
When you compare two nouns (persons, places or things) which are unlike using the words “like” or “as”, you create a simile.

Read this simile from ‘*Blackout*’:

Our hearts thudded

The above simile compares the thudding hearts of Dad, Mum, Johnny and the author with the pounding of wild horses’ hooves. It captures the excitement of the moment as the reader can almost hear the hearts thudding.

Another simile from ‘*Blackout*’:

Riveted by the gripping suspense, Dad, Mum, Johnny and I sat

Here are some similes using “like”:

We skipped gaily down the sidewalk l
The teacher called her students to attention

Her fringe was wispy .

Here are examples of similes using “as”.

She looked _____
Her eyes were _____
Her retelling of the car accident was _____



The weightlifter was as strong as _____.

We rushed to school like _____.

Her voice was as warm as _____.

Don't keep repeating yourself like _____.

The boy's memory was as sharp as _____.

She was as thin as _____.

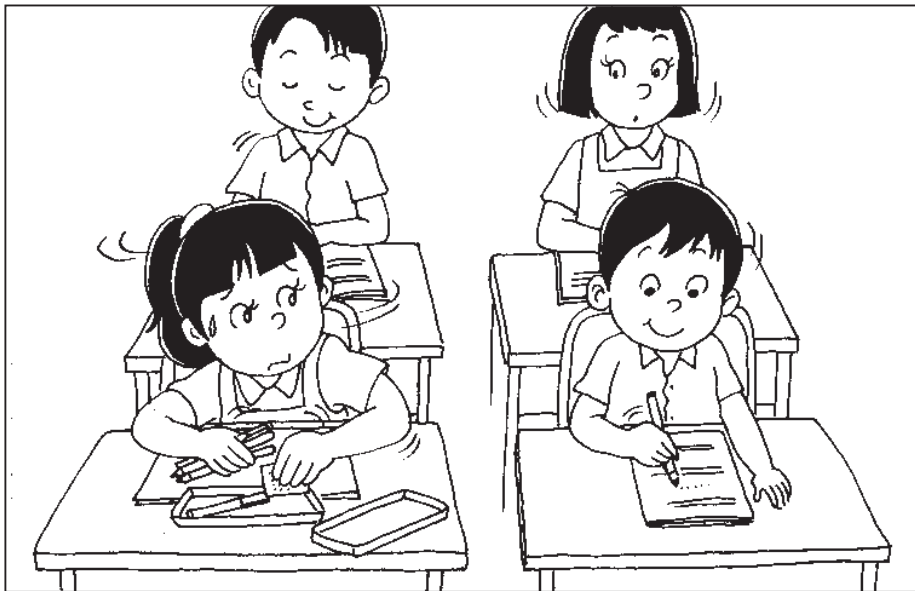
My hair stood on ends like _____.

In recounting an incident that you witnessed, you often have to use time connectives to show time passing or the order in which the events happened.

Examples of time connectives: firstly, next, just then, meanwhile, suddenly, secondly, earlier, in the end etc.

I remembered that I had forgotten my wallet and headed back.

, he stepped out of the classroom from the opposite door.



after that (x2)

while

then

after a short while

next

later

eventually

meanwhile

On Monday 6th October, I was sitting in a quiet corner of the canteen busily revising for the Science exam. It was 1 pm, exactly an hour before the Science exam would begin.

My classmate Polly was sitting a few yards away. She looked distraught but I did not take any notice of her. _____ suddenly from out of the corner of my eye, I saw her scribbling notes on a piece of paper hurriedly. _____, she placed the scribbled note at the bottom of her metal pencil case. _____, she put lots of pens and pencils on top of the piece of paper so that it could no longer be seen. I did not think it was anything unusual at that time.

At 1.30 pm we proceeded to the exam hall. I was seated behind Polly on her left, so I could see what she was doing if I took notice. _____, the exam promptly began. I read over the test booklet quickly and started writing. _____, I happened to look up as I tried to recall some facts. From out of the corner of my eye, I noticed Polly fingering something in her metal case. I looked directly at her this time. She was reaching under the pens and pencils for that piece of paper! _____, she cupped the paper in her hand and took quick glances at it, _____ she wrote her answers. _____, I had recalled my facts, so I got back to my question paper and continued with my answer. _____, I forgot all about Polly in my hurry to finish the exam.

When writing dialogue, it pays to use specific verbs for the tags instead of repeating the word “said”.

“Is that all you can do?” I **bawled** .
“That’s being unreasonable. After all, you actually took the luggage without checking if it’s yours,” **chastised** Mum.

The speaker’s manner of speaking is conveyed through the words “bawled”, “and “chastised”. The dialogue also becomes more interesting for the reader.

Here is a list of other words for “said”.

announced	hissed	retorted
bragged	interrogated	stuttered
chortled	jested	snarled
declared	lied	sneered
emphasised	mumbled	taunted
fumed	mimicked	whispered
growled	proclaimed	yelped



appealed inquired snapped ordered
yelled exclaimed repeated explained

Nigel approached the assistant at the box office. He began to speak.

“Excuse me, sir. I was wondering if you could cancel these two tickets for the 1.30 pm show and issue me new tickets for the 4 pm show. I mean... could you change my booking to the 4 pm showtime? You see, I’ve been waiting for my friend whom I’m watching the movie with, and he seems to be late. It’s already twenty-five minutes past one and I’ve not been able to contact him...” _____ Nigel.

