

Azerbaijan University of Languages

**UNESCO Chair
In Translation Studies and Intercultural Communication
Translation Club**

Newspaper in Translation

**Translation Project
Spring 2005**

Edited by James A. Solan

ACKNOWLEDGEMENTS

This booklet and its material represents many days of work. In fact, the booklet was compiled with the assistance and encouragement of many people.

We would like to thank James A. Solan (US State Department Senior English Language Fellow) for his indispensable help in the club's promotion. Due to his activity, the members of the Club were able to enrich their vocabulary and to make significant headways. We want to thank him one more time on behalf of all the members of the Translation Club.

We would also like to thank Fiala Abdullayeva (The UNESCO Chair Holder) for her continuous support for the Translation Club. She is the teacher who was ready to help with whatever happened and whose comments played an extremely important role when we had difficulties while choosing the right synonyms and expressions.

We would like to thank all our members at Azerbaijan University of Languages, especially the English language students listed below who took part in the work of the Translation Club. Without their hard work and dedication, this booklet would not be possible.

Students of Azerbaijan University of Languages Who Contributed to this Booklet

Fikret Huseynov (group 318)

Magamed Aslanov (group 318)

Elnur Huseynov (group 322)

Rabiya Aghalarova (group 311)

Shafaq Yagubova (group 311)

Konul Maharramova (group 210)

Aydin Mammadov (group 210)

Elnur Huseynov

INTRODUCTION

The Translation Club Booklet is a descriptive analysis of the articles translated by the students of the Translation Club at Azerbaijan University of Languages. The aim of this booklet is to show students how to translate and analyse newspaper articles and explore stylistic contrasts in the portrayal of current events. The reader begins to understand not only how the process of linguistic analysis goes but also the what and the why of translation, for example, the use of certain punctuation marks and grammar explanations while translating the target text. This booklet offers students hands-on practical experience in textual analysis focused on the language of newspapers. Written in a clear and user-friendly style, it combines commentaries and suggestions on different aspects of translation: grammar, vocabulary and syntax. The booklet's accessible style and bilingual articles based on a range of materials should make it an invaluable booklet for students not only of the English language but also of other languages taught at Azerbaijan University of Languages.

How can the process of translation be carried out within a group? This was the first question that the students who organised the Translation Club asked themselves. It turned out that it was not as easy as it had seemed. The students realized that the creation of the club required mutual understanding and commitment to it. This was settled during the first meetings of the club where the students agreed on several organizational points such as the distribution of responsibilities among the club members and how much time was needed to discuss the translations and how often the club would meet. When the first bilingual article was chosen, the work began and the students realized how easy it is when there are colleagues that can make useful tips on grammar, vocabulary and translation strategies and techniques.

The Translation Club was established in December 2004. However, before that period, it functioned as an English Language Conversation Club, the main target of which was to develop speech skills in English. Unlike the English Language Conversation Club, the Translation Club had less members (7 people) as opposed to 25 -30 students attending the conversation club. The Translation Club, of course, could not get its shape without enormous support from Fiala Abdullayeva (The UNESCO Chair Holder) and James A. Solan (US State Department Senior English Language Fellow) who were not only proofreading and commenting on the translations but also encouraged the students. The meetings of the club were arranged to be held at 11:30 am at the UNESCO Chair once a week on Monday.

A special manifesto was written to clarify the purposes of the club and to work out the membership requirements. The goals of the club stated in the manifesto are as follows:

- To analyse and discuss the advanced grammar points within each text supported by more detailed comments on the given text
- To provide extensive vocabulary with particular focus on synonyms
- To develop and introduce new practices into the club's translation strategies and skills
- To create a stable group of highly motivated translators who will continue to work together in the future
- To improve accuracy and fluency of the students in the English language
- To develop the students' abilities to work effectively as a team

The texts published in this booklet were taken from the *Gunay* newspaper with the courtesy of the authors. The articles are about socio-political and scientific issues that reflect the current situation in the world and our republic. The members of the club are from Azerbaijani and Russian groups in the Translation Faculty, so the selected articles were also in both languages. The length of the texts was small in order to provide more time for reading the article sentence by sentence during the club meetings, which allowed the students to have detailed discussions and debates.

Trying to organise something like a Translation Club obviously presents new challenges. As mentioned above, at the outset of the club there arose many issues, mainly organisational. Coming up with a model for the club was one of the main problems. It represented difficulties, as time was required to work out the model that would be an action plan for the club members. This problem was settled at the introductory meetings of the club where the students made different proposals on how they would like to see the future club. And based on the club's manifesto, the model of the club was finally introduced. We also faced other challenges throughout the club's work. One of them was keeping the members motivated. This implied psychological factor and mainly depended on the willingness of the members who showed that they were eager to reach the goals of the club. However, this was not achieved in a short period as the students were adapting to the atmosphere of the club. The more the students worked together, the more the motivation grew and the problem was solved. The last of the challenges was the Azerbaijani and Russian language differences that generated many questions among the members. It is common knowledge that Azerbaijani and Russian belong to different language groups. Moreover, there are substantial differences in grammar and syntactical structure of the two languages that certainly confused the students when they translated the text and then discussed it. However, the challenge was overcome by translating both articles, for example, students from Azerbaijani groups translated Russian articles and vice versa. Notwithstanding these challenges, the club members believed in themselves and did not abandon their work, as they knew the experience to be invaluable.

The Translation Club is planning to continue its activity in the next academic year and, hopefully, other projects on linguistic and translation issues will be worked out in the nearest future.

We extend our thanks to all the students who organised and took an active part in the Translation Club meetings and contributed to the teamwork, namely Fikret Huseynov, Magamed Aslanov, Elnur Huseynov, Rabiya Aghalarova, Shafaq Yagubova, Konul Maharramova, Aydin Mammadov. We would also like to thank Fiala Abdullayeva and James A. Solan for their great contribution to the development and success of the club.

Fikret Huseynov.

Baku, 2005.

Mehriban Əliyeva İlin Qadını elan edilmişdir

Qadın liderlərin ictimai birliyinin təşəbbüsü ilə Azərbaycan Sosiologiya Assosiasiyasının keçirdiyi sorğunun nəticələrinə görə YUNESKO-nun xoşməramlı səfiri, Heydər Əliyev Fondunun prezidenti Mehriban Əliyeva İlin Qadını elan edilmişdir. Sorğu qadınların IV Beynəlxalq Konfransının 10 illiyinə həsr olunmuş BMT-nin 49-cu xüsusi sessiyasına hazırlıq çərçivəsində keçirilmişdir.

Sorğunun aparılması ilə əlaqədar yaradılmış ekspert şurasının Beynəlxalq Mətbuat Mərkəzində keçirilən iclasında onun nəticələri açıqlanmışdır. Milli Məclisin deputatı, Qadın Liderlər Birliyinin sədri – Mələhət Həsənova bildirmişdir ki, ictimaiyyətin bu sorğuya marağı gözlənilməyindən də yüksək olmuşdur. Nəzərdə tutulurdu ki, respondentlərin sayı təxminən 1500 nəfər olacaq, lakin sorğuda 2246 adam iştirak etmişdir.

Azərbaycan Sosiologiya Assosiasiyasının prezidenti Rüfət Quliyev demişdir ki, sorğu sərbəst surətdə seçilmiş bölgələrdə üç metodika vasitəsilə və ekspertlərin rəyləri üzrə anket sorğusu yolu ilə, mətbuat vasitəsilə və ekspertlərin rəyləri üzrə keçirilmişdir. Anketdə mədəniyyət, publisistika, ictimai-siyasət, təhsil, idman sahəsində fərqlənmiş 35 qadının adı var idi.

YUNESKO-nun xoşməramlı səfiri, Heydər Əliyev Fondunun prezidenti Mehriban Əliyeva daha çox (74,7 faiz) səs toplayaraq, Azərbaycan qadınına xas öz yüksək əxlaqi keyfiyyətlərinə, geniş xeyriyyəçilik fəaliyyətinə görə İlin Qadını elan olunmuşdur.

