

**ed/tage Insights**  
Research for Learning and Growth

## Errors

### Avoiding common errors in written English

Presented by  
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**RKUNIVERSITY**

### Guidelines of RK University for Research Publications

9. Quality of the publication:  
The research publication should be **free of spelling mistakes and grammatical errors**. A poor quality publication downgrades the images of not only the student and the guide, but also the prestige of the university itself. Publications with mistake in the title itself or several mistakes in body text will not be accepted by RK University.

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### 7-storey-high banners erected across Australia



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### A road sign in Wales, UK



The sign in English is clear enough to lorry drivers; that in Welsh reads:

**'I am not in the office at the moment. Send any work to be translated.'**

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### Needless capitalization

**Understanding spread and management of Invasive Alien Species**

1. Water Quality (Data Sheet 1)

Measure and record values for each of the water quality parameters indicated in the water quality analyzing kit provided. The procedures for using the kit are available along with the kit. The required parameters include Temperature (°C), Conductivity, Dissolved Oxygen, pH, and Turbidity. Additional parameters such as nutrients (nitrite, nitrate, phosphate and sulphate) that can be assessed with the kit may also be recorded. In addition, water odour and colour may also be recorded.

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## Inconsistent hyphenation

Forests generate multiple products and services for multiple stakeholders at different scales, and different ways of managing the forest are likely to create different trade-offs between these stakes and stakeholders. But there is limited empirical information on the nature and magnitude of these tradeoffs under different situations. ATREE, in collaboration with the University of East Anglia and Vasundhara, has been conducting a study of how the magnitude and distribution of forest ecosystem services accruing

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## Six categories of errors

- Spelling
- Grammar
- Punctuation
- Usage
- Idiom
- Style

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## [www.oxforddictionaries.com/spelling-challenge/](http://www.oxforddictionaries.com/spelling-challenge/)



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## Errors of spelling

- Outright errors
- British versus American spellings
- Non-English words
- People and places
- Authorities for spelling

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## British versus American spellings

- Extra letters *vapour / vapor, catalogue and catalog*
- ise and ize *analyse/analyze, paralyse, catalyse*
- **S** in verbs and **C** in nouns *practise and practice*
- Doubling of consonants *modelling / modeling*
- Irregular past participles *burnt / burned, learnt and learned*

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## British versus American spellings

maximum variability was available in the plant height and days to 50% flowering (**Table 1**). The variation for qualitative traits was observed for maximum traits. **Fig. 1** shows the variations in grain **colour** and ear head compactness.

*Relationship of plant and panicle characters with seed rot: Fusarium induced seed rot had strong negative relationship with glume **color** ( $p < 0.01$ ) and positive relationship with panicle compactness ( $p < 0.01$ ). Seven RILs (RIL 004, RIL 166, RIL 092, RIL 118, RIL 161, RIL 172*

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## Names of plants

- Brinjal in India, aubergine in Britain, eggplant in USA
- Ladies' fingers: okra or bhindi
- Lady's finger: plant from the pea family
- Ladyfinger: finger-shaped sponge cake
- *Zea mays* is corn in USA but maize in Britain
- Groundnut: 1 peanut • 2 a North American plant of pea family; several species, particularly *Apios tuberosa*

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## Authorities for spelling

- *Oxford Dictionary of English* (3rd edn, 2010)
- *New Oxford Dictionary for Writers and Editors* (2014)
- *New Oxford Dictionary for Scientific Writers and Editors* (2009)
- *New Oxford Spelling Dictionary* (2014)
- *The Times Comprehensive Atlas of the World* (2014)
- *Merriam-Webster's Collegiate Dictionary* (11th edn, 2004)
- *American Heritage Dictionary* (5th edn, 2011)
- Survey of India

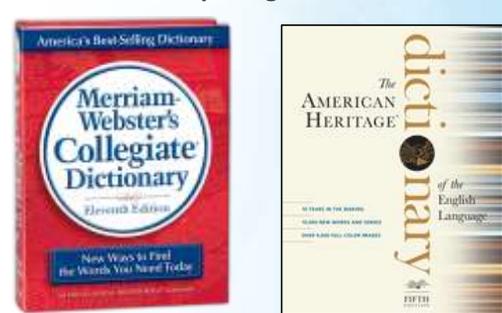
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## Authorities for spelling



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## Authorities for spelling, 2



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## healthcare, health-care, or health care?

headword word beginning a separate entry in a dictionary etc.  
 health care, health centre, health farm, health food (two words)  
 health service, the Brit. the National Health Service (lower case)

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### Ode to the spell-checker, 1

- Eye have a spelling chequer
- It came with my pea see
- It plainly marks four my revue
- Miss takes eye cannot sea.
- Eye strike a key and type a word
- And weight fore it too say
- Weather eye am wrong or right
- It shows me strait a weigh.