“You need to make changes to your booking at least two hours before the movie showtime you originally booked!” the assistant _____.

“But..but the movie hasn’t started yet! Moreover, it’s a weekday afternoon and I know there won’t be a crowd at 4 pm. It really won’t make a great deal of difference to the seating arrangement,”
_____ Nigel.

“All changes to bookings must be made at least two hours before the movie showtime!”
_____ the assistant impatiently.

Then the assistant signalled to the teenager waiting in the queue behind Nigel.

“Next!” he _____.

Just then a bespectacled man in a smart shirt and tie appeared on the scene. His name tag had the word “Manager” emblazoned across it.

“Is anything the problem? Can I help?” he _____.

Nigel launched through an explanation before the assistant could utter a word.

The manager turned to the assistant and spoke.

“It’s all right, Rex. The movie hasn’t started yet. Please change this boy’s booking to the 4pm showtime immediately,” he _____.

Nigel heaved a sigh of relief.

“Thank you so much, sir!” he _____.

In the sample narrative of this unit, the writer concludes his story with a circular ending. The writer returns to the point or place that the story opened with – Tanya sitting in the train station checking her text messages..

Here is the introduction again.

Sitting on the cool granite seat, Tanya busily checked for text messages on her smartphone as she waited for the train to the suburban district of Everglow. She started hitting the keys to begin a reply message to her best friend.

Compare it to the final scene.

As he sauntered away, Tanya rested on the granite seat and fished out her phone from her pocket. Then she started composing a brand new message to her best friend to recount the incredible story of how a “parcel bomb” turned into a “postal package” containing a collector’s item of a clock!

This final scene is almost similar to the opening one, but there is a difference in that many things have happened at the MRT station, to Tanya and the people there. This time Tanya is sending a phone message to tell her friend about the parcel and what took place in the end.

Alternatively, you can end the story in these ways:

Way to end the story

Example

Reflection by the main character

As Tanya waited for her train, she reflected on the events of the last half an hour. It had been an embarrassment, but things might have turned out differently. The parcel might have been a bomb. As the station officer said, "It's really better to be safe than sorry."

Address the reader

If you had been in Tanya's shoes, what would you have done? Perhaps you might have hopped on a train and left the station. Or better yet, alert the station officers. That way, nobody would be sorry if the worst happened.

Quote a proverb, or saying

Tanya had sounded a false alarm, but as the station officer said, "It's always better to be safe than sorry."

Using the correct punctuation marks help make your writing easy to understand. It would be difficult to understand a letter or story that has no full stops, capital letters or commas.

Here are some of the rules for punctuation.

End every sentence with a full stop, question mark or exclamation point.

The man's name is Desmond Ong.
Anyway, help is on the way!
Is the time convenient for you?

An exclamation mark is used after a sentence that expresses excitement or strong emotion. It also indicates that the speaker is shouting or emphasizing a point.

Comma (,)

We use a comma after an introductory phrase or clause in a sentence.

If parts need replacing, the cost could be prohibitive.
As our warranty is up, we will have to pay for the cost of the repair.

In the above sentences, the introductory phrase or clause is shown in italics.

Some common introductory words such as “anyway”, “however” and “well” should be followed by a comma.

Anyway, help is on the way!

Contractions

Use the apostrophe (') with contractions.

hope only a minor problem with our 5-year-old
fridge!

Here are the full forms of the above contracted words:

let's = let us

there's = there is

Colon (:)

Use the colon to introduce a list or series.

We need the following items: flour, sugar, butter, eggs and milk.

Capitalisation

Use capital letters with names of people, places and events. Capitalise the months of the year and days as well.

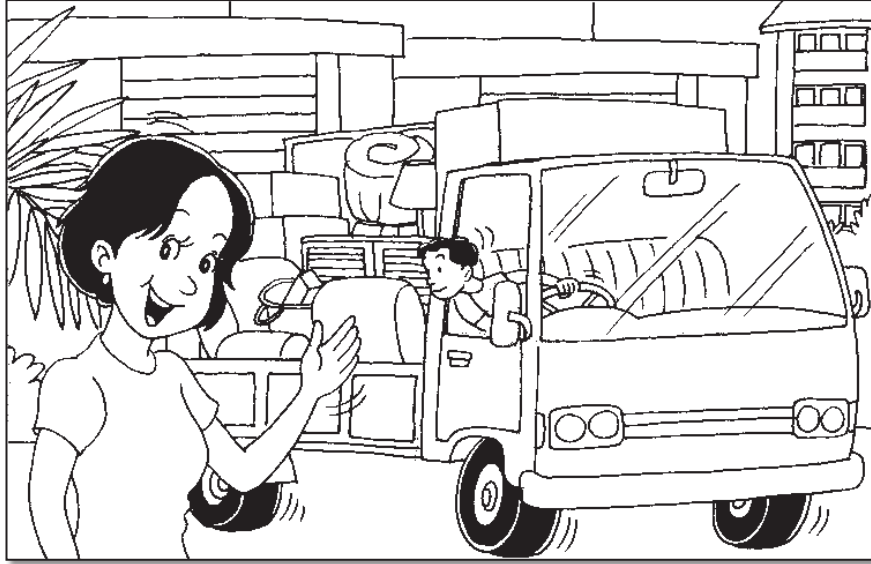
I have just called the electrical company aiwo about the
problem.

