



**EHL guidelines  
for effective writing**  
Haute Ecole & Academia  
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Disclaimer: Although these guidelines have been prepared diligently, the topics included herewith are subject to interpretation and should not to be construed as rules. They are intended for use by EHL Haute Ecole & Academia only. The following entries were compiled from a variety of sources and contain mostly original examples. References are included at the end of the document.

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A

a.m.	10 a.m. NOT 10:00 a.m. or 10h; 7 p.m. NOT 19:00 or 19h. Also see "Time".
abbreviations	Write: EHL and not E.H.L. even though, in U.S. English, periods often separate the different letters of an acronym or abbreviation (the U.S., M.I.T.). An acronym is an abbreviation you can pronounce (NATO, Unicef, etc.) whereas, for an abbreviation, you must pronounce each letter (W.T.O., C.I.A., etc.). IMPORTANT: don't use the definitive article before EHL: "I work for EHL." and not "I work for the EHL.". However, write: "I work for <u>the</u> Ecole hôtelière de Lausanne". When in doubt, spell out and follow with the acronym/abbreviation: "At the Ecole hôtelière de Lausanne (EHL), we..."
academics	(adj.) Related to a school/university ("His academic performance is outstanding."); (n.) professors, researchers, etc. "Academics and practitioners alike contribute to furthering knowledge."
academia	the community involved in education (e.g., professors, researchers, etc.)
accordance	"In accordance <b>with</b> the applicable legislation..."
acronmys	Always spell out when first used in a document: "Functional Urban Areas (hereinafter "FUAs") are..."
active voice (vs. passive voice)	Avoid, where possible, the passive voice. Write: "The school hired a professor" and not "The professor was hired by the school."
adjectives	Adjectives in English are never plural. "I like apple pie." WRONG: "He ate lentils-soup."; "We went to the cocktails bar."; "In microeconomics terms,..."
admissions	Admissions Department, process, etc. (not admission)
affect vs. effect	To 'affect' is a verb meaning to have an impact, usually in a negative way, on something or someone (to influence): "His negative attitude in the classroom affected his grades." However, an 'effect' is a noun meaning the result of something: "His poor attitude had a negative effect on his grades." Although rarely used, 'to effect' means to bring about something, often change: "The U.N.'s effort to effect change in the developing world has had a range of outcomes."
all right	NOT: alright (NYT)
all together	Being in the same place/at the same time' NOT 'altogether' (i.e., 'entirely'): "The Deanship Committee ran the department all together."; "While the findings of Scott et al. are not altogether erroneous, serious misgivings have emerged about their methodology."
allude to	to imply; NOT 'to refer to', which means to reference something directly. "The Dean alluded to potential changes."; "Referring to Haynes et al., Prof. Pullman discussed the impact of OTAs on Swiss hotels." (i.e., he clearly mentioned the findings of Haynes et al.).
Allow	Allow is a transitive verb and, therefore, must be followed by a direct object. Avoid: "The insights in this study allow to contribute to the literature." => "The insights in this study allow us to..." or better yet: "This paper contributed to...". When it is impossible to use a direct object then consider using 'make it possible to', 'contribute to', 'enable', 'enhance', 'facilitate' or rewriting the sentence. This is a common mistake when translating the French verb ' <i>permettre</i> ' into English.