Мехрибан Алиева объявлена женщиной года

По результатам социологического опроса, проведённого Азербайджанской социологической ассоциацией по инициативе общественного объединения женщин-лидеров, посол доброй воли ЮНЕСКО, Президент Фонда Гейдара Алиева Мехрибан Алиева объявлена «Женщиной года». Опрос проводился в рамках подготовки к 49-й специальной сессии ООН, посвящённой 10-летию IV Международной конференции женщин.

На состоявшемся в Международном пресс-центре заседании экспертного совета, созданного в связи с проведением опроса были обнародованы его результаты. Депутат Милли Меджлиса, председатель объединения Малахат Гасанова отметила, что интерес общественности к проводимому опросу оказался выше ожидаемого. Планировалось, что в нём примет участие до 1500 респондентов, но реально в опросе приняли участие 2246 человек. Как сообщил Президент Азербайджанской социологической ассоциации Руфат Гулиев, опрос проводился в произвольно выбранных регионах по трем методикам путём анкетного опроса, посредством средств массовой информации и по мнениям экспертов.

Посол доброй воли ЮНЕСКО, Президент Фонда Гейдара Алиева Мехрибан Алиева, собравшая наибольшее количество голосов 74,7 процента была объявлена «Женщиной года» за свои высокие нравственные качества, присущие азербайджанской женщине и активную благотворительную деятельность.

Mehriban Aliyeva Declared Woman of the Year

According to a public opinion poll conducted by Azerbaijan Sociological Association, under the auspices of the Social Union of Women Leaders, Mehriban Aliyeva, the goodwill ambassador of the United Nations Educational, Scientific and Cultural Organization (UNESCO), president of Heydar Aliyev Foundation, was declared the woman of the year. The opinion poll was conducted within the preparation for the United Nations (UN) 49th Special Session dedicated to the tenth anniversary of Women's IV International Conference.

The results of the opinion poll were made public at a meeting at the International Press Centre held by the Expert Council, set up to conduct this opinion poll. Malahat Hasanova, a member of parliament and the chairwoman of the Union of Women Leaders, noted that the public interest in this opinion poll was higher than expected. Approximately 1500 respondents were expected to take part in the opinion poll, but 2246 participated.

Rufat Guliyev, president of Azerbaijan Sociological Association, said that the opinion poll was conducted in randomly selected regions by three methods: questionnaire, mass media, and expert opinion. This questionnaire included 35 women candidates distinguished in the spheres of culture, journalism, public policy, science, education and sports.

The goodwill ambassador of UNESCO and president of Heydar Aliyev foundation Mehriban Aliyeva, who received the most votes, was declared the woman of the year due to her high moral values and active participation in charity typical of Azerbaijani women.

Title of the article: Mehriban Aliyeva Declared Woman of the Year

Comments on Vocabulary

1) According to a public **opinion poll** conducted by Azerbaijan Sociological Association...

Opinion poll (n) – an oral/written investigation of the opinions, behavior, etc. of a particular group of people in the society.

Synonyms: survey, questionnaire.

E.g.: The results of the **survey** carried out by NATO in the Caucasus...

2) The opinion poll was **conducted** by Azerbaijan Sociological Association...

Conduct (v) – to organize and/or do a particular activity.

Synonyms: to carry out/on, to organize, to arrange.

E.g.: Some of the local NGOs are going to **carry out** pre-election surveys among the rural population of Azerbaijan.

3) ...poll conducted by Azerbaijan Sociological Association **under the auspices** of the Social Union of Women Leaders of Azerbaijan.

Under the auspices (idm. phrase; n, pl) –with the help, support or protection of sb or sth

Synonym: under the aegis of sb/sth.

E.g.: June 6-12, 2005 Military Trainings are carried out **under the aegis** of the European Union and the United Nations.

4) President of Heydar Aliyev Foundation Mehriban Aliyeva was **declared** the Woman of the year.

Declare (v) – to tell people sth officially or publicly about a particular decision, plan, situation and its consequences.

Synonyms: to announce, to proclaim, to report, to publish.

E.g.: They **announced** delay of the flight.

5) The results of the poll were **made public** at a meeting...

Make public (idm. phrase) – to make sth known to everybody or show sth that previously could not be public.

Synonyms: to reveal, to release, to disclose, to publish, to divulge, to expose.

E.g.: The local papers **revealed** details of the murder.

6) Malahat Hasanova, an MP and the chairwoman of the Union of Women Leaders **noted** that the public interest in this opinion poll...

Note (v) – notice or pay careful attention to sth because it's important or interesting.

Synonyms: to stress, to emphasize, to underline, to accentuate, to accent, to notice, to mark.

E.g. President **emphasized** the importance of attracting industry to the small towns of Azerbaijan.

7) The opinion poll was conducted in randomly **chosen** regions...

Choose (v) – to decide or select which thing or person you prefer/want out of the ones that are available.

Synonyms: to select, to opt for, to pick out, to decide between.

E.g.: All of the proper hotels have been **selected** for conference participants.

Mehriban Aliyeva Declared Woman of the Year

Comments on Grammar

- 1) *Mehriban Aliyeva, the goodwill ambassador of the United Nations Educational, Scientific and Cultural Organization (UNESCO), president of Heydar Aliyev Foundation, was declared the woman of the year.*

When stating the titles, positions or scientific degrees of a person presented by a list of attributes, it is preferred that the name of the person precede all the attributes that modify it.

- 2) *Malahat Hasanova, a Member of Parliament and the chairwoman of the Union of Women Leaders, noted that the public interest in this opinion poll was higher than **expected**.*

Here we use the Participle II as it implies the pronoun “it” which is not translated and is formal. Formal *it* (introductory *it*) is usually used to introduce the true subject of the sentence expressed by an infinitive, a gerund or a clause (as in the abovementioned sentence). Nevertheless, sometimes *it* may be omitted for the sake of style, for example, *It has been very strange of him to behave like this. It was unexpected that you were there.*

- 3) *The opinion poll was conducted within the preparation for the United Nations (UN) 49th Special Session dedicated to the tenth anniversary of Women’s IV International Conference. **The** results of **the** opinion poll...*

The definite article is used in the second sentence in its specifying function as is seen from its character in the sentence (“*the poll*” is mentioned in the previous sentence). That is the preceding context has given the specification for the definite article usage.

Pekində Azərbaycan-Çin biznes forumu keçirilib

Martın 17-18-i Pekində AR Prezidenti İlham Əliyevin iştirakı ilə Azərbaycan-Çin biznes forumu keçirilib. Forumun iştirakçıları Azərbaycanın 50, Çindən isə 300-dən çox sahibkar iştirak edib.

İlham Əliyev forumda çıxış edərək, Çin iş adamlarını Azərbaycan iqtisadiyyatına investisiyalar qoymağa çağırıb. Onun sözlərinə görə, Azərbaycan bazar iqtisadiyyatının prinsiplərinə sadıqdır və iqtisadi islahatlar aparır, xarici investisiyaları müdafiə edən qanunlar qəbul edir. Azərbaycanda ÇXR-nın iş adamlarının səmərəli fəaliyyəti üçün şərait var, Azərbaycan iqtisadiyyatına investisiyaların qoyulması hər iki tərəfə xeyir gətirər. Dövlət başçısı Çin tərəfini nəinki neft-qaz sektoru, həm də qeyri-neft sahəsinə vəsait qoymağa çağırıb.

Forumda iştirak edən Çin nümayəndələri Azərbaycanla nəinki karbohidrogen ehtiyatlarının mənimsənilməsi sahəsində, həm də maşınqayırma, tikinti materiallarının istehsalı, yüngül və toxuculuq sənayesi sahəsində əməkdaşlıq etməyə hazır olduqlarını bildiriblər.

Biznes forumunun yekunlarına əsasən, Çin və Azərbaycan şirkətləri arasında Azərbaycanda layihələrin gerçəkləşdirilməsinə dair Pekində 20-yə yaxın sənəd imzalanıb.

Азербайджано-китайский бизнес-форум в Пекине

17-18 марта в Пекине с участием президента Азербайджана Ильгاما Алиева состоялся Азербайджано-Китайский Бизнес-Форум. В работе форума приняли участие около 50 предпринимателей из Азербайджана и более 300 – из Китая.