Always capitalise the first word of a sentence.

ot only has the lamp blown, but the cooling function has stopped working as well.

Always capitalise the word “I”.

As you will be back in the late afternoon, have arranged for 4.30 pm onwards.



4th june 2016

hi felicia

last Sunday i moved to a new neighbourhood in the west coast of singapore as promised this is my new address

apt blk 657 springleaf court
#10-115
singapore 560123

to get here from your home in port road just take the green line to cherry garden station after you alight from the station take exit d to clearview road walk straight ahead and youll see springleaf court on your left it is a bluish grey building with a large car park at the front

you really must come over to my new place on one of these days its a brand new apartment that we have renovated extensively so its simply fabulous why dont you drop by this weekend

cheers

michaela

Subject-verb agreement

A singular subject takes a singular verb.

A plural subject takes a plural verb.

If	replacing, the cost could be prohibitive.	WRONG
If	replacing, the cost could be prohibitive.	RIGHT

Punctuation

The man's name is desmond ong.	WRONG
The man's name is Desmond Ong.	RIGHT

Spelling

As our	is up, we will have to pay for the cost of	WRONG
As our	is up, we will have to pay for the cost of	RIGHT



23 Februry, 4.30 p.m.

(1)

Dear Dad and Mum,

Uncle Larry just call from Osaka to say that his flight to Singapore have been delayed for nine

(2)

(3)

hour. That means he will be arriving tomorow instead of this evening. The new flight details are

(4)

(5)

(6)

as follows:

Speed Air E617; Arriving 3rd Desember 2016 0830 GMT Changi Airport

(7)

Speed Air has cancelled all flight this evening because of thick fog. they have rescheduled the

(8)

(9)

flights to the next day, when the fog is expected to clear up.

A sentence is a group of words that expresses a complete thought. Always write complete sentences in your compositions.

A fragment results when an incomplete sentence is punctuated with a full stop, question mark or exclamation point, so that it looks like a complete sentence.

Look at the following sentence fragment.

Painted the living room.

The above fragment is missing a subject.

A complete sentence should look like this.

We painted the living room.

Look at this fragment.

The Great Wall of China.

The above fragment is missing a predicate (i.e. the verb or action).

A complete sentence should look like this.

The Great Wall of China attracts millions of tourists every year.

Here is another fragment.

Twiddling her thumbs.

The above is actually a participle phrase.

The fragment is corrected as follows.

Twiddling her thumbs, she waited for the bus to come.

A main clause is inserted to make the fragment a complete sentence. In a main clause, there is a subject (“she” in the above example) and a verb (“waited”). A main clause expresses a complete thought.

Look at the fragment below.

Since the rain had stopped.

It is a fragment, because it does not express a complete thought.

Below is the correction for the fragment.

They walked home since the rain had stopped.

Here is another example.

Unless you finish the essay.

The complete sentence should look like this.

Unless you finish the essay, I will not read you the story.



Borrowed a lot of books.

“What a wonderful world” is my favourite song.

The best part of my holiday.

Cycling in the park.

Grandfather taught us how to play chess.

Learned to fry an omelette yesterday.

After a long journey by coach.

I think that Edith is the best monitress we have ever had.

While I played the piano.

During the interval, we bought popcorn and chatted about the play.

Because we were exhausted after the field trip.

A run-on sentence is actually two sentences that are connected together without proper punctuation. Try to avoid run-ons in your writing.

Write ASAP and let me know what time and place we shall meet I must say I simply can't wait till I meet the man in person!

To correct the above run-on, break it into two sentences and use the correct punctuation.

The run-on is now revised as follows.

Write ASAP and let me know what time and place we shall meet. I must say I simply can't wait till I meet the man in person!

A full stop was inserted to correct the run-on.

Now, look at the following example:

During the two-hour session, the author will introduce his latest book "Marty Rogers and the Missing Keychain" he will even read aloud excerpts from the book.

Here is the above run-on after it was revised.

During the two-hour session, the author will introduce his latest book "Marty Rogers and the Missing Keychain" and he will even read aloud excerpts from the book.

A conjunction (“and”) was inserted to correct the run-on.

To sum up, you can break up a run-on by:

- Inserting the correct punctuation (full stop, question mark, exclamation point) and then using capitalisation as appropriate
- Inserting a suitable conjunction (sometimes a comma may be required to separate two independent clauses joined by conjunctions such as “and”, “but” or “so”)



To: cassandra@mail.com

From: agnes_rozario@CrescendoMusic.com

Date: 14th August 2016

Subject: Re: Enquiry on Classical Guitar Course

Dear Cassandra,

Thank you for your enquiry. I am pleased to provide the details you require.

At the moment, we do not have enough interested applicants to begin a beginners’ class however, we are trying our best and by next month, it is likely you will receive good news from us.

The class we are forming will be on every Saturday at 4 pm it will run for 1½ hours for each session. From the information you provided, this appears to be the most suitable time slot for you. The class for you will be conducted at our centre in White Hill Shopping Mall that's in the neighbourhood of your residence in Kent Park. And you will be glad to know that the instructor will be none other than the well known guitar maestro Peter Alexander.

At the moment, we do not provide discounts on our course fees, which are already competitively priced. However, I will discuss the matter with the Finance Manager, who might decide to grant you a discount.

We will write to you again when your new class is due to begin in the meantime, you can email us, if you have further queries.

