

Day 2

28<sup>th</sup> June 2023

LG4 Greenwood Offices,  
Heatherwood Hospital

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Library Services  
Manager

# HEALTHCARE ASSISTANTS' APPRENTICESHIP PROGRAMME:

## ACADEMIC SKILLS

- GRAMMARLY – HELP WITH PUNCTUATION

# GRAMMARLY



# grammarly

<https://www.grammarly.com/>

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Cloud-based software that checks spelling, grammar and punctuation

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The basic version is free

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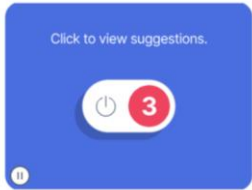
Use a browser or download as a Windows/iOS app

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Type your text, copy/paste it, or upload a document

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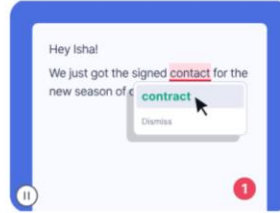
It's not perfect ... a 2017 review found that it identifies around 72% of mistakes in a piece of text



**The Grammarly logo means Grammarly is checking your writing.**

When Grammarly has a suggestion, you'll see a number in the circle. When it's the Grammarly logo, it means Grammarly has no suggestions.

[Next](#) 1 of 3

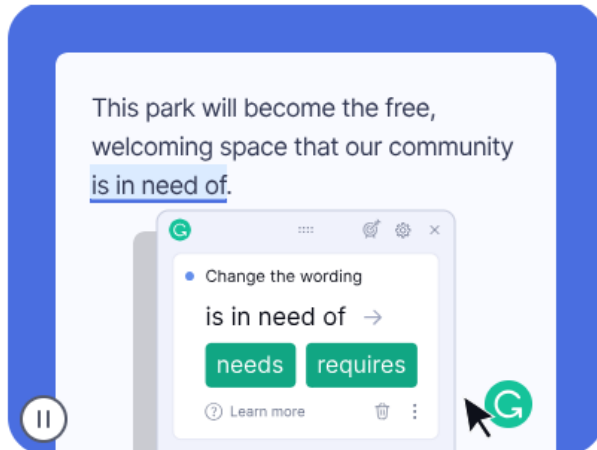


**Review and accept Grammarly suggestions as you're writing.**

Hover on underlines to see Grammarly's suggestion and click to apply the change.

[Next](#) 2 of 3

# GRAMMARLY WORKS WHERE YOU DO



**Click the Grammarly logo to go deeper.**

Clicking the Grammarly logo will open an editing window. Here you can see additional details about Grammarly's suggestions.

[Continue to Grammarly](#) 3 of 3



### Type your title

During her stay to the hospital, we also noticed that Margaret was constipated from which regular laxatives was prescribed by the medical team. This improves Margaret confusion, preventing constipation and making sure she is passing enough urine and drinking more fluids thus preventing dehydration and urinary tract infections. This really helps with improving confusion specially with the elderly patients and with Margaret's current condition.

- 8 All alerts
  - Change preposition  
from
  - Correct word choice  
which
  - GRAMMAR  
was → were  
It seems that the verb **was** does not agree with the subject. Consider changing the verb form.  
[Learn more](#)
  - Change noun form  
Margaret
  - Remove the phrase  
really
  - Replace the word  
specially
  - Correct article usage  
the elderly

Hide Assistant

Overall score **33**  
See performance

Goals  
Adjust goals

#### All alerts

Correctness  
7 alerts

Clarity  
Unclear

Engagement  
A bit bland

Delivery  
Just right

Premium **10**  
Advanced alerts

Plagiarism

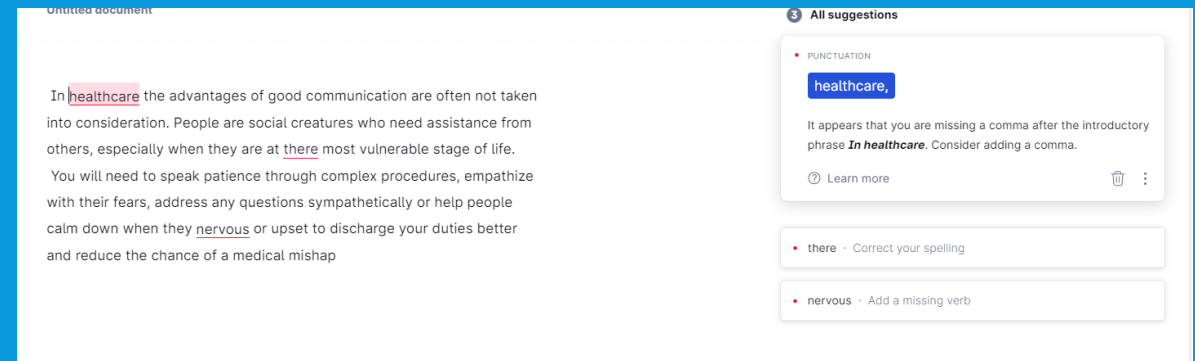


# grammarly

# COPYING TEXT INTO GRAMMARLY

In healthcare the advantages of good communication are often not taken into consideration. People are social creatures who need assistance from others, especially when they are at there most vulnerable stage of life.

