

<i>Sign test question</i>	239
SECTION 28.5 - SMALL SAMPLE HYPOTHESIS TESTING	240
<i>Small sample hypothesis question</i>	240
SECTION 28.6 - LARGE SAMPLE HYPOTHESIS TESTING.....	241
<i>Large sample size question</i>	242
SECTION 28.7 - SMALL SAMPLE CONFIDENCE INTERVALS	243
Upper confidence limits	243
<i>Small sample confidence interval question</i>	243
Lower confidence limits.....	246
SECTION 28.8 - LARGE SAMPLE CONFIDENCE INTERVALS	248
<i>Large sample confidence interval question</i>	248
Chapter 29 - Plotting graphs	250
SECTION 29.1 - PERIODIC FUNCTIONS.....	250
SECTION 29.2 - GRAPH TRANSFORMATIONS.....	251
Amplitude transformations.....	251
Sideways movement.....	252
Horizontal squashing or stretching	253
Vertical displacements	253
Sign changes.....	253
Putting it all together	254
<i>Periodic graph plotting question</i>	254
SECTION 29.3 - SKETCHING GENERAL GRAPHS	256
<i>Graph sketching question</i>	256
Handy Hint #13 - Managing your time.....	262
SECTION 29.4 - ASYMPTOTES AND DISCONTINUOUS GRAPHS.....	262
SECTION 29.5 - PLOTTING COMPLEX ASYMPTOTE FUNCTIONS	265
<i>Asymptote plotting question</i>	265
Handy Hint #14 - Find graph characteristics first	267
Chapter 30 - General tips for maths tests	268

ENGLISH

Chapter 31 - The sentence	271
Normal complete sentences.....	271
Chapter 32 - Parts of speech	273
SECTION 32.1 - CLAUSES	273
Independent clauses.....	273
SECTION 32.2 - RUN ON SENTENCES.....	274
SECTION 32.3 - SUBORDINATION.....	275
SECTION 32.4 - DEPENDENT CLAUSES OR SUBORDINATE CLAUSES.....	276
Noun dependent clauses	276
Adjective dependent clauses	276
Adverb dependent clauses.....	276
SECTION 32.5 - ELLIPTICAL CLAUSES	277
SECTION 32.6 - PREDICATES.....	277

Complete predicates	278
Compound predicates	278
Predicate adjectives	278
SECTION 32.7 - ESSENTIAL AND NONESSENTIAL CLAUSES	279
Chapter 33 - The noun	280
SECTION 33.1 - TYPES OF NOUNS.....	280
Proper nouns	280
Common nouns.....	280
Plural nouns	281
Concrete nouns	282
Abstract nouns	282
SECTION 33.2 - COLLECTIVE NOUNS	282
SECTION 33.3 - POSSESSIVE NOUNS	283
Singular possessive nouns	283
Plural possessive nouns	284
Handy Hint #15 - The difference between the possessive and the descriptive.....	284
SECTION 33.4 - COMPOUNDED NOUNS THAT ARE POSSESSIVE	285
Double possessives	286
Handy Hint #16 - Mixing up it's and its	286
Chapter 34 - The subject	288
SECTION 34.1 - SIMPLE SUBJECTS.....	288
SECTION 34.2 - COMPLEX SUBJECTS.....	289
SECTION 34.3 - COMPOUND SUBJECTS.....	289
SECTION 34.4 - SUBJECT AND VERB ORDER IN A SENTENCE.....	290
Chapter 35 - The object	291
SECTION 35.1 - DIRECT OBJECTS.....	291
SECTION 35.2 - INDIRECT OBJECTS	291
Chapter 36 - Pronouns	293
SECTION 36.1 - PRONOUN TYPES	293
Personal pronouns.....	293
Possessive personal pronouns	294
Questioning pronouns.....	295
Indefinite pronouns.....	295
Demonstrative pronouns.....	295
Reflexive pronouns.....	296
Intensive pronouns.....	296
SECTION 36.2 - PRONOUNS AND ANTECEDENTS	296
Avoiding confusing antecedent and pronoun situations.....	297
Handy Hint #17 - Don't use adjectives and possessive nouns as antecedents.....	297
Consistent use of the pronoun 'it'	298
Pronouns – singular or plural?	298
Handy Hint #18 - Confusing singular pronouns.....	298
The difference between 'who' and 'whom'	299

