



## English Writing Skills Worksheet

### SIX LANGUAGE POINTS TO REMEMBER WHEN WRITING

- 1. EVERYDAY VS. EVERY DAY** (adjective and adverbial time marker, respectively).
- 2. IT'S AND ITS, YOU'RE AND YOUR, THEY'RE AND THEIR.**
- 3. COMMON NOUNS VS. PROPER NOUNS** (proper nouns begin with a capital letter while common nouns do not, unless they start the sentence.)
- 4. 'IT' AND 'ITS' FOR COMPANIES, ORGANISATIONS, ENTITIES AND BRANDS** (not, 'they' and 'their').
- 5. DATES ARE WRITTEN WITHOUT 'OF' AND 'THE.'**
- 6. LARGE NUMBERS ARE SEPARATED BY COMMAS AND DECIMAL NUMBERS WITH A POINT.**

**TEST YOUR KNOWLEDGE WITH OUR WRITING CHALLENGE BELOW.**

## TEST YOUR KNOWLEDGE

Fill the gaps with one of the options:

### A LETTER FROM THE CANADIAN EMBASSY

This is a notice to all visitors to the \_\_\_\_\_ 1.(embassy/Embassy).

Due to unforeseen circumstances, all appointments on \_\_\_\_\_ 2.(the fifth of June) have been cancelled.

We apologize for any inconvenience caused.

We offer a guided tour of the building \_\_\_\_\_ 3.(everyday/every day) during the \_\_\_\_\_ 4.(summer/Summer) months.

We are the only \_\_\_\_\_ 5.(embassy/ Embassy) in the city which offers this service, and last \_\_\_\_\_ 6.(year/Year) we received over \_\_\_\_\_ 7.(two million four hundred and sixty-five thousand visitors).

The \_\_\_\_\_ 8.(embassy/ Embassy) welcomes all visitors free of charge. \_\_\_\_\_ 9.(you're/your) welcome to take photos, but please stay within the designated areas.

This is made possible by our team of volunteers. \_\_\_\_\_ 10.(They're/Their) here to answer your questions and \_\_\_\_\_ 11. (they're/ their) contribution has been enormous over the years.

Finally we would like to thank our corporate sponsors, The Royal Bank of Canada, the largest \_\_\_\_\_ 12.(bank/Bank) in the country.

Without \_\_\_\_\_ 13.(its/their) support we would not be able to run tours on an \_\_\_\_\_ 14.(everyday/ every day) basis.

**ANSWERS ON THE NEXT PAGE.**

## ANSWERS

1. Embassy 2.5<sup>th</sup> June 3.every day, 4.summer (seasons are common nouns), 5.embassy 6.year, 7.2,465,000, 8.Embassy, 9.you're, 10.They're, 11.their, 12.bank, 13.Its 14.everyday