Best regards,

Agnes Rozario

Before you send an email, check through for any mistakes in spelling, punctuation or grammar. Also check for any typo errors.

A typo error is a typing mistake. It happens when you hit the wrong key on the computer keyboard while typing.

Do you know that Richard Keating willbe at Sheldon Bookstore this Saturday the 16th at 3.30 pm?

Can you spot the typo error in the above sentence?

Here is the sentence with the error corrected.

Do you know that Richard Keating *will be at* Sheldon Bookstore this Saturday the 16th at 3.30 pm?

Here are some possible mistakes in your email that you should look out for.

Dear tricia,
(1)

Please provide a screenshot of the error message you received.
(2)

Otherwise, here are the steps for resetting the password:
(3)

Type your email address and click “Submit”.

Click “Continue to Login Page” and wait for the password to be sent to your email address.
(4)

View the “Forget Password” email.

Highlighting the password (without spaces) and click Ctrl + C to copy it.
(5)

Click “Enter now” on your email. It will lead you to the “Sign in” page.

The password you will be prompted to enter will be the one shown on the email ? Click
(6)
Ctrl + V on the keyboard to paste, and then click “Login”.

It will lead you to the “Change password” page.
(7)

In your current password field, paste the same password that came from the email (click
(8)
Ctrl + V on the keyboard). In the new password field, enter your desired password and then
(9)
click “Submit”!

It will take you onto your account.

(10)

Please reply to let me know the outcome of your latest attempt.

best Regards,

(11)

Sam Goh

Customer Service Teem

(12)

Kids' Online Lessons

Relative pronouns are the words “who”, “whom”, “whose”, “which” and “that”.

We use “who” and “whom” when we are referring to people.

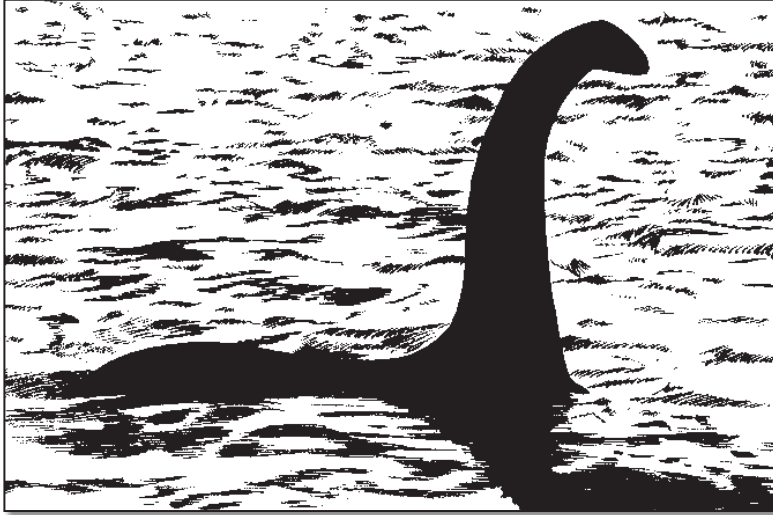
We use “which” for animals and things.

A relative noun is used after a noun to show which person or thing is being described.

The Upright Bear Theory claims that *people* reported sighting Bigfoot, actually saw a bear walking on its hind legs.

Relative pronouns are also used in relative clauses to tell something more about the person or thing referred to.

Others believe that Bigfoot creatures are related to the *Neanderthals*, were predecessors of modern man. Thousands of sightings have been reported of *Bigfoots*, are large humanlike creatures often found wandering in the woods of North America.



Loch Ness, situated in the Scottish Highlands, is a lake _____ is shrouded in mystery.

The mystery surrounds a beast _____ is reported to live there. The beast is called the Nessie, the Loch Ness Monster.

Eyewitnesses _____ visited the lake said they saw a strange beast with a long neck, thick body and four flippers.

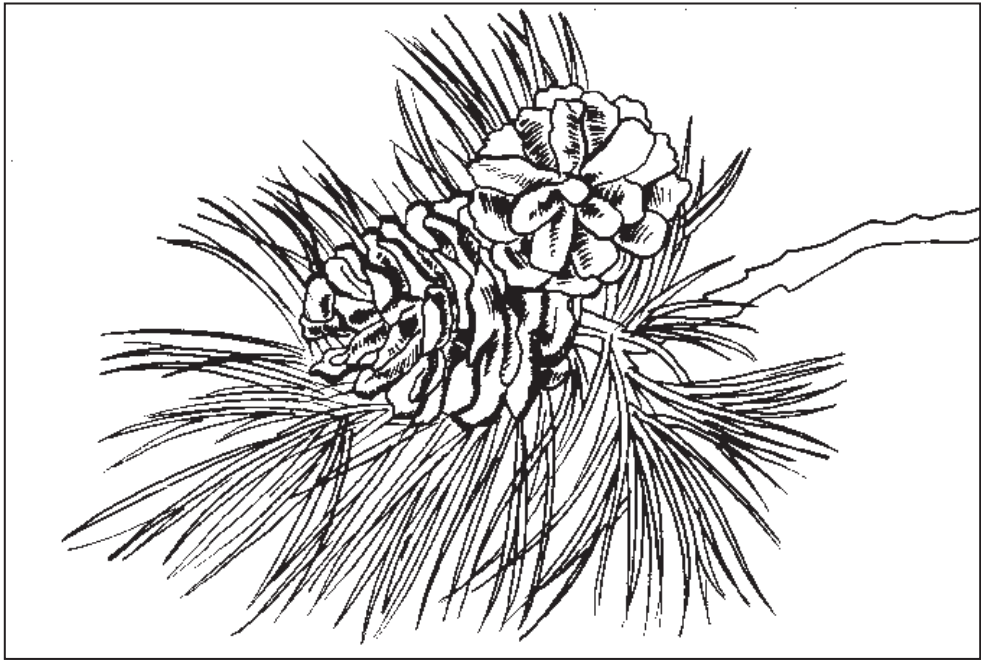
For 1,500 years, sightings of Nessie have been reported by people _____ claimed to have seen the monster.