alma mater	The school, college, university, etc. from which a person has graduated. "As an alumnus, you are welcome to return to your alma mater for homecoming.
alumnus (masculin singular)	alumna (feminin), alumnae (feminin plural), alumni (masculin plural or a mixed group). Consider using graduates as an alternative.
America/American	Consider using "U.S". or the "United States" as America and American refer to things in both South and North America.
amid	NOT admist. Useful word to be used as a synoym for 'during': "The senator stepped down amid the controversy."
among	Not 'amongst', when meaning 'in the company of' but has a variety of applications. NOT a synonym for 'between' (something shared by two people, entities, etc.): "The relationship between the student and the professor was a key to the latter's subsequent success in business."; "The pervading feeling among students is not altogether positive."
amount	Use to refer to quantities in mass or bulk that cannot be counted. "EHL chefs prepared a large amount of dough that they baked in a number of different ways."
ampersand (&)	This symbol, a substitute for 'and', should be used sparingly - usually as part of a proper noun (Proctor & Gamble, R&D, etc.). "It's a nice B&B." (note: Airbnb...not Air b&b).
amphitheater	EHL's Schumi Auditorium could be considered an amphitheater.
anticipate	NOT exactly a synonym for 'expect'. To anticipate the future means you're expecting something to happen <u>and</u> planning a response to it or preparing for it.
anybody	Anyone, everyone, everybody, no one, someone are all singular pronouns and require he or she (NOT they). "Anybody is allowed to participate." ≠ 'any one' (individual): "Any one exam grade will not sink your chances of successfully completing the BOSC program."
apostrophe	Used to create a possessive (see 'P') or to denote a contraction. The student's objections are unfounded (when it is clearly understood which group of students you are referring to). NOT: "The work of student's was unsatisfactory."
app	Used to denote a program that runs on a cellphone, web browser, etc.
applicant	A person who has submitted an application to study at a university (i.e., a prospective student, candidate).
appositive	Useful grammatical device to define or provide additional information in a sentence: "His wife, Deborah, works at EHL."; "Studying, which is essential to academic success, is hard work." See also 'That vs. Which'
appraise	Used frequently to mean 'evaluate'. More specifically, it is often used to mean estimate or assess the monetary value of a piece of property (real estate), particularly for insurance reasons. By extension: appraisal, appraiser
apprise	Used to mean 'inform': "Keep me apprised of any new developments." Use sparingly. Synonyms include: to keep in the loop, stay abreast of, keep updated, stay up-to-date on, etc.
approve	Use 'approve' instead of 'validate', which can be a <i>faux ami</i> . To 'approve' means to provide official consent for something; ('approve <u>of</u> ' means to have a favorable opinion of something or someone). "Pending approval"; "This document was approved on January 21, 2012."

articles (indefinite, definite, -)	Using articles correctly in a sentence can be quite complicated. General advice: do not overuse the definite article 'the' (i.e., only use it when the noun is unique, easily identifiable by your reader or you've mentioned it previously). (source: AJE)
as well as	The singular is used in the following sentence: "Gerrard as well as many other researchers has confirmed the report's findings."
assume	To suppose but also to seize (power), undertake (a project) or take over debt. Sometimes a <i>faux ami</i> with the French ' <i>assumer</i> '.
assure (vs. ensure, insure)	To convince, to confirm, guarantee, safeguard: "Rest assured, the job will be done on time."; "She assured her mother she would be home by 11 p.m."; "Victory is never assured."; "His self-assurance turned out to be a liability."
auditorium	Capitalize when referring to a specific place: "The staff info meeting will be held in Schumi Auditorium." but "A language class should not be held in an auditorium."

B

B.A.	Bachelor of Arts (or a bachelor's degree NOT "a Bachelor's of Arts")
B.B.A.	Bachelor of Business Administration
B.S.	Bachelor of Science
baccalaureate	High school diploma (A-levels in the U.K.). She successfully completed the International Baccalaureate (IB) program.
bachelor	A bachelor of science. A bachelor's degree. She is working towards a B.S.
backward	According to the New York Times Style Guide: NOT 'backwards', which is more prevalent in British English. The same holds for toward/towards and forward/forwards.
Benelux	Belgium, the Netherlands, Luxembourg
biannual	Twice a year; not to be confused with biennial (every two years). In finance, 'a half-year/half-yearly report'; in academics, 'The first semester starts in September and ends in January'.
billion	One thousand million: 1,000,000,000. "The company earned \$1bn in 2012."
bimonthly	Every other month (APA) vs. semi-monthly (twice a month)
board (of directors)	No need to capitalize...chairman of the board, etc. These are not titles but positions.
borne	To endure a burden, cost, load, etc. (from 'to bear'): "The lion's share of his parents' debt was borne by the eldest son."
BOSC	BOSC designates EHL's undergraduate program leading to a Bachelor of Science HES-SO in Hospitality Management.
brackets	According to APA, use brackets "enclose material inserted in a quotation by some person other than the original author." (to add clarity). For instance, "Dr. Keans told reporters that: "I don't agree with her [Dr. Maynard]."
British English	U.S. vs. British English. It is very important to be consistent. There are good reasons for preferring U.S. English (slightly more U.S. vs. U.K. students; direct competitor is Cornell, etc.) or U.K. English (geographic proximity, IB, etc.). You may wish to choose one or the other as circumstances warrant. For instance, if you are more comfortable writing in U.K. English then choose that option. If the academic journal to which you are submitting your paper requires U.S. English then choose that option. Regardless of which you choose, be sure in Word to 'select all' and change the language to U.S. or British English and run the spell checker. This procedure must be done for each individual slide in Powerpoint. It looks unprofessional to mix the two, as in this sentence: "EHL's academic programmes place it at the center of the hospitality education market." or: "...demonstrate more organizational citizenship behaviour..." Refer to a U.S. dictionary (Webster's) or U.K. dictionary (OED, Longman's, etc.) depending on which option you choose.