SECTION 36.3 - PRONOUN CONSISTENCY	300
First person:	300
Second person:.....	300
Third person:	300
All third person:.....	301
All first person:.....	301
All third person:.....	301
All second person:	301
Chapter 37 - Verbs	302
Auxiliary verbs	302
Compound verbs.....	303
Transitive verbs	303
Intransitive verbs	303
Linking verbs and subject complements.....	304
Object complements	304
Verbals.....	305
Infinitives.....	305
Present participles.....	305
Past participles.....	306
Gerunds.....	306
SECTION 37.2 - VERB CONTRACTIONS.....	306
Forming the 'not' form of a verb	307
Chapter 38 - Verb tenses	308
SECTION 38.1 - PRESENT TENSES.....	308
Simple present tense.....	308
Present progressive tense	308
Present perfect tense.....	309
Present perfect progressive tense	309
SECTION 38.2 - PAST TENSES	309
Simple past tense	309
Past progressive tense.....	309
Past perfect tense	310
Past perfect progressive tense	310
SECTION 38.3 - FUTURE TENSES	310
Simple future tense.....	310
Future progressive tense.....	310
Future perfect tense	310
Future perfect progressive tense	310
Chapter 39 - Verb forms, moods and voices	312
SECTION 39.1 - THE FOUR BASIC VERB FORMS.....	312
THE THREE VERB MOODS	312
Indicative mood.....	313
Imperative mood.....	313
Subjunctive mood.....	313

Handy Hint #19 - Subtle differences.....	314
SECTION 39.2 - THE VOICE OF A VERB	314
Active voice	315
Passive voice.....	315
How to write in the passive voice	317
Handy Hint #20 - ‘Lie’ versus ‘lay’	318
The fibbing ‘lie’	319
Sit and set.....	319
Chapter 40 - Adjectives.....	321
Adding adverbs on top of an adjective.....	321
SECTION 40.2 - ADJECTIVE TYPES	322
Demonstrative adjectives	322
Possessive adjectives	322
Questioning or interrogative adjectives	323
Indefinite adjectives.....	323
SECTION 40.3 - THE DEGREE OF AN ADJECTIVE	323
Comparative and superlative degree for multi-syllable adjectives	324
SECTION 40.4 - TALKING ABOUT QUANTITIES AND AMOUNTS	325
SECTION 40.5 - THE OPPOSITE OF AN ADJECTIVE	325
Other ways to form the opposites of adjectives	326
Handy Hint #21 - ‘Flammable’ and ‘inflammable’	327
Difference between ‘ed’ and ‘ing’ at the end of an adjective	327
Handy Hint #22 - Good versus evil well	328
Collective adjectives.....	328
SECTION 40.6 - ORDERING MULTIPLE ADJECTIVES CORRECTLY	329
SECTION 40.7 - ARTICLES, DETERMINERS AND QUANTIFIERS	330
Articles	330
Quantifiers	331
Predeterminers	331
Chapter 41 - Adverbs	333
Adjunct.....	334
Disjunct	334
Conjunct.....	334
Conjunctive adverbs	334
Ordering multiple adverbs.....	334
Using infinitive verbs to form adverbs	335
Degrees of an adverb	335
Where adverbs appear in a sentence	336
Chapter 42 - Conjunctions and lists	337
Coordinating conjunctions	337
SECTION 42.2 - LISTS IN A SENTENCE.....	338
Lists connected by coordinating conjunctions.....	338
Contrasting two things.....	338
Starting a sentence with the conjunctions ‘and’ or ‘but’	339