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### Ode to the spell-checker, 2

- As soon as a mist ache is maid
- It nose be four two long
- And eye can putt the error rite
- Its really is never wrong.
- Eye have run this poem threw it
- I am sure your pleased two no
- Its letter perfect in its weigh
- My chequer told me sew

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### Wrong choice of words

- Namely (viz.) and that is (i.e.)
- For and Since
- Affect and Effect
- Less and Fewer
- Complimentary and Complementary
- Alternate and Alternative

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### Complementary and Complimentary

Understanding the inheritance of fertility restoration of a CMS system is essential as it can enhance the efficiency for selecting good restorer and maintainer parents to develop high-yielding heterotic hybrids. Studies involving  $A_2$  CMS indicated that the genetics of fertility restoration is complex with the involvement of 2-4 genes [21-24]. A recent study indicated that fertility restoration was governed by three **complimentary** genes [25]. In this background, we undertook this study to understand the inheritance of fertility restoration on  $A_1$  and  $A_2$  CMS, and to map fertility restorer gene for  $A_1$  and  $A_2$  CMS using a common restorer. Our study was also aimed at finding whether the same *Rf5* gene [17] was involved in fertility restoration on both  $A_1$  and  $A_2$  CMS lines of different genetic make-up used in the present study.

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### Common grammatical errors

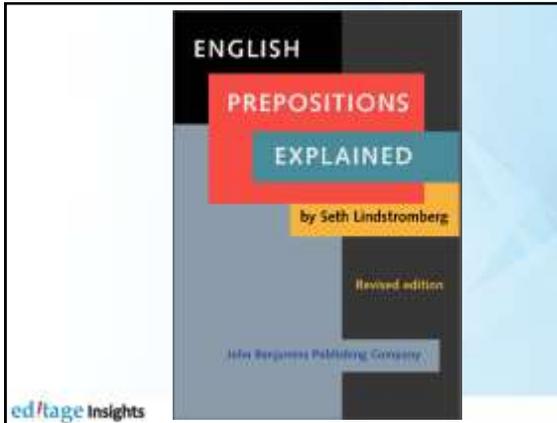
- Wrong prepositions
- Mismatch between a pronoun and its antecedent
- Incorrect use of articles
- Mismatch between subject and verb

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### Correct prepositions

- Dispose of, not dispose off
- Up to, not upto
- Consists of or comprises, not comprises of
- In Rajkot, not at Rajkot

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### **English Prepositions Explained**

- Discusses over 90 different prepositions in current use throughout the English-speaking world.
- Focuses on short, high-frequency prepositions: at, by, down, for, from, in, near, of, off, on, out, up, to, etc.
- Concentrates on the shorter prepositions, especially on those with several meanings, which are the hardest for learners of English to master.

### **Mismatched pronouns and antecedents**

- Indoor air in a conditioned space can be up to 10 times more polluted than outdoor air and may pose a health risk due to their high concentration.
- Pipes are insulated from the walls it passes through so that the vibrations are not passed into the structure.
- Sorghum is the fifth most important cereal and suffers heavy damage from rice weevil *Sitophilus oryzae*, reducing their quality and quantity.

### **Mismatched pronoun and antecedent**

The village blacksmith hired an enthusiastic new apprentice willing to work long, hard hours. He instructed the boy, "When I take the shoe out of the fire, I'll lay it on the anvil. When I nod my head, you hit it with the hammer."

The apprentice did exactly as he was told, and now he is the new village blacksmith.

### **Incorrect use of articles**

- In maize kernel, size is the highly important in determining resistance to attack by *S. zeamais*, with larger kernels showing greater resistance than small ones
- Recommended agronomic practices were followed to raise good crop.
- Among the 60 sorghum genotypes including the selected germplasm lines the semolina recovery ranged from 19.8 to 47.8%.

