

BOOK 4

Professional & Academic English

Apply English effectively in study, research, business, and professional settings.

CEFR B2-C1

Parts 61-80

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Purpose of this volume

Apply accurate English to academic and professional tasks: error correction, emails, reports, presentations, meetings, interviews, research, and formal style.

How to study efficiently

- 1 Read the rule and identify the meaning or function, not only the form.
- 2 Study the examples aloud and create one personal example of the same pattern.
- 3 Complete practice without looking back; then check the Answer Key.
- 4 Mark repeated errors and revisit them after 24 hours and again after one week.
- 5 Finish the Final Progress Check before moving to the next volume.

Series progression

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Part 61

22.1 Why Do Grammar Mistakes Happen?

Even advanced English learners make mistakes because of:

Translating directly from their native language.

Confusing similar grammar rules.

Using informal spoken English in formal writing.

Not proofreading their work.

Learning to recognize common errors is one of the fastest ways to improve your English.

22.2 Subject-Verb Agreement Errors

The verb must agree with the subject in number (singular or plural).

Incorrect

✗ She go to school every day.

Correct

✓ She goes to school every day.

More Examples

✗ The list of names are on the desk.

✓ The list of names is on the desk.

✗ Everyone know the answer.

✓ Everyone knows the answer.

✗ Neither of the students have arrived.

✓ Neither of the students has arrived.

22.3 Pronoun Errors

A pronoun must agree with the noun it replaces.

Incorrect

✗ The students must bring his or her book. (The plural antecedent requires their.)

Traditional Formal English

✓ Every student must bring his or her book.

Modern Standard English

✓ Every student must bring their book.

Other Examples

✗ Me and John went shopping.

✓ John and I went shopping.

✗ Between you and I...

✓ Between you and me...

22.4 Tense Consistency

Keep verb tenses consistent unless the time changes.

Incorrect

✗ She entered the room and sees her friend.

Correct

✓ She entered the room and saw her friend.

Another Example

✗ Yesterday I go to work.

✓ Yesterday I went to work.

22.5 Misplaced Modifiers

A modifier should be placed next to the word it describes.

Incorrect

✗ She almost drove the children to school every day.

(Meaning: She almost drove them—but didn't.)

Correct

✓ She drove the children to school almost every day.

Another Example

✗ I found a wallet walking to work.

Correct

✓ While walking to work, I found a wallet.

22.6 Dangling Modifiers

The subject of the modifier must be clear.

Incorrect

✗ Walking down the street, the trees looked beautiful.

(The trees were not walking.)

Correct

✓ Walking down the street, I admired the beautiful trees.

22.7 Parallel Structure

Items in a list or comparison should have the same grammatical form.

Incorrect

✗ She likes reading, swimming, and to run.

Correct

✓ She likes reading, swimming, and running.

Another Example

✗ The job requires patience, creativity, and to communicate well.

Correct

✓ The job requires patience, creativity, and good communication.

OR

✓ The job requires being patient, being creative, and communicating well.

22.8 Double Negatives

Standard English usually avoids double negatives.

Incorrect

✗ I don't know nothing.

Correct

✓ I don't know anything.

Another Example

✗ We didn't see nobody.

Correct

✓ We didn't see anybody.

22.9 Confusing Words

Affect vs. Effect

Affect → Verb

The weather affected our plans.

Effect → Noun

The new policy had a positive effect.

Advice vs. Advise

Advice → Noun

Thank you for your advice.

Advise → Verb

I advise you to study regularly.

Accept vs. Except

Accept → Receive

She accepted the invitation.

Except → Excluding

Everyone came except Tom.

Then vs. Than

Then → Time

We finished dinner, then watched a movie.

Than → Comparison

She is taller than her brother.

Lose vs. Loose

Lose → Misplace / Not win

Don't lose your keys.

Loose → Not tight

These shoes are too loose.

22.10 Redundancy

Avoid unnecessary repetition.

Incorrect

✗ Return back.

Correct

✓ Return.

Incorrect

✗ Repeat again.

Correct

✓ Repeat.

Incorrect

✗ Final outcome.

Correct

✓ Outcome.

22.11 Formal vs. Informal Style

Informal

Kids

A lot of

Get

Stuff

Cool

Formal

Children

Many / Much

Obtain / Receive

Materials / Items

Excellent / Impressive

EXAMPLE

Informal:

We got a lot of stuff.

Formal:

We obtained many useful materials.