You will need to speak patience through complex procedures, empathize with their fears, address any questions sympathetically or help people calm down when they nervous or upset to discharge your duties better and reduce the chance of a medical mishap



In healthcare, the advantages of good communication are often not taken into consideration. People are social creatures who need assistance from others, especially when they are at ~~there~~ **their** most vulnerable stage of life.

You will need to speak ~~patience~~ **patients** through complex procedures, empathize with their fears, address any questions sympathetically or help people calm down when they **are** nervous or upset to discharge your duties better and reduce the chance of a medical mishap.

# WHY USE PUNCTUATION?



When punctuation is not used, or is used incorrectly, sentences can become difficult to read and understand.

- It is responsible for creating meaning and helping us to communicate clearly.
- It guides our understanding of written language – taking the place of things we might do naturally when we speak – like pause, raise our voice or show emotion.
- It helps create structure, rhythm, pace and tone.
- It has as much significance as the words and language devices we use.
- It is an integral part of grammar and spelling.

# WHICH PARAGRAPH IS BEST?

- A. the happiest days that i remember to this day they are those days in my youth when mum and dad dealt with any troubles nowadays i deal with everything and you have no idea how I yearn for those carefree days even if only just for just one week
- B. The happiest days that I remember? To this day, they are those days in my youth when Mum and Dad dealt with any troubles. Nowadays, I deal with everything and you have no idea how I yearn for those carefree days, even if only for just one week!



# PARAGRAPH B



- The happiest days that I remember? **(this sentence introduces the reason for the paragraph, the question mark indicates that a question is being answered)** To this day, they are those days in my youth when Mum and Dad dealt with any troubles **(the full stop breaks up the paragraph, so that the two sentences talk about the past and the present)**. Nowadays, I deal with everything and you have no idea how I yearn for those carefree days, even if only for just one week! **(the exclamation mark indicates an emphatic tone or strong emotions)**





# PROOFREAD FOR ERRORS AND MISTAKES – INCLUDING PUNCTUATION

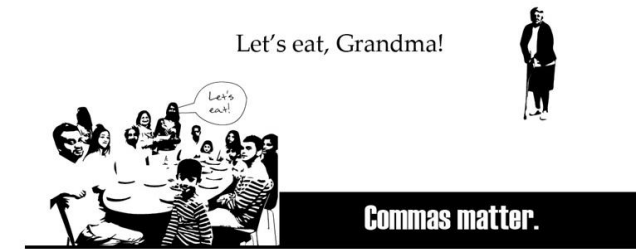
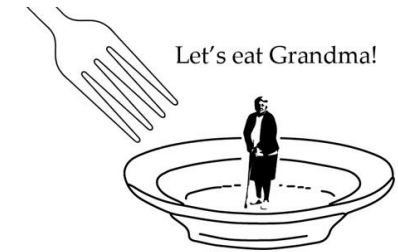
*There's a cannibalistic difference between:*

- *“Let's eat Grandma”*
- *“Let's eat, Grandma”*

Leaving out that one comma turns someone from being a potentially loving grandchild into a cannibal, encouraging others to join in.

*Full stops change everything:*

- *“Your donation just helped someone. Get a job”*
- *“Your donation just helped someone get a job.”*



# UNIVERSITY OF BRISTOL PUNCTUATION RESOURCE

- Colon : *(to introduce an idea or a list or quoted material)*
- Semicolon ; *(to sort out a complicated list containing many items and to separate closely-related independent clauses)*
- Comma , *(to separate the elements in a list of three or more items, before certain conjunctions, to separate introductory elements in a sentence, as an aside, to separate direct speech or quoted elements from the rest of the sentence, to separate elements in a sentence that express contrast, to separate dates and years etc, to separate several adjectives)*
- Hyphen – *(all words consisting of self with a noun, in adjectives that have been formed by combining two words, a verb and a preposition)*
- Apostrophe ' *(contracted words, showing possession)*

Which of these sentences is correct?

