

## 1. What is in a Name?

Juliet: "What's in a name? That which we call a rose  
By any other name would smell as sweet."

Romeo and Juliet (II, ii, 1-2)

Romeo Montague and Juliet Capulet meet and fall in love in Shakespeare's lyrical tale of "star-cross'd" lovers. They are doomed from the start as members of two warring families. Here Juliet tells Romeo that a name is an artificial and meaningless convention, and that she loves the person who is called "Montague", not the Montague name and not the Montague family. Romeo, out of his passion for Juliet, rejects his family name and vows, as Juliet asks, to "deny (his) father" and instead be "new baptized" as Juliet's lover. This one short line encapsulates the central struggle and tragedy of the play.

[For further details: Please visit [www.kudassanad.com](http://www.kudassanad.com) → Travelogues → Ben Venuti A La Bella Italia (Italy) → 11.1. Casa di Giulietta (Juliet's House)]

"What's in a name?" is a common question people ask: Name is the grouping of several letters of an alphabet which represent the identification of a person or an object. In the case of languages which have alphabets, letters are placed in a definite sequence in the alphabet, i.e., in the English alphabet, "A" is always in the first position, "B" in the second position, and so on. The alphabet symbols are recognized by their form or sound in a definite order - *change the order, confusion results!*



We learn through education - using language - to develop intelligence, which is recognized as mental growth and the individuality of the personal mind?

## 2. Is It Rude To Correct People When They Write Your Name Wrong?

Would you be offended if someone corrected you in a nice way? If they are offended they have a problem! Politeness pays: "All You Need Is Love!" (The Beatles)! It isn't rude to correct people because if you don't correct them, they'll always spell it like that and it will be too late to correct them later because they get used to it. Yes, people who write poorly project a negative impression, and that can be highly detrimental.

I don't really mind when people say my name wrong, but when they spell it as 'lords' instead of Lourdes, it is annoying. If the person *were* to write a cheque and spelt the name wrong, the bank won't allow you to cash it.

There should be a hard and fast rule taped to every one's computer that reads simply, "Spell Check." Never send out a correspondence without checking spelling and grammar. *Never!* If your email program does not offer a spell check feature, use a word program to write out important messages, and then copy/paste to the email. Spelling errors in written communication gives the impression that the writer is uneducated and casual.

Place names are the nouns we use to refer to specific places. So established names are preferred, and spellings in non-English alphabets should always be transcribed into the Roman alphabet.

Many place names have a historical context that should be preserved, but common sense should prevail. There can be few places that have not been parts of more than one culture or have had only one name. An article about Junipero Serra should say he lived in Alta Mexico not the U.S. state of California because the latter entity did not exist at the time of Junipero Serra. The Romans invaded Gaul, not France, and Thabo Mbeki was the president of the Republic of South Africa, not of the Cape Colony. To be clear, you may sometimes need to mention the current name of the area (for example "what is now France"), especially if no English name exists for that area in the relevant historical period.

### 3. Naming Convention

Naming convention deals with naming things. The intent is to allow useful information to be deduced from the names based on regularities. For instance, in Manhattan, streets are numbered, with East-West streets being called "Streets" and North-South streets called "Avenues".

Virtually all organizations that assign names or numbers follow some convention in generating these identifiers (e.g. phone numbers, bank accounts, government IDs, credit cards, etc.).

### 4. American English vs. British English

Users pay attention to details in writing style, and they'll notice if you use the wrong variant of the English language. There are many differences between American and British English, including:

- Spelling: color vs. colour, behavior vs. behaviour, theater vs. theatre.
- Terminology: truck vs. lorry, cart vs. trolley, two weeks vs. a fortnight.
- Concepts: what is football anyway - American football, soccer, or (for the truly brave) Aussie rules?
- Slang: do you call this sport "footie"?
- Abbreviations: do readers know that PA=Pennsylvania? Not if they're outside the U.S.

Language matters. Readers notice when a different version of English than the one they're used to. Some users will simply assume that the theme is littered with typos, poor spelling, and weird words, all of which reduce credibility considerably.

Pick one language variant and stick to it. Varying the style confuses everyone and signals poor attention to detail. You need to decide on alternative or English and American spellings of words such as analyze/analyse, judgement/judgment, and meter/metre. Make the spelling consistent throughout your document.

