English Language & Literature

Grammar decisions

Agreement

Find the head noun before choosing a verb. “The list of events is ready.” The singular list controls is, even though events is closer.

Time and tense

Use simple past for a finished past time: “She submitted it yesterday.” Use present perfect for an unfinished period or present result: “She has submitted three reports so far.”

Modals and determiners

Must expresses necessity. Might expresses possibility. Use fewer with countable items and less with an uncountable quantity: fewer bottles, less water.

Reported questions

Keep statement word order and remove do-support. “Where do you live?” becomes “She asked me where I lived.” Use if or whether for a yes/no question.

Quick check

Correct “Each of the entries have a number.” Report “Are you ready?” after He asked me.

Answer Each of the entries has a number. He asked me if I was ready.

English Language & Literature

Writing and literature

Formal letter

Give the purpose early. Describe the issue with one concrete detail, then request a feasible action. A complaint about a broken streetlight should identify the location and ask for inspection.

Analytical paragraph

Open with the main pattern, compare meaningful figures, and close with what the data supports. A rise from 20% to 35% is 15 percentage points. Do not invent a cause.

Prose and drama

Answer the question, point to an action or detail, and explain its significance. For a question on Lencho’s faith, connect his letter to God with his belief that help will come.

Poetry

Move from image to effect. In Dust of Snow, the small incident changes the speaker’s mood. Explain the contrast between the gloomy opening associations and the lighter ending.

Quick check

A chart gives cycling shares of 24% and 36% in two years. Write one comparison without assuming a cause.

Answer Cycling’s share rose by 12 percentage points, from 24% to 36%. The figures alone do not explain why.