### **Correct use of articles, 1**

We need answers to three questions.

- Is the noun known (specified) to both writer and reader?  
If yes, the noun normally takes **the**.
- If not, is the noun singular? If yes, the noun takes **a** or **an**.
- If neither specified nor singular, is it plural or uncountable?  
If yes, **no article needed**.

## Correct use of articles, 2

- **Common nouns** a general group, place, person, or thing:  
dog, house, tree
- **Count nouns** items that can be counted: pens, eggs
- **Non-count nouns** items that cannot be counted:  
water, time, soil, pain
- **Specific nouns** exact, specific, or unique items;  
take the definite article: the earth, the constitution

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## Using *The* : US versus UK

### Bring to boil or bring to the boil?

- Whenever I see 'Bring to the boil,' I know it's a mistake. 'Bring it to a boil' or 'Bring it to the boiling point.'. There is no 'the boil' that's valid in English.
- In the UK, 'bring to the boil' is standard, not 'wrong'. When I encountered 'bring to a boil', I thought it was an error, but realized it is standard in the US.

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## Mismatched subject and verb

- Preventing soil erosion and facilitating proper storage of construction material ensures that existing natural features of the site are affected minimally.
- Recent discoveries about the weather reveals that several cycles are involved.
- The important grain characteristics, viz., 100 seed weight was positively correlated with grain hardness.

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## Errors of form, 1: Number

- Identical forms: sheep, fish, fruit, hair, etc.
- Irregular forms: apex/apices, bacterium/bacteria
- Plural only: alms, qualms
- Singular only: equipment, information
- Collective: committee, government

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## Errors of form, 2: Tense

- Identical forms: cut, cost, broadcast, etc.
- Irregular forms: learned or learnt, can or could

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## Errors of form, 3: Capitalization

- The desired comfort temperature and Relative Humidity (RH) in Summer for India are 25 °C and 55% respectively.
- Cooling towers using Axial Fans are a little more noisy than those using Centrifugal fans.

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### Erratic capitalization

The Usage pattern and the power used are very important functions in determining the Standby Power lost in the household. Figure 1 and 2 maps the standby hours, usage hours and Standby power Consumption by household type.

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### Capitals, specific; lowercase, generic

- Choose between capitals and lowercase based on meaning.
- Do not equate capitals with respect or status.
- Spelt-out versions of abbreviations do not necessarily require capitals.
- For trade names, follow owners' preferences.
- In general, prefer lowercase to capitals.

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### Beyond spelling, grammar, and punctuation

- Usage
- Idiom
- Style
- Parallel structure
- Gender neutral or non-sexist language
- Consistency

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### Non-sexist or gender-neutral language

- The user should surrender **his** card along with the book he wishes to borrow.
  - **Users** should surrender **their** cards along with the books they wish to borrow.
- Or
- The user should surrender **his or her** card along with the books to be borrowed.

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### Bullet points **without** parallel structure

The experiment had multiple objectives.

- To study the extent of damage due to heat
- Identification of the ways to boost ventilation
- Studying the geographic spread of the problem
- Developing heat-resistant surface coatings
- To devise suitable control measures
- Demonstration of the control measures

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### Bullet points **with** parallel structure

The experiment had multiple objectives.

- To study the extent of damage due to heat
- To identify ways to boost ventilation
- To study the geographic spread of the problem
- To develop heat-resistant surface coatings
- To devise suitable control measures
- To demonstrate the control measures

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## Consistency within a document

- Spellings: Odisha or Orissa, Bengaluru or Bangalore, etc.
- SI units throughout: grams, metres, etc. (not pounds, miles, etc.)
- Headings: title case or lower case
- Abbreviations
- Links: underlined or not, in separate colour or same colour.

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## Errors by UK-born, UK-educated students studying at Imperial College London

One consistently put *supplimental* for *supplemental*, *prince* for *prince*, and *defuntly* for *definitely*. Another wrote: *It initiates a undistral non-specific response in mammals*. One wrote that the duck-billed platypus has a complex *pectoral grille* (*giraffe* was intended). Another put *we except* for *we accept*, and one wrote *holy cheese* for a cheese with holes, *lagers* for *lagers* and *beest card* for *beast card*. Camembert cheese makers would be surprised to find that their fungi induced *liguification* (woodiness), when *liquefaction* was intended.

