

PREPARATION TIME: 30'

TEACHING TIME: 1 X 60'

ABSTRACT

This learning scenario offers practical writing tips on some of the basic principles of good usage & grammar in English. Following the seminal book *The Elements of Style* by Strunk & White, it summarizes these elements into a top 10 elementary principles of usage. These 10 practical rules/advice are: *Form the possessive singular of nouns with 's; In a series of three or more terms with a single conjunction, use a comma after each term except the last; Enclose parenthetical expressions between commas; Do not join independent clauses with a comma; proper use of semicolon; colon; and dash & hyphen; Do not break sentences in two; Subject-Verb agreement; A participial phrase at the beginning of a sentence must refer to the grammatical subject.*

KEYWORDS

Composition, Writing, Reporting, Style

ONLINE EDUCATIONAL RESOURCES

- *Prezi presentation Basic Grammar Rules*
- *The Elements of Style by Strun&White*
- *Online Tests on Style*

LESSON AIM

The aim of the lesson is for students to understand some practical tips for good usage and grammar in English that are essential for writing and see what the professionals think are the most important features of journalistic writing and good reporting.

LESSON OUTCOME

The participants will understand better the basic principles of English language usage and grammar, be able to recognize them, and thus equipped to practice them further and apply them in their writing.

LESSON IMPLEMENTATION PROCESS

Min 1-5 Warming-up: An effective way of involving participants and setting common expectations about what they will learn is to ask a few preliminary questions on the subject. The educator introduces the topic and class contents, prepares PowerPoint/Prezi presentation and blog link; various teaching methods: lecturing, discussion, self-reflection.

Collaborative learning – in 30 minutes participants talk about the ten tips/rules of good usage and grammar in English language; using a Prezi presentation, the educator shows the representative tips about principles of usage. These 10 tips are presented in the reversed order from no. 10 to no. 1, like in the top list of greatest hits, in order to be more attractive and engaging for the participants. These top 10 tips are: *Form the possessive singular of nouns with 's; In a series of three or more terms with a single conjunction, use a comma after each term except the last; Enclose parenthetical expressions between commas; Do not join independent clauses with a comma; proper use of semicolon; colon; and dash‐ Do not break sentences in two; Subject-Verb agreement; A participial phrase at the beginning of a sentence must refer to the grammatical subject.*

In the next 5 minutes, the educator acknowledges and shows the book *The Elements of Style* by Strunk & White about basic principles of writing in English and recommends it for further use.

While presenting the content make sure to interact with the trainees and encourage them for active participation.

40-55 Game Based Learning / Knowledge Assessment – participants take an online test on good usage and grammar via Moodle.

55-60 Conclusion: Make a short summary of the lesson and ask a couple of questions which help underlying the most important messages you would like to give.

MATERIALS / TOOLS

Video projector, laptop/desktop, Internet connection, Moodle!

PowerPoint / Prezi presentation which is enriched with visual materials (images), links and research based factual information.