C

campus	The continuous group of buildings, athletic fields and various facilities that make up a university or college. Premises, grounds, etc. Campus should be in lowercase.
cancel	Canceled (cancel <u>l</u> ed is the British spelling); canceling; cancellation.
capitalization	Only capitalize the first letter in proper nouns (official names): "The EHL Steering Committee meets on Thursdays." but "A steering committee is not necessary for this project." When in doubt, avoid using capitals. Only use when it refers to "a specific course or specific department" (APA). Capitalize titles such as professor, Mr., Dr. "He told Professor Polson." Look up the word in the dictionary or Google to see if it is usually capitalized.
cellphone	All one word, 'mobile' is the British English variant. As opposed to 'landline'.
century	Write: "19th century" or "the 1900s" but NOT "XIXth century"
chairman	or chairwoman; NOT 'chairperson' (NYT)
challenge	Challenge is often overused; consider a more precise word: 'difficulty', 'job', 'task', 'hurdle', etc.
chief executive officer	Usually lowercase; can be shortened to 'chief executive'. Abbreviation is C.E.O. (in U.S. English). <i>PDG</i> = chairman [of the board of directors] and CEO
circa	Use only for dates in the past, not when describing an amount of money. Consider: approximately, around, etc.). No: "Operating income came to circa \$19bn". Yes: "The house dates back to circa 1770." (shortened form = ca. 1770)
class	A synonym for 'cohort' ( <i>promotion</i> in French): He was part of the 2018 graduating class.
CO <sub>2</sub>	Short for 'carbon dioxide'. The "2" should be in subscript (Font>Effects>Subscript). Likewise, square meters, for instance, is shortened to m <sup>2</sup> (Font>Effects>Superscript).
COB	Short for "close of business", i.e. the end of the day.
cohort	Subset of students within an intake, designated by the capital letter 'A' or 'B' depending on the module taken at the start of the year (EHL glossary).
colon	Punctuation mark that introduces a word, phrase, sentence, passage, long quote or list. The word following a colon can be capitalized if it is a complete sentence. "He came to the painful conclusion: Love is hard work."
comma	Punctuation mark used in the following instances. To avoid confusion in a sentence: "A martini is made of gin and dry vermouth, and a chilled glass is essential." (See: Oxford (serial) comma). To enclose a nonrestrictive clause (i.e., one that adds extra, non-essential information): "The bus, which I hated, was yellow." For one-sentence quotations: He said, "I shall return."; but: He said: "I shall return" before continuing "if all goes well." (NYT). A comma is generally not needed before the "and" in a sentence with a list: "He likes apples, pears and peaches."
commencement	A speech that is given at graduation ceremonies.
compare	Technically, one compares X with Y to draw attention to their differences. 'Compare to' means to "liken" X to Y, i.e. to say how they are similar. The most famous example belongs to Shakespeare: "Shall I compare thee to a summer's day?"

compound adjective Rule of thumb: If you can put "and" in between the words then don't use a hyphen. "The big bad wolf." (The big and bad wolf. = ok) "I saw a man-eating alligator." ("I saw a man and eating alligator. = NO). "I saw a man eating alligator." = the man was eating a plat of alligator? For example: English-speaking country; 300-page book; 5-floor building; two-week deadline (time); a well-known school (adj + past participle); a student-managed initiative (noun + past participle); a mouth-watering dish (noun + present participle); a world-famous thinker (noun + adjective); a last-minute decision (adj + noun); an old-fashioned bar (adj + past participle); a long-standing agreement (adj + present participle). Compound modifier preceding the noun it modifies: "They wore well-tailored suits."; but when it comes after the noun: "Their suits were well tailored." (NYT)

comprise Meaning "to consist of". "Google, Inc. comprises many different entities."

consider To think over; reflect on; meditate; pay heed to; take note of; weigh the merits of; think carefully about; mull over; estimate; reckon; show regard for; make allowance for; regard in a certain light, etc. Incorrect: "It is considered as a success"; Correct: "It is considered a succes" (This is a calque of the French: "*considéré comme ...*").

