

## Basic Writing Skills

### WORD ORDER

English sentences have a fixed word order. The basic order is:

SUBJECT	VERB	OBJECT	MANNER (HOW?)	PLACE (WHERE?)	TIME (WHEN?)
She	learns		quickly		
They	speak	Spanish			
We	study	English	quietly	in the library	on Tuesdays

Note:

- + Time expressions can come at the beginning or at the end of a sentence.
- + Frequency adverbs (*often, sometimes, usually, never...*) come before the main verb, except when the main verb is BE  
My girlfriend *usually* does my homework.  
He is *often* late for class.
- + Direct and indirect objects have two different positions.  
Arthur gave *a parcel to my mother* (DO + to IO)  
Arthur gave *my mother a parcel* (IO + DO)

### QUESTIONS

Question word	Auxiliary verb	subject	Main verb	Object?
What	Do	you	want	a coffee?
Who	do	you	want?	
			wants	a coffee?

### Subject – verb agreement

A verb must always agree with its subject. If the subject is singular, the verb must also be in the singular form. If the subject is plural, the verb must also be in the plural form.

- She doesn't* have enough spare time
- The students* in my class *are* very tall.