

Table of Contents

Foreword	page 7
Chapter 1: Speaking and Translation	page 11
Stress, intonation, pronunciation, and translation	
Reading texts on Robotics and Petroleum Engineering	
Chapter 2: Basic Grammar	page 31
Verb conjugations, subject-verb agreement, continuous tense, parallelism, gerunds, adverbs, adjectives, pronouns, prepositions, ambiguous / vague reference, typical errors	
Reading texts on Civil Engineering	
Chapter 3: Sentences and Paragraphs	page 61
Sentence types, compositions, and combinations; fragments, clauses, and phrases; modifiers, appositions, and linking words; connectors and conjunctions; paragraph structure and topic sentences	
Reading texts on Computer Science and Computer Engineering	
Chapter 4: Vocabulary and Style	page 85
Formal and informal language, academic and domain-specific vocabulary, passive voice, modal verbs, hedging, and language when referring to sources	
Reading texts on Maritime Engineering and Navigation	
Chapter 5: The Essay	page 111
Structure and composition, critical thinking, and the importance of the introduction	
Sample essays	

Chapter 6: Writing in the Workplace	page 127
Polite language, cross-cultural communication and work environment, health and safety, formal letters and emails, manuals and instructions, summaries and reports, presentations, and popularization	
Reading texts on Mechanical Engineering	
Index	page 165