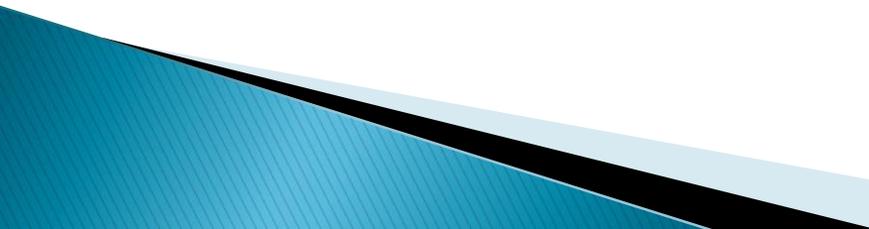


ETAS Webinar

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

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 Rommel 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 Ageenkov to All Participants (03:08:37 PM):
<https://a-ets.unog.ch/>
From Max Ageenkov 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?

Advanced Grammar in Action

Carol Waites
a day ago

Grammar and vocabulary resources for advanced students

Carol Waites
16 days ago

Grammar and vocabulary resources for advanced students

Carol Waites
16 days ago

Use active voice

#passive #active #style

Carol Waites
22 days ago

Be clear, be direct

Carol Waites
22 days ago

Plain English - style tips

Carol Waites
22 days ago

Writing resources empty

Carol Waites
22 days ago

Be concise

#writing #wordy #concise

Carol Waites
22 days ago

Readability statistics for writers

Carol Waites
22 days ago

Web concordancers

Carol Waites
about a month ago

Vocabulary tools and resources for writers

Carol Waites
about a month ago

Writing emails for professional purposes

Carol Waites
about a month ago

Be appropriate

Inspiring articles and free

Grammar - tense and

B2 apps for learning

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.



Cisco WebEx Training Center

File Edit Share View Audio Participant Session Breakout Help

Quick Start Session Info Midpoint UN T...

➡ T / □ ✎ 🖨 🗑 ⏪ 04: In the next 30 m ⏩

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?



1. Grammar checking tools

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

Carol Waites • 1m

Grammar resources for writing students

B2 level

Oxford dictionaries grammar



Grammar | Oxford Dictionaries
Grammar might sound intimid...
oxford dictionaries | english

Grammar tool

Ginger



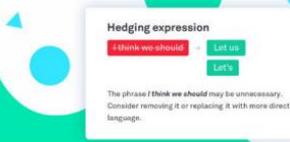
#1 Grammar and Spell checker
Powerful and effortless deskto...
gingersoftware

ProWritingAid



Grammarly blog

Fun blog with newsletter.



Hedging expression
I think we should. Let us
Let's

The phrase I think we should may be unnecessary. Consider removing it or replacing it with more direct language.

Grammarly Blog
Grammarly Blog
grammarly blog

Grammar index

USA explanations and exercises.



INDEX to the Guide to Gramm...
Index to the Guide to Gramm...
commnet

Cambridge grammar resources

Select the grammar and your level.



Grammarbook.com

Grammar and punctuation and free newsletter. USA



Grammar and Punctuation | Th...
The #1 Grammar and Punctuat...
grammarbook

Use of subjunctive

Use formal subjunctive in formal documents



ENGLISH PAGE - Subjunctive

British Council grammar

For review of key points.



English grammar
This grammar section explain...
learnenglish | british council

Grammar, punctuation and style help

Bristol university explanations and exercises



Table of Contents
Exercises
Here is a list of the exercises that have been developed to help you test your understanding of the different points covered.

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>

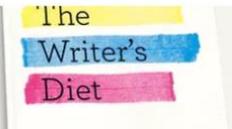
Carol Waites • 10mo

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
This is a video I made to explain how to ...
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

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 Sear...
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.



Online-Utility
English Language - Test - Math - Other ...