Starting with ‘because’	339
Using neither...nor	340
Correlative conjunctions	340
Subordinating conjunctions.....	340
Chapter 43 - Prepositions	341
Prepositions of place or location.....	342
Prepositions of time.....	342
Prepositions of movement or direction.....	342
Multi-purpose prepositions	343
Ending sentences with prepositions	343
Sentences ending in phrasal verbs	344
Verbs, nouns, or adjectives plus prepositions.....	344
Particles.....	345
SECTION 43.2 - INTERJECTIONS!	345
Chapter 44 - Types of sentences	347
SECTION 44.1 - CLASSIFYING SENTENCES BY PURPOSE	347
Declarative sentences	347
Exclamatory sentences	348
Imperative sentences	348
Interrogative sentences.....	349
Interrogative sentences by tone.....	349
Interrogative sentences by changing word order.....	350
SECTION 44.2 - CLASSIFYING SENTENCES BY STRUCTURE	351
Simple sentences	351
Compound sentences.....	351
Complex sentences.....	351
Compound-complex sentences	351
Chapter 45 - Sentence basics.....	352
SECTION 45.1 - USING THE CORRECT VERB WITH A SUBJECT	352
Handy Hint #23 - Tricky nouns – singular or plural?	353
Pronouns – singular or plural?	353
Compounded and non-compounded subjects	354
Pairs of things	355
Quantity describing expressions	355
Expletive constructions	356
SECTION 45.2 - ABBREVIATIONS	356
I.e. versus e.g.	356
Mr and Mrs Smith	357
Date and time abbreviations.....	358
Name initials.....	358
Handy Hint #24 - Acronyms, and why they’re different to abbreviations	358
SECTION 45.3 - ABBREVIATIONS OF UNITS	359
SECTION 45.4 - AVOIDING SENTENCE FRAGMENTS	360
When it’s OK to use sentence fragments.....	361

SECTION 45.5 - CAPITALISATION	361
Proper nouns	362
The first word of any sentence	362
Capitalisation of titles	362
'I' gets capitalised.....	363
SECTION 45.6 - USING ITALICS	363
To make something stand out.....	363
Onomatopoeia.....	364
Titles.....	365
When you are talking about the word itself, not using it for what it represents	365
Names of vehicles.....	365
SECTION 45.7 - SHORT SENTENCES	366
SECTION 45.8 - JOINING PARALLEL SENTENCE SUBJECTS OR OBJECTS ..	366
Compounding parallel objects.....	366
Compounding parallel subjects	367
SECTION 45.9 - LINKING TWO SENTENCES TOGETHER MORE CLOSELY .	367
The simple linking relationship.....	367
The contrast relationship	367
Intentionally subordinating a clause to another	368
Connecting using an absolute phrase	368
Connecting using appositive phrases	368
Connecting using a participial phrase	369
SECTION 45.10 - USING THE CORRECT SEQUENCE OF TENSES.....	369
SECTION 45.11 - WRITING NUMBERS CORRECTLY	371
Numbers of units	372
Decimal and fractional numbers	372
The number zero	372
Approximate numbers	372
Common phrases	373
Starts of sentences	373
Multiple numbers, one after the other	373
SECTION 45.12 - WRITING LISTS	373
Lists	373
Bullet point lists.....	374
Numbered lists.....	375
Handy Hint #25 - Rhetorical questions.....	375
Chapter 46 - Political correctness.....	376
Avoid feminised nouns.....	377
Avoid 'something-man' nouns.....	377
SECTION 46.2 - AVOID GENDER ASSUMPTIVE LANGUAGE.....	378
SECTION 46.3 - GENDER NEUTRAL PRONOUNS	378
Using gendered pronouns	379
Using gender neutral pronouns	379
Gender neutral names of people.....	379
Using 'he/she'	379
SECTION 46.4 - RACISM, HOMOPHOBIA, RELIGION, SEXISM... ..	380

