

### Basics

Can you explain what a sentence is? What are the basic parts of a sentence?

Look at this sentence:

Americans celebrate Thanksgiving on the fourth Sunday of November.

Can you identify what parts of speech there are here?

Americans celebrate Thanksgiving on the fourth Sunday of November.  
noun      verb      noun      preposition      date

Remember, a sentence always begins with a capital letter and ends with a full stop, a question mark or an exclamation mark. In formal sentences, it is best to avoid exclamation marks.

### The academic context

At university or college, you will need to use the correct tone for your sentences depending on what you are writing. For an essay or a report, you will need to use formal language.

### Key features

- Formal language is usually written language for an academic purpose and is different to spoken language or friendly language sent in messages.
- Don't use contracted words. For example, use *cannot* rather than *can't*.
- Use vocabulary appropriate to the subject. For example, you wouldn't say *guy*, you would say *person*.
- Avoid phrasal verbs. For example, use *relate (to)* rather than *go with*.
- A sentence should be well structured, and usually neither very long nor very short.
- You can use compound sentences to add information with words like *and* or *but*.

### Challenges / difficulties

It is necessary to use the correct word order in sentences. In English, this is subject, verb, object (SVO). This may be different to your own language, so the best way to avoid mistakes is to check over your sentence structure after you have written your report/essay and make sure you have followed the SVO rule.

If you need to add extra information to your sentence, it normally goes at the beginning or end of the sentence. For example:

Every Tuesday, the postman delivers parcels.

(The extra information here is *Every Tuesday*.)

### How can I develop this skill?

Remember that practice makes perfect. You can practise when you are reading, writing, listening and speaking English by paying attention to sentence structure and tone.

### Learning outcome

When you have practised this skill, you will understand how to write a sentence for an essay or report using appropriate vocabulary and the right level of formality. You will improve your ability to construct a sentence using the SVO + extra information rules you have learnt, using correct punctuation.

