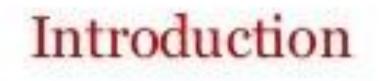
REFERENCE WORDS

Reading strategies Text coherence and cohesion

TEACHER:Clara Cnudde Materials used for educational purposes



Reference words are used to:

- refer back to people, objects and ideas that have been mentioned earlier, or
- refer forward to people, objects and ideas that will be mentioned later.

These words allow the writer to avoid repeating words, paragraphs, and sometimes whole sentences.

REFERENCE WORDS INCLUDE:

Personal pronouns. The personal pronouns are I,
YOU, SHE, HE, IT, WE, THEY.

•Relative pronouns: WHO, WHICH, THAT, WHERE

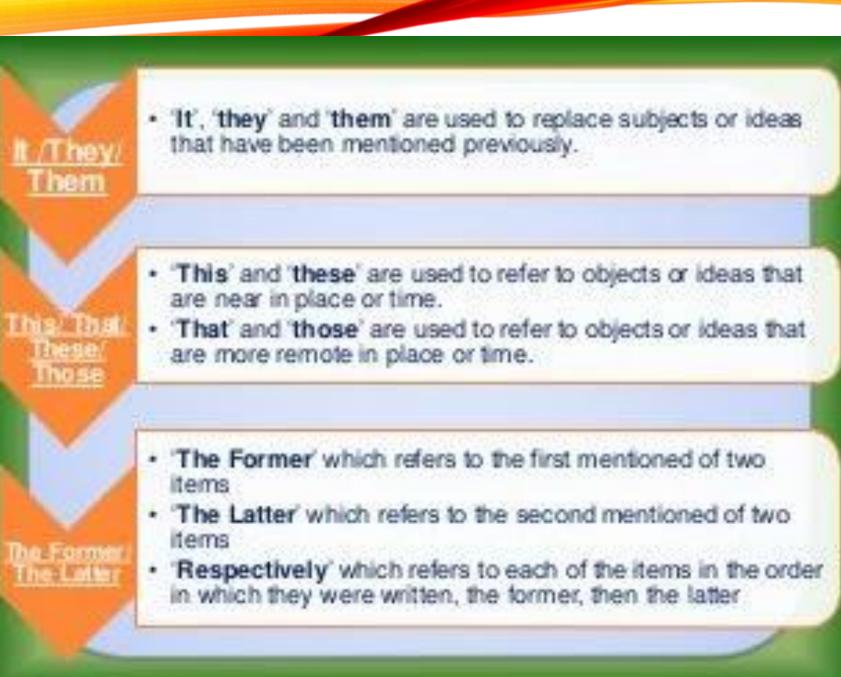
•Possessive adjectives and pronouns. The possessive pronouns show a relationship of ownership or 'belonging to'. **ITS HIS HER THEIR OUR MY// MINE YOURS HIS HER ITS OURS THEIRS**

•Demonstratives. THIS, THAT, THESE, THOSE

•Comparatives. THE SAME

•The definite article 'the' ...

•General reference. **BOTH, NONE, ALL, SOME,THE FORMER, THE LATTER, RESPECTIVELY,**



The former/the latter

You can use:

- 'the former' which refers to the first mentioned of two items
- 'the latter' which refers to the second mentioned of two items
- 'respectively' which refers to each of the items in the order in which they were written, the former, then the latter

The former/the latter

Last week , we experienced production problems at our plants in <u>Leeds</u> and <u>London</u>. At the

former, there was a two-day strike by the

workers. At **the latter**, there was a machine breakdown. Output, as a percentage of normal capacity at these factories was **60%** and **75% respectively**.

Who/which/that

At the conference, Mr Naumann will talk about the **developments** that are taking place in the

company.

WHO-people

WHICH- objects, animals, ideas

Remember

This!

WHERE-places

THAT- people, objects, ideas, animals

What do the reference words in **bold** refer to?

The answer to the question, 'What does a mechanical engineering technologist do?' is that **they** have the responsibility of repairing, installing and maintaining mechanical systems. **They** collaborate with mechanical engineers on action plans for the design and operation of mechanical equipment. Mechanical engineering technologists execute their work by reading and interpreting design plans for proposed equipment manufacturing to prepare the layout for the assembly of components.

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Now it's your turn to work. Please do **task 1B**