### 5. Editing Methods

Editing is a process of checking your work carefully in order to remove any spelling mistakes, check your grammar, make your punctuation consistent, and re-write any clumsy expressions. A spelling mistake might be tolerated in a student essay, but in a report written for the public it would look very bad indeed.

This is because it is difficult (and very tiring) to hold all these issues in your head at the same time. You have a choice of doing this on a computer screen or on paper. Both methods have advantages and disadvantages.

#### 5.1. Editing on Screen

The major advantage of editing your work on screen is that you can make as many changes as you wish. Another benefit is that you can see immediately the effect of any changes you make.

Spelling-checkers and even grammar-checkers are now built in to text editors. You can use FIND and REPLACE to make global changes automatically. For instance, if you have spelled someone's name 'Murray' throughout a document, then discovered it's actually spelled 'Murry', use FIND/REPLACE, and select REPLACE ALL. Don't forget to SAVE your document after each change is made.

#### 5.2. Editing on Paper

Some people prefer to edit on paper, for a number of very good reasons: Mistakes are easier to spot, it's possible to have an overview, it looks more like the finished product, it creates a psychological distance from the text.

The biggest disadvantage of editing on paper is that you have to re-type all changes into your original document.

### 5.3. Spelling

Mistakes in spelling are easy to spot, and they always create a very bad impression. Readers of your work are more likely to regard spelling mistakes as a sign of poor writing than any other feature.

It's worth doing a spelling check twice during the editing process. Once before you begin editing, and then again after you have finished. The reason for this is that you might have introduced new typos and mistakes during the editing process. Check in particular on the spelling of names, places, foreign terms, and technical jargon.

### 5.4. Punctuation

Check that you have been consistent throughout your document in using the common marks of punctuation – the comma, semicolon, colon, and full stop.

If you are not sure about the use of the semicolon and the colon, leave them out. It's possible to punctuate accurately using only the comma and the full stop.

### 5.5. Sentences

Make your sentences as short, simple, and direct as possible. This will always improve the quality of your writing. Follow the pattern Subject – Verb – Object:

This table is big. | Some people like eating raw vegetables. | My dissertation is on the subject of the biology of frogs.

### 5.6. Paragraph

The definition of a paragraph is that it deals with just one topic. It introduces the topic, explains its relevance to the subject being discussed, and then comes to some form of conclusion. It might end with a statement that links the argument to the next paragraph.

If any sentence in your document seems vague or problematical – re-write it, or split it up into two or more separate statements.

Avoid long sentences composed of one clause after another linked by and, commas, or conjunctions such as although, however, and because.

## 6. Titles and sub-titles

Make sure that any titles or sub-titles in your writing are explanatory and consistent. They should identify the subject as briefly as possible. Check for consistent use of capital letters. You might wish to use the traditional convention of capitalising only the most important words:

- The Analysis of Amino-acids with a Spectrometer

Alternatively, the modern convention is to capitalize only the first word:

- The analysis of amino-acids with a spectrometer

**Notice that there is no need to punctuate titles with a full stop at the end.** These are titles, not complete grammatical sentences.

## 7. Structure

The structure of a document is closely related to its purpose. But the structure of some documents may not become apparent until you have finished writing. Be prepared to use CUT and PASTE to re-order your topics and arguments to produce the best arrangement of its parts.

People who write poorly project a negative impression, and that can be highly detrimental in today's workplace.

## 8. The Most Common Greek/Latin Words Used in English

Etymology deals with the origin of or derivation



of words in many languages. English has roots in many languages such as Greek and Latin. By learning to recognise some of these common roots and affixes helps a second language learner understand words out of context, as well as improve their vocabulary skills.

Did you ever think that those of us with Latin origins would actually know some Latin? Although Spanish, French, Portuguese and Italian (among others) all originate from Latin, your average native speaker may not know a word of traditional Latin. Latin phrases and words are typically used in law and legal documents, and are more commonly written than spoken. Learn one root and you unlock the meanings of many English words in which Latin and Greek roots appear. For example if you learn the Latin **audi-**, which means hearing, listening or sound you immediately have a grasp of the meaning of words such as **auditorium**, **auditory** and **audible**.



If you learn the Greek root **log-**, which means thought, word or speech you would be able to decipher the meanings of **logic**, **monologue** and **morphological**.