Выступая на форуме, И.Алиев призвал китайских бизнесменов активно вкладывать инвестиции в экономику Азербайджана. Он отметил, что Азербайджан по-прежнему привержен принципам рыночной экономики и проводит экономические реформы, в стране приняты законы, защищающие иностранные инвестиции. В Азербайджане созданы все условия для плодотворной деятельности деловых людей КНР, и вложенные инвестиции в целый ряд отраслей в Азербайджане принесет пользу обеим сторонам, сказал глава государства и призвал китайскую сторону вкладывать средства не только в нефтегазовый сектор, но и в другие отрасли.

Выступившие на форуме китайские бизнесмены заявили о готовности сотрудничать с Азербайджаном не только в сфере освоения углеводородных ресурсов, но и в сфере машиностроения, производство материалов, легкой и текстильной промышленности.

В целом по итогам бизнес-форума в Пекине между китайскими и азербайджанскими компаниями подписано около 20 соглашений о реализации ряда проектов в Азербайджане.

Azerbaijani-Chinese Business Forum Held in Beijing

On March 17-18, an Azerbaijani-Chinese Business Forum was held in Beijing with the participation of Ilham Aliyev, the President of the Republic of Azerbaijan.

Fifty entrepreneurs from Azerbaijan and more than 300 entrepreneurs from China took part in the forum. While making a speech at the forum, Ilham Aliyev called for the Chinese businessmen to invest in the Azerbaijani economy.

According to him, Azerbaijan still adheres to the principles of a market economy, is carrying out economic reforms, and is passing laws protecting foreign investments.

All conditions have been created in Azerbaijan for the productive activity of the businessmen from the People's Republic of China to invest in the Azerbaijani economy, which will benefit both sides.

The head of the state called for the Chinese side to invest not only in the oil-gas sector, but also in the non-oil sector. The speakers from China who took part in the forum expressed their willingness to cooperate with Azerbaijan, not only in the sphere of hydrocarbon resources development, but also in the sphere of mechanical engineering, manufacturing of construction materials, light and textile industries.

As a result of the business forum, approximately twenty agreements were signed in Beijing between Chinese and Azerbaijani corporations for the realization of projects in Azerbaijan.

Title of the article: Azerbaijani-Chinese Business Forum Held in Beijing

Comments on Vocabulary

1) While **making a speech** at the forum, Ilham Aliyev called for...

To make a speech – to speak officially before the audience.

Synonyms: to speak, to deliver a speech.

E.g.: I usually find it hard to **speak** in front of the group.

2) Ilham Aliyev called for the Chinese businessmen **to invest** in the Azerbaijani economy.

To invest (v) – to use (money) to buy business shares.

Synonyms: give money (*coll.*), subsidize.

E.g.: Annually some British NGOs **subsidize** environmental organizations of Azerbaijan.

3) Azerbaijan still **adheres** to the principles of a market economy.

To adhere (v) – to behave according to a particular law, rule, and set of instructions.

Synonyms: to follow, to pursue, to stick to.

E.g.: Students should always **follow** the teacher's guidance.

4) Azerbaijan is **carrying out** economic reforms...

To carry out (v) – to realize smth.

Synonyms: to execute, to practice.

E.g.: The president supervises whether the recently adopted laws **are executed**.

5) Azerbaijan is **passing** laws **protecting** foreign investments.

a) *Pass (v)* – to accept a draft resolution, law or sth by vote.

Synonyms: to adopt, to accept.

E.g.: Yesterday Milli Mejlis (Parliament) **adopted** a draft resolution on mortgage.

b) Protect (v) – to make sure that smth is not harmed, damaged, injured or under threat.

Synonyms: to preserve, to defend, to guard.

E.g.: I will do my best to **preserve** my rights for the property.

6) All conditions have been **created** in Azerbaijan for the productive activity of...

To create (v) – to make smth (conditions) for smth.

Synonyms: to set up, to arrange, to establish.

E.g.: We have to **set up** a working group for the forthcoming conference at the University.

7) The speakers from China who took part in the forum expressed their **willingness** to cooperate...

Willingness (n) – great will, desire, enthusiasm to do smth.

Synonyms: desire, zeal, enthusiasm

E.g.: Her **zeal** to study minor languages of Caucasus impressed me.

8) ...**approximately** twenty agreements were signed in Beijing...

Approximately (adv.) – almost correct or accurate number of sth, but not completely so.

Synonyms: almost, around, roughly, near.

E.g.: **Roughly** 30 per cent of the respondents disagree with the recent legislation on environment.

Azerbaijani-Chinese Business Forum Held in Beijing

Comments on Grammar

1) *On March 17-18,...*

In cases where a definite time of an event is indicated, only the indefinite tense forms may be used, for example, "*In 1939*, *World War II broke out.*" "*On May 28*, *Azerbaijan marks the Republic Day.*"

Another point is the date usage. In American usage, for example, "September 14, 2004" (usually with a comma) is most common. In much of the rest of the world, "14 September 2004" (usually without a comma) is more common. Other possibilities abound, including some that put the year first.

2) *While making a speech at the forum, I. Aliyev called for...*

The participle I (present participle) is detached by a comma and separated from the main clause. Sometimes this type of participle is called dangling participle. It is called *dangling* when the subject of the *-ing* verb and the subject of the sentence do not **agree**. An example is "*Rushing to finish the paper, Bob's printer broke.*" Here the subject is *Bob's printer*, but the printer isn't doing the *rushing*. A better variant is "While Bob was rushing to finish the paper, his printer broke." (Pay close attention to sentences beginning with *When* — *ing*.) One way to tell whether the participle is dangling is to put the phrase with the participle right after the subject of the sentence: "*Bob's printer, rushing to finish the paper, broke*" doesn't sound right.

3) *All conditions have been created in Azerbaijan ...*

Present perfect tense form is used in this sentence to indicate an action that is completed and connected with the present time and the result of which is evident. It is also used:

- a) To describe an event, activity or situation that ended only a short time ago. Here the word **just** is often used, for example, *I have just arrived home from work.*
- b) To describe an event, activity or situation that is to happen soon. Here, the word **yet** is often used, for example, *I haven't telephoned her yet but I will telephone her before midnight.*
- c) To describe an event, activity or situation that began in the recent or long past and is still continuing, for example, *Mary has always lived in France.*
- d) To describe an event, activity or situation with the meaning **up to now**, for example, *I have never visited India but I hope to go there soon. Have you ever met my brother?*

Bu il elektrik enerjisinin qiyməti qalxmayacaq

Bu yaxınlarda iqtisadi inkişaf naziri məlumat vermişdir ki, 2005-ci ildə elektrik enerjisinin qiymətində heç bir dəyişiklik gözlənilmir. Onun sözlərinə görə, hal-hazırda 2005-ci il ərzində elektrik enerjisinin qiymətində hər hansı dəyişikliyin aparılması nəzərdə tutulmur. Buna baxmarayaq, “Barmek-Azərbaycan” şirkətinin prezidenti bu yaxınlarda bəyan etmişdi ki, düzdür, əgər hökumət tariflərin artırılması qərarına gələrsə, buna biz etiraz edə bilmərik. Ancaq bu, bizim işimizin yaxşı işləməsinə mane olacaq. H. Arabul əlavə edərək bildirmişdir ki, elektrik enerjisinə hazırki tariflər şirkətin gəlirlə işləməsinə imkan vermir. Əvvəllər “Azərenerji”nin prezidenti Etibar Babayev bəyan etmişdir ki, onun başçılıq etdiyi sahə gəlirsiz işləyir. Bu da ona görədir ki, bir kilovat saat elektrik enerjisinin qiyməti 120 manat təşkil edir. Lakin “Barmek” və “Bayva” şirkətlərinə 71 manata verilir. E. Piriverdiyev bir daha bildirmişdir ki, elektrik enerjisindən istifadə tariflərinə yenidən baxmaq lazımdır, çünki bu tariflər olduqca aşağıdır.

В 2005 году цены на электроэнергию не повысятся

Недавно министр экономического развития сообщил, что в 2005 изменения цен на электроэнергию не ожидается. По его словам, в настоящее время вопрос о каких-либо изменениях и, особенно о повышении цен электроэнергию не рассматривается и в течение всего 2005 года его рассматривать не планируется. Между тем президент компании Barmek Azerbaijan Гусейн Арабул заявил, что если правительство приняло решение не повышать тарифы, компания не может возражать, но «это не повлияет положительно на нашу работу» - считает президент компании. Г.Арабул также отметил, что нынешние тарифы на электроэнергию не позволяют работать рентабельно. Хотя «компания уже получает прибыли, однако средства направляются на различные нужды» - сказал он.