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## [www.cambridgeenglish.org/test-your-english/](http://www.cambridgeenglish.org/test-your-english/)

- This is a quick, free online test. It will tell you which Cambridge English exam may be best for you.
- Click 'Begin Test' and answer each of the questions.
- There are 25 multiple-choice questions.
- There is no time limit.
- You will be able to see answers at the end of the test.

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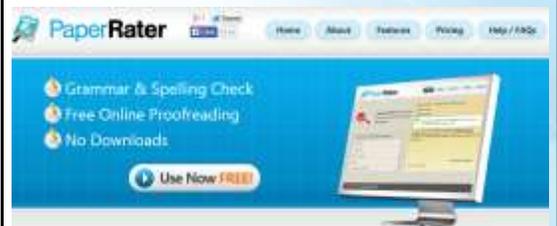
### Test your English - Page 1

For the questions below, please choose the best option to complete the sentence or conversation.

1. When can we meet again?
  - When are you free?
  - If next two days ago?
  - Can you help me?
2. My aunt is going to stay with me.
  - How do you do?
  - How long for?
  - How was it?
3. When do you study?
  - at school
  - in the evenings
  - in the library
4. Would you prefer lemonade or orange juice?
  - How you got anything else?
  - If you like
  - Are you sure about that?

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<http://www.quickanddirtytips.com/grammar-girl>



Grammar Girl  
"Your friendly guide to the world of grammar, punctuation, usage, and fun developments in the English language."

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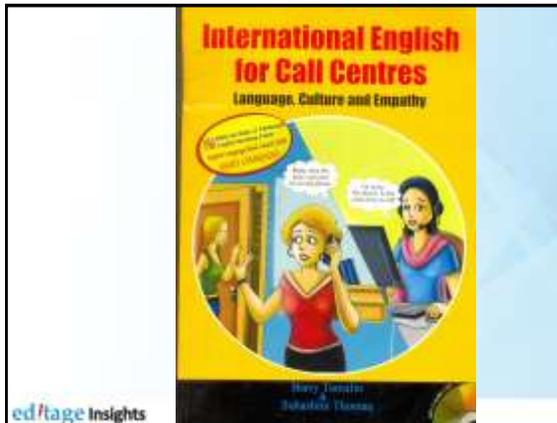


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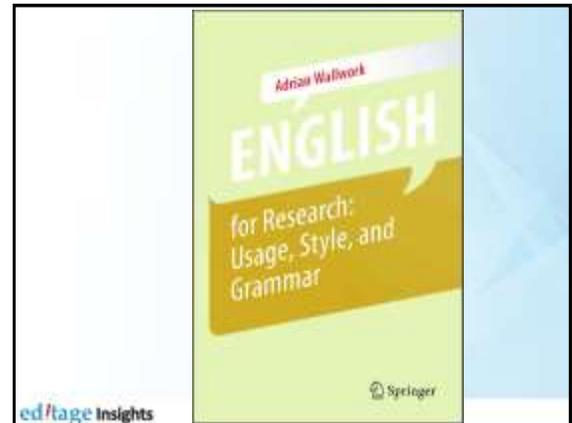
[www.oxforddictionaries.com/words/better-writing](http://www.oxforddictionaries.com/words/better-writing)

- Writing help: CV, invitations, complaints, . . .
- Usage: common mistakes, easily confused words, . . .
- Abbreviations: shortening, contractions, acronyms, . . .
- Grammar: word classes, grammar tips, . . .
- Spelling: -ize, -ise, or -yse? Verb tenses
- Punctuation: apostrophe, semicolon, . . .