Tests Document Readability
Readability Calculator

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%

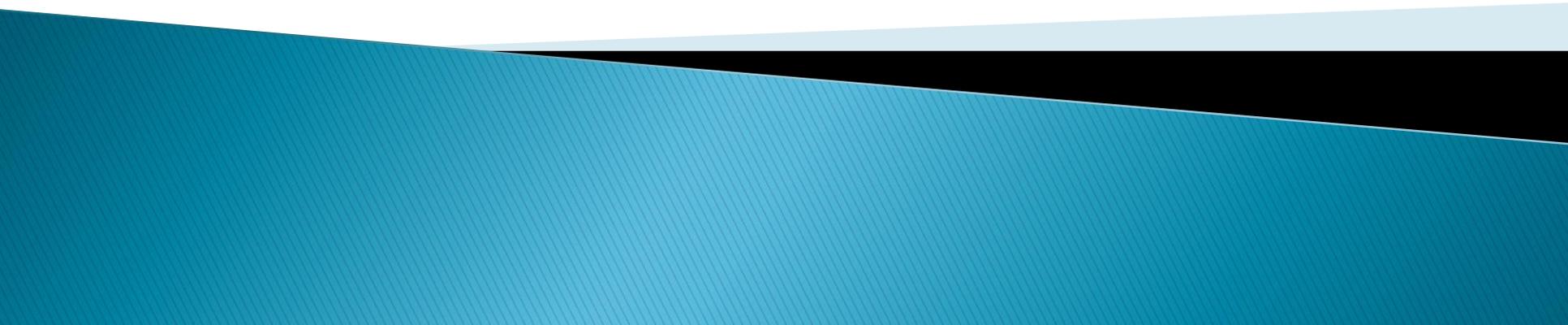
Average words per sentence

25.39

Average syllables per word

1.47

3. Style & the Writer's Diet



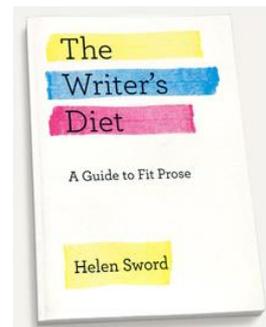
Writer's diet

- ▶ 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

The Writer's Diet

home **test** blog about

The Test

Like 48 Share Tweet



your diagnosis

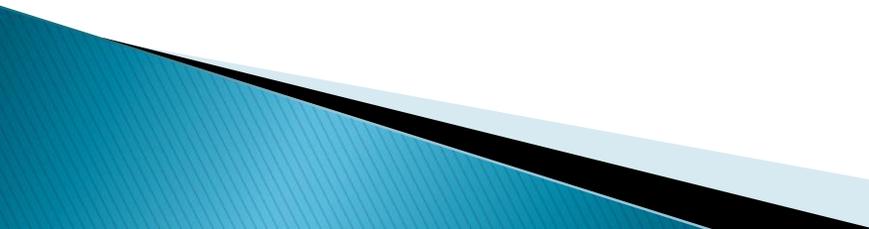
**NEEDS
TONING**

[test new sample](#)

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?