22.12 Avoiding Wordiness

Wordy

Due to the fact that...

Better

Because...

Wordy

At this point in time...

Better

Now...

Wordy

In the event that...

Better

If...

Wordy

Has the ability to...

Better

Can...

22.13 Proofreading Tips

Before submitting any piece of writing:

- ✓ Check spelling.
- ✓ Check punctuation.
- ✓ Verify subject–verb agreement.
- ✓ Check verb tenses.
- ✓ Remove repeated words.
- ✓ Read the text aloud.
- ✓ Use concise vocabulary.
- ✓ Make sure each sentence has a clear subject and verb.

COMMON MISTAKE

✗ Me and Sarah went home.

✓ Sarah and I went home.

✗ Between you and I...

✓ Between you and me...

✗ She enjoys to swim.

✓ She enjoys swimming.

✗ I don't need no help.

✓ I don't need any help.

✗ The information are useful.

✓ The information is useful.

Practice Exercise 61

Choose the correct answer.

1

Everyone _____ responsible for their own work.

A. is

B. are

2

Sarah and _____ went to the conference.

A. I

B. me

3

She enjoys _____ novels.

A. reading

B. to read

4

The weather had a negative _____ on the event.

A. effect

B. affect

5

I _____ you to review your notes.

A. advise

B. advice

6

He arrived early _____ everyone else.

A. than

B. then

7

Don't _____ your passport.

A. lose

B. loose

8

The information _____ accurate.

A. is

B. are

9

We didn't see _____.

A. anybody

B. nobody

10

She likes singing, dancing, and _____.

A. painting

B. to paint

ANSWER KEY

A – is

A – I

A – reading

A – effect

A – advise

A – than

A – lose

A – is

A – anybody

A – painting

Summary

In this chapter, you learned how to identify and correct some of the most common grammar and writing mistakes in English, including:

Subject–verb agreement errors.

Pronoun mistakes.

Tense consistency.

Misplaced and dangling modifiers.

Parallel structure.

Double negatives.

Frequently confused words.

Redundancy and wordiness.

Differences between formal and informal style.

Effective proofreading techniques.

Mastering these editing skills will help you produce writing that is more accurate, natural, and professional.

Part 62

23.1 What Are Idioms?

An idiom is a fixed expression whose meaning is different from the literal meanings of its individual words.

For example:

It's raining cats and dogs.

This does not mean that cats and dogs are falling from the sky.

It means:

It is raining very heavily.

Idioms are common in everyday English and make speech sound more natural.

23.2 Common Everyday Idioms

Break the ice

Meaning: Start a conversation in a relaxed way.

Examples:

He told a joke to break the ice.

Games helped everyone break the ice at the meeting.

Hit the books

Meaning: Study seriously.

Examples:

I have an exam tomorrow, so I need to hit the books.

She's hitting the books every evening.

Piece of cake

Meaning: Very easy.

Examples:

The test was a piece of cake.

Don't worry—it's a piece of cake.

Once in a blue moon

Meaning: Very rarely.

Examples:

He visits us once in a blue moon.

We eat out once in a blue moon.

Under the weather

Meaning: Feeling ill.

Examples:

I'm feeling a bit under the weather today.

She stayed home because she was under the weather.

Cost an arm and a leg

Meaning: Be very expensive.

Examples:

That watch costs an arm and a leg.

Their vacation cost an arm and a leg.

Spill the beans

Meaning: Reveal a secret.

Examples:

Don't spill the beans.

Someone spilled the beans about the surprise party.

Beat around the bush

Meaning: Avoid saying something directly.

Examples:

Stop beating around the bush and tell me the truth.

He kept beating around the bush instead of answering.

Call it a day

Meaning: Stop working.

Examples:

We've done enough. Let's call it a day.

After six hours, they called it a day.

On cloud nine

Meaning: Extremely happy.

Examples:

She was on cloud nine after getting the job.

He has been on cloud nine since his wedding.

23.3 What Is a Collocation?

A collocation is a natural combination of words that native speakers commonly use together.

Using correct collocations makes your English sound more fluent and natural.

23.4 Common Verb + Noun Collocations

Make

Examples:

make a decision

make a mistake

make a promise

make progress

make an effort

Do

Examples:

do homework

do business

do research

do the dishes

do your best

Take

Examples:

take a break

take a risk

take responsibility

take notes

take action

Give

Examples:

give advice

give permission

give a speech

give an opinion

give support

Have

Examples:

have breakfast

have a meeting