

Formal English for Professionals

Parallelism in English

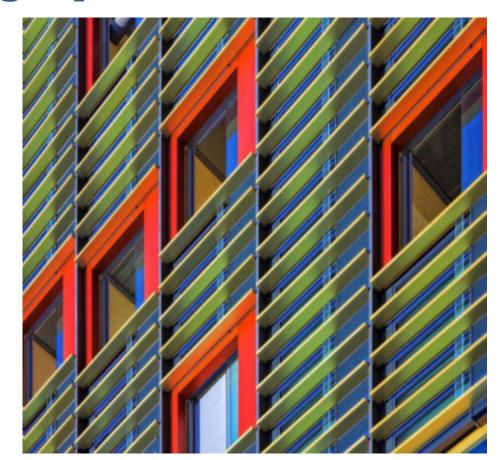
- Corinne V.

Being in parallel...





Being in parallel...





Ex1. Use your instinct. Which one sounds better?



She was a high profile manager, a marine activist, and wrote poetry in her free time.

She was a high profile manager, a marine activist, and a poet in her free time.



Ex2. Use your instinct. Which one sounds better?

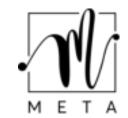


Harassment at work not only causes suffering to the victim, but also has detrimental effects on harmonious relationships at work.

Harassment at work not only causes suffering to the victim, but also detrimental effects on harmonious relationships at work.







Parallelism in English writing comes from using the same/different grammatical and syntactical structures to express a series of ideas in the same/different sentence.

Can you identify the rule?

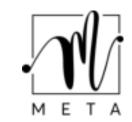


Parallelism in English writing comes from using the same/different grammatical and syntactical structures to express a series of ideas in the same/different sentence.

1. Each item, phrase, or idea must flow naturally from the lead-in.

2. All items, phrases, and ideas in the series must begin with the same part of speech.

What changes should we make? Analysis (1)



She was a high profile manager, a marine activist, and wrote poetry in her free time.

She was a high profile manager, a marine activist, and a poet in her free time.

What changes should we make? Analysis (1)



She was a high profile manager, a marine activist, and wrote poetry in her free time.

Noun + Noun + Verb

She was a high profile manager, a marine activist, and a poet in her free time.

Noun + Noun + Noun

What changes should we make? Analysis (2)



Harassment at work not only causes suffering to the victim, but also detrimental effects on harmonious relationships at work.

Harassment at work not only causes suffering to the victim, but also has detrimental effects on harmonious relationships at work.

What changes should we make? Analysis (2)



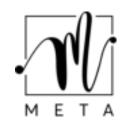
Harassment at work not only causes suffering to the victim, but also detrimental effects on harmonious relationships at work.

Verb + Noun phrase

Harassment at work not only causes suffering to the victim, but also has detrimental effects on harmonious relationships at work.

Verb + Verb phrase

How can we check if a sentence is in parallel?



To check if a sentence is in parallel, we can perform the tabulation test.

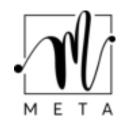
In sentence form:

• A manager must act upon injustices that are known to him, are reported to him, and the ones that he notices.

In tabulated form:

- A manager must act upon injustices that:
 - are known to him,
 - are reported to him,
 - and the ones that he notices.

How can we check if a sentence is in parallel?



To check if a sentence is in parallel, we can perform the tabulation test.

In sentence form:

• A manager must act upon injustices that are known to him, are reported to him, and the ones that he notices.

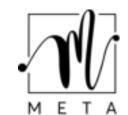
In tabulated form:

- A manager must act upon injustices that:
 - are known to him,
 - are reported to him,
 - and the ones that he notices.

'Do all the items, phrases or ideas flow from the lead in?'

'Do all the items, phrases or ideas in the series begin with the same part of speech?'

How can we correct the sentence?



In tabulated form:

- A manager must act upon injustices that:
 - are known to him,
 - are reported to him,
 - and the ones that he notices.

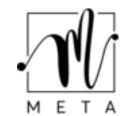
1

Passive verb

Passive verb

Noun phrase

How can we correct the sentence?



In tabulated form: A manager must act upon injustices that: - are known to him, - are reported to him, - and the ones that he notices. Passive verb Noun phrase

Correct sentence form:

• A manager must act upon injustices that are known to him, are reported to him, and <u>are noticed</u> by him.

Ex3. Look at the sentence below and answer the 4 questions.



Without good marketing, a company can expect to reach few clients, to lose current clients, and morale in the office will suffer.

- 1. Is it in parallel?
- 2. Do all the items, phrases or ideas flow from the lead in?
- 3. Do all the items, phrases or ideas in the series begin with the same part of speech?
- 4. If needed, correct the sentence.



Ex4. Look at the sentence below and answer the 4 questions.

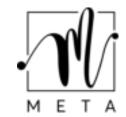


Senior management rarely take any decisions without weighing all the risks carefully, skilfully, and with wisdom.

- 1. Is it in parallel?
- 2. Do all the items, phrases or ideas flow from the lead in?
- 3. Do all the items, phrases or ideas in the series begin with the same part of speech?
- 4. If needed, correct the sentence.



Ex5. Look at the sentence below and answer the 4 questions.



Both the salaries and the wages at our company are quite decent and we receive many job applications every week.

- 1. Is it in parallel?
- 2. Do all the items, phrases or ideas flow from the lead in?
- 3. Do all the items, phrases or ideas in the series begin with the same part of speech?
- 4. If needed, correct the sentence.



Answer Sheet:



• Ex3: Without good marketing, a company can expect to reach few clients, to lose current clients, and morale in the office will suffer.

• Ex4: Senior management rarely take any decisions without weighing all the risks carefully, skilfully, and with wisdom.

• Ex5: Both the salaries and the wages at our company are quite decent and we receive many job applications every week.





Image references



Non linear lines Image: https://unsplash.com/photos/q IEm5iDLYQ

Windows Image: https://unsplash.com/photos/bvvYzc-3fGA

High profile manager Image:

https://unsplash.com/photos/ H6wpor9mjs

Marketing Image: https://unsplash.com/photos/yktK2qaiVHI

Management Image: https://unsplash.com/photos/5aiRb5f464A

Desk items Image: https://unsplash.com/photos/px-xoEBdkll

Thank you Image: https://pixabay.com/photos/thank-you-feedback-

<u>letters-5077738/</u>