

From: Rick
To: IELTS Prep Group
Subj: IELTS Reading lesson 3-15-2017

Section One

Reading Comprehension, Pronunciation and Basic Grammar skills.

Evaluation Criteria

- Ability to effectively read and comprehend written English in a social or business environment. Able to understand basic grammar rules.

A. Here are the top 10 grammar mistakes people make, according to Microsoft

Source

1. Even smart people make stupid mistakes in their writing. Sometimes it's laziness or impatience; sometimes they're genuinely confused.

Using data from millions of its subscribers, Microsoft recently rounded up a list of the top 10 grammar mistakes in the English language. The data comes from people who use Microsoft Word and/or Outlook, both of which come with a tool called Editor.



Editor highlights spelling and grammar errors and makes suggestions to help improve your writing.

It can make a bad impression if you have a document riddled with mistakes, says Nicole Michel, a linguist who is also a project manager at Microsoft.

2. She told Business Insider: "If you send a CV to a potential employer and it's full of grammar or spelling mistakes, it's going to show carelessness and lack of attention to detail, and also it shows that you're not really putting emphasis and importance on the task."

Below, we've listed the 10 most common grammar errors, along with examples, according to Microsoft. There's a good chance you've made at least one.

a. Leaving too many white spaces between words

Example: To the left.

Correct: To the left.

b. Missing a comma

Example: If the weather remains the same we'll leave early.

Correct: If the weather remains the same, we'll leave early.

3. Other examples continue:

c. Missing a comma after an introductory phrase

Example: First of all we must make sure that the power is off.

Correct: First of all, we must make sure that the power is off.

d. Missing a hyphen

Example: My 3 year old son

Correct: My 3-year-old son

e. Incorrect subject-verb agreement

Example: The cats eats.

Correct: The cats eat.

4. Others examples continue:

f. Incorrect capitalization

Example: It's cold, But we are going out.

Correct: It's cold, but we are going out.

g. Mixing up possessive and plural forms

Example: My sisters car is old.

Correct: My sister's car is old.

h. Incorrect agreement with noun phrases

Example: I would like to buy this apples.

Correct: I would like to buy these apples.

5. Final examples include:

i. Commonly confused words

Example: After all that running, I am out of breathe.

Correct: After all that running, I am out of breath.

Read Microsoft's list of most commonly confused words.

j. Incorrect verb form after auxiliary

Example: They had ate when we arrived.

Correct: They had eaten when we arrived.

B. Here are the most commonly confused words in the English language, according to Microsoft

1. There's nothing more embarrassing than having someone point out a writing mistake and realizing you've been making it everyday. I mean, it's probably effected your professional relationships for awhile. So take my advise — have someone proofread your report before you submit it to your boss.
If you found all four mistakes in the paragraph above, kudos to you! If not, let's talk.

2. Using data from millions of its subscribers, Microsoft recently rounded up a list of the 10 most confusing word pairs in the English language. The data comes from people who use Microsoft Word and/or Outlook, each of which comes with a tool called Editor.

Editor highlights spelling and grammar errors and makes suggestions to help improve your writing.

A document riddled with mistakes can create a bad impression, according to Nicole Michel, a linguist who is also a project manager at Microsoft.





3. Michel said there are numerous reasons people might make writing mistakes. Sometimes the errors are careless typos. Sometimes it's a casual email conversation that doesn't require perfect grammar. And sometimes people know a spell-check will correct their mistakes and don't bother writing properly in the first place.

a. Lets and Let's

"Lets" is the third-person form of the verb "let." E.g., *He lets me eat cake all the time.*

"Let's" is the contracted form of "Let us." E.g., *Let's go dancing tonight!*

1. Other examples include:

b. Awhile and a while

"Awhile" is an adverb meaning "for a short time" and is used to modify verbs. E.g., *She played the piano awhile.*

"A while" is a noun phrase consisting of the article "a" and the noun "while" and means "a period or interval of time." It is often used with a preposition. E.g., *I'll be coming in a while.*

c. Affect and effect

"Affect" is most commonly used as a verb meaning "to influence or impact something." E.g., *Her depression started to affect the family life.*

"Effect" is most commonly used as a noun meaning "the result of something." E.g., *The beneficial effects of exercise are evident.*

In rarer cases "effect" is also used as a verb meaning "to cause something to happen." E.g., *The prime minister hopes to effect reconciliation between the opposing parties.*

d. Each others and each other's

"Each others" is the plural form of each other, but it's not appropriate to use it. You most likely meant "each other," e.g., *Pete and Mary love each other very much.*

"Each other's" is the possessive form that indicates belonging to someone or something. E.g., *We tried on each other's dresses.*

2. Other examples include:

e. Years experience and years' experience

"Years experience" is always incorrect.

"Years' experience" is the correct form. It's the possessive form meaning "years of experience" or "experience belonging to years." E.g., *He has five years' experience as an airline pilot.*

f. A and an

"A" is the article used in front of a noun that starts with a consonant or a consonant sound. E.g., *We saw a fox on our way home last night.*



"An" is the article used in front of a noun that starts with a vowel or a vowel sound (sometimes the "h" can be silent). E.g., *We saw an owl in our back garden this morning.* Or, *It was an honor to be at your wedding.*

g. Everyday and every day

"Everyday" is an adjective meaning "commonplace, ordinary, or daily." E.g., *I don't like these everyday dresses they sell in that shop.*

"Every day" is an adjective (every) modifying a noun meaning "each day." E.g., *I cycle to school every day.*

3. Final examples include:

h. You and your

"You" is the second-person pronoun and can be used as the subject or the object of a sentence. E.g., *I can't believe you always win the raffle.* Or *I saw you at the movies last night.*

"Your" is the possessive form of "you" which indicates that something belongs to you. E.g., *Can I borrow your car tomorrow to drive to Las Vegas?*

i. Advice and advise

"Advice" is a noun meaning "recommendation, guidance." E.g., *My father's advice was always very precious to me.*

"Advise" is a verb meaning "to recommend, to inform, to warn." E.g., *Your father will advise you if you ask him to.*

j. Its and it's

"Its" is the possessive form of the pronoun "it" indicating that something belongs to "it." E.g., *The dog always loses its toys.*

"It's" is the contracted form of "it is" or "it has." E.g., *It's raining again.*