On 1st April, 1934, Dr R.K. Wilson took a photo _____ shows the monster's head and neck coming out of the lake.

In the 1950s, Constance Whyte wrote a book about the sightings after talking to people _____ said they had seen the monster.

After Whyte's book was published, searchers investigated for evidence with sonar equipment. This a type of equipment _____ uses sound waves to detect objects.

The tests _____ were conducted showed that a large creature lived in the lake. But no physical proof was found.



A new type of “smart” clothing is being developed at the University of Bath by Professor Julian Vincent. He is a popular Biomimetics lecturer at Bath. In creating material for the clothing, Vincent plans to mimick the way pinecones open and close in response to weather. In cold, wet weather, pinecones stay tightly closed. When the hot, dry summer comes, pinecones open out and the seeds scatter everywhere.

The smart garments will consist of a top layer of conelike fibres woven into a type of material. These conelike fibres will open when they are dry and shrink when they absorb moisture or sweat. Detailed care instructions will be provided on the garment’s label. Underneath the pinecone fibers

will be a waterproof second layer. Vincent says this layer would prevent any rain or moisture getting through to the skin.

In this project, Professor Vincent is joined by Veronika Kapsali, who is a fashion designer and textile expert at the London College of Fashion. LCF is one of the leading centres of fashion education in the world.

At the moment, Professor Vincent and Kapsali are doing research to invent the right type of conelike fibre they want. Once that is done, Kapsali will go on to design clothing that is cool, practical and fun to wear. There will be competition from other smart garment designers.

It is essential that your instructions are brief and to the point.

Concise instructions will aid understanding and help achieve the aims of the procedure.

Avoid unnecessary repetition and excessive description of the steps involved.

Look at the following examples and their corrections.

On every other day, you mustn't forget to empty out the flower vases, scrub the insides thoroughly with an abrasive sponge and then fill it up with fresh water.

Empty out flower vases and refill with fresh water every other day.

Always remember to replace the cap of the bamboo pole holder when you are not using the bamboo pole holder to hang your newly washed clothes out to dry in the sun.

Cap bamboo pole holders if not used.



You should always remind yourself not to share any cooked or uncooked food, eating utensils, hot or cold drinks with anybody you meet whatever the occasion may happen to be.

You should never forget to wash your hands thoroughly with hand soap and fresh water after using the bathroom, before eating or handling any kind of food and after visiting a public place such as the library, shopping mall, grocery store or after a trip on a bus, train or plane.

The flu virus is often transmitted when you touch a surface that is contaminated and then touch your face with your hands, so you must never rub your eyes or touch your nose or mouth with unwashed hands.

Eating a balanced diet consisting of whole grains, fruits, vegetables and protein on a daily basis will help keep your immune system strong, which means falling sick less often, fewer trips to the doctor and lower medical expenses.

If you leave aside at least 30 minutes each day for intensive exercise such as running, cycling, basketball or tennis, you will be a stronger and fitter person who doesn't catch bad colds or come down with severe bouts of flu that require strong antibiotics to treat.

Instead of working endlessly at your desk all day, you must rest your body and mind by sleeping a minimum of 8 hours a day so that you will wake up refreshed and recharged to combat the stresses and strains of everyday life that weaken your immune system and make you fall sick.

Do not share food, eating utensils or drinks with other people.

Before sharing your procedure, check it through for mistakes in spelling, grammar and punctuation.

Here are possible mistakes to look out for.

Imperatives

The imperative is a verb in the base form (i.e. without any special endings).

up gully traps if you're going on holiday.	WRONG
up gully traps if you're going on holiday.	RIGHT

Irregular Nouns

The plural form of some nouns does not have an -s ending.

woman : women
mouse : mice
goose : geese
louse : lice

There were many	playing in the park.	WRONG
There were many	playing in the park.	RIGHT