Political correctness gone too far	380
Chapter 47 - Punctuation	382
SECTION 47.1 - THE PERIOD OR FULL STOP	382
SECTION 47.2 - THE COMMA	383
Connecting clauses	383
Lists in a sentence	384
Separating lists of adjectives	384
Parenthetical phrases	384
Introductory phrases	385
SECTION 47.3 - QUOTATION MARKS	385
Handy Hint #26 - Quotes within quotes	386
Using single quotation marks	386
SECTION 47.4 - THE EXCLAMATION MARK OR EXCLAMATION POINT	387
SECTION 47.5 - THE QUESTION MARK	388
SECTION 47.6 - THE COLON	388
When to capitalise after a colon	389
SECTION 47.7 - THE SEMICOLON	389
SECTION 47.8 - THE APOSTROPHE	390
Making words plural using apostrophes	390
SECTION 47.9 - THE HYPHEN	391
Dividing words at the end of a line	391
Using hyphens to create compound numbers	391
Using hyphens to avoid confusion	392
Using hyphens to join words together to form adjectival phrases	392
Using hyphens with prefixes	392
Using hyphens for position descriptions	392
SECTION 47.10 - THE EM AND EN DASH	393
SECTION 47.11 - PARENTHESES	393
SECTION 47.12 - BRACKETS	394
Handy Hint #27 - Quoting incorrect grammar – using [<i>sic</i>]	395
SECTION 47.13 - THE FORWARD SLASH	395
To indicate choice between multiple options	395
For dates	396
Fractions	396
SECTION 47.14 - THE ELLIPSIS OR DOT DOT DOT	396
Chapter 48 - Building your vocabulary	398
SECTION 48.1 - REMEMBERING WORDS	399
The difference between recognising and recalling	399
Keeping a record and practicing	399
Don't use words you're not sure about	400
SECTION 48.2 - COMMONLY CONFUSED WORDS	400
SECTION 48.3 - CONSISTENCY IN VOCABULARY	406
SECTION 48.4 - WORKING OUT THE MEANING OF WORDS	407
Meaning from context	407
Handy Hint #28 - What type of word?	407

Meaning from word parts	409
Meaning from roots	409
Meaning from sounding out a word	412
Chapter 49 - Writing well at the sentence level	413
SECTION 49.1 - COMBINING SHORT AND LONG SENTENCES	414
SECTION 49.2 - MODIFIERS	414
Adjectival modifiers	415
Adjectival clause.....	415
Adverbial modifiers.....	415
Adverbial clause	415
SECTION 49.3 - TYPES OF PHRASES	416
Participle phrase.....	416
Prepositional phrase.....	416
Absolute phrase	416
Infinitive phrase	416
SECTION 49.4 - FLOWING FROM ONE SENTENCE TO THE NEXT	417
Contrast	417
Comparison.....	417
Summarise	417
Emphasise	417
Addition	418
Cause and effect – leading to a conclusion.....	418
Examples.....	418
Sense of time.....	418
Sense of position or direction.....	419
Sentence fragments.....	419
Use of the dash.....	419
Chapter 50 - How to write good paragraphs.....	420
SECTION 50.1 - STAY ON ONE TOPIC	421
SECTION 50.2 - PARTS OF A PARAGRAPH	422
SECTION 50.3 - THE PARAGRAPH INTRODUCTION	422
The topic sentence	422
Transition sentence	423
Background / clarification sentences	423
The paragraph body	424
Handy Hint #29 - Fact omission	425
Examples.....	426
Analysis.....	426
Chapter 51 - Argumentative essays.....	427
SECTION 51.1 - WHAT TO ARGUE ABOUT?	428
Politics.....	429
Society.....	429
Science and technology	429
Education	430

Military	430
SECTION 51.2 - READING UP ON THE TOPIC	430
Read all sides of the argument	430
The annoyingly well informed person	431
Sources of information	431
The thesis sentence.....	432
General structure of the argumentative essay	432
Using suggestive language.....	433
Chapter 52 - Analytical essays	435
Depth of an analytical essay.....	436
SECTION 52.2 - THE STRUCTURE OF AN ANALYTICAL ESSAY	437
Hidden assumptions and arguments	438
Contradictory arguments	439
Chapter 53 - Expository essays.....	441
SECTION 53.1 - RESEARCH YOUR TOPIC.....	441
SECTION 53.2 - WAYS TO MAKE YOUR READERS UNDERSTAND	442
Examples	442
Analogies.....	442
Paraphrase.....	443
SECTION 53.3 - THE STRUCTURE OF AN EXPOSITORY ESSAY	444
Chapter 54 - Objective versus subjective writing.....	446
SECTION 54.1 - COMPLETELY OBJECTIVE.....	447
Don't use the first person	447
Write from a general person's perspective	447
SECTION 54.2 - SUPERFICIALLY OBJECTIVE	448
Presentation order.....	448
SECTION 54.3 - SUBJECTIVE WRITING.....	450
Think about your audience.....	450
Two types of audience.....	451
SECTION 54.4 - AUDIENCE KNOWLEDGE	451
Laypeople	451
Getting the message across to laypeople	452
Analogies	453
Managers	453
Experts.....	453
Hostile or friendly?.....	454
Unknown audiences	454
What does the audience want?	454
Chapter 55 - Writing tone	456
SECTION 55.1 - LEVELS OF FORMALITY	457
Varied audiences	457
SECTION 55.2 - CASUAL LANGUAGE	458
SECTION 55.3 - FORMAL LANGUAGE.....	459