Ранее президент АО «Азерэнержи» Этибар Пирвердиев заявил, что ведомство работает с убытками, так как себестоимость электроэнергии составляет 120 манатов за 1 кВт/ч, продается она электрораспределительным компаниям “Barmek” и “Байва” за 71 манат. Э. Пирвердиев также отмечал необходимость пересмотра тарифов за пользование электроэнергией в стране в сторону их повышения, так как «они слишком низки».

This Year Electricity Price Will Not Rise

Recently, the Minister of Economic Development announced that no change was expected in electricity prices in 2005. According to him, no changes in electricity are being currently considered in 2005. Nevertheless, President of Barmek-Azerbaijan Corporation, Huseyn Arabul declared that the company couldn't object to it if the government decided to raise prices, but this would hamper their work. H.Arabul also added that current tariffs on electricity prevented the company from operating profitably. Early this year, Etibar Pirverdiyev, President of Azerenergy, stated that the department he led was working at a loss. The reason was that the net price of electricity is 120 AZM per kWatt/hour. But it was sold to Barmek and Bayva companies at 71 AZM. Pirverdiyev noted again that the prices of electricity should be reviewed because the tariffs are quite low.

The title of the article: This Year Electricity Price Will not Rise

Comments on Vocabulary

1) This year electricity **price** will not **rise**.

a) *Price* - the amount of money that you have to pay for sth

Synonyms: cost, value, worth, charge, fee

E.g.: A new computer system has been installed at a **cost** of \$80 000.

b) *Rise* - to increase in amount or in number

Synonyms: to increase, to grow, to get higher, to escalate, to skyrocket.

E.g.: The rate of inflation **increased** by 2 per cent.

2) ...no changes in electricity are being currently **considered**...

To consider - to think of sb/sth in a particular way

Synonyms: to suppose, to think, to assume, to expect, to guess, to believe, to deduce.

E.g.: You can't **expect** to learn a foreign language in a few months.

3) **Nevertheless**, H.Arabul, President of Barmek- Azerbaijan Corporation...

Nevertheless - in spite of sth that you have just mentioned

Synonyms: yet, notwithstanding, but, nonetheless, even so.

E.g.: The problems are not serious. **Nonetheless**, we'll need to tackle them.

4) ...but this would **hamper** their work.

Hamper- to prevent sb from easily doing or achieving sth

Synonyms: to hinder, to impede, to obstruct, to slow down, to disturb, to interfere

E.g.: A former injury **hindered** him from playing best.

5) H. Arabul also added that **current** tariffs on electricity **prevented** the company from operating profitably.

a) *Current* - happening now; on the present time

Synonyms: present-day, modern, contemporary, in progress, up-to-date, state-of-the-art, recent.

E.g.: **Present-day** fashion, present-day America

b) *Prevent* - to stop sb from doing sth, to stop sth from happening

Synonyms: to stop, to avoid, to put off, to avert, to deviate.

E.g.: The name was changed **to avoid** confusion with another firm.

6) ...the prices of electricity should be **reviewed** because the tariffs are **quite** low.

a) *Review* - to carefully examine or consider sth again, especially so that you can decide if it is necessary to make changes

Synonyms: to reconsider, to re-examine, to check, to grow over, to reassess.

E.g.: Recent information may persuade the board **to reconsider** the results.

b) *Quite* - to some degree, to the greatest possible degree

Synonyms: rather, very, entirely, fairly, pretty, completely, absolutely, entirely

E.g.: The instructions were **rather** complicated.

This Year Electricity Price Will Not Rise

Comments on Grammar

1) *Recently, **the Minister of Economic Development** announced that...*

***President of Barmek-Azerbaijan Corporation, Huseyn Arabul** declared...*

*Etibar Pirverdiyev, **President of Azerenergy**, stated...*

Nouns in apposition denote a post occupied by a person and are detached by a comma. Apposition is a special kind of an attribute which is expressed by a noun. There are two kinds of apposition: the close and the loose or detached apposition. The close apposition is not separated by commas and denotes the relationship, rank, profession, occupation, post or a position of a person, for example, *Aunt Charlotte, Prime Minister Blair, Uncle Tom, Mister Brown*. The loose apposition is separated by commas and gives additional information about the noun. Examples are: *The other day, John, **a friend of mine**, started complaining to me about his relationship with his wife. You should have spoken to Mr. Smith, **the dean of our faculty**, who has worked out a comprehensive approach to this issue.*

2) *...no changes in electricity **are being** currently **considered**...*

The use of passive continuous voice expresses the passive simultaneous action in progress. Voice is a category of the verb, which shows the relation of the predicate to the subject and to the object in the sentence. There are 3 voices in English: the active voice, the passive voice and the reflexive voice. The use of passive voice in the abovementioned sentence shows that the doer of the action is not necessary to mention.

3) *Pirverdiyev noted again that the prices of electricity should be reviewed **because the tariffs are quite low**.*

A subordinate clause of cause joined to the main clause by means of a subordinating conjunction **because**. The use of the present tense form instead of the past one is explained by the fact that the verb in the subordinate clause expresses the general truth.

Azərbaycana həsr edilmiş təqdimat

ABŞ Milli Demokratiya Fondunda “Azərbaycanda demokratiyanın real imkanları” mövzusunda təqdimat mərasimi keçirilmişdir.

Tədbirin iştirakçıları Bruklin İnstitutunun tədqiqatçısı Fiona Hillinin mərasimdəki çıxışını və Milli Demokratiya Fondunda bizim ölkəmiz üzrə araşdırma aparən Çingiz Məmmədovun hesabatını Azərbaycanda demokratik inkişaf haqqında “Ən düzgün və dəqiq hesabat” kimi qiymətləndirmişlər, çünki hesabatın müəllifləri Azərbaycanda yaranmış vəziyyəti Avrasiya regionunda baş vermiş “məxməri inqilablar” cərgivəsində nəzərdən keçirməmişlər.

Çingiz Məmmədov vurğulamışdır ki, hazırda Gürcüstanda və Ukraynada baş verən inqilab Azərbaycanda hələ 12 il bundan əvvəl olmuşdur. Gürcüstanla müqayisədə Azərbaycan əhalisi siyasi baxımdan daha ehtiyatlıdır və demokratik dəyişiklərə daha çox can atır. O demişdir: “Biz demokratiyaya hazırıq və ötən prezident seçkiləri bunu bir daha təsdiq etdi”.

ABŞ-ın Azərbaycana kifayət qədər diqqət yetirməməsindən narazılıq bildirən tədqiqatçılar qeyd etmişlər ki, ABŞ Azərbaycanı Yaxın Şərq tipli dövlət hesab edir, lakin bu yanlış fikirdir, çünki 1919-ci ildə müsəlman Şərqində ilk demokratik dövlət məhz Azərbaycanda qurulmuşdu. Beynəlxalq ictimaiyyət Azərbaycanın regionda və müsəlman dünyasında necə mühüm rol oynadığını başa düşməli və ona diqqəti artırmalıdır. Beynəlxalq ictimaiyyət xüsusən Ermənistan-Azərbaycan münaqişəsinə ədalətli münasibət nümayiş etdirməlidir.

Hesabatın müəllifləri qeyd etmişlər ki, Dağlıq Qarabağ məsələsinə artıq uzun müddət davam edən qərəzli yanaşma beynəlxalq ictimaiyyətin Azərbaycan barəsində rəyinə mənfi təsir göstərmişdir.

Азербайджану посвящена презентация в Национальном фонде демократии США

В Национальном фонде демократии США состоялась презентация на тему «Реальные возможности демократии в Азербайджане». Её участники оценили выступление на презентации исследователя Бруклинского института Фионы Хиллин и отчёт Чингиза Мамедова, проводящего исследования в Национальном фонде демократии по нашей стране, как «самый правильный и точный отчёт» о демократическом развитии в Азербайджане, так как авторы отчёта рассмотрели положение Азербайджана не в рамках «бархатных революций», произошедших в евразийском регионе.

Чингиз Мамедов подчеркнул, что революция, совершённая ныне в Грузии и на Украине, произошла в Азербайджане ещё 12 лет назад. По сравнению с Грузией, население Азербайджана с политической точки зрения более осторожно и больше тяготеет к демократическим преобразованиям. «Мы готовы к демократии, и прошедшие президентские выборы ещё раз подтвердили это», сказал он.

Исследователи, сетуя на то, что США не уделяют достаточного внимания Азербайджану, отметили, что Азербайджан они рассматривают как государство ближневосточного типа. Это – ошибочное мнение, ибо именно Азербайджан первым на мусульманском Востоке построил в 1918 году демократическое государство. Международная общественность должна понимать, какую важную роль играет Азербайджан в регионе и мусульманском мире, должна повысить к нему внимание. В частности, она должна продемонстрировать справедливое отношение к армяно-азербайджанскому конфликту.

Авторы отчёта отметили, что предвзятый подход в течение уже долгого времени к вопросу о Нагорном Карабахе негативно повлиял на мнение международной общественности об Азербайджане.

Presentation Dedicated to Azerbaijan

A presentation on the topic of Real Possibilities for Democracy in Azerbaijan took place at the National Democracy Foundation of the USA.

The participants valued the speech of Fiona Hilly, a researcher from Brooklyn Institute, and the report made by Chingiz Mamedov, who carried out research about our country at the National Foundation of Democracy, as the most correct and accurate account of the democratic development of Azerbaijan, because the authors of the report did not examine the situation in Azerbaijan within “the velvet revolutions” which took place in the Eurasia region.

Chingiz Mammadov emphasized that the recent revolution in Georgia and the Ukraine already took place in Azerbaijan 12 years ago. In comparison with Georgians, Azerbaijanis are more cautious from a political viewpoint and are more eager for democratic reforms. “We are ready for democracy and the last presidential elections confirmed it once again,” he said.

The researchers who complained that the USA pays scant attention to Azerbaijan noted that the USA considers Azerbaijan a Middle Eastern country, but this is a wrong conception, as the first democratic government of the Muslim East was established namely in Azerbaijan in 1918. The international community should realize what an important role Azerbaijan plays in the region and in the Muslim world and pay more attention to Azerbaijan.

The international community should demonstrate a fair attitude, especially toward the Armenian-Azerbaijani conflict.

The authors of the report noted that the biased approach to the Upper Garabagh problem for a long time has had negative effect on the opinion of the international community on Azerbaijan.

Title of the article: Presentation Dedicated to Azerbaijan

Comments on Vocabulary

1) Presentation **dedicated** to Azerbaijan...

Dedicate (v) - to hold an official ceremony to say that an object has a special purpose or is special to the memory of a particular person

Synonym: to devote.

E.g.: She **devoted** herself to her career.

2) A presentation **on the topic** of *Real Possibilities for Democracy in Azerbaijan* took place at the National Democracy **Foundation** of the USA.

a) *Topic (n)* - a subject that you talk, write or learn about

Synonyms: to be entitled, to be on the subject.

E.g.: He read a poem **entitled** *Salt*.

b) *Possibility (n)* - Something that gives you a chance to achieve something

Synonyms: opportunity, chance, potentiality, prospect, probability.

E.g.: There was no **opportunity** for further discussions.

c) *Foundation (n)* – an organization that is established to provide money for particular purposes, for example, for scientific research or charity

Synonyms: fund, organization

E.g.: the company's pension **fund**, a disaster relief **fund**

Note: Here we use 'foundation' because it is accepted as a term in that organization.

3) Chingiz Mammadov, who carried out **research** about our country at...

Research (n) - a careful study of a subject, especially in order to discover new facts or information about it

Synonyms: analysis, investigation, study

E.g.: The police have completed their **investigation** into the accident.

4) ...as the most correct and **accurate** account of the democratic...

Accurate (adj) - correct and true in every detail

Synonyms: exact, precise, correct.

E.g.: She gave an **exact** description of the attacker.

5) Azerbaijanis are more **cautious** from....

Cautious (adj) - being careful about what one says or does, especially to avoid danger or mistake

Synonyms: careful, watchful, wary, prudent

E.g.: You must be **careful** when handling chemicals

6) The researchers who complained that the USA pays **scant** attention...

Scant (adj) - not very much and not as much as there should be

Synonyms: insufficient, little, minimal.

E.g.: His salary is **insufficient** to meet his needs.

7) ...the USA **considers** Azerbaijan a Middle Eastern country...

Consider (v) - to think of sb/sth in a particular way

Synonym: to regard.

E.g.: Capital punishment **was regarded** as inhuman and immoral.

8) The international community should demonstrate a fair **attitude**...

Attitude (n) - the way that one behaves towards sb/sth that shows how one thinks and feels

Synonyms: approach, manner, opinion.

E.g.: She took the wrong **approach** in her dealings with them.

9) The authors of the report noted that the **biased** approach...

Biased (part II, adj) - having a tendency to show favour towards or against one group of people or one opinion for personal reasons; making unfair judgements

Synonyms: tendentious, preconceived, unfair.

E.g.: He dealt with tendentious political issues.

Presentation Dedicated to Azerbaijan

Comments on Grammar

1) *A presentation on the topic of **Real Possibilities for Democracy in Azerbaijan** took place...*

All the notional words are capitalized in titles and subtitles according to the capitalization rules (see appendix A in the back of this booklet).

2) *...a **Brooklyn Institute** researcher...*

The use of capitalization here is justified by the fact that a common noun (*institute*), which appears to be a part of a proper one, is capitalized.

3) *Chingiz Mammadov **emphasized** that the recent revolution in Georgia and the Ukraine already **took place** in Azerbaijan **12 years ago**.*

If the past simple is used in the main clause (*emphasized*), the subordinate clause is usually in the past perfect. Since this sentence is in indirect speech, the sequence of tenses should be observed. However, the past simple is unchanged (*took place*) in the sentence because a definite moment is indicated (*12 years ago*).

4) *“We **are** ready for democracy and the last presidential elections confirmed it once more,” **he said**.*

In this sentence, the sequence of tenses is not observed because the sentence is in direct speech.

5) *In comparison with **Georgians**, Azerbaijanis are more cautious from a political viewpoint and are more eager for democratic reforms.*

Instead of ‘*Georgia*’ as in the original text, we use ‘*Georgians*’ and ‘*Azerbaijanis*’, because the country cannot represent the idea of the people of a nation.

Göydələn günəş elektrik stansiyasına çevrilmişdir

Yaponiyanın “Şarp” şirkətinin hazırladığı günəş panelləri Britaniyanın “CİS” sığorta şirkətinin mənzil-qərargahı yerləşən binanı – Mançesterdəki 25 mərtəbəli, 118 metr hündürlüyündə “CİS Tover” göydələnini Avropada ən uca günəş panelinə çevirmişlər.

İndi ofis kompleksinin texniki korpuslarından birinin 3 tərəfini tamamilə örtən günəş batareyaları ildə 180 megavat-saata qədər elektrik enerjisi istehsal edə bilər. Bu qədər enerji minə yaxın kompyuterlərin işləməsi üçün kifayətdir.

Yaponiyalı mütəxəssislər məxsusi bu layihə üçün günəş panelləri hazırlayarkən binanın fasadındakı “üzlük plitələrinin” bərkidilməsi sxemini nəzərə almışlar. Doğrudur, layihə 12 milyon dollardan da baha başa gəlmişdir. Lakin layihənin müəllifləri, o cümlədən mühəndis Endrü Simpson əmindir ki, Britaniyanın təbiəti üçün ekoloji səmərə və şirkətin bu söylərinin ictimaiyyət tərəfindən bəyənilməsi xərclənmiş pullara dəyər.

Hazırda Britaniyada buna bənzər 17 layihə işlənilib hazırlanır. Onların maliyyələşdirilməsi qismən hökumətin, təbiəti mühafizə təşkilatlarının və digər qurumların hesabına həyata keçirilir.

Небоскреб превратили в солнечную электростанцию

Солнечные панели от японской компании Sharp превратили 25-этажный 118-метровый небоскреб CIS Tower в Манчестере, где размещается штаб-квартира британской страховой компании CIS, в самую высокую солнечную панель в Европе.

Теперь солнечные батареи, закрывающие полностью три стороны одного из технических корпусов офисного комплекса, показывают способность производить до 180 мегаватт-часов электроэнергии в год, чего достаточно для работы примерно тысячи компьютеров. Солнечные панели изготовлены японцами специально для этого проекта с учетом схемы крепления этих «облицовочных плиток» на фасаде здания.

Проект обошелся более чем в 12\$ миллионов, но его авторы, в частности, инженер Эндрю Симпсон, уверены, что экологические выгоды для природы Британии и общественное признание этих усилий компании – вполне стоят затраченных денег.

В настоящее время в Британии находятся в разработке 17 похожих проектов, финансирование которых частично идет за счет правительства, природоохранных и других организаций.

Skyscraper Transformed into Solar Power Station

Solar panels produced by the Japanese Company *Sharp* have transformed the 25-storey, 118-metre high CIS Tower in Manchester, where the British insurance company CIS has its headquarters, into the highest solar power station in Europe.

Currently, the solar batteries that fully cover three sides of one building in the office complex can produce about 180 MW/hr of electricity per year. This amount of electricity is enough to power approximately 1000 computers.

While producing the solar panels especially for this project, the Japanese specialists have taken into account the scheme of fastening the surface wicks to the facade of the building. It is true that the project cost more than \$12 million, but the authors of this project, an engineer Andrew Thompson in particular, are sure that the ecological benefit for the environment of Great Britain and the public approval of the company's efforts are worth the expenditure they have been spent on. Currently, seventeen similar projects are being worked out in Great Britain. They are being subsidized partially by the government, environmental organizations and other agencies.

Title of the article: Skyscraper Transformed into Solar Power Station

Comments on Vocabulary

1) Solar panels **produced** by the Japanese company Sharp have transformed the 25-storey, 118-metre high CIS Tower in Manchester, where the British insurance company CIS has its headquarters, into the highest solar power station in Europe.

Produce (v) – to make sth or sb ready to be used.

Synonyms: to make, to manufacture, to tailor to.

E.g.: She **makes** her own clothes.

2) While producing the solar panels especially for this project, Japanese **specialists have taken into account** the scheme of fastening the surface wicks to the facade of the building.

a) *Specialist (n)* – a person who is an expert in a particular area of work or study

Synonym: expert.

E.g.: He is an **expert** in children's psychology.

b) *Take into account (phr)* – to consider particular facts, circumstances when making a decision.

Synonym: to take into consideration.

The candidates' experience and qualifications **will be taken into consideration** when the decision is made.

3) They are being **subsidized** partially by the government, environmental organizations and other agencies.

Synonyms: to fund, to finance, to sponsor.

E.g.: The European Bank for Development **sponsors** the TRASECA project.

4) Currently, seventeen similar projects are being **worked out** in Great Britain.

To work out – to create and develop sth.

Synonyms: to prepare, to produce, to create.

E.g.: The College **prepares** students for a career in business.

Skyscraper Transformed into Solar Power Station

Comments on Grammar

1) *Solar panels produced by...*

The absence of the article that modifies the noun is explained by the fact that the noun has not been mentioned in the sentence before or in the text.

2) *..., where the British insurance company CIS has its headquarters,...*

This is a subordinate clause of place that indicates the location of the object of the main clause. The subordination is expressed here by means of a subordinating conjunction *where* that joins the subordinating clause to the main one, though some of the subordinating conjunctions may join a word or a phrase within a simple sentence. *Where* along with *whenever*, *whence* and *wherein* can be classified as subordinating conjunctions of place, for example, *The dark evil was cast into hell whence it had come. Wherever we went, we were welcome.*

3) *...the Japanese specialists have taken into account ...*

The Present perfect tense form is used here to describe an event, activity or situation that ended only a short time ago. Here the word **just** is often used, for example, *We have just commented on the article that you prepared.*

4) *...authors of this project, an engineer Andrew Thompson in particular, are sure...*

A noun in apposition and a phrase are detached by commas. Nouns in apposition denote a post occupied by a person and are usually detached by a comma. Apposition is a special kind of an attribute, which is expressed by a noun. There are two kinds of apposition: the close and the loose or detached apposition. A close apposition is not separated by commas and denotes the relationship, rank, profession, occupation, post or a position of a person, for example, *Aunt Charlotte, Prime Minister Blair, Uncle Tom, Mister Brown.* The loose apposition is separated by commas and gives additional information about the noun. Examples are: *The other day, John, a friend of mine, started complaining to me about his relationship with his wife. You should have spoken to Mr. Smith, the dean of our faculty, who has worked out a comprehensive approach to this issue.*

5) *...the ecological benefit for the environment of Great Britain and the public approval of company's efforts are worth the expenditure they have been spent on.*

The agreement between two subjects of the sentence and the predicate is made. Here, two homogeneous subjects (*benefit* and *approval*) require the predicate in the plural (*are worth*) as they represent two different notions.

CAPITALIZATION

*Capitalize all proper nouns and all proper adjectives (adjectives derived from proper nouns). The chart below provides a quick overview of capitalization rules. The information following the chart explains specific or special uses of capitalization.

Capitalization at a Glance

Days of the week - Sunday, Monday, Tuesday

Months - June, July, August

Holidays, holy days - Thanksgiving, Easter, Hanukkah

Periods, events in history - Middle Ages, the Renaissance

Special events - the Battle of Bunker Hill

Political parties - Republican party, Democrats, Socialists

Official documents - Declaration of Independence

Trade names - Oscar Mayer hot dogs, Pontiac Sunbird

Formal epithets - Alexander the Great

Official titles - Mayor John Stuart, Senator Kennedy

Official state nicknames - the Badger State, the Aloha State

Geographical names

Planets, heavenly bodies- the Earth, Jupiter, the Milky Way

Continents - Australia, South America

Countries - Ireland, Grenada, Sri Lanka

States, provinces - Ohio, Utah, Nova Scotia

Cities, towns, villages - El Paso, Burlington, Wonewoc

Streets, roads, highways - Park Avenue, Route 66, Interstate 90

Sections of a country or continent - the Southwest, the Far East

Landforms - the Rocky Mountains, the Sahara Desert

Bodies of water - the River Nile, Lake Superior, Pumpkin Creek

Public areas- Yellowstone National Park

*Capitalize words like father, mother, uncle, and senator when they are parts of titles which include a personal name or when they are substituted for proper nouns (especially in direct address).

Hi, Uncle Duane! (Uncle is part of the name.)

My uncle, Duane, likes me. (Uncle is not part of the name.)

Did you know that Senator Proxmire kissed my mother?

The senator, Bill Proxmire, is a cool guy.

Mom has been appointed postmaster general.

We are relieved to see you, Ambassador.

Note: To test whether a word is being substituted for a proper noun, simply read the sentence with a proper noun in place of the word. If the proper noun fits in the sentence, the word being tested should be capitalized; if the proper noun does not work in the sentence, the word should not be capitalized. (Further note: Usually the word is not capitalized if it follows a possessive- my, his, our, etc.)

Did Mom (Sue) say we could go? (Sue works in this sentence)

Did your mom (Sue) say you could go? (Sue does not work here; the word mom also follows the possessive your.)

*Words such as home economics, history, and science are proper nouns when they are the titles of specific courses, but are common nouns when they name a field of study.

That guy failed his home economics assignment because he tried to cook eggs in the microwave oven. (a field of study.)

"Who teaches History 202?" (title of a specific course)

"The same guy who teaches that sociology course." (a field of study)

Note: The words freshman, sophomore, junior, and senior are not capitalized unless they refer to an entire class or they are part of an official title: the Sophomore Class of Elkhorn High School, Junior Prom, Senior Banquet.

*Words which indicate particular sections of the country are proper nouns and should be capitalized; words which simply indicate direction are not proper nouns.

Skiing is popular in the North.

Sparrows don't fly south because they are lazy.

We visited some friends in Western Wisconsin.

*Nouns or pronouns that refer to the Supreme Being are capitalized.

God, Him, Jehovah, the Lord, the Savior, Allah

*The word Bible and the books of the Bible are capitalized; likewise, the names for other holy books and sacred writings are capitalized.

Bible, Book of Psalms, Ecclesiastes, the Koran

*Capitalize the first word in every sentence and the first word in a full-sentence direct quotation.

He never saw a snake he didn't like.

The old lady shouted up the stairs, "You kids stop fightin' this minute or I'll spank the both of ya!"

Capitalize the first word in each sentence which is enclosed in parentheses if that sentence comes before or after another complete sentence.

Converted Republican Ronald Reagan won the '84 election by a comfortable margin. (He won 49 of the 50 states.)

Do not capitalize a sentence, which is enclosed in parentheses and is located in the middle of another sentence.

Converted Republican Ronald Reagan (he was an active member of the Democratic party early in his career) won the '84 election by a comfortable margin.

Capitalize a complete sentence which follows a colon only if that sentence is a formal statement or a quotation. Also, capitalize the sentence following a colon if you want to emphasize the sentence.

It was Ralph Waldo Emerson who made the following comment: "What you do speaks so loud that I cannot hear what you say."

*Capitalize the first word in a line of poetry only when the author does the same.

"The colors of their tails

Were like the leaves themselves."

-Wallace Stevens

*Capitalize races, nationalities, languages, and religions. Note: Today some authors capitalize Black and White when the words are used as proper nouns in place of Negro and Caucasian.

Negro Navajo Canadian Caucasian

Black Hebrew Catholic White

*Capitalize the first word of a title, the last word, and every word in between except articles (a, an, the), short prepositions, and short conjunctions. Follow this rule for titles of books, newspapers, magazines, poems, plays, songs, articles, films, works of art, pictures, and stories. Milwaukee Journal; A Midsummer Night's Dream; Sports Illustrated; The Red Badge of Courage; Building Self-Respect

*Capitalize the name of an organization, association, or team and its members. New England Historical Society; Elk Rapids High School Drama Club; Burlington Memorial Hospital Auxiliary; Fond du Lac Jaycees; the Red Cross; Green Bay Packers; Republican, Democratic party

*Capitalize abbreviations of titles and organizations. (Some other abbreviations are also capitalized. See Writers INC for help.)

U.S.A.; NAACP; M.D.; Ph.D.; A.D.; B.C.; R.R.

Also capitalize the letters used to indicate form or shape.

U-turn, I-beam, S-curve, A-bomb, T-shirt

*Do not capitalize any of the following:

- 1) a prefix attached to a proper noun
- 2) seasons of the year
- 3) a common noun shared by (and coming after) two or more proper nouns
- 4) words used to indicate direction or position
- 5) the words denoting gods or goddesses when they are referring to mythology, or
- 6) common nouns which appear to be part of a proper noun.

Capitalize - Do Not Capitalize

American - un-American

January, February winter, spring

Lakes Erie and Michigan Missouri and Ohio rivers

The South is quite conservative. Turn south at the stop sign.

Are you going to the Junior Prom? Only juniors are welcome.

Duluth Central High School a Duluth high school

Governor Michael Dukakis Michael Dukakis, our governor

President George Bush George Bush, our president

The planet Earth is egg-shaped. The earth we live on is good.

I'm taking History 101. I'm taking history.

<http://www.studyhall.com/EU/enguse.html#cap>

What to capitalize

Capitalization custom varies with language. The full rules of capitalization for English are complicated and have changed over time, generally to capitalize fewer terms; to the modern reader, an 18th century document seems to use initial capitals excessively. It is an important function of English style guides to describe the complete current rules.

Pronouns

- In English, the nominative form of the singular first-person pronoun, *I*, is capitalized, along with all its contractions (*I'll*, *I'm*, etc).
- Some languages capitalize the formal second-person pronoun. German *Sie* is capitalized along with all its declensions (*Ihre*, *Ihres*, etc.), as is the Italian, *Lei* and *Loro*, and their cases. This is occasionally likewise done for the Dutch *U*. In Spanish, the abbreviation of the pronoun *usted*, *Ud.* or *Vd.*, is usually written with a capital.

Nouns

- In German, all nouns are capitalized. This was also the practice in Danish before a spelling reform in 1948.
- In nearly all European languages, single-word proper nouns (including personal names) are capitalized, e.g. *France*, *Moses*. Multiple-word proper nouns usually follow rules like the traditional English rules for publication titles (see below), e.g. *Robert the Bruce*.
 - A few English names may be written with two lowercase f's: *ffrench*, *ffoulkes*, etc. This ff fossilizes an older misreading of a blackletter uppercase F.
 - Some individuals choose not to use capitals with their names, such as k.d. lang or bell hooks. E. E. Cummings, whose name is often spelt without capitals, did not spell his name so; the usage derives from the typography used on the cover of one of his books.
 - Brandnames are sometimes chosen to start with a lowercase letter, e.g. *easyJet*, to be distinctive.
- In English, though not in Romance languages, the names of days of the week, months and languages are capitalized.
- Some authors, though few if any grammar books, also treat the names of individual species of living things (animals, plants, etc) as proper nouns, and use initial majuscules for them, as in e.g. *Peregrine Falcon* while asserting that others, e.g. *horse* or *person* are not common names of species and should not be capitalized.
- Common nouns may be capitalized when used as names for the entire class of such things, e.g. *what a piece of work is Man*. French often capitalizes such nouns as *l'État* (the state) and *l'Église* (the church) when not referring to specific ones.

Adjectives

- In English, adjectives derived from proper nouns retain their capitalization, e.g. a *Christian* church, *Canadian* whisky, a *Shakespearian* sonnet. Where the original capital is no longer at the beginning of the word, usage varies: *anti-Christian*, but *Presocratic* or *Pre-Socratic* or *presocratic* (not *preSocratic*)
- Such adjectives do not receive capitals in German (*antichristlich*) or French (*presocratique*). Adjectives referring to nationality or ethnicity are not capitalized, but nouns are: *un homme canadien*, a Canadian man; *un Canadien*, a Canadian.

Others

Other uses of capitalization include:

- In most modern languages, the first word in a sentence is capitalized, as is the first word in any quoted sentence.
 - In Latin and Ancient Greek they are not.
 - For some terms a capital as first letter is avoided by avoiding their use at the beginning of a sentence, or by writing it in lowercase even at the beginning of a sentence. E.g., pH looks unfamiliar written *PH*, and *m* and *M* may even have different meanings, milli and mega.
 - In Dutch, 't, d', or 's in names or sayings are never capitalized, even at the start of sentences. (See Compound names below).
- Most English honorifics and titles of persons, e.g. *Doctor Watson*, *Mrs Jones*, *His Royal Highness the Duke of Edinburgh*.
 - This does not apply where the words are not titles; e.g. *Watson is a doctor*, *Philip is a duke*.
- Traditionally, the first word of each line in a piece of verse, e.g.:

*Meanwhile the winged Heralds, by command
Of sovereign power, with awful ceremony
And trumpet's sound, throughout the host proclaim
A solemn council forthwith to be held
At Pandemonium, the high capital
Of Satan and his peers. [...] (Milton, Paradise Lost I:752–756)*

- - Modern poets often ignore or defy this convention.
- The English vocative particle *O*, an archaic form of address, e.g. *Thou, O king, art a king of kings*.
- Many European languages capitalize nouns and pronouns used to refer to God: *Hallowed by Thy name*. Some English authors capitalize any word referring to God: *the Lamb, the Almighty*.

How to capitalize

Headings and publication titles

In English-language publications, different conventions are widely used for capitalizing words in publication titles and headlines, including chapter and section headings. The main examples are:

THE VITAMINS IN MY FRESH BRUSSELS SPROUTS

all-uppercase letters

The Vitamins In My Fresh Brussels Sprouts

capitalization of all words, regardless of the part of speech

The Vitamins in My Fresh Brussels Sprouts

capitalization of all words, except for internal articles, prepositions and conjunctions

The Vitamins in my Fresh Brussels Sprouts

capitalization of all words, except for internal closed-class words

The Vitamins in my fresh Brussels Sprouts

capitalization of all nouns

The vitamins in my fresh Brussels sprouts

sentence-style capitalization (sentence case), only the first word and proper nouns are capitalized

the vitamins in my fresh brussels sprouts all-lowercase letters

Among U.S. publishers, it is still a common typographic practice to capitalize additional words in titles. This is an old form of emphasis, similar to the more modern practice of using a larger or boldface font for titles. The exact rules differ between individual house styles. Most capitalize all words except for internal closed-class words, or internal articles, prepositions and conjunctions. Some capitalize even only nouns, others capitalize all words.