So here's your guide to the most common **Latin** words used in English; learning them would help you to sound like a native English speaker☺

Word	Sample Words and Definitions
Ad hoc For one specific case	Many times can be replaced by "specific". "We did not have an HR Manager at the company, so I formed an <i>ad hoc</i> HR Committee."
Bona Fide Unquestionable, in good faith	"Since my boss has never been friendly to me, I was surprised when he offered me his <i>bona fide</i> advice on how I could succeed in business."
Ergo Therefore, consequently	"I have never been to Kim's apartment. <i>Ergo</i> , I cannot tell you what it looks like."
exempli gratia (e.g.) For Example	"For the sake of an example," with the noun exemplum in the genitive (possessive case) and singular to go with gratia in the ablative (prepositional case) singular. "E.g." is used in expressions similar to "including," when you are not intending to list everything that is being discussed.
id est (i.e.) That is	"i.e." is used in place of "in other words," or "it/that is." It specifies or makes clearer.
Impromptu	Spontaneous or without preparation. Something that catches you by surprise: "my boss called an <i>impromptu</i> meeting today and my colleagues and I were totally unprepared."
A Priori Based on hypothesis or theory, rather than experience	Derived by logic, with no observed facts. "Although I have never been a bachelor myself, I of course know <i>a priori</i> that all bachelors are unmarried."
Per se In itself, of an inherent nature	"My friends and I were celebrating and having a great time, but it really wasn't a party <i>per se</i> ."
Pro Rata Proportionally, in equal parts	"Many people like to split the check <i>pro rata</i> so that they can order more than they would if paying the full price."
Quid pro Quo Of equal exchange or substitution	Literally, it means "something for something". You exchange something of the other's interest for something of your own interest. "They finally agreed on a <i>quid pro quo</i> agreement, in which John will disclose confidential information to George in exchange for free access to George's company database."
sic erat scriptum (sic)	The Latin adverb, "thus was it written" added immediately after a quoted word or phrase, indicates that the quotation has been

Thus, in full	<p>transcribed exactly as found in the original source, complete with any erroneous spelling or other non-standard presentation. The usual purpose is to inform the reader that any errors or apparent errors in the transcribed material do not arise from transcription errors, and the errors have been repeated intentionally, i.e., that they are reproduced exactly as set down by the original writer or printer. <i>Sic</i> is generally placed inside square brackets, or in parentheses (round brackets), and traditionally in <i>italic</i>, as is customary when printing a foreign word.</p> <p>The word <i>sic</i> may be used either to show that an uncommon or archaic usage is reported faithfully: for instance, quoting the U.S. Constitution:</p> <p>The House of Representatives shall chuse [<i>sic</i>] their Speaker... or to highlight an error, sometimes for the purpose of ridicule or irony, as in these examples:</p> <p>Warehouse has been around for 30 years and has 263 stores, suggesting a large fan base. The chain sums up its appeal thus: "styley [<i>sic</i>], confident, sexy, glamorous, edgy, clean and individual, with it's [<i>sic</i>] finger on the fashion pulse"</p>
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Here are some examples of **Greek** words used in English:

Root	Meaning	Sample Words and Definitions
astro	star	Asterisk, Astrology
auto	self	Autograph, Automobile
bio	life	Biology, Biography
chrono	time	Chronology
dict	say/speak	Dictation, Predict
geo	earth	Geography
fin	finish	Finish, Final
graph	to write/draw	Graphic
inter	between	International, Intermission
mal	bad	Malfunction
path	feel, hurt	Pathology, Pathetic
phon	sound	Homophone, Microphone
tele	far, end	Telephone, Telegram

## 9. Tricky Words in English

English can be a very tricky language to learn; sometimes native speakers even have trouble distinguishing words and phrases from each other. Here are ten of what I personally think are some of the trickiest words in English, and descriptions to help you tell the differences.

**Adverse / Averse:** Adverse means something that is particularly difficult or antagonistic, for example "adverse circumstances". Averse on the other hand means to have a strong feeling of opposition against something. Example, "I am averse to drinking alcohol".

**Already / All ready:** These two phrases practically look the same, which is a huge cause of confusion. Already means that something has already happened prior. Example, "I've already seen the movie before;" All ready means that you are completely prepared. "I'm all ready to go skiing now."

**Breach / Breech:** Breach means something that has been broken off or opened. "What you did was essentially breach the contract." Breech, however, means your butt. "I'm sitting on my breeches and reading this blog post."