First or second person in formal language	459
Handy Hint #30 - General tips for formal writing	461
Replacing the first person in formal writing	461
SECTION 55.4 - CONCRETE VERSUS ABSTRACT THINGS	462
Concrete things	462
Abstract things	462
Quantitative versus qualitative	463
Chapter 56 - Describing things in detail	465
Chapter 57 - Structuring an essay	468
Use the outline to check if you're missing anything	469
SECTION 57.2 - MORE DETAILED OUTLINES	469
Organising an outline chronologically	471
Organising an outline for contrast and comparison	472
SECTION 57.3 - GENERAL ESSAY CONSIDERATIONS	473
The thesis statement	473
Evolution of the thesis statement	473
Using the thesis statement to work out if you're in over your head	474
Placement of the thesis statement	476
Handy Hint #31 - How not to ask for something	476
Handy Hint #32 - How to ask for something	477
How to present the thesis statement	478
Handy Hint #33 - Flora and fauna	479
Chapter 58 - The narrative essay	480
SECTION 58.1 - WRITING FROM YOUR PERSONAL EXPERIENCES	482
To write the narrative from your perspective or someone else's?	482
SECTION 58.2 - NORMAL STORY CONVENTIONS	483
Chapter 59 - Writer's block	484
Make a bring topic interesting or personal	484
Writer's block from being overcritical	485
Distance yourself from the writing and the audience	486
Speak the paper instead of writing it	487
Order doesn't matter	487
Where to start	488
Take a break!	488
Physical exercise	489
Carry paper and pen around	489
Chapter 60 - Book (and movie) reviews	490
SECTION 60.1 - BACKGROUND CHECKS	490
SECTION 60.2 - READING THE BOOK	491
SECTION 60.3 - PREPARING FOR A MOVIE, BOOK, OR PLAY REVIEW	492
Setting of the story itself	496
Setting in which the story was written	496
Setting of the audience	496

Difference between mood and tone	499
Theme	499
Chapter 61 - Newspaper articles	501
SECTION 61.1 - PREPARING TO WRITE THE ARTICLE	502
Choosing a topic	502
Researching the article	503
Writing the article.....	503
Inverted pyramid	504
Chapter 62 - Personal writing.....	507
SECTION 62.1 - AUTOBIOGRAPHICAL ACCOUNTS.....	507
SECTION 62.2 - DIARY AND JOURNAL ENTRIES	509
Diaries from someone else’s perspective	510
Chapter 63 - Storyboarding	511
SECTION 63.1 - WHAT THE STORYBOARD IS USEFUL FOR	516
SECTION 63.2 - TYPES OF STORYBOARDS.....	516
Conceptual storyboard.....	516
Animatic storyboard.....	517
TV storyboard.....	518
Chapter 64 - Assessed discussion.....	519
Are you shy?.....	519
Do you never shut up?.....	519
SECTION 64.2 - LEVEL OF PROMPTING.....	520
Chapter 65 - Dramatic performance.....	523
SECTION 65.1 - RESEARCH THE WHOLE PLAY.....	524
SECTION 65.2 - MEMORY	525
Do the research	525
Learn other characters’ lines	526
Handy Hint #34 - Practicing screwing up and recovering	526
Practice with props	526
SECTION 65.3 - VOICE.....	527
Projection.....	527
Control	528
Positioning.....	528
SECTION 65.4 - LEVELS	530
SECTION 65.5 - ACCENTS.....	530
SECTION 65.6 - MOVEMENT.....	531
SECTION 65.7 - TIMING.....	531
SECTION 65.8 - TALKING ABOUT THE PLAY, CHARACTER, OR SCENE	532
SECTION 65.9 - WRITING A PLAY SCRIPT	532
Experience a play	532
KISS – Keep It Simple, Stupid!	533
Plot.....	533

