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**Some English Spelling Differences:****DIRECTIVE:** Prefer US Standard**American English Spelling**

theater, center, liter

color, honor, labor, odor

jewelry ,traveler, woolen

skillful, fulfill

check

curb

forever

jail

program

specialty

story

tire

realize, analyze, apologize

defense, offense, license

burned

dreamed

smelled

spelled

spoiled

organization

civilization

mommy

**British English Spelling**

theatre, centre, litre

colour, honour, labour, odour,

jewellery, traveller, woollen

skilful, fulfil

cheque (bank note)

kerb

for ever/forever

gaol

programme

speciality

storey (of a building)

tyre (of a car)

realise, analyse, apologise

defence, offence, licence (n.)

burnt (*or burned*)dreamt (*or dreamed*)smelt (*or smelled*)spelt (*or spelled*)spoilt (*or spoiled*)

organisation

civilization

mummy

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**Some Vocabulary Differences Between British and American English****DIRECTIVE:** Prefer US Vocabulary**American English**

attorney, lawyer

bathrobe

can (of beans)

cookie

corn

costume

diaper

driver's license

drug store

exit

gas, gasoline

living room

photo

restroom

schedule

sidewalk

stove

pants

**British English**

barrister, solicitor

dressing gown

tin (of beans)

biscuit

maize

fancy dress

nappy

driving license

chemist's

way out

petrol

sitting room, drawing room

snapshot

public toilet, WC (water closet)

time table

pavement, footpath

cooker

trousers

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**List of Idiomatic Expressions****DIRECTIVE:** Use Idiomatic Expressions**UNIDIOMATIC**

accord to  
according with  
acquaint to  
adverse with  
aim at proving  
alright  
among one another  
angry at (a person)  
mad at

anyways  
as regards to  
authority about  
avail of

blame it on me  
beside

cannot help but talk  
cannot help but talk  
charged for (offense)  
can't hardly  
compare with  
compare to  
comply to  
conform in  
correspond with (a thing)  
correspond to

desirous to  
different than, to

graduated (institution)  
healthy (food, for e.g.)

identical to  
inferior than

**IDIOMATIC**

accord with  
according to  
acquaint with  
adverse to  
aim to prove  
all right  
among themselves  
angry with (a person)

anyway  
as regards  
authority on  
avail (+reflexive pronoun) of

blame me for it  
besides (moreover, aside from)

cannot talk (talk, for e.g.)  
cannot help (talking, for e.g.)  
charged with (offense)  
can hardly  
compare to (analogical/superficial)  
comply with (incisive/scientific)  
comply with  
conform to, with  
correspond to (a thing)  
correspond with (meaning, to write)

desirous of  
different from

graduated from (institution)  
healthful (food, for e.g.)

identical with  
inferior to

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inside/outside of	inside/outside (subject matter)
in accordance to in compliance to in regards of, to in search for	in accordance with in compliance with in regard of, to in search of
take (something) off of (something) taken cared of to search about (something) try and	take (something) off (something) taken care of to search for (something) try to
plan on going prefer (one) over (another) prefer (one) than (another) prior than	plan to go prefer (one) to (another)  prior to
disregardless, irregardless responsible of, on result to, into	regardless responsible to, for result in
should of being as superior than, over	should since superior to
treat on (a subject)	treat of (a subject)
unequal than, for	unequal to
with regards to where (a person) is at	with regard to where (a person, e.g.) is

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**Effective vs. Tautological Expressions****DIRECTIVE:** Use Concise Expressions**TAUTOLOGICAL****CONCISE****DESCRIPTIONS AND SPECIFICATIONS**

a.c. current/d.c. current	a.c/d.c.
adequate enough	adequate/ enough
a.m. in the morning/ p.m. in the evening	in the morning/ in the evening
and etc.	and/ etc.
a substantial segment of the population	many people
absolutely complete	complete
achieve (e.g. perfection)	perfect
adequate enough	enough/adequate
any and all	any/all/any or all
at a price of P_	at P_
at an early date date)	soon (preferably, give specific date)
at the present writing/moment, time	now
at the/your earliest convenience	as soon as (you can)
basic fundamentals	basics/fundamentals
before in the past	in the past/before
brief in duration/short in duration	short/brief
(enclosed) check in the amount of cost about P_	enclosed check for (P_) cost P_
descend down	descend
desirable benefits	benefits
disappear from sight	disappear
each and every one of us	all/everyone
early beginnings	beginnings
empty out	empty
end result/final result	result
enclosed herein/herewith	enclosed/herein/herewith
enter in the program	enter the program
exactly identical	identical
few/many in number	few/many
final upshot/final ending	upshot/end

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first and foremost	first
first of all	first
following after	after
main essentials	essentials
more preferable	preferable
on account of conditions described	because of/due to
potential opportunity	opportunity
pursuant to your request	as (you) requested
reason is because	reason is that
recall back	recall
report back	report
surrounding circumstances	circumstances
taking this factor into consideration, that	therefore/it appears/it seems
it is apparent that	
to be cognizant of	know/understand
to summarize the above/foregoing	in summary
total effect of	effect
ultimate end/goal	goal/end
very/most unique	unique
within the realm of possibility	possible
with reference to	about/concerning
with the result that	so that
with a view to seeing/finding out	to see/find out