**Complement / Compliment:** Compliment is when you say something nice about something. "I complimented his shoes at the party." Complement is associated with matching or completing something. "That tie really complements his shoes."

Dairy / Diary – Dairy are products made from cow’s milk. “Yogurt and cheese are dairy products.” However, diary is a journal in which you write your private thoughts. “I wrote about all my favourite dairy products in my private diary.”

We’ll bring you guys some more tricky words in the future, but for now, keep these five in your head so you don’t make these common mistakes and ask your neighbourhood farmer how much it costs to buy his diary!



**10. How to Avoid Common Crutch Words**

Crutch words are the unnecessary words that we use to fill the dead spaces while speaking, or if we’re unsure of how to begin.

Since most of us don’t speak in front of a crowd on a daily basis, crutch words can be hard to catch! Here is a short list of common crutch words and tips on how to prevent them.

1. Um: We all use this one: it takes up the empty space in our speech, is extremely distracting, and ruins all credibility. A student recollects that his teacher said “um” in a 45-minute class period: 74 times. The fact that he was counting should say enough - he was definitely not paying attention to any of the topics the teacher covered!

Tip: Instead of saying “um” while you think, repeat your last phrase! By repeating the question or your last thought, you have more time to form an answer and fill the time while whomever you’re speaking to thinks you’re simply emphasizing your point.

2. Seriously and Literally: Experts describe this as the “crutch-word version of the excessive exclamation point” and really hits the nail on the head. Believe it, if you’re serious, they already know.

Tip: You can often go without these words. Try to say the same sentence without including the “seriously” or “literally”. For example, “I seriously need you to go to the store” becomes “I need you to go to the store” (you can even add “now” if you feel the need for emphasis). By eliminating the “seriously,” your point is still clear, and you sound more credible! Win-win!

3. At the end of the day: This phrase is just a precursor to whatever you really mean to say (I had to!). Similar to the dreaded “in conclusion” or “all in all,” this phrase is unnecessary and can (and should) be left out. As a crutch word, “at the end of the day” has nothing to do with the final hours of a day, and therefore might win against the others in the battle for most annoying.

Tip: Perhaps it is cliché, but practice, practice, practice! The more you practice, the smoother your transitions will be and you won’t feel the need to insert crutch words like “at the end of the day.”



**11. Top 10 Most Common Idioms in English**

You’re talking to your native English-speaking friend about your recent break-up and how depressed you are when suddenly he turns toward you and says “Don’t worry about it man, *girls like that are a dime a dozen!*” You look at him in confusion. You simply don’t understand why your good friend is comparing the girl that was once the love of your life to \$1.20.

Actually “*dime a dozen*” doesn’t mean anything even remotely close to what the individual words in the phrase implies. For native speakers of English, a dime a dozen simply means that something is common and easy to obtain. Because we cannot figure out the meaning by examining the phrase alone, “dime a dozen” is what we call an idiom. As a non-native speaker of English, the best way to understand idioms is to memorize their meanings from the standpoint of a native speaker. Listed below are the 10 most common idioms in English and their actual meanings.



1. *Piece of cake*: No, when someone says that the assignment they just finished was a piece of cake, it doesn't mean that their professor gave them a red velvet cupcake for their midterm paper, what piece of cake actually means is that something is very easy to complete.

2. *Costs an arm and a leg*: It would be a strange world we lived in if buying that fancy shiny purse literally required us to chop off our body parts to give as tribute to the Louis Vuitton gods. When something costs an arm and a leg it actually means that something is very expensive.

3. *Break a leg*: Yet another idiom about legs. You're about to take your dreaded calculus final and before you head into your classroom your roommate texts you, "Break a Leg!" Why, you think in your head, would he ever wish that upon me? I thought we were cool with each other. Well, your roommate surely doesn't want your bones to break while walking to your seat in the exam room that's for sure. Break a leg actually means *good luck!*

4. *Hit the books*: If you're a student in an English speaking environment you're probably going to be hearing this phrase a lot. Before you imagine students running into their campus library and punching, kicking and wrestling apart the complete works of Shakespeare, we would just like to say that hit the books actually means to study.

5. *Let the cat out of the bag*: Why would someone put their cat in a bag? What did the cat ever do to them? Our last idiom actually means to disclose a secret that was supposed to be kept, well, as a secret. The next time someone lets the cat out of the bag do not immediately pick up your phone and call animal cruelty control.