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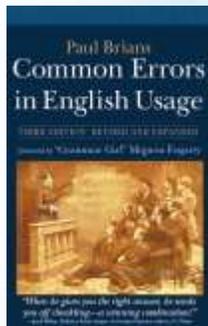


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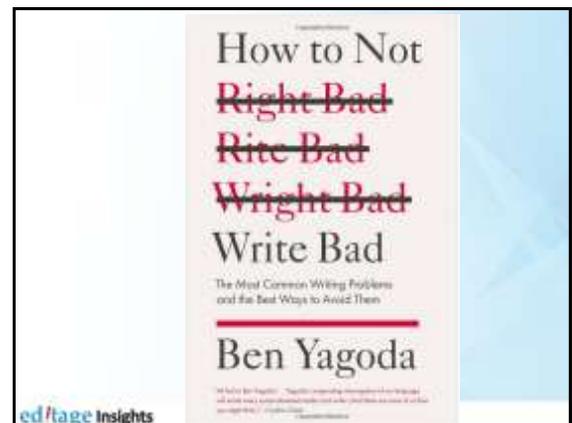


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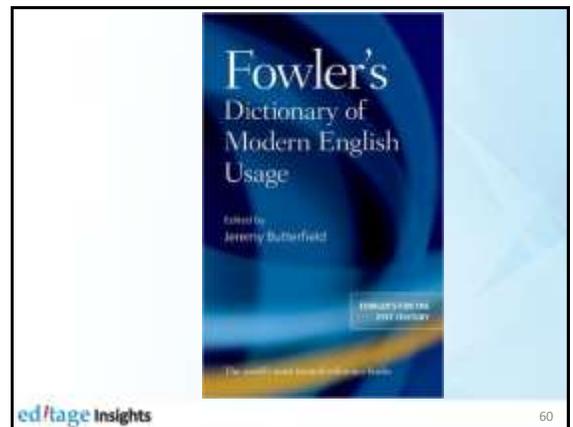
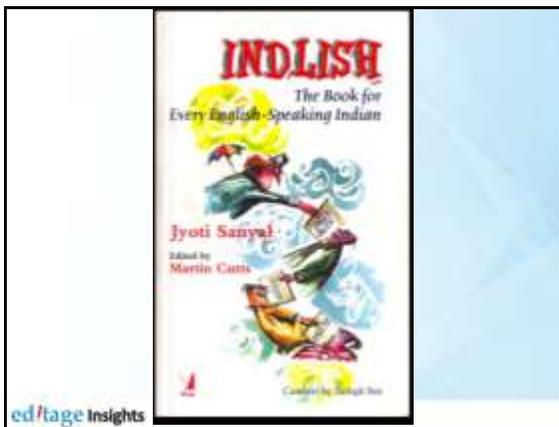
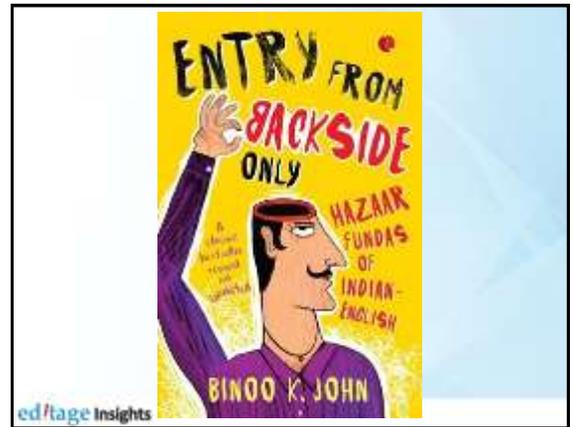
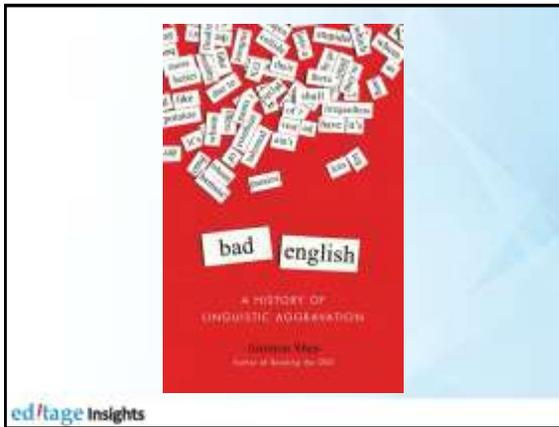
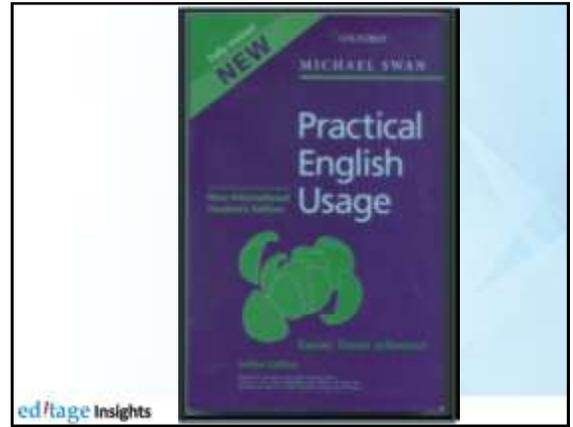
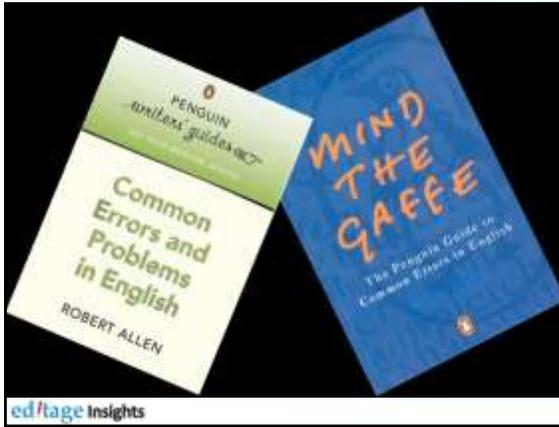
<http://public.wsu.edu/~brians/errors/errors.html>