consist in The essential component of something, the essence: "Academic excellence consists in dedication, access to resources and hard work."; "Excellence consists in working hard every day."

consist of To be made up of various parts: "EHL consists of many departments." ("EHL comprises/includes many departments.")

continual Means over and over again, repetitive; Not 'continuous' meaning unbroken.

continuing education A blanket term referring to professional development. EHL's continuing education program is the Executive Master of Business Administration in Hospitality Administration. Also: "executive education".

convince, persuade Convince should be followed by a phrase starting with 'of' or 'that' and persuade 'to': "You can't convince me to do something; You must persuade me to do something." "I'm not convinced of your reasoning." (NYT)

convocation During a graduation ceremony, it is the time when diplomas are awarded to students, usually as part of a ceremony on a stage in front of a crowd.

co-operate vs. cooperation Some organizations (OECD) prefer "co-operate" and "co-operation" to avoid the double vowel.

coordinate vs. coordination Some organizations prefer "co-ordinate" and "co-ordination" to avoid the double vowel. (OECD) For instance, The New Yorker spells coordination "coördination".

councilor Someone who sits on/participates in a council (entity). ≠ counselor (guidance counselor), someone who gives advice (advisor).

couple In most cases, treat as a plural: "The couple were wed in May."; however, when the couple forms a distinct entity: "Each couple was asked to donate \$10." (NYT)

courtesy titles Mr., Ms., Mrs. or Miss are used after having spelled out the entire name previously in the document. "Samantha Smith failed her exam. Ms. Smith cannot enroll in BOSC 3." NOTE: use "Ms." unless the woman has requested to be referred to as "Mrs.". British English doesn't use periods: "Mr Britario; Ms Englika."



<p> criterion/criteria </p>	<p> One criterion, several criteria..."Each criterion needs to be considered separately." </p>
<p> currency </p>	<p> U.S.A. (dollar, USD, \$); U.K. (pound sterling, GBP, £); Europe (euro, EUR, €); Switzerland (Swiss franc, CHF, no symbol); Japan (yen, JPY, ¥); China (renminbi or yuan, CNY or CNH, ¥). See: <a href="http://www.xe.com">www.xe.com</a>. Put the symbol (€) or currency code (EUR) before the number. There is a space between the code and the number (EUR 2,000) but not after a symbol (€2,000). For the abbreviations of numbers see the "N" tab. Although unwieldy, "The Economist" shortens 1.5 million Swiss francs to SFr1.5m. Also, keep the name of the currency in lowercase: "The dollar tanked in 2016." (No space between symbol and number...Yes: £2.3bn; No: £ 2.3bn) </p>
<p> curriculum </p>	<p> Term comprising all courses, workshops, seminars, etc. offered by a university ('curricula' is the plural). </p>
<p> curriculum vitae </p>	<p> The use of résumé is very common in American English. </p>
<p> cycle </p>	<p> In French, <i>premier cycle</i> refers to an undergraduate program (bachelor) while <i>second/deuxième cycle</i> refers to a graduate program (master's degree). </p>