The convention followed by British publishers is the same used in many other languages (e.g., French, German), namely to use sentence-style capitalization in titles and headlines, where capitalization follows the same rules that apply for sentences. This is also widely used in the U.S., especially in bibliographic references and library catalogues. This is the only style that preserves the distinction of proper nouns in titles. It is less ambiguous, which is of particular advantage in scientific literature and reference works. It avoids the complications that arise when different capitalization styles are used in titles and bibliographic references, which can be difficult to handle accurately in computer-generated bibliographies. This convention is also used in the International Organization for Standardization and Wikipedia house styles.

Book titles are often emphasized on cover and title pages through the use of all-uppercase letters. Both British and U.S. publishers use this convention.

In creative typography, for example music record covers and other artistic material, all styles are commonly encountered, including all-lowercase letters.

Compound names

- In Dutch, *t*, *d'*, or *'s* in names or sayings are never capitalized, even at the start of sentences. They are short for the articles *het* and *de* (or the old possessive form *des*). Examples: *'s Gravenhage* (from *des Graven Hage*), *d'Eendracht* (from *de Eendracht*), *'t Theehuis* (from *het Theehuis*). In Dutch (though not Flemish), the particle "van" in a surname is not capitalized if the forename precedes it. So *Franky van der Elst* in prose becomes *Van der Elst*, *Franky* in a list.
- In English, practice varies when the name starts with a particle with a meaning such as "from" or "the" or "son of".
 - Some of these particles (*Mac*, *Mc*, *M'*, *O'*) are always capitalized; others (*L'*, *Van*) are usually capitalized; still others often are not (*d'*, *de*, *di*, *von*). If the particle is written as two or more words, the same capitalization applies to both (*De La* or *de la*).
 - The remaining part of such a name, following the particle, is always capitalized if it is set off with a space as a separate word, or if the particle was not capitalized, or after *Mc*, or (usually) after *Mac*. Otherwise there is no set rule.

<http://en.wikipedia.org/wiki/Capitalization>

Comma

*A comma may be used between two independent clauses which are joined by coordinating conjunctions such as these: but, or, nor, for, yet, and so.

My friend smokes constantly, but he still condemns industry for its pollution.

Note: Do not confuse a sentence with a compound verb for a compound sentence.

My friend smokes but still condemns industry for its pollution. (This is a simple sentence with a compound verb; use no comma.)

*Commas are used to separate individual words, phrases, or clauses in a series. (A series contains at least three items.)

I used a rapalla, a silver spoon, a nightcrawler harness, and a Swedish pimple.

The bait I used included kernels of corn, minnows, bacon rind, larva, and spawn sacks.

Note: Do not use commas when the words in a series are connected with or, nor, or and.

I plan to catch bass or trout or sunfish.

*Commas are used to enclose an explanatory word or phrase inserted in a sentence.

Spawn, or fish eggs, are tremendous bait.

An appositive, a specific kind of explanatory word or phrase, identifies or renames a preceding noun or pronoun. (Do not use commas with restrictive appositives. See the third example below.)

My father, an expert angler, uses spawn to catch brook trout.

The objective, to hook fish, is easier to accomplish with spawn.

The word angleworm applies to an earthworm used for fishing.

*Commas are used to separate coordinate adjectives, adjectives which equally modify the same noun.

Trout gobble up the small, soft, round eggs.

Notice in the example above that no comma separates the last adjective from the noun.

Most small panfish also eat spawn.

In the example above, most and small are not separated by a comma because the two adjectives do not equally modify panfish. To determine whether adjectives modify equally, use these two tests: 1) Shift the order of the adjectives; if the sentence is clear, the adjectives modify equally. (If most and small were shifted in the example above, the sentence would be unclear.) 2) Insert and between the adjectives; if the sentence reads well, use a comma when and is omitted.

Note: If the first adjective modifies the second adjective and the noun, use a comma.

He sat down on the soft, velvet cushion.

*Commas are used to separate contrasted elements from the rest of the sentence and are often used to show word omission in a certain grammatical construction.

We need strong minds, not strong emotions, to solve our problems.

Wise people learn from the mistakes of others; fools, from their own.

(The comma is used to show that the word learn has been omitted from the second half of the sentence.)

*A comma should separate an adverb clause or a long modifying phrase from the independent clause which follows it.

"If you cannot get rid of the family skeleton, you may as well make it dance."

Note: A comma is usually omitted if the phrase or adverb clause follows the independent clause.

"This will never be a civilized country until we expend more money for books than we do for chewing gum." -Elbert Hubbard

*Commas are used to enclose nonrestrictive phrases and clauses.

Nonrestrictive phrases or clauses are those which are not essential or necessary to the basic meaning of the sentence. Restrictive phrases or clauses- those which are needed in the sentence because they restrict or limit the meaning of the sentence- are not set off with commas. Compare the nonrestrictive and restrictive clauses in the following examples:

Rosy, who is making funny faces, is my sister.

(Note: The clause, who is making funny faces, is merely additional information; it is nonrestrictive [not required]. If the clause were left out of the sentence, the meaning of the sentence would remain clear since the name of the girl is given.)

The girl who is making funny faces is my sister.

(Note: This clause is restrictive. The clause, who is making funny faces, is needed to identify the girl.)

Compare the following examples:

The novelist Sinclair Lewis was the first American writer to win a Nobel Prize for literature. (restrictive)

Sinclair Lewis, a novelist, was the first American writer to win a Nobel Prize for literature. (nonrestrictive)

*Commas are used to set off items in an address and items in a date.

They live at 3141 Pine Street, Willmar, Minnesota 56342, during the summer.

(Note: Do not use a comma to separate the state from the ZIP code.)

Democracy would be dead by Wednesday, July 4, 1984, according to George Orwell.

Orwell wrote that in July 1949 with pin in cheek. (Note: If only the month and year are given, it is not necessary to separate them with a comma.)

*Commas are used to set off the exact words of the speaker from the rest of the sentence.

"Didn't you know," she exclaimed, "that dirty socks can stunt your growth?"

*A comma is used to separate an interjection or weak exclamation from the rest of the sentence.

Hey, will you do me a favor? Wow, that was quite a tip!

Yes, I'd be happy to.

*Commas are used to set off a word, phrase, or clause that interrupts the movement of a sentence. Such expressions usually can be identified through the following tests:

1) They may be omitted without changing the substance or meaning of a sentence.

2) They may be placed nearly anywhere in the sentence without changing the meaning of the sentence.

As a general rule, the safest way to double your money is to fold it and put it in your pocket. That is, however, only true for those with deep pockets.

*Commas are used to separate a series of numbers in order to distinguish hundreds, thousands, millions, etc.

The Democrats wasted \$720,806 on a foolish domestic program. The Republicans invested \$1,320,252 to prove that the Democrats wasted money.

*Commas are used to enclose a title or initials and names which follow a surname.

J.L Vanderlaan, Ph.D., and G.S. Bruins, M.D., sat in their pajamas playing Old Maid. Asche, H., Hickok, J.B., and Cody, William F., are three popular Western heroes. Casey Jones, Jr., was a good friend of John Henry, Sr.

*Commas are used to separate a vocative from the rest of a sentence. (A vocative is the noun which names the person/s spoken to.)

Don't you realize, George, that you're the very first president who thinks we need independence?

Benedict, honey, stop giggling. Don't you know it's dangerous to let the little Franklin boy play with your kite in such awful weather?

*A comma may be used for clarity or for emphasis. There will be times when none of the traditional comma rules call for a comma, but one will be needed to prevent confusion or to emphasize an important idea. Use a comma in either case.

Several days before, he had complained of headaches. (Clarity)

What she does, does matter to us. (Clarity)

Those who can, tell us what happened. (Clarity)

"They can't yank a novelist like they can a pitcher. A novelist has to go the full nine, even if it kills him." -Ernest Hemingway (emphasis)

Note: Do not use a comma which could cause confusion. There should be no comma between the subject and its verb or the verb and its object. Also, use no comma before an indirect quotation. (The commas should not be used.)

The man who helped us unload the truck, is my uncle.

Uncle Hank said he would never again move my player piano.