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Accidence  
~~Shall~~ Will  
 Happen:  
*non-pedantic*  
 The guide to  
 English usage  
Oliver Kamm.

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Published by Cambridge University Press,  
 Indian editions available

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<http://www.spellex.com>

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[www.bristol.ac.uk/arts/exercises/grammar/grammar\\_tutorial/index.htm](http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/index.htm)

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[www.wiltshire.ac.uk/learning/study\\_skills/basic\\_skills/default.asp](http://www.wiltshire.ac.uk/learning/study_skills/basic_skills/default.asp)

**Nouns, Verbs, Adjectives etc**

Adjectives & Phrases  
 Adverbs  
 Clauses  
 Nouns & Pronouns  
 Present Participles

**Sentence & Punctuation**

Appositives  
 Capital letters  
 Colons  
 Colours & Dimensions  
 Commas  
 Parentheses  
 Parenthetical Phrases  
 Semicolons  
 Speech Marks

**Spelling**

Alphabet Order  
 Common Spelling Mistakes  
 Diphthongs  
 Homophones  
 Homographs  
 Homophones & Homographs  
 Nouns, No & Know  
 Say, Sea, & See  
 Their & There  
 Regular & Irregular  
 Trans, Their & They're  
 Write, Wrote, Write, Wrong & Write  
 Whose & Whom  
 Your & Yours

**Spelling Rules**

Spelling  
 Spelling Rules  
 Changing y to i

**Tenses**

Tenses  
 The Verb

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**Recommended reading**

- Yagoda B. 2013. **How to Not Write Bad**. New York: Riverhead Books (Penguin Group). 118 pp.
- Trask R L. 2001. **Mind the Gaffe: the Penguin guide to common errors in English**. London: Penguin. 302 pp.
- Swan M. 2005. **Practical English Usage**, 3rd edn. Oxford: Oxford University Press. 653 pp.

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### Recommended reading

- John B K. 2013. **Entry from Backside Only: hazaar fundas of Indian-English**. New Delhi: Rupa. 232 pp.
- Shea A. 2014. **Bad English: a history of linguistic aggravation**. New York: Penguin Group. 272 pp.
- Brians P. 2013. **Common Errors in English Usage**, 3rd edn. Sherwood, Oregon: William, James & Co. 384 pp.

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### Recommended reading

- Wallwork A. 2013. **English for Research: Usage, Style, and Grammar**. New York: Springer. 252 pp.
- Sanyal J. 2007. **Indlish: the book for every English- speaking Indian**. New Delhi: Viva Books. 418 pp.
- Lindstromberg S. 2010. **English Prepositions Explained**. Amsterdam: John Benjamins Publishing. 273 pp.

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### Recommended reading

- Butterfield J. 2015. **Fowler's Dictionary of Modern English Usage, 4th edn**. Oxford: Oxford University Press. 928 pp.
- Kamm O. 2015. **Accidence Will Happen: the non-pedantic guide to English usage**. London: Weidenfeld & Nicolson. 320 pp.

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