D

dash	Use to mark "an abrupt change" (AP) or "a sudden interruption" (APA) but the dash is often overused or misused where a comma would have been more appropriate. However: "The costs - taxes and lawyers' fees - were higher than expected." The em-dash is created by typing a word then two hyphens followed immediately by another word followed by a space: typing "word--word space" will insert a longer dash (em-dash) in Word. The em-dash (or just <i>dash</i> ) is used to denote an abrupt change or can be used like commas to set an appositive apart from the rest of the sentence. For instance, "The cars—all of them black—sped along the coastal highway." or "They hold 53 seats in the Senate, and yet the nation is waiting on just four — four!— to do the right thing..." (NYT Editorial Board, Jan. 28, 2020)
data	Pieces of information; in U.S. English it can be singular "Data is protected." In British English, data typically requires a plural verb: "Data are protected." (this holds true for 'team' and many other nouns). According to the APA Style Guide, "data" should be considered a plural noun (singular: datum) and thus takes a plural verb: "The data indicate..."
dates	In U.S. English, the correct format is: "He was born on April 6, 1949." In British English, the format is: "He was born on 6 April 1949." (Avoid "...the 6th of April 1949.")
decades	Use numerals: 'the 1990s'; 'the mid-70s'; 'the '90s': "The '80s were a carefree time." NOT: "I love movies from the 80's." or "I love movies from the 80s."
decimals	Always plural: '0.2 percentage points'; consider 40% instead of two-fifths; always use a hyphen to separate numbers: 'one-third of respondents...'
defuse	Remove danger; de-escalate. NOT 'diffuse' = disseminate, spread information, etc.
degree	Use 'degree' and not 'diploma' (like in French): "He earned a bachelor's degree."
department	No need to capitalize. "EHL's math department". Shorten to "dept." if needed.
different	Use different 'from' (preferred by grammarians) or different 'than' (AP, NYT) but not 'different to', which is a calque of the French: " <i>différent à ...</i> ".
dilemma	"...the choice between two alternatives, each with equally nasty consequences." (The Economist)
dimensions	Meter can be shortened to m. ; ft.; in.; ounces = oz.; centiliters = cmls.
discreet	Cautious; showing discernment, good judgment; prudent; unpretentious (modest)
discrete	Separate, distinct: "discrete probabilities"; "a discrete random variable"
disinterested	Impartial (uninterested = bored)
defer	An intransitive verb, <i>to defer</i> means to put off until a later date, delay. "The student was accepted but decided to defer for one semester." Deferred enrollment (student has been accepted but has decided to start at a later date); "I was crushed when I learned I had been deferred, it felt like being on a waiting list." As a transitive verb (i.e., a verb that must be followed by a direct object), <i>to defer</i> means to delegate: "The CEO deferred the sensitive task to a junior colleague."
deference	(n.) respect and esteem, acquiescence, obedience, compliance. "She returned home in deference to her parents' wishes." (MW)
demur	To object to something, or hesitate (doubt): Mr. Cornyn demurred when asked whether a president should pressure a foreign leader to investigate a political rival. "I'm not going to speculate," he said. (NYT, Trump Acknowledges Discussing Biden in Call With Ukrainian Leader, By Peter Baker, Sept. 22, 2019)

## E

e.g.,	From the Latin <i>exempli gratia</i> , this is a useful designation of 'for example' or 'such as'. Do not confuse with i.e. (signifying 'which means') used to define what precedes it.
each	Followed by a singular noun: "...estimate the value of each attributes."
east	When used as a cardinal direction, keep in the lowercase: "The sun sets in the west." but when referring to a specific region capitalize: "Markets in East Asia skyrocketed in the first quarter of 2016."
eastern	'Eastern Europe' but 'eastern France'. (the former is a well-known region, the latter is not)
effectively	Producing a decided, decisive, or desired effect (adv) ≠ "efficiently", which means to accomplish a task with few resources. Also, 'virtually', 'in effect'. "By withholding further funds they effectively killed the project." (MW)
either/or	When 'either' is the subject, the verb is singular: "Either of the answers is correct."
ellipsis	This punctuation mark consists of three periods (...) but, in English, is used (rarely) to indicate an omission, a dramatic pause or when a conversation drops off. It does NOT mean <i>et cetera</i> (etc.). Yes: "She simply said, "Goodbye Paul..."; No: "He likes apples, oranges, etc."
email	...or "e-mail"
eminent	prominent (important) NOT to be confused with 'imminent', which means impending (about to happen soon)
ended/ending	Use ended for the past and ending for the future: "The fiscal year ended December 31, 2014." but "The six-month period ending June 30, 2018." (NYT)
enrollment	The official act of becoming a student and being assigned a student number. Note: British spelling is different: 'enrolment'. Not to be confused with 'registration', which refers to signing up for individual courses. Also "matriculation"
ensure	to make sure, verify, check. "Please ensure the forms are completed correctly."
epithet	Word or short phrase used to describe someone, which can be positive or negative but never obscene, e.g., <i>bean counter</i> for accountant. (NYT)
eponymous	When an entity (company, etc.) is named after someone: "The fourth Earl of Sandwich was the eponymous inventor of the sandwich." (The Economist)
et al.,	"Research (Conrad et al., 1996) has shown..."
et cetera	"She likes math, science, English, etc." not "She likes math, science, English..."
euphemism	Device to conceal harsh or unpleasant truths (e.g., "to pass away" instead of "to die". (NYT)
euro	Like all currencies, euro(s) is lowercase.
eurozone	...or "euro area" (according to the European Commission) or euro zone.
evade	deceitfully avoiding something, usