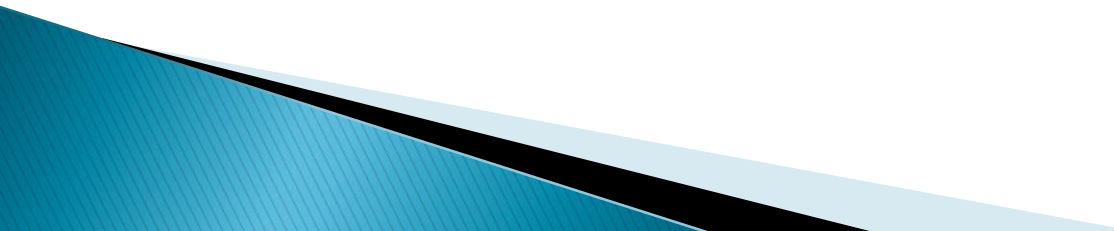


ETAS Webinar

Saturday 18 January, Zug

Carol Waites
United Nations Office, Geneva


Workshop materials

- ▶ To join the Webex, go to the google site below and find the link to the Webex:
 - ▶ <https://sites.google.com/view/etasconferenc January 2020/home>
 - ▶ If you are joining on your phone, download the Cisco Webex meetings application.
 - ▶ If on laptop, click on “run a temporary application” to join.
- 

Programme

- ▶ Part 1
 - ▶ Advantages of using webinars.
 - ▶ How to prepare.
- ▶ Part 2
 - ▶ Experience a live webinar.


Reaching more audiences

- ▶ **Face-to-face classes:** problems with attendance in today's world.
 - ▶ **Webinars and online teaching:**
 - ▶ Telecommuting.
 - ▶ Global audience.
 - ▶ Recordings for later viewing.
 - ▶ **Negatives:**
 - ▶ Possible technical problems and technophobes.
 - ▶ Lack of human contact.
- 

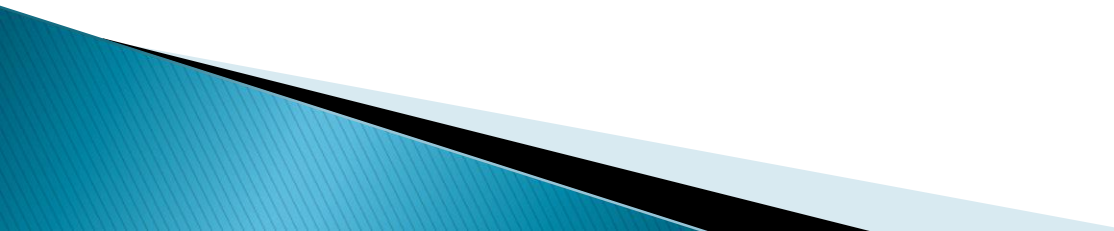
Private classes or webinars

- ▶ Do you use an online space to meet with your students? If so, which one?
- ▶ Put your answers in the chat box.

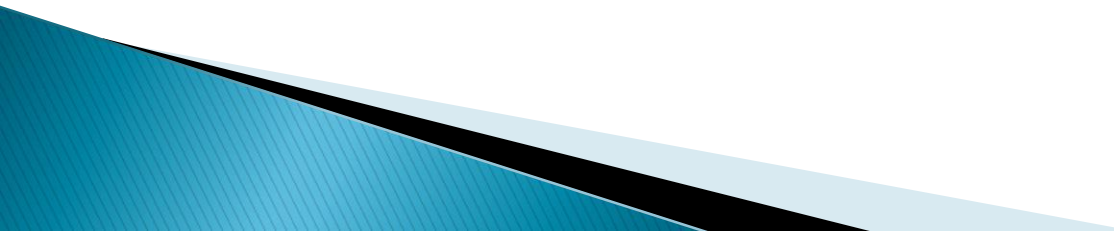
Software for giving webinars and meetings

- ▶ Paying ones: Webex by Cisco (today's)
 - ▶ Free ones: Zoom <https://zoom.us/> webinars and meetings (100 people can join, 40 minutes, can set multiple sessions)
 - ▶ Whereby <https://whereby.com> (one user, one meeting room – same room, different meetings, max. 4 can join)
 - ▶ Others:
 - ▶ Skype (up to 50 participants), Google hangouts, WhatsApp
- 


Preparations for the webinar

- ▶ Set up the webinar.
Send the link to the participants.
Get online early: 15 minutes before.
 - ▶ Check your audio, video settings.
 - ▶ Troubleshoot any problems.
 - ▶ If possible, have an assistant to manage the chat box.
 - ▶ Don't forget to record the webinar!
- 

More tips

- ▶ Mute the audio of the students on entry.
 - ▶ Use a headset.
 - ▶ Avoid going to the internet to show links.
Connection can become unstable.
 - ▶ Use screenshots and padlets (examples later).
- 

How many sessions and how long?

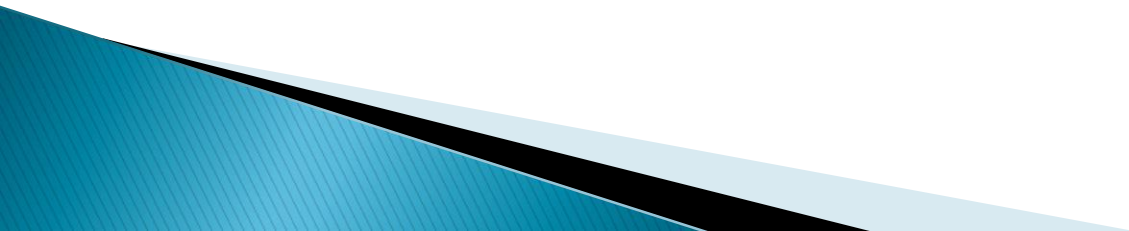
- ▶ 10 week course : 5 webinars + online materials and quizzes to do each week.
 - ▶ **How long should each session be?**
 - ▶ A2–B1 level = 45 minutes
 - ▶ B2 level = 60 minutes
 - ▶ C1 level = 60–90 minutes
 - ▶ **Purpose of the webinars**
 - ▶ To review and test knowledge of the materials.
- 

Prepare a PowerPoint

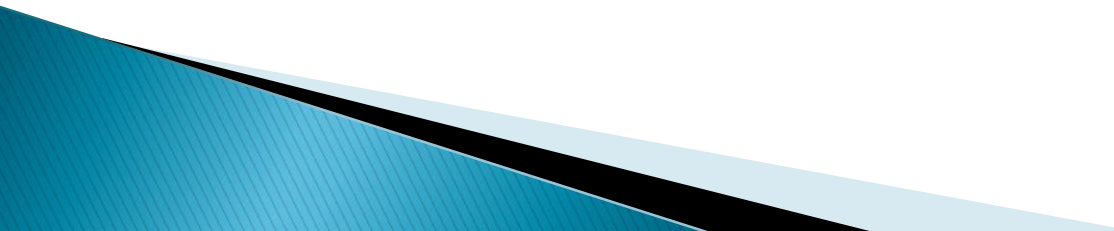
- ▶ Question slide, then answer slide.
- ▶ The participants use the chat box to enter their answers.
- ▶ For delivery, divide it into two PowerPoints or it may not upload.

Presentation vs. Webinar

- ▶ What's the difference in using PowerPoint for a presentation or a webinar?



Differences

- ▶ Presentation: few slides, more speaking. Only one person answers at a time.
 - ▶ Webinar: more slides, Q/A format using chatbox. More opportunities to answer.
 - ▶ You can record it.
- 

Recorded webinar

vimeo

Join

Log in

Pricing

Solutions ▾

Watch ▾

Search videos, people, and more 🔍

Question – answer key

1 How do you find out about United Nations style?
Editorial Manual online is the main one but it's intended for everyone.

<http://www.dgacm.org/editorialmanual/>

2 How do you research specific style points in your organization?

You find their style guide or where the editors go.
ILO style guide, WHO style guide, OCHA style manual, WMO language resources

Kathryn will look at this in part 2



08:08

Chat

From Ge Zhu to All Participants (03:04:11 PM):
simply speaking, I think it's the way of writing, and tone as well
From Federico to All Participants (03:04:27 PM):
Style is for me a procedure and rules to respect to get your message across in a way intended to express the mechanic you want to reach
From Chantal Berthoud to All Participants (03:07:37 PM):
we have the WHO house style guide
From Marzia to All Participants (03:07:45 PM):
WHO has an internal guide compiling all those mechanisms
From Federico to All Participants (03:07:46 PM):
I will go to their Websites and try to understand their style
From Ge Zhu to All Participants (03:07:47 PM):
Generally, learning from the formal documents...
From Tatiana to All Participants (03:07:49 PM):
from the WHO style guide
From Ronmel to All Participants (03:08:07 PM):
From the ILO House style guide
From Federico to All Participants (03:08:11 PM):
Reading their official reports then
From Virginia to All Participants (03:08:14 PM):
you follow this course and download the materials :-) I must admit I was never given that information when I joined, I wish I had.
From Mercy to All Participants (03:08:16 PM):
Internal OCHA website has some guidance
From Farid to All Participants (03:08:18 PM):
the editorial manual
From ichernov to All Participants (03:08:25 PM):
United Nations Editorial Manual
From Naoko Obara to All Participants (03:08:27 PM):
WHO style guide as well
From Max Ageenkoy to All Participants (03:08:37 PM):
<https://as-ets.unog.ch/>
From Max Ageenkoy to All Participants (03:08:47 PM):
English Translation Section

Video



Padlets –

<https://padlet.com/dashboard>

- ▶ Padlets are good ways to present tools.
- ▶ Do you use them?

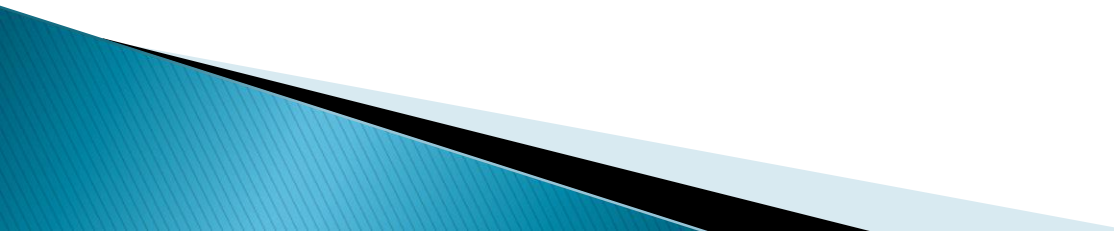
The image displays a grid of 12 Padlet boards, each with a unique background and title. Each board includes a small profile picture of Carol Waites and a timestamp indicating when it was created. The boards are arranged in a 4x3 grid.

Board Title	Background Color/Theme	Timestamp
Advanced Grammar in Action	Grey	a day ago
Grammar and vocabulary resources for advanced students	Dark Green	16 days ago
Grammar and vocabulary resources for advanced students	Dark Green	16 days ago
Use active voice #passive #active #style	Dark Grey	22 days ago
Be clear, be direct	Grey	22 days ago
Plain English - style tips	Grey	22 days ago
Writing resources empty	Grey	22 days ago
Be concise #writing #wordy #concise	Dark Blue	22 days ago
Readability statistics for writers	Blue Water	22 days ago
Web concordancers	Forest	about a month ago
Vocabulary tools and resources for writers	Dark Grey	about a month ago
Writing emails for professional purposes	Dark Green	about a month ago
Be appropriate	Dark Red	
Inspiring articles and free	Autumn Leaves	
Grammar - tense and	Dark Grey	
B2 apps for learning	Dark Green	

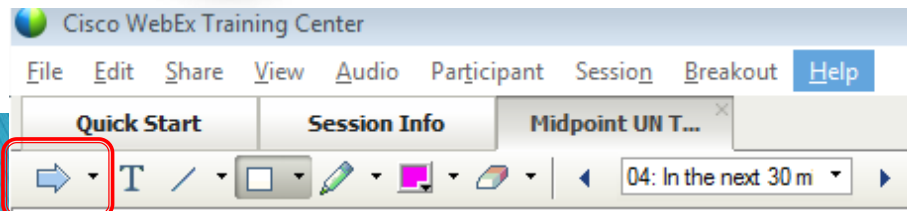
Part 2 The live webinar

- ▶ Let's begin
- ▶ Now I will run the webinar as though you are a real class of students.

Welcome

- ▶ Welcome to the Webex.
 - ▶ Carol is the trainer delivering the workshop.
 - ▶ Alberto is my assistant for technical problems. Put your hand up for live assistance.
 - ▶ Use the chat box to ask questions, make comments or give answers.
 - ▶ Please use your pointer to put your position on the map.
 - ▶ Then click on your pointer again to unselect.
- 

Tell us where you are from.



Today's session: Tools to measure your writing style. Resources to help.

- ▶ 1. Grammar checking tools: Grammarly etc.
- ▶ 2. Readability statistics.
- ▶ 3. The Writer's Diet.
- ▶ 4. Web concordancers
- ▶ 5. Translators' tools

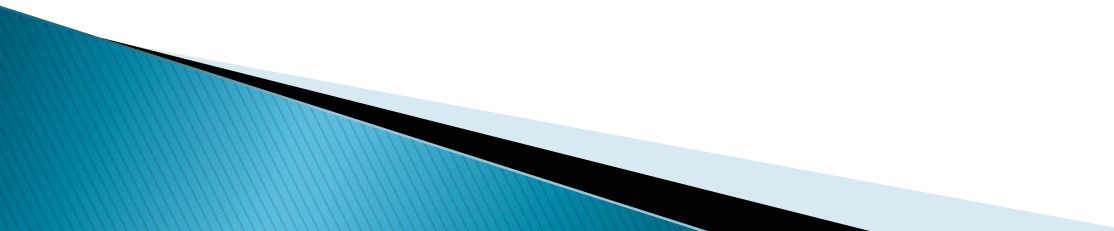
Which ones do you know?



<https://padlet.com/ckwaites/grammarwriters>

A collage of various online grammar resources for B2 level students. The resources include: Oxford dictionaries grammar, Grammar tool (Ginger), ProWritingAid, Grammar index (USA explanations and exercises), Grammarbook.com (Grammar and punctuation and free newsletter. USA), British Council grammar (For review of key points.), Grammar girl (Mignon Fogarty is the founder... quick and dirty tips), Grammarly text editor (Online Editor - Grammar Check... How it Works First, write out y... grammarcheck), Cambridge grammar resources (Select the grammar and your level.), Use of subjunctive (Use formal subjunctive in formal documents), and Grammar, punctuation and style help (Bristol university explanations and exercises). The collage also features a 'Grammar index' graphic with the word 'INDEX' in large, stylized letters, and a 'Grammar girl' graphic with a trophy and the text '101 BEST WRITERS 2015'.

Which ones do you use?

- ▶ Grammar and spell check in Word
 - ▶ **Ones you can download to Chrome:**
 - ▶ Grammarly
 - ▶ ProWritingAid
 - ▶ Ginger
 - ▶ Hemmingway
 - ▶ Other
- 

Grammar checking tools

► ProWritingAid

More In-Depth Reports

ProWritingAid analyzes your writing and presents its findings in over 20 different reports (more than any other editing software). Each writer has their own strengths and weaknesses and so different reports will appeal to different users.

[Learn More](#)



Style



Summary



Overused



Clichés



Sticky



All Repeats



Combo



Length



Pronoun



Alliteration



Transition



Thesaurus



House



Plagiarism



Diction

Grammarly – free version

Grammarly.com

'like' them on Twitter, Facebook

Free newsletter too.

Download to Google Chrome

Once you sign the contract, we'll get started.

It goes without say

questions please c

Alice or myself.

Correct your spelling

contract



Grammarly vs ProWritingaid

<https://thedigitalmerchant.com/content-marketing/copywriting/prowritingaid-vs-grammarly-comparison-two-top-grammar-checkers/>

Main Differences Between Grammarly vs ProWritingAid

The main differences between Grammarly and ProWritingAid are:

- ProWritingAid is geared more towards long form content, whereas Grammarly is best suited to short blog posts
- ProWritingAid edits for content style, syntax and structure, whereas Grammarly is focused mostly on grammar and punctuation
- ProWritingAid offers in depth explanations for recommendations, whereas Grammarly is focused on simple errors
- ProWritingAid offers a yearly pricing plan, whereas Grammarly is typically monthly
- ProWritingAid works out to be less expensive on an annual basis than Grammarly

***Bottom Line Up Front:** I personally prefer the **powerful ProWritingAid app here**. It actually makes you a BETTER writer and has increased content quality across the board for our editing team.*

Tools to measure style

<https://padlet.com/ckwaites/textanalysis>

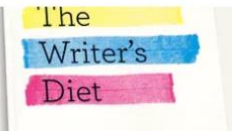
Carol Waites • 10mo

Tools to analyse your text for writers

Readability statistics, text analysis.

The Writer's Diet


Great tool to check your bad habits!
Checks use of nouns, verb 'to be', prepositions, dead words.



The Writer's Diet
Is your writing flabby or fit? If your sente...
writersdiet


ProWritingAid

Free tool to help you identify areas to work on



ProWritingAid - the best grammar check...
Your personal writing coach. A grammar ...
prowritingaid

Readability statistics instructions on analysing a webpage



Using readability statistics on a webpage
youtube

Readability statistics explanation

Readability Statistics	
Counts	
Words	259
Characters	1370
Paragraphs	10
Sentences	13

Using MS Word Readability Statistics for...
Microsoft Word's readability scores can ...
kerryr

Read-able.com

Easy to use readability test

Quick and easy way to test the readability of your work.

Test by URL


Test the readability of a web page

Read-able.com

Readable | Free Readability Test Tool
Want to test your website's readability? T...
webpagefx

Grammarly


Download grammarly.com for free and try it out.



Grammarly is the world's most accurate ...
Grammarly is trusted by students, profes...
grammarly


Readability statistics - to judge your style

How to do it. YouTube



Flesch-Kincaid Readability Statistics in ...
by Daniel Todd Noyes
youtube


Linguee.com



Linguee | Dictionary for German, French,...
English Dictionary and Translation Searc...
linguee.com

Ginger


Ginger free software to check grammar, spelling, style ...



#1 Grammar and Spell checker
Powerful and effortless desktop & mobil...
gingersoftware

Write to learn


Pearson's writing assistance tool



Home | Write to Learn
12 Things Teachers Should Know Before...
writetolearn


Write and improve

Free. Particularly useful for practising writing essays at different levels.



Cambridge English Write & Improve
Automatic grades and feedback for Engl...
writeandimprove


Daytaze readability statistics



Readability Analyzer
Estimates the readability of a passage o...
daytaze

Online tests document readability

Tells you specific sentences to revise.



Tests Document Readability
Tests english language document reada...
online-utility

Text analysis tools:

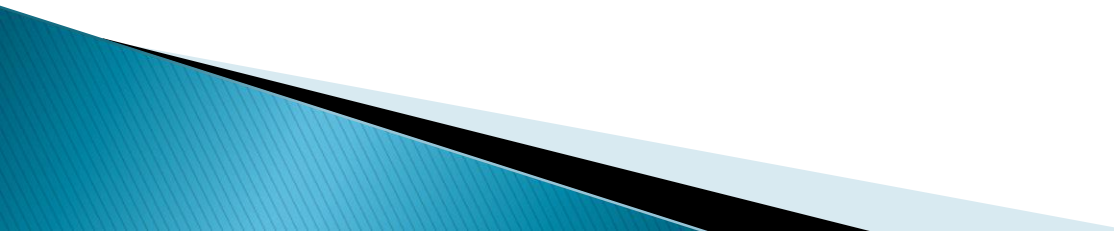
2. Readability statistics

Readability statistics

Who uses them and why?

https://en.wikipedia.org/wiki/Flesch%E2%80%93Kincaid_readability_tests

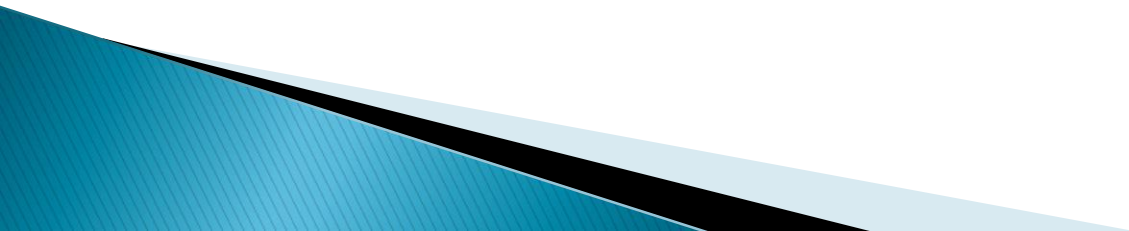
Who uses readability statistics?

- ▶ They were designed in the US and so Americans know about them and use them.
 - ▶ Journalists, Lawyers, Academics, School teachers for readers, Government officials, Website designers, Writers
 - ▶ Why? To measure how readable their text is by different audiences.
- 

Readability statistics

How can you use them?

Where can you find them?



Readability statistics

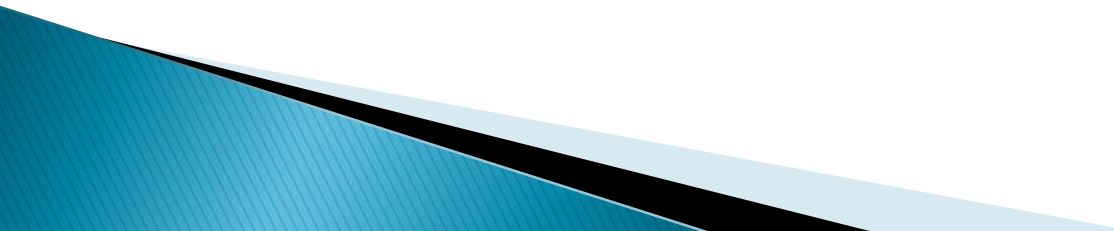
Where can you find them?

In Word, or on two websites

<http://www.webpagefx.com/tools/readable/>

<https://datayze.com/readability-analyzer.php>


For the Word version, they are in the proofreading tools area. I suggest you watch YouTube videos to find out how.



Readability statistics

- ▶ What linguistic or style points do they measure?
- ▶ Put your answers in the chat box.

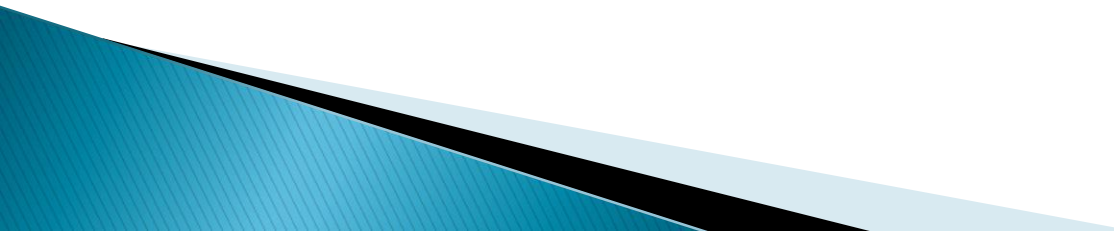
Summary: What do they measure?

- ▶ It's an algorithm between:
 - ▶ Sentence length (number of words)
 - ▶ Recommended sentence length: 15–20 words on average for a report.
 - ▶ Word length (number of syllables)
 - ▶ So, the shorter the sentence and the shorter the words, the easier it is to read 😊
- 

Scale

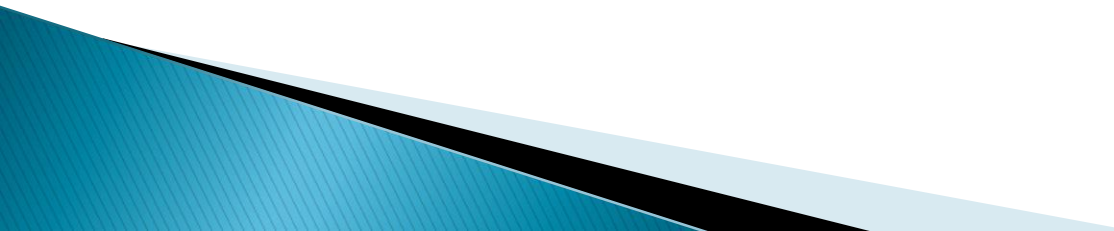
- ▶ 1–100
- ▶ 1 is low readability
- ▶ 100 is high readability, such as comics.

Some scores

- ▶ The Sun / Mirror: 60–80
 - ▶ The Guardian: 40–60
 - ▶ Emails: 50–70
 - ▶ Reports: 30–40
- 

Guardian read-able analysis

<https://www.theguardian.com/environment/2018/jan/25/billions-of-pieces-of-plastic-on-coral-reefs-send-disease-soaring-research-reveals>

- ▶ To test out the readability score of a website:
 - ▶ <http://www.read-able.com/>
 - ▶ Cut and paste your text into the box and click on the button to get your analysis.
 - ▶ This website gives a colour rating to each score: green = easy to read; orange = medium; red = complex.
- 

Guardian read-able analysis

<https://www.theguardian.com/environment/2018/jan/25/billions-of-pieces-of-plastic-on-coral-reefs-send-disease-soaring-research-reveals>

TEST RESULTS:

Your text has an average **grade level of about 12**. It should be easily understood by 17 to 18 year olds.

READABILITY INDICES

Flesch Kincaid Reading Ease

56.8



Flesch Kincaid Grade Level

11.6



Percent of complex words

9.19%

Average words per sentence

25.39

Average syllables per word

1.47

3. Style & the Writer's Diet

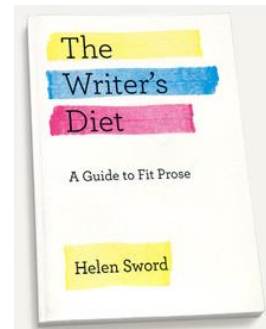
Writer's diet

- ▶ What is it?
- ▶ Have you heard about it?
- ▶ Write your answers in the chat box.

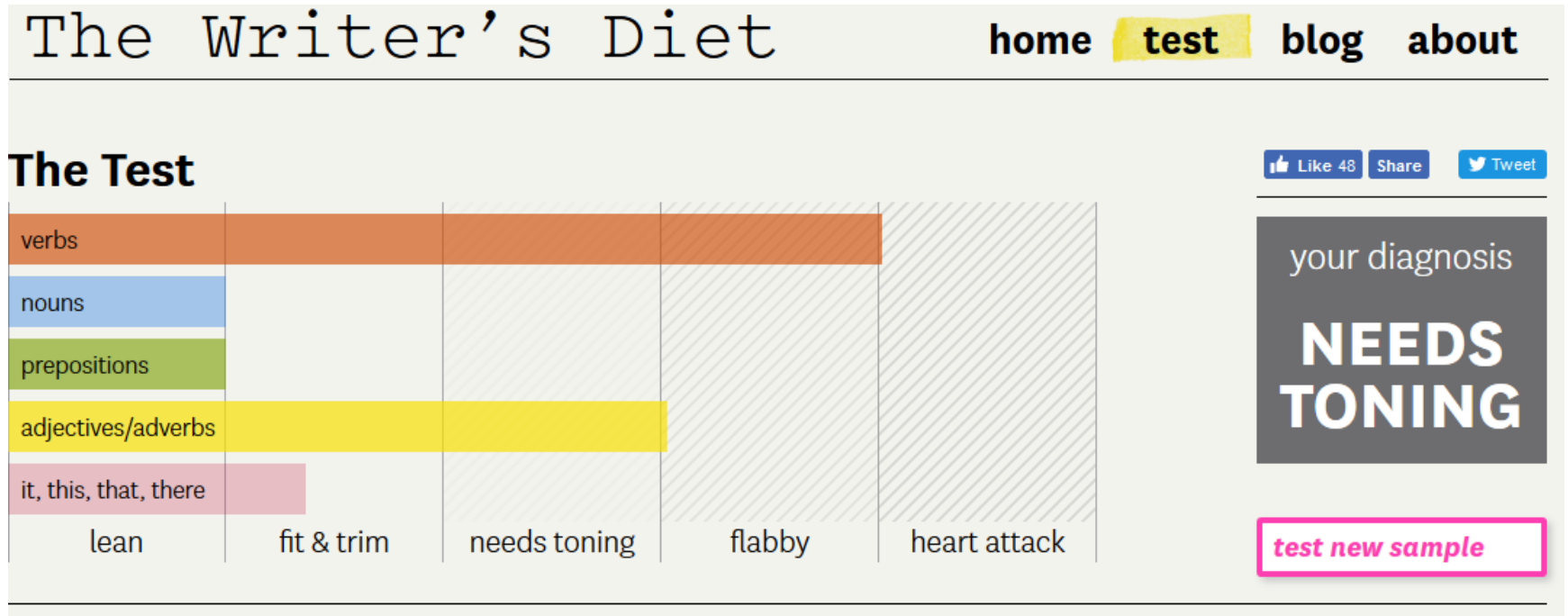
Writer's Diet

<http://writersdiet.com>

- ▶ This tool allows you to analyse your writing style. It gives a reading on a scale of lean to heart attack, as though measured in a medical examination.
- ▶ What type of tool is it? Online analytical tool.
- ▶ What is it used for? Analysing key aspects of style.



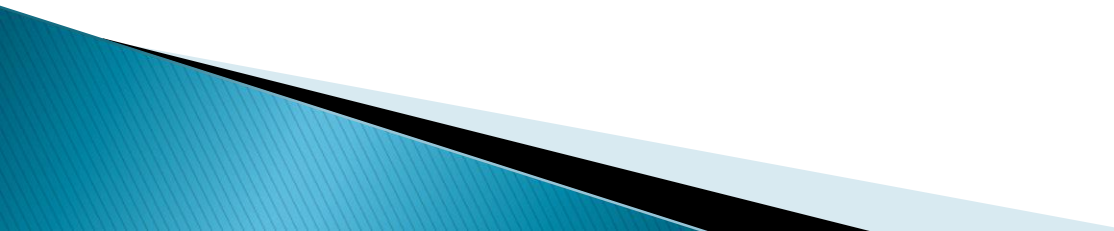
Guardian article



Guardian article – Analysis: brown = to be; blue = nouns; green = preps; yellow = adj and adv; violet = waste words

Billions of pieces of plastic pollution are snagged on coral reefs, sending disease rates soaring, new research has revealed. The discovery compounds the damage being done to a vital habitat that already faces an existential threat from the warming caused by climate change. Scientists examined 125,000 corals across the Asia-Pacific region, home to half the world's reefs, and found 89% of those fouled by plastic were suffering disease. On plastic-free reefs, only 4% of the corals were diseased. The work is highly significant because it is the first to examine the impact of plastic on disease in any marine organism and also the first to produce a large-scale estimate of how much plastic pollutes the sea floor. Coral reefs in the region are contaminated with 11bn pieces of plastic, the research indicates. At least 8 million tonnes of plastic are dumped in the ocean every year and it now pollutes even the remotest corners. Microplastics, formed when plastics are broken up, can be mistaken for food by sea creatures and early studies have shown this causes harm. Coral reef bleaching 'the new normal' and a fatal threat to ecosystems Read more The scientists who conducted the new study did not set out to research plastic but were confronted by it across the regions they surveyed. The correlation between plastic pollution and high rates of disease was very striking and the researchers think sharp plastic fragments cut the coral organisms, while plastic fabrics smother them and block out light and oxygen. "Corals are animals just like me and you– they become wounded and then infected," said Joleah Lamb, at Cornell University in the US, who led the new research, published in the journal Science. "Plastics are ideal vessels for microorganisms, with pits and pores, so it's like cutting yourself with a really dirty knife." During dives Lamb found objects from plastic chairs to baby nappies to a Nike-

Key style points for academic and professional writers – chat box

1. Verb 'to be' – good or bad?
 2. Nouns or verbs?
 3. Adjectives and adverbs – good or bad?
 4. Cohesive devices or empty shells/ waste words? It, there, this, that.
- 

1. Verb 'to be' – avoid!

Why? It's lengthy, wordy, dead.

1. Emphatic structures are oral style

- It was at the end of the meeting that we reached agreement.
- We reached an agreement at the end of the meeting.

2. Dead beginnings = oral style.

3. Passive voice = oldfashioned.

- It was / There is / are many important points **to be** raised.
- The meeting **will raise** many important points.

2. nouns or verbs?

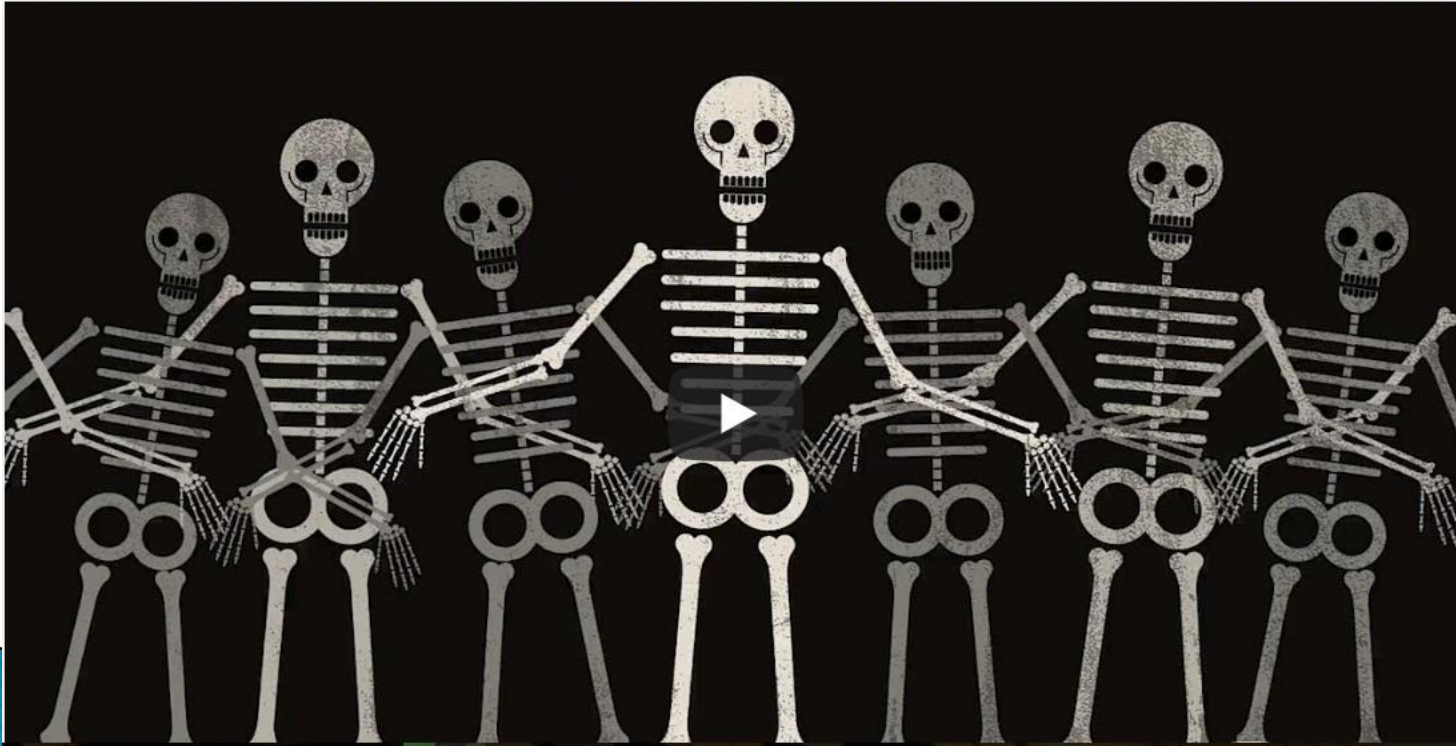
- ▶ Prefer verbs!
- ▶ They are dynamic and engaging.
- ▶ avoid long strings of nouns and prepositional phrases
 - (checks usage of prepositions and nouns)

Nouns and prepositions

▶ <https://ed.ted.com/on/eJKYN8dx> Zombie nouns

Let's Begin...

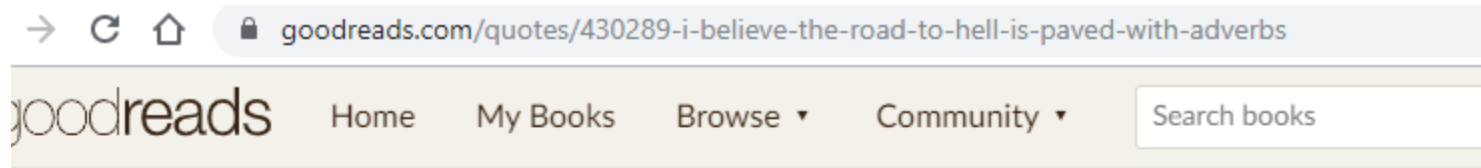
When you make a noun out of other parts of speech, you create a "nominalization". This TED-Ed video is based on Helen Sword's NYT op-ed of July 23, 2012, where she calls these nominalizations "zombie nouns" (much more memorable!). Her reasoning is that zombie nouns "cannibalize active verbs and suck the lifeblood from adjectives." Zombie nouns make reading dull and difficult. So beware!



3. Adjectives and adverbs – avoid!

employ adjectives and adverbs sparingly

- (checks usage of adjectives and adverbs)



Stephen King > Quotes > Quotable Quote



“I believe the road to hell is paved with adverbs, and I will shout it from the rooftops. To put it another way, they're like dandelions. If you have one on your lawn, it looks pretty and unique. If you fail to root it out, however, you find five the next day... fifty the day after that... and then, my brothers and sisters, your lawn is totally, completely, and profligately covered with dandelions. By then you see them for the weeds they really are, but by then it's—GASP!!—too late.”

— Stephen King, *On Writing: A Memoir of the Craft*

Adjectives and adverbs

- ▶ "The **adjective** is the enemy of the noun," warned Voltaire, and Mark Twain advised, "When you catch an **adjective**, kill it."
- ▶ By extension, the adverb is the enemy of the verb.

4. Web concordancers – which ones do you use?

<https://padlet.com/ckwaites/webconcordancer>

Carol Waites · 4mo

Web concordancers

Tools and resources for vocabulary and grammar


Glosbe

Online multilingual dictionary similar to linguee.