- Our old French teacher used to say: 'Look at the text lad!'
- Our old French teacher would say: 'Look at the text lad!'
- Our old French teacher had a favourite saying: 'Look at the text lad!'

# PUNCTUATION QUIZ...

All of the following quiz questions are taken from:

[https://www.ole.bris.ac.uk/bbcswebdav/courses/Study\\_Skills/grammar-and-punctuation/index.html#/id/5eafef1688d7eb04c5efb3dc](https://www.ole.bris.ac.uk/bbcswebdav/courses/Study_Skills/grammar-and-punctuation/index.html#/id/5eafef1688d7eb04c5efb3dc)

Which can/should be connected with a semi-colon?

The stock exchange fell sharply \_\_\_\_\_ investor confidence is very low.

The stock exchange fell sharply \_\_\_\_\_ many investors decided to sell their shares.

The stock exchange fell sharply \_\_\_\_\_ a difficult day for everybody.

The stock exchange fell sharply \_\_\_\_\_ I would wait before selling your shares.

Tick the correctly punctuated sentences.

- a) After a fantastic night out, we all went to the chip shop.
- b) My wife a wonderful woman makes a delicious curry.
- c) John, my brother, is the world's worst piano player.
- d) Walking back from the hotel we saw the robbery with our own eyes.

Which of these is correctly punctuated with commas?

- India, a truly beautiful interesting and exotic country, is now a popular holiday destination.
- India, a truly beautiful, interesting and exotic country, is now a popular holiday destination.
- India a truly beautiful, interesting and exotic country is now a popular holiday destination.

Which of these sentences are correctly punctuated?

Find the bag of gold, or I shall be forced to cut off your ears.

Unless you finish that essay, you will not get any tea.

Your marks will suffer unless you learn some grammar.

Paul took a holiday in Dorset, and his mum had a quiet week in Ibiza.

Although the weather was awful, we went fishing, and caught a lot of fish.

She was shaking, as she had never been to the palace before.

Which of these sentences uses the hyphen correctly?

'Hands up!! This is a hold-up.'

He decided to hold-up the bank.

Could you hold-up the picture for me.

We were stuck in the huge hold-up on the M5.



Which of these sentences uses the hyphen correctly?

His self-esteem was very low.

I hate self-assembly furniture.

He maintained his self-imposed silence.

It was clearly a case of self-defence.

Which of these sentences uses the hyphen correctly?

I prefer off-the-peg suits.

Could you take my coat off-the-peg?

I was made-to-measure the length of the classroom.

I prefer made-to-measure suits.

Which of these sentences uses the hyphen correctly?

The traffic was building-up badly.

He did not like being told-off.

I am going to finish-off that plate of chips.

Could you mop up that mess in the corner please.

Match the contracted forms to the correct originals.

Who would

Select a contraction

They're

Who'se

Who won't

Who's

Who'd

They'll

Whose

They've

Who has

They'll

Whose

They're

Who'd

Who'se

Who's

Who won't

They've

Who is

They've

Whose

They're

Who's

Who won't

Who'se

Who'd

They'll

In this question only one of the sentences has all the apostrophes correctly placed.

**Select the correct sentence.**

- Bristol's harbour is one of the countrys most beautiful.
- Bristols harbour is one of the country's most beautiful.
- Bristol's harbour is one of the country's most beautiful.
- Bristols' harbour is one of the countrys' most beautiful.

In this question only one of the sentences has all the apostrophes correctly placed.

**Select the correct sentence.**

- The Roman's bridges and roads were vital for moving the troops' supplies.
- The Romans' bridges and roads were vital for moving the troops' supplies.
- The Romans' bridges and roads were vital for moving the troop's supplies.
- The Romans bridge's and road's were vital for moving the troops supplies.



# REFERENCES

- University of Bristol (no date) *Grammar and punctuation*. Available at: [https://www.ole.bris.ac.uk/bbcswebdav/courses/Study\\_Skills/grammar-and-punctuation/index.html#/](https://www.ole.bris.ac.uk/bbcswebdav/courses/Study_Skills/grammar-and-punctuation/index.html#/) (Accessed 18.06.23)
- University of Bristol (no date) *Why improve your understanding of grammar and punctuation?* Available at: [https://www.ole.bris.ac.uk/bbcswebdav/courses/Study\\_Skills/grammar-and-punctuation/index.html#/id/5eafef1688d7ebo4c5efb3dc](https://www.ole.bris.ac.uk/bbcswebdav/courses/Study_Skills/grammar-and-punctuation/index.html#/id/5eafef1688d7ebo4c5efb3dc)
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