### **REFERENCE AND EXPLANATION**

abovementioned	this/that/those/these
accounted for by the fact that	caused by
add the point that	add that
along the lines of	like/related to
am in receipt of	I have
an example of this is the fact that	for example
as per (your) request	as (you) requested

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as to whether attached/enclosed please find	whether enclosed/attached/herewith
bring to a conclusion but that by the use of	conclude/end/finish/complete but/that by/using
consensus of opinion consequent results the contents of your letter have been duly noted continue to remain cooperate together	consensus consequences/results I have read  stay/remain cooperate
effectualize	effect (something)/make
effectuate a policy encounter difficulty in endorse on the back/at the bottom equally as good as exhibit a tendency to	carry out/enforce a policy find it hard to endorse as good as tend to
fast in action finalize final completion following subsequently for the purpose of for the purpose of providing for the reason that funeral obsequies/obsequies for the dead/ funeral obsequies for the dead	fast complete/finish completion following for to provide since/because/for funeral rites/obsequies for (it is understood that subject
get/make an evaluation give an estimate/estimate at around give an indication of give proof of	evaluate estimate/estimate as (/to be) indicate/show prove
have at hand have duly noted the contents of herewith hand you (something) hold in abeyance	have have read/understood give/enclose/present wait

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hope and trust	hope/trust
hopeful optimism	hope/optimism
(three) hours of time	three hours
if at all possible	if possible
in accordance with your request	as (you) requested
In my opinion I think	I think/in my opinion
in the opinion of this writer	
(neat, etc.) in appearance	neat (or give direct
In close proximity	near/close
(orange, etc.) in color	orange (or give color)
(brief/long) in duration	brief/long
In the initial instance	initially/first
In the form of	describe, state form directly
Important essentials/main essentials	essentials
(eight, etc.) in number	eight (or give number)
(circular, etc.) in shape/in the shape of	circular (or give shape)
(large, etc.) in size	large (or give size)
Larger sized/ smaller sized	larger/smaller
In the not too distant future	soon
In the same way as described	as described/similarly
In the years to come	in the future
In the proximity of	near
In the area of (place/subject)	in (place/subject)
In a state of (disrepair, etc.)	in (disrepair)
In this day and age	now/today
if and when	if/when
in favor of	for
in order to	to
institute an improvement/change in	improve/change
in the event that/if and when	if/when
in the matter of	about
in the course of	during/in
in the normal course of our procedure	usually/normally
in the same way as described	as described
interpose an objection	object
involve the necessity	require
is applicable	applies
is corrective of	corrects
is found to be	is
is indicative of	indicates/shows

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it appears that an oversight has occurred (the main problem) is a matter of	(we) overlooked ____ the main problem is
The main problem has to do with (answer) is in the affirmative/negative	answer is yes/no
is suggestive of it has been brought to (my ) attention it is deemed advisable that we it is deemed incumbent on (me) it is often the case that/as a usual rule as a general rule it is our conclusion based on the investigation	suggests I learned we think we should (I) must often/usually/generally generally investigation shows/leads us
it would not be unreasonable to assume	(I/we) assume
join together joint partnership just exactly	join partnership just/exactly
make the acquaintance of make an adjustment to make an approximation of make a decision to (ten) miles distant from months of the year	meet adjust approximate decide ten miles from months
necessary requisite never before in the past never before in the past not of a high order of (importance, e.g.) obtain an increase/decrease in	requisite/necessity requisite/necessity never (before) not very (important) increase/decrease, rise/fall,
of considerable magnitude of the order of magnitude of one and the same	large about the same
penetrate into personal friend protrude out	penetrate friend protrude
recur again/once more reduced down	recur reduced

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resultant effect	result/effect
ruination	ruin
separate and distinct	separate/distinct
single unit	unit/one
summer months	summer
to the fullest possible extent	fully/completely
throughout the entire (week)	throughout the (week)
to the northward (southward, etc.)	to the north (south, etc.)
until such time as you can	until you can
veritable facts	facts

### **DECISIONS, DESIRES, ACTIONS AND REACTIONS**

advance forward	advance
advance planning	planning
advance warning	warning
afford an opportunity	allow
analyses were made	analyzed
anxious and eager	anxious/eager
are found to be in agreement	agree
are of the opinion that	believe/think
ascertain the data	get the data/facts
attach together	attach
attached hereto	attached
(we) await your favor	please inform us/let us know
beg to differ	disagree
beg to inform you	you should know
circle around	circle
circulate around	circulate
collect together	collect
combine together	combine
connect up with/together	connect
couple together	couple
carry on the work of (developing, e.g.)	develop
make an examination of	examine
make an exception to	except