6. *Hit the nail on the head*: This idiom has to do with doing or saying something that is precisely right. If you don't understand this, just think about that sweet feeling you get when you swing a hammer at a nail and hit it perfectly.

7. *When pigs fly*: So, have you ever seen a pig fly before? Never! This idiom basically means that something will never happen, like fat little pink mammals soaring toward the sun!

8. *You can't judge a book by its cover*: How many awesome books do you think you've never read in your life just because the cover did not catch your eye? This idiom does not only apply to books however, but can be used for everything in general. Essentially it means that you should not decide upon something based just on outward appearances.

9. *Bite off more than you can chew*: Imagine your waiter brings you the biggest juiciest hamburger from your favourite restaurant. In your hunger, you grab it quickly and take a giant bite out of it. Unfortunately, the bite you've taken is too big, and you end up looking like an idiot trying to shove this bite down your throat while drinking water and trying not to choke. That is the most literal sense of the meaning, but in general it just means to attempt to take on a task that is too much for you to handle.

10. *Scratch someone's back*: We all know how difficult it is to scratch that itch on your back that your hands just aren't flexible enough to reach, so why would you want to scratch some random person's smelly back? Because if you do, they may eventually be willing to scratch your own smelly back when you need it! What this idiom means is to help someone out with the assumption that they will return the favour in the future!



## 12. Money Idioms

Money idioms are everywhere and apply to so much more than just money! So get your cold hard cash read as we dive into some money idioms!

1. *Break the bank*: To lose all of your money

E.g.: John wanted to get the ocean view apartment, but he knew it would break the bank so he settled for the smaller, city apartment.

2. *Bring home the bacon*: To earn the living for a family

E.g.: His wife chooses not to work, so Robert has to bring home the bacon.

3. *Cash in on (something)*: To make money from an opportunity

E.g.: The former athlete cashed in on his popularity to open a nightclub in his name.

4. Give (someone) a blank check: To let someone do whatever they want (as if the amount on the check were blank)

E.g.: The professor gave the students a blank check with the only requirement being that they turn in their project on time.

5. Turn on a dime: To turn in a very tight area

E.g.: The car handles very well and can turn on a dime.

6. Bet your bottom dollar: To bet all that you have because you are certain you will win

E.g.: I would bet my bottom dollar that Rachel will show up late again today.

7. Look like a million dollars: To look very good

E.g.: As she stepped out in her wedding dress, she looked like a million dollars.

8. Pinch pennies: To be very careful with money, to be thrifty

E.g.: My grandfather always pinches pennies and never spends money if he doesn't have to.

9. Put in your two cents: To give your opinion about something

E.g.: You can put in your two cents after I am finished going over all the facts.

10. For peanuts: To do something for very little or no pay

E.g.: The students had very little money and were willing to work for peanuts.



### 13. Common Colourful Idioms

Here is a list of ten common colourful idioms! There are so many more that are used in everyday English.

1. Out of the blue: Randomly, without warning, surprisingly

E.g.: "That storm came out of the blue and I didn't have an umbrella!"

2. Green with envy: To be very jealous, envious

E.g.: "Katie was green with envy when she saw you got a new car for your birthday."

3. Gray area: Something that is unclear, undefined

E.g.: The issue of allowing mobile phones in the classroom is a gray area right now- it could go either way.

4. Caught red-handed: To catch someone in the act of doing something

E.g.: "He was caught red-handed while stealing those candy bars."

5. Green thumb: To be skilled at gardening

E.g.: "My mother has a green thumb - she can make anything grow!"

6. Black sheep: To be the outcast, odd one out, unlike the others

E.g.: "Rachel is the black sheep in the family because she is an artist whereas everyone else is an economist."

7. Once in a blue moon: Very rarely

E.g.: "Once in a *blue moon* you will see that mean professor smile"

8. Take the red eye: A late night flight that arrives early in the morning

E.g.: "I *took the red eye* from California to New York last night and now I am exhausted."

9. Tickled pink: To be extremely pleased

E.g.: "Your grandma was tickled pink that you called on her birthday!"

10. White lie: A small lie that is told to be polite or avoid hurting someone's feelings

E.g.: "I didn't like her dress, but I told a *white lie* because I didn't want to offend her.



### 14. Funniest English Idioms

We get it, idioms are weird, and often have nothing to do with their literal meaning. But here is a list of ten of the funniest English idioms and how to use them!