We provide **free dictionaries** for almost every existing language and **translation memory** with 1 013 284 995 sentences included.

- Almost every live language.
- Huge dictionary database.
- Millions of examples.
- Unique phrases and expressions.

If your language is not listed in select boxes try **all dictionaries link**.



Online dictionary
Online dictionary. Almost all languages available, ...
glosbe

Linguee.com



Linguee | Dictionary for German, French, Spanish...
English Dictionary and Translation Search with 1...
linguee.com

Just the Word



Just The Word
Just The Word collocations - helps you in writing ...
just-the-word

Skell



Skell: corpus examples for learning English
Use SkELL to learn English collocations, find Engl...
skellchenge

Lextutor.ca

Type in a word in the "quick look-up" box and



Complete Lexical Tutor
A complete website for learning and learning abo...
lextutor

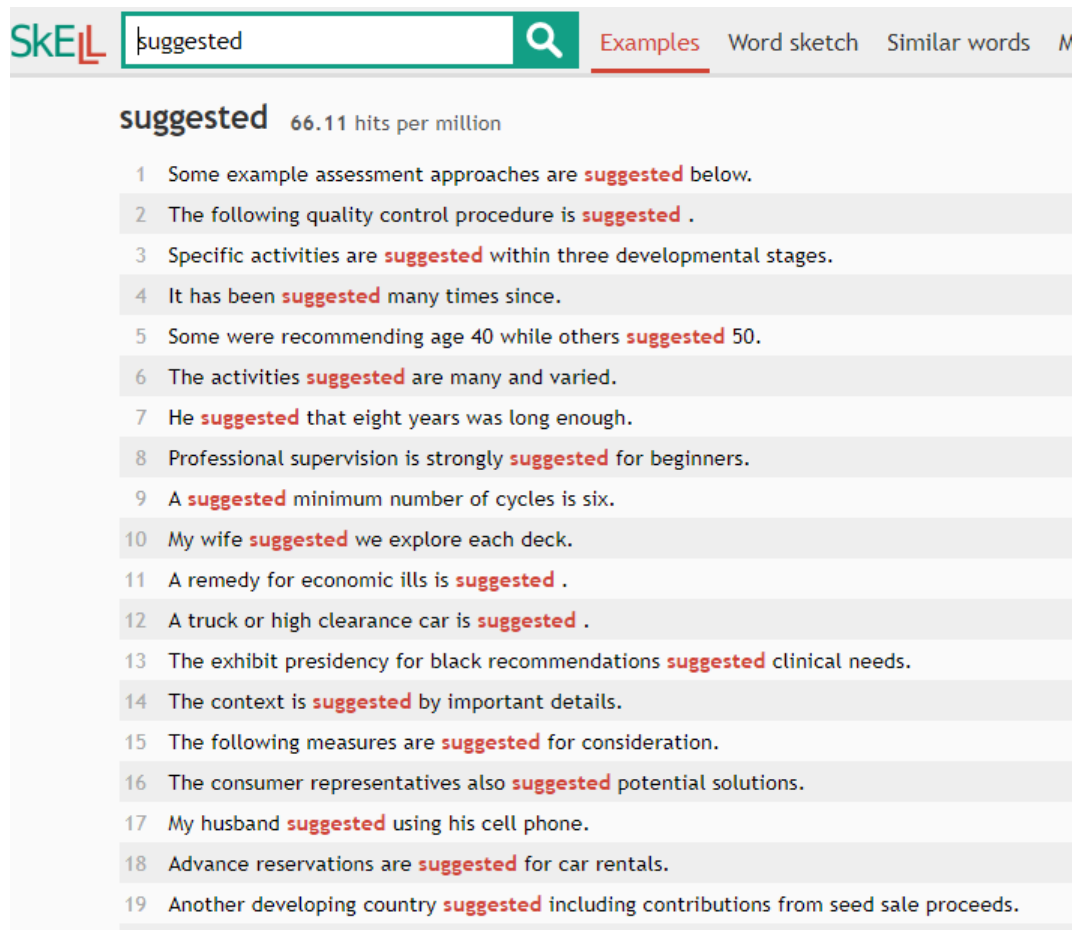
Tool for vocabulary analysis: Web concordancers

► Tools for today:

1. Oxford dictionary – example sentences
2. Just the Word – English only
3. Skell – English only
4. Linguee.com – translations – can be wrong sometimes. Good UN type examples, so useful for analysing usage.
5. Glosbe – is like linguee.

Web concordancer: Skell

<https://skell.sketchengine.co.uk/run.cgi/skell>



The screenshot displays the Skell web concordancer interface. At the top, the 'SkELL' logo is on the left, followed by a search bar containing the word 'suggested' and a magnifying glass icon. To the right of the search bar are navigation links: 'Examples' (which is underlined), 'Word sketch', 'Similar words', and 'M'. Below the search bar, the results for 'suggested' are shown, including '66.11 hits per million'. A list of 19 numbered examples follows, each with the word 'suggested' highlighted in red. The examples are:

- 1 Some example assessment approaches are **suggested** below.
- 2 The following quality control procedure is **suggested** .
- 3 Specific activities are **suggested** within three developmental stages.
- 4 It has been **suggested** many times since.
- 5 Some were recommending age 40 while others **suggested** 50.
- 6 The activities **suggested** are many and varied.
- 7 He **suggested** that eight years was long enough.
- 8 Professional supervision is strongly **suggested** for beginners.
- 9 A **suggested** minimum number of cycles is six.
- 10 My wife **suggested** we explore each deck.
- 11 A remedy for economic ills is **suggested** .
- 12 A truck or high clearance car is **suggested** .
- 13 The exhibit presidency for black recommendations **suggested** clinical needs.
- 14 The context is **suggested** by important details.
- 15 The following measures are **suggested** for consideration.
- 16 The consumer representatives also **suggested** potential solutions.
- 17 My husband **suggested** using his cell phone.
- 18 Advance reservations are **suggested** for car rentals.
- 19 Another developing country **suggested** including contributions from seed sale proceeds.