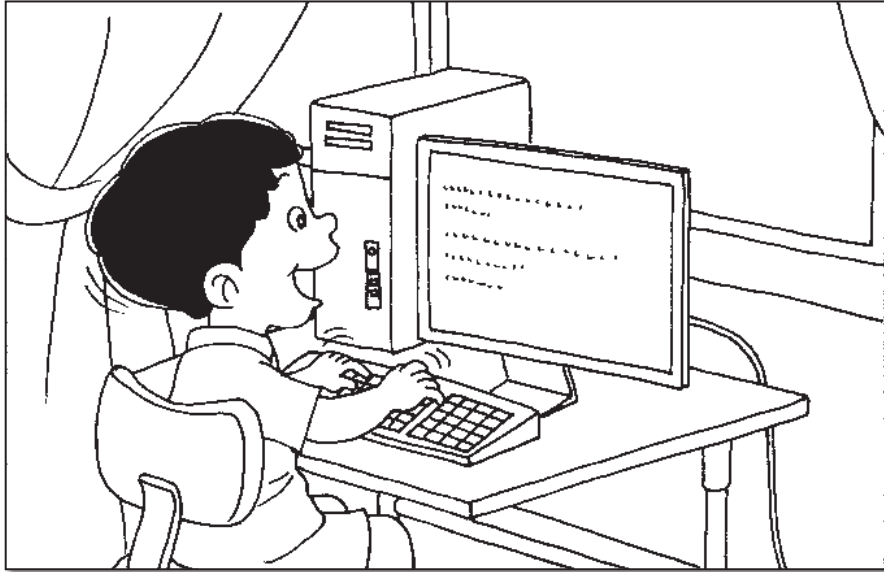
Homophones

Homophones are words that sound alike but have different meanings.

away water in plant pot plates	WRONG
away water in plant pot plates.	RIGHT

Punctuation

Use a non-perforated cover if the gully trap is not used to receive water	WRONG
Use a non-perforated cover if the gully trap is not used to receive water	RIGHT



Relaxes your eyes with the 20/20/20 exercise. After 20 minutes of computer work, focus on

(1)
an object about 20 foot away for 20 seconds.

(2)

Reduce the brightness level of you're computer screen.

(3)

Take regular breaks from computer work. Reduce eye strein with ten minute breaks for

(4)
every our spent focusing on the computer screen.

(5)

Watched less TV, play fewer games on your mobile device and reduce computer work.

(6)

get enough sleep every night.

(7)

These are sentences used to give commands or instructions. They begin with a verb in the base form (e.g. Find, Use, Add). The subject “you” is understood and not included in the sentence. An imperative sentence ends with a full stop or an exclamation mark.

an interesting story to tell your audience.
low tones of voice for stories which are scary.
specific details to arouse your listeners’ interest.

The imperative verbs are highlighted in the above sentences.
Use imperative sentences when writing instructions.

Use: _____

Put: _____

Mix: _____

Boil: _____

Colour: _____

Using transitional words and phrases to connect your ideas helps your composition to read more smoothly and allows the reader to follow the logical development of your arguments.

_____, the equipment needed is too expensive for desalination to be used on a large scale.

_____, a city dweller in the USA uses 100 times more water than a villager in Mozambique, Africa.

_____, water is essential to our survival.

Transitional expressions are often used between sentences, paragraphs and entire sections of a composition.

Here is a list of transitional words and phrases. They are grouped according to the connections they signify.

Sequence first, next, and, and then, besides, moreover, furthermore

Comparison similarly, likewise, in the same way

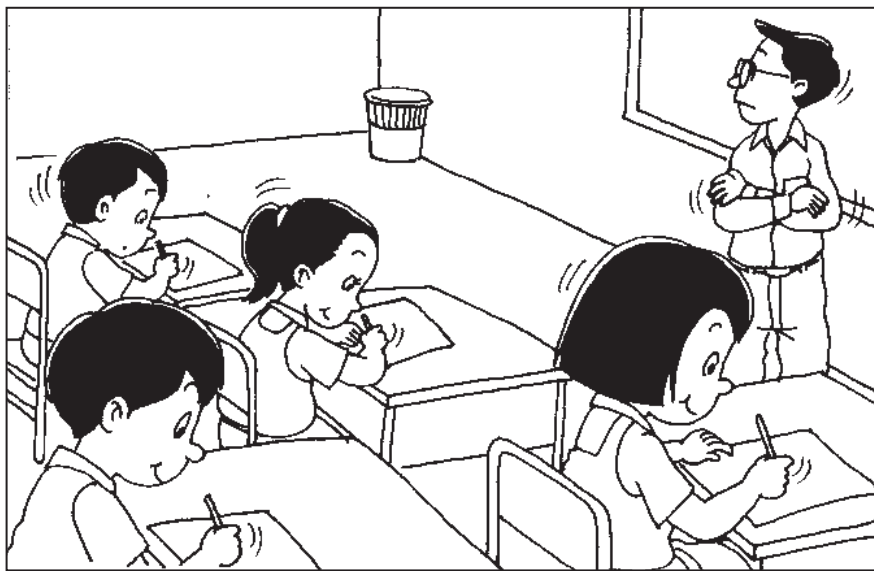
Contrast although, but, despite, even though, however, on the other hand, yet

Example for example, to illustrate, for instance, such as, specifically

Cause and Effect as a result, because, consequently, hence, so, then, therefore

Summary, Repetition and Conclusion as we have seen, as mentioned earlier, in conclusion, in short, to summarise, in closing, to sum up my thoughts

Emphasis	again, in fact, for this reason, indeed, to emphasise, above all, more importantly
Addition	moreover, furthermore, what is more, in addition, also, besides



- | | | | | |
|-------------|------------|-------------|-------------|----------|
| as a result | conversely | firstly | moreover | secondly |
| in fact | thirdly | for example | to conclude | as such |

We strongly urge that exams be abolished. _____, taking an exam is a stressful experience for many students. Students have to cram a great deal of information for most exams. _____, the average student may buckle under the strain caused by the overload of preparation and suffer a mental breakdown. _____, there is often strong parental pressure on the student to do well. This leads to increased stress on the student.