1. The lights are on but nobody's home: Used to describe a stupid person

E.g.: She really has no clue - the *lights are on but nobody's home!*

2. When pigs fly: About something that will never happen

E.g.: Yea, right! You will get Taylor Swift to ask you on a date when *pigs fly!*

3. To have Van Gogh's ear for music: To be tone deaf (Van Gogh only had one ear!)

E.g.: Xavi really shouldn't play the piano - he has *Van Gogh's ear* for music.

4. To pig out: To eat a lot very quickly

E.g.: After the marathon, the runners *pigged out* at a dinner buffet.

5. Everything but the kitchen sinks: Almost everything has been included

E.g.: Maria was trying so hard to get the question right, she was throwing out everything but the *kitchen sink!*

6. To put a sock in it: To tell someone noisy to be quiet

E.g.: Jane was yelling while I was studying so I told her *to put a sock in it.*

7. To have a cast iron stomach: To have no problems eating or drinking anything

E.g.: I think I would be sick if I ate all that food, but Joe seems *to have a cast iron stomach.*

8. To drink like a fish: To drink heavily

E.g.: The group at the bar seems to be having a party and you can tell he's the birthday boy because he is *drinking like a fish!*

9. Use your loaf: Use your head, think smart

E.g.: Come on Parker, *use your loaf!* I know you can solve this problem!

10. Finger licking good: Extremely tasty

E.g.: My mom makes the best steak! It's *finger lickin' good!*



## 15. Jump on in! 5 Common Jumping Idioms

Judging from these idioms, you would think that English speakers are jumping all the time! While some can be taken literally, it's best to know when to jump and when to hit the brakes! Here is a list of five common jumping idioms and examples of how to use them:

1. Jump off the deep end: To take an immediate and drastic action

E.g.: "After her dog died, Rebecca really jumped off the deep end - she adopted six puppies!"

2. Jump on the bandwagon: To join in a popular activity

E.g.: "So many people are trying to quit smoking that I might as well jump on the bandwagon and quit as well."

3. Jump to conclusions: To make a quick judgment without thinking about it

E.g.: "Eric jumped to conclusions and blamed Lisa for breaking his computer simply because she was in the room."

4. Jump the gun: To start something before you should

E.g.: "Victor really jumped the gun with his project proposal - he should have waited until the other proposal was either accepted or rejected."

5. Jump down (someone's) throat: To criticize or become angry with someone

E.g.: "Aaron jumped down Sandra's throat when she showed up late to work yesterday."



## 16. Popular School Idioms

We're back to school and ready for some school idioms! Here is a list of ten popular education idioms and examples of how to use them:

1. A for effort: Recognizing that someone tried hard to accomplish something although they might not have been successful.

E.g.: "The cake didn't turn out like she had planned, but I give her an A for effort!"

2. Copycat: Someone who copies the work (or mimics the actions) of others

E.g.: "Janie is a copycat - she was looking at my answers while we were taking the test!"

3. Learn (something) by heart: To memorize something completely

E.g.: "I have played that song so many times that I have learned it by heart and don't even have to look at the music."

4. Pass with flying colors: To pass (a test) easily and with high score

E.g.: "Todd must have studied a long time because he passed the test with flying colors."

5. Play hooky: To skip school

E.g.: "My friends are *playing hooky* today so they can be first in line for concert tickets this afternoon."

6. Drop out of school: To stop attending school

E.g.: "Maurice had to *drop out of school* when his mother became ill so that he could help take care of her."

7. Put your thinking cap on: To think in a serious manner

E.g.: "We're all going to have to put our *thinking caps on* to tackle this big problem."

8. Show of hands: Raising hands to vote about something

E.g.: "By a *show of hands*, how many of you would prefer to have the test on Friday?"

9. Teacher's pet: The teacher's favourite student

E.g.: "Jonathan is the *teacher's pet* - she always calls on him first."

10. Bookworm: Someone who reads a lot

E.g.: "She is such a *bookworm*! She seems to have a new book every day!"

## 17. How to Have Good Manners

I'm amazed at the number of people who say neither 'please' nor 'thank you' when they ask for and receive help. Practice basic courtesy: Say "please" and "thank you," when you need to. People notice when you're courteous and respectful toward them and it can count for a lot.

Additionally, say "excuse me" whenever you accidentally bump into someone, or if you need to leave a social setting temporarily.