Web concordancer: just the word

JTW [Help](#) [Home](#)

[combinations](#) [alternatives from thesaurus](#) [alternatives from learner errors](#)

★ [View in Wordle](#)

suggested

***suggested* obj N**

cluster 1		
suggest an approach (22)	■■■	
suggest ways (86)	■■■■■■■■■■	
suggest a way (34)	■■■■	
cluster 2		
suggest the need (27)	■■■	
suggest reason (48)	■■■■	
cluster 3		
suggest answer (32)	■■■	
suggest solution (32)	■■■■	
cluster 4		
cluster 5		
suggest alternative (24)	■■■	
suggest the possibility (35)	■■■■■■	
unclustered		
suggest affinity (13)	■■■	
suggest a date (15)	■■■	
suggest a degree (20)	■■■	
suggest the existence (22)	■■■■	

suggested
suggested obj N, e.g. suggest ways
N subj *suggested*, e.g. evidence suggest
ADV *suggested*, e.g. also suggest
suggested ADV, e.g. suggest however
suggested PREP, e.g. suggest by
V and *suggested*, e.g. be and suggest
suggested and V, e.g. suggest and be
suggested or V, e.g. suggest or be

phrase (nn) nn is the frequency of usage
 ■ Good Word Combinations
 ■ Bad Word Combinations
 ■ Similarity of meaning
 .word - Means singular noun only

JTW: click on suggest ways (86)

	help login		
	<input type="text"/>	combinations	alternatives from thesaurus alternatives from learner errors
A01 - 00305		For instance we can	suggest ways of rescheduling the payments over a longer period.
A0Y - 000609		of help for services or improvements to you home;	suggest ways of finding companions or live-in help; and list some benefits which may assist you in paying for
A35 - 00240		of contact with a formidably quick mind that may	suggest ways into the longer and more forbidding time-spans of Carter's major works.
A65 - 001763		clear detailed instructions, answers queries and	suggests ways to improve your technique.
A6F - 000058		a committee of Cabinet ministers, with a remit to	suggest ways for strengthening family life and promoting a sense of individual responsibility.
ABK - 002089		uts are not mere talking shops, they are eager to	suggest ways their jobs can be done better.
AD2 - 000975		So far I have been	suggesting ways in which the Free Church benefited from the political activities of its founder and other lead
AHK - 001259		Glynn Christian	suggests new ways with a symbolic fruit
AMS - 000706		lake, and hence upon the weeds and birds; and to	suggest ways of minimizing the impact of damming.
AR7 - 000640		Can you	suggest ways to help my weight reduction?
AR7 - 000761		the coach's job is to fuel the novice's dreams by	suggesting practical ways in which they can be achieved.
AR9 - 000143		heritage can be successfully resisted but also to	suggest ways of putting forward constructive alternatives.
ARH - 000280		the medical personnel and undergraduates, and to	suggest ways in which these could be improved.
AS4 - 000006		asked me, as the authority's environmentalist, to	suggest ways of calming the local community's very vocal outrage at what he was intending to do to their river
AS6 - 000252		the problem, both to assert its importance and to	suggest new ways of tackling it.
B1P - 001279		ication lists, by county, important archives (and	suggests ways in which they may be used).
B22 - 001217		Looking back, one can only wonder why no-one	suggested easier ways of working, great economies could have been made if a time and motion expert had been en
B23 - 000424		It would then	suggest ways of meeting these needs in the short and long term so that the quality of the staff could be maint
B23 - 001721		ia for plans they may put searching questions and	suggest additional ways to ensure that objectives become reality: if a school aims 'involve all pupils' are ch
B2T - 001151		needed: to define them in the clearest terms: to	suggest alternative ways to solutions: finally, to seek resources for those solutions.
B30 - 000571		She was then able to	suggest ways she might improve this relationship.
B3D - 001568		at guides were jargon-filled, unappealing etc and	suggested many ways in which they could be made more readable.
B72 - 001069		l Congress for Hybridoma Research in Philadelphia	suggested ways to 'sanitise' the antibodies' manufacture, making this more like a bench process with a reduced
BMK - 000627		sion on the health effects of organochlorines and	suggests ways in which individuals can limit their intake of dioxin-like compounds.
BML - 000317		The Newson studies do, however,	suggest ways of looking at the backgrounds of those children we are setting out to serve.
BMT - 000670		So I am going to	suggest ways of finding out about earth energies and of understanding the processes involved, how the ancient
BN7 - 001481		p you understand more about solvent misuse and to	suggest ways in which you can help your children, whether they are sniffing or not.
C91 - 000859		This month's feature	suggests ways of designing your own artwork, and will be of interest to those who do not have the benefit of a
C91 - 001975		evoke the atmosphere of the past and the article	suggests ways of re-creating your own authentic or individual masterpiece - or maybe just a glorious Spiders'
C92 - 001113		In part three next month, we	suggest ways of originating your own artwork so that you can design your very own printed circuit boards.
C97 - 002293		f fish deaths in some of this year's new ones and	suggests ways to prevent it from happening to you.
CB8 - 001516		She will	suggest delicious and inspiring ways to eat more healthily without going hungry.
CG1 - 000631		Watching other people's mistakes	suggests ways to manage your own ropework more efficiently.
CKX - 000450		, calls his a 'calm and classical building' which	suggests 'ways in which the new can relate to the old, can pay respect but can also speak of its own age with

5. Linguee – translators' tool

Glosbe – the multilingual online dictionary

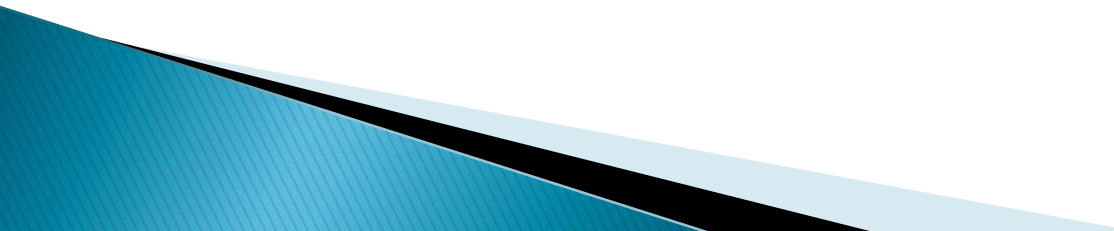
<http://www.linguee.com/>

<https://glosbe.com/>

To check:

- ▶ Vocabulary – confusing words
eg assure vs ensure
- ▶ How to translate technical terms
- ▶ Grammar following verbs eg suggest
+ ?
- ▶ Prepositions following verbs eg
participate + ?
- ▶ Punctuation following linkers eg
however

Recap

- ▶ Webinars and online teaching:
 - ▶ Flexibility for students.
 - ▶ Telecommuting.
 - ▶ Students travelling.
 - ▶ Global audience.
 - ▶ Recordings for later viewing or revision.
- 

Thank you.

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