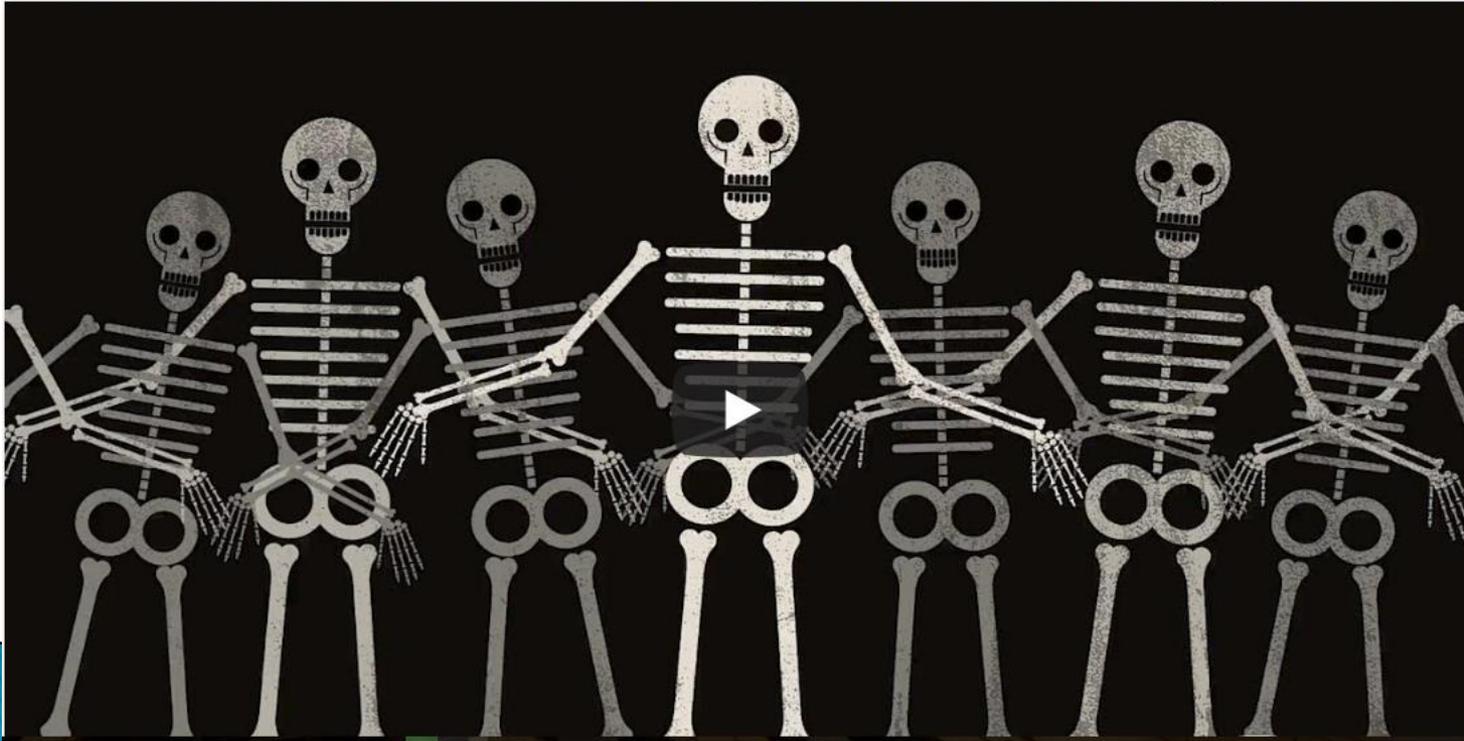
- ▶ Prefer verbs!
 - ▶ They are dynamic and engaging.
 - ▶ avoid long strings of nouns and prepositional phrases
 - (checks usage of prepositions and nouns)
- 

Nouns and prepositions

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

Let's Begin...

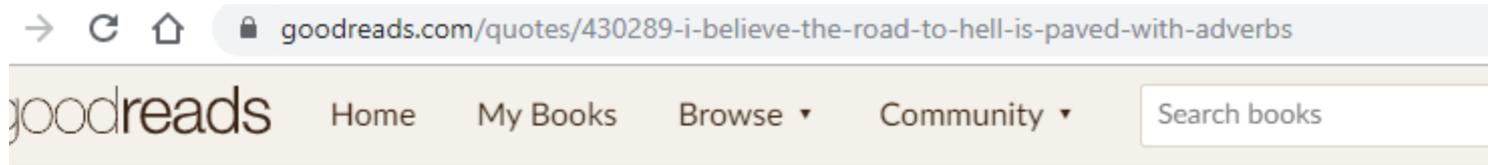
When you make a noun out of other parts of speech, you create a "nominalization". This TED-Ed video is based on Helen Sword's NYT op-ed of July 23, 2012, where she calls these nominalizations "zombie nouns" (much more memorable!). Her reasoning is that zombie nouns "cannibalize active verbs and suck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

