways. They include

- fronting, or bringing a word or phrase to the beginning of a sentence: *The bell rang. **Almost at once** the old man appeared at the door.*
- making one simple sentence into two clauses or a cleft sentence: *The Berlin Wall fell in 1989. **It was in 1989** that the Berlin Wall fell.*
Jackson published the book himself.
What Jackson did was publish the book himself.
- inversion (reversing the position of two things): ***Hardly had she** written one book before she started another.*

We usually invert the subject and the auxiliary, modal or main verb that follows it:

- Harry did not offer once to take Norma home to visit her elderly parents.*
Not once did Harry offer to take Norma home to visit her elderly parents.

Nominalisation

We use nominalisation (making nouns from other parts of speech) to be more concise in writing. We can form nouns from verbs

- by adding a suffix: *educate → education* *establish → establishment* *teach → teacher*
- by using a verb as a noun (more informal): *Can't you open that? Shall I give it **a try**?*
*I'll take you to the station if you give me **a shout** when you're ready.*
- by combining the verb and particle in multi-word verbs. The particle often (but not always) comes before the verb in the noun form: *The epidemic first **broke out** in Guinea. → The first **outbreak** of the epidemic was in Guinea.*
*The plane **took off** very smoothly. → The **takeoff** was smooth.*
*The car **broke down** not far from home. → The **breakdown** happened not far from home.*



Not all verbs can be used as nouns. It is best to check in a good dictionary.

- X He made a speak on the theatre in Ireland. ✓ He made a speech on the theatre in Ireland.*