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make mention of	mention/say
make out a list/listing of	list
make a study of	study
melt down	melt
merge together/mingle together/mix together	merge, mingle, mix
minimize as far as possible	
minimize/limit/avoid/prevent/reduce	
mutual cooperation/joint cooperation	cooperation
personal opinion	opinion
permit me to say (e.g. how delighted)	say it - I am delighted
permit me to take this opportunity	I want/need to
perform an analysis of	analyze
plan ahead/in advance/ for the future	plan
present a conclusion	conclude
proceed to (separate, e.g.)	separate (or use verb)
prolong the duration	prolong/extend
repeat again	repeat
resume again	resume
return back/remand back/revert back	return/remand/revert
retreat back	retreat
state/stress the point that	state/say/stress that
still continue	continue
still continue to go on	continue
structure our planning pursuant to your	make plans as you
take cognizance of	note
take into consideration	consider
undertake a (study of, e.g.)	study (or use verb)
ways and means	ways/means

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## Gender Fair Use

**DIRECTIVE:** Avoid Sexism

**Do use these tips to avoid sexism!**

- a. Refer to people by their professional title, social title or formal name.  
Address everyone using equal terms, such as titles or surnames or first names.  
Not: Mr. Reyes, Mr. Cruz, and Maria or: Mr. Reyes, Mr. Cruz, Ms Maria  
But: Mr. Reyes, Mr. Cruz, Ms. Santos
  
- b. Avoid generic use of “he”, “his” and “him”  
Not: A student will get the course pack assigned to him  
But: Students will get packs assigned to them . or  
A student will get the course pack assigned to him/her. (or : him or her)

Convert use of these pronouns to refer to ‘everybody’ and ‘everyone’ into the plural “their”  
“them” or “they”

Not: Everybody sent his forms. (correct, classic grammar)

But: Everybody sent their forms. (new rule)

- c. Avoid references to -girl; -boy; -lady; -man. Use woman instead of lady or girl.  
Not: The cleaning lady locked the office.  
But: The cleaner locked the office.
  
- d. Convert gender-specific references like ‘-man’ into the generic ‘person’ or other neutral term like ‘worker,’ ‘personnel’  
Not: The policeman and mailman will ensure safe delivery of packages to the LC.  
But: The police officer and mail carrier will ensure safe delivery of the packages to the LC.
  
- e. Avoid, however, the overuse of person.  
Not: the officeperson, the police person, the mailperson  
But: staff, personnel, police personnel/officer, mail worker/carrier/personnel
  
- f. Consider forms of social address: Ms vs Mrs, Master (young man), Mistress (young woman or wife), in relation to cultural contexts and personal preferences.:  
Not: Mrs. Cruz. Mistress Cruz  
But: Ms Cruz, Madam Cruz
  
- g. Convert terms using ‘person’ or ‘man’ into verbs.  
Not: The chairman held a meeting  
But: The meeting was chaired by ...; (Name) is the Chair of the Office

- h. Consider professional and social titles plus the context of the writing when addressing or referring to husband and wife jointly.  
Not: Mr Jose and Gloria Abad; Mr s Jose Abad (for the woman)  
But: Mr Jose and Ms Gloria Abad; Ms Gloria Abad
- i. Avoid using terms ending in '-ette' or '-ess' to designate a woman.  
Not: She is the directress.  
But: She is the director.
- j. When not awkward or repetitive consider use of 'he/she' or 's/he' instead of referring to one sex only.  
Not: A student is required to log in so he can be enrolled.  
But: A student is required to log in so s/he can be enrolled.

**The Problem With Political Correctness**

0. Not always appropriate
1. Cumbersome, at times petty
2. Can be considered incorrect as well: issue of morality, legality
3. Cultural, historical-political perspectives: who views 'what' as 'correct'?

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## The Philippine Center for Language Study Transcription System

**DIRECTIVE:** Use the symbols when required to give transcribed pronunciations not given by the source, unless the material is quoted from a source that gives the transcription. This is useful for language-focused modules

### Vowel Sounds:

/iy/	as in beat, feet, seat
/I/	as in bit, fit, sit
/ey/	as in bait, make, tail
/ε/	as in bet, met, trek
/æ/	as in bat, hat, fat
/a/	as in box, block, dock
/ə/	as in but, just, alone
/ /	as in bought, caught, dawn
/ow/	as in boat, low, toe
/uw/	as in boot, pool, fool, cool

### Diphthongs:

/ay/	as in buy, my, why
/oy/	as in toy, boy, employ
/aw/	as in cow, plow, drown

### Consonant sounds:

/p/	as in pen, top, paste	/dh/	as in thy, these, bathe
/t/	as in ten, fountain, pet	/z/	as in zoo, hazy, gaze,
/k/	as in kind, cook, escape	/zh/	as in vision, mirage,
/f/	as in fine, faith, waif	/j/	as in Jew, juice
/th/	as in thigh, thin	/m/	as in man, name
/s/	as in season, sue	/n/	as in neck, hen
/sh/	as in mission, shun, shine	/ng/	as in bring, sting, lung
/ch/	as in chew, church	/l/	as in let, place
/h/	as in hot, hill	/r/	as in ring, bring, right
/b/	as in Ben, beef, albino	/y/	as in you, yell
/d/	as in den, dare, rodent	/w/	as in water, wish
/g/	as in God, garden	/hw/	as in what, who, where
/v/	as in vine, victory, sieve		

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#### Source:

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