Get right into it straightaway.....	533
SECTION 65.10 - CHARACTERS.....	534
SECTION 65.11 - ACTION.....	535
SECTION 65.12 - COMEDY.....	535
SECTION 65.13 - TYPICAL FORMAT.....	535
SECTION 65.14 - REWRITING SCRIPTS.....	536
Chapter 66 - Analysis of advertising.....	538
SECTION 66.1 - TARGET AUDIENCE.....	539
Blue- and white-collar workers.....	539
What is being advertised?.....	540
What is being emphasised?.....	540
Why is this emphasised?.....	540
SECTION 66.2 - METHODS AND APPEALS.....	541
Fear.....	541
Desire.....	542
General desires and fears.....	543
SECTION 66.3 - LANGUAGE.....	543
SECTION 66.4 - PICTURES AND IMAGES.....	545
SECTION 66.5 - MORE COMPLICATED MESSAGES.....	546
Handy Hint #35 - The difference between ‘denotation’ and ‘connotation’.....	547
Chapter 67 - Oral assessment.....	548
SECTION 67.1 - INFORMATIVE PRESENTATIONS.....	548
SECTION 67.2 - PERSUASIVE SPEAKING PRESENTATIONS.....	549
Topic or issue for your oral.....	549
Audience for your oral.....	549
Environment for your oral.....	549
Narrowing down your topic.....	551
SECTION 67.3 - RESEARCHING THE TOPIC.....	551
SECTION 67.4 - SETTING UP THE ORAL’S STRUCTURE.....	552
SECTION 67.5 - PERSUASIVE ORAL STRUCTURE.....	553
Statement and supporting evidence.....	553
Pros and cons.....	553
Problem and solution.....	554
SECTION 67.6 - THE MONROE MOTIVATED SEQUENCE.....	554
Attention.....	555
Need.....	555
Satisfaction.....	556
Visualisation.....	556
Action.....	556
SECTION 67.7 - INFORMATIVE ORAL STRUCTURE.....	556
Chronological.....	556
Topical breakdown.....	557
Examples.....	558
SECTION 67.8 - CHOOSING A DELIVERY MODE.....	559
Rehearsing.....	560

Number your palm cards	560
SECTION 67.9 - VISUAL AIDS	561
Presentation props	561
SECTION 67.10 - ANTICIPATE QUESTIONS.....	562
SECTION 67.11 - PRACTICE RUNS.....	562
SECTION 67.12 - VOICE.....	563
Volume	563
Clarity	563
Speed.....	563
Pauses	563
Inflection.....	563
Umms, Ahhs, Errs, Hmmms, Y’know, Y’get me	564
Variety	564
Swearing	564
SECTION 67.13 - NONVERBAL COMMUNICATION.....	564
Eye contact	564
Facial expressions.....	565
Posture	565
Hair	565
Clothes	565
Hands and arms	565
Position	565
Movement.....	566
Handy Hint #36 - Dealing with nerves	566
Chapter 68 - Poetry	567
SECTION 68.1 - POETRY TERMS.....	568
Rhyme.....	568
Meter.....	568
Assonance.....	568
Blank verse	568
Couplet.....	568
Stanza.....	568
Verse	568
Triplet	568
Stress/accent	569
Rhythm	569
Refrain	569
Periphrasis	569
Onomatopoeia.....	569
Foot.....	569
Lyric.....	569
Epithet.....	569
Ellipsis	570
Consonance.....	570
Iambic pentameter	570
SECTION 68.2 - WHAT TYPE OF POEM IS IT?	570

Limerick.....	570
Sonnet	570
Ballad	571
Haiku.....	572
Free verse.....	572
Acrostic	572
Elegy	573
Epigram.....	573
Didactic	573
Narrative or epic	574
Fable.....	574
Palindrome	575
Ode.....	575
SECTION 68.3 - ANALYSING THE POEM	575
Poem speaker	575
Poem topic	576
Poem tone	576
Poem setting.....	577
References to other literature	577
Imagery	577
Sound	578
Language.....	578
Poem purpose.....	579
Chapter 69 - Plagiarism.....	580
SECTION 69.1 - THE OFFICIAL DEFINITION	580
SECTION 69.2 - WHAT IS PLAGIARISM?.....	581
Quoting	581
Paraphrasing.....	582
SECTION 69.3 - INTERNET SOURCES	582
SECTION 69.4 - FACTS VERSUS OPINIONS	583
SECTION 69.5 - COMMON KNOWLEDGE.....	583