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

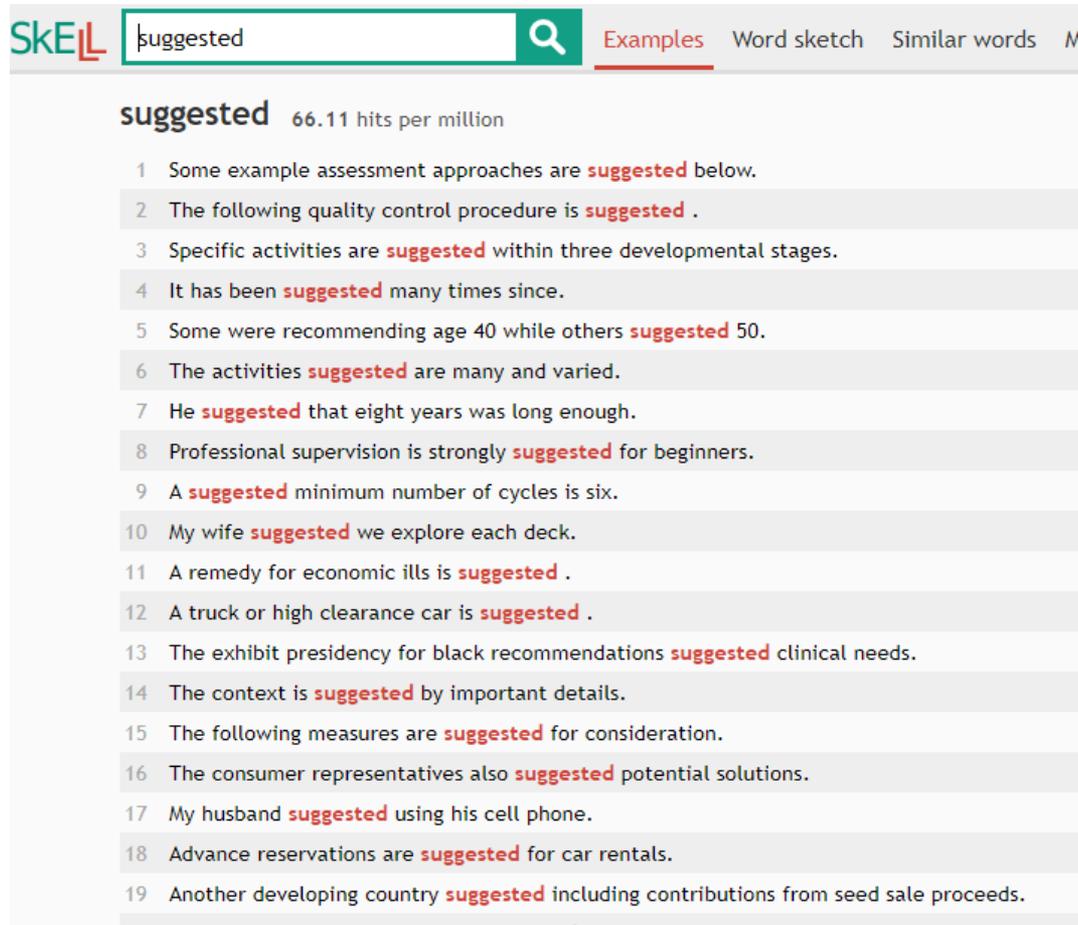
3. Skell – English only

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 shows the Skell web concordancer interface. At the top left is the 'SkELL' logo. A search bar contains the word 'suggested' and a magnifying glass icon. To the right of the search bar are navigation links: 'Examples' (underlined), 'Word sketch', 'Similar words', and 'M'. Below the search bar, the word 'suggested' is displayed in bold, followed by '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 | phrase (nn) | nn | Good Word Combinations | Bad Word Combinations | Similarity of meaning |
|-------------|------------------------------|----|------------------------|-----------------------|-----------------------|
| cluster 1 | suggest an approach (22) | 22 | 22 | 0 | 0 |
| | suggest ways (86) | 86 | 86 | 0 | 0 |
| | suggest a way (34) | 34 | 34 | 0 | 0 |
| cluster 2 | suggest the need (27) | 27 | 27 | 0 | 0 |
| | suggest reason (48) | 48 | 48 | 0 | 0 |
| cluster 3 | suggest answer (32) | 32 | 32 | 0 | 0 |
| | suggest solution (32) | 32 | 32 | 0 | 0 |
| cluster 4 | | | | | |
| cluster 5 | suggest alternative (24) | 24 | 24 | 0 | 0 |
| | suggest the possibility (35) | 35 | 35 | 0 | 0 |
| unclustered | | | | | |
| | suggest affinity (13) | 13 | 13 | 0 | 0 |
| | suggest a date (15) | 15 | 15 | 0 | 0 |
| | suggest a degree (20) | 20 | 20 | 0 | 0 |
| | suggest the existence (22) | 22 | 22 | 0 | 0 |

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)

[LEAP](#) [LEAP](#)

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 er | |
| 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.
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Thank you.

Carol Waites

carol.waites@un.org

Twitter handle: [@CarolKW](https://twitter.com/CarolKW)

Find me on LinkedIn: Carol Waites

References

Padlets:

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

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

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

Grammar checking tools

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

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

<http://www.just-the-word.com/>

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<http://writersdiet.com>

Readability statistics

<https://www.webfx.com/tools/read-able/>

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

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