_____, an exam is really only a test of a student's exam-taking skills. _____, these skills can be taught and mastered. The student who is well-versed in a subject might not do well in an exam, if he lacks smart exam-taking skills. _____, an exam may not be a true test of a student's knowledge and thinking skills.

_____, a two-hour exam can only test a portion of the syllabus. _____, schools will be able to test a whole syllabus if they evaluate students with regular assignments, projects and class tests throughout the school year.

_____, we propose that exams be replaced by a system of continuous assessment that will ultimately reflect better a student's true ability in a subject.

In his review of Everyday Cafe, the writer points out what is good and what is not so good about it.

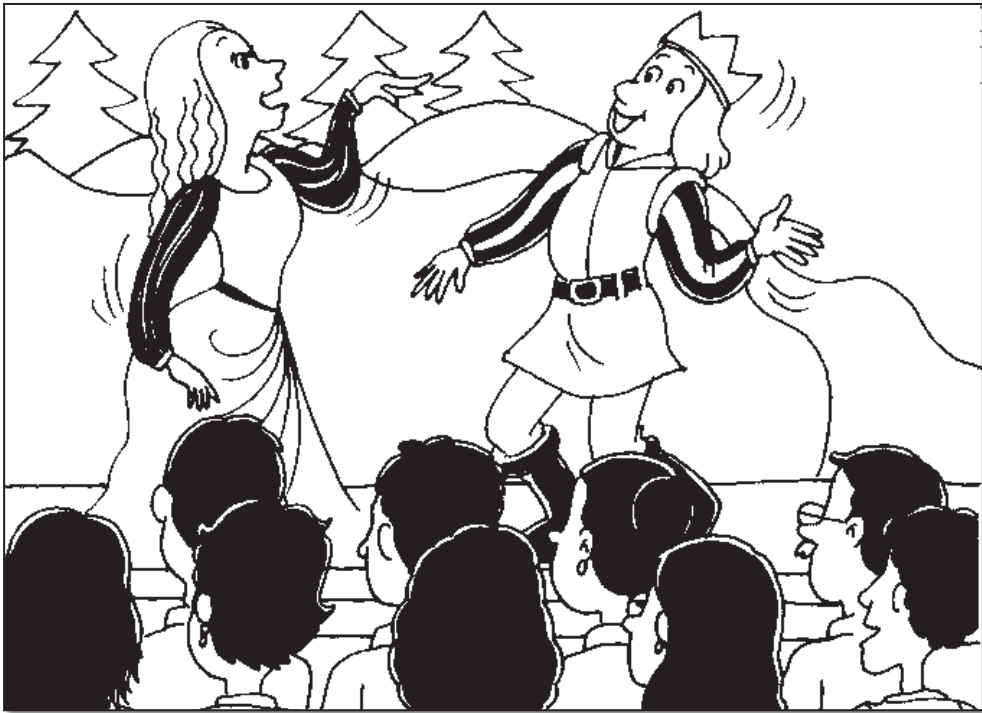
Here are the positive aspects he brings up:

Still, the meals are easy on your pocket and yet surprisingly good. The menu is varied with an array of choices to suit many. The cafe is cheerily renovated with comfortable seats and pleasant lighting.

Below are the negative aspects:

It took me 15 minutes to get to the cafe....Indeed, the cafe should shift its premises to a more prominent location.

But service standards could be improved upon. The waiters were friendly and cheerful, but surely needed better training. They could not tell me enough about the dishes. Clearly, they lack knowledge about what the dishes contained.



The Junior Drama Club has put up yet another play this year. Entitled “Cindy Rella”, it impresses with splendid set design and brilliant costumes, but disappoints with dull, wooden acting by its cast.

If the title of the play rings a bell, you’re dead on right. It is an adaptation of the popular children’s story “Cinderella”. The basic plot remains identical, but the scriptwriters added an interesting complication to the story. This creates a bit of suspense and the play becomes less predictable for the audience.

The scriptwriters tweaked the story by having the wicked Rella sisters hide Cindy up in the attic when Prince Charming dropped by to find the woman who could fit into the glass slipper. Later, the Fairy Godmother appeared before the Prince with hints of where Cindy Rella was hidden.

This retelling of the story was helped by the stunning stage sets, props and costumes. I was amazed by the brilliant pumpkin carriage, the sparkling glass slippers and the resplendent ballroom. Cindy Rella’s torn and tattered clothes contrasted surprisingly with her new elegant gown.

But Jenny Heng, who plays Cindy Rella, failed to put up a convincing performance. I could not sympathise with her when she was bullied by her stepmother and sisters. She also did not come across as gracious when she was transformed into a beautiful woman.

Even the stepmother did not appear wicked enough. Cindy Rella's sisters also seemed mild when they ordered the girl around to do the chores in the house.

If only the acting matched the dazzling set design and costumes, this production would be the best yet from Junior Drama Group this year. Still, you should catch it for the fine storyline and to see the set for yourself. The play runs daily until 26th June at the Cultural Theatre. It is an hour and a half hour show that starts at 3 pm. Tickets are priced at \$25 and \$30.

Positive Aspects:

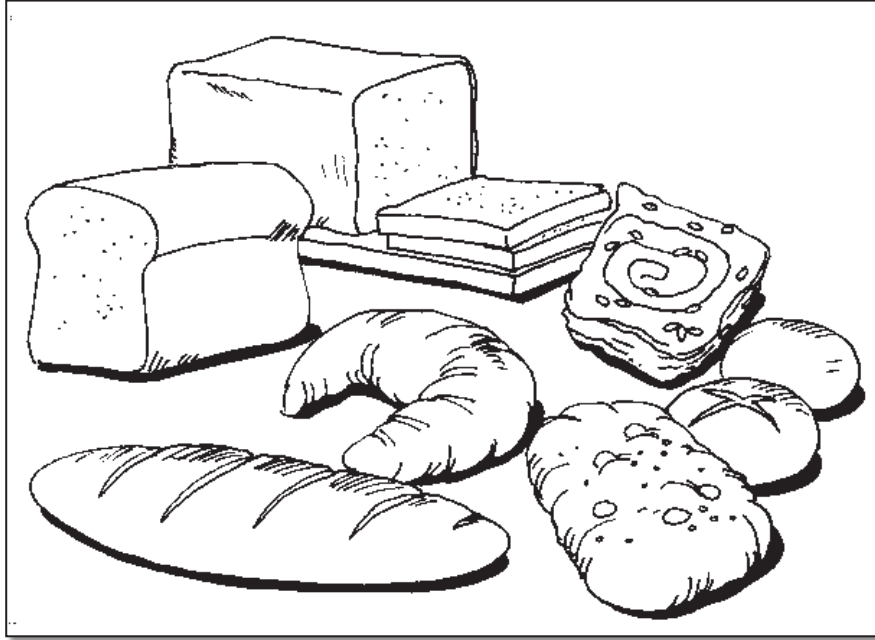
Negative Aspects:

A sentence connector is a word or phrase that links connected ideas and combines sentences.

Connectors include not only conjunctions such as “and”, “but”, “so” and “yet”, but also linking adverbs and transition words such as “however”, “consequently”, “nevertheless” and “furthermore”.

, the different layers of the midsole are attached together
glued to the outer sole.

the sneaker leaves the factory, it goes through a finishing
process.



while later after once where next firstly

You eat bread every day, but do you know how it is made?

_____, farmers sow the seeds for a new crop of wheat. When the wheat grains ripen, they are harvested and stored in silos. _____, they are sent to a flour mill where the grains are ground into tiny pieces to make flour.

The flour is transported to a large bakery, _____ bread-making is fully automated. In a large machine called the “Artofex Mixer”, the flour is mixed with yeast, salt, fat and water. A dough is formed after 20 minutes of high speed mixing.

_____, the dough is moulded into specific shapes and placed in a warm moist cabinet called a “proover”. _____ the dough is in the proover, the yeast will cause lots of little gas bubbles to form in the dough and make it rise.

_____ the dough has risen, it is placed in a hot oven and baked for 45 minutes. _____ it is baked, the bread is put on racks to cool. When it has cooled, the bread is sliced, packed and delivered to the shops where it is bought.

Before your explanatory text can be shared, it has to be edited and proofread for mistakes in spelling, punctuation and grammar.

Here are some possible mistakes to look out for.

Subject-verb agreement

A singular subject takes a singular verb.

A plural subject takes a plural verb.

A zipper slider
wedge.

two curved lower wedges and an upper
WRONG

A zipper slider
wedge.

two curved lower wedges and an upper
RIGHT

Commonly confused words

stationary - stationery

grisly - grizzly

sensor - censor

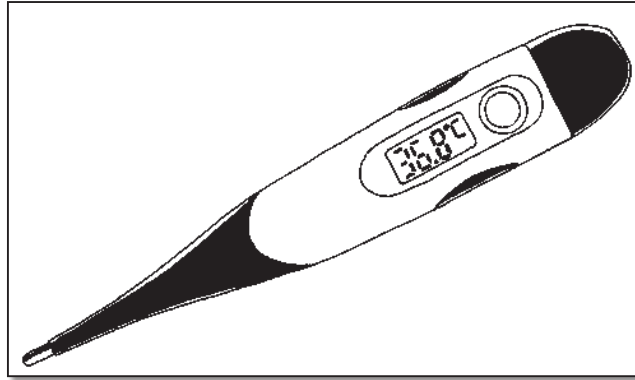
The today.	talked about water conservation during assembly	WRONG
The today.	talked about water conservation during assembly	RIGHT

Spelling

If it is pushed move to the left or right.	against an object, it causes the object to	WRONG
If it is pushed move to the left or right.	against an object, it causes the object to	RIGHT

Punctuation

Credit should go to the man who invented it back in 1913 - !		WRONG
Crediti should go to the man who invented it back in 1913 - undback!	ideon	RIGHT



Note: There are no mistakes in the first sentence.

A thermometer is a device that measures changes in the temperature of things. It tell you how hot or cold it is inside or outside your house. It also keeps an oven hot and the fridge cold. When you have a fever, it measures your bodys temperature.

A type of thermometer commonly used is the bulb thermometer. It consists of a long, narrow tube with a farely large bulb at one end. Inside the tube is a type of liquid, usually mercury.

When the temperature raises, the mercury in the bulb slowly heats up. As the mercury gets warmer, it expands and rises up the tube in the thermometer. There is a scale on the outside of the tube which shows what temperature the liquid have detected.

When the temperature cools, the mercury becomes cool as well. It starts to contrack and goes down the tube. After 3 minutes has passed, you can take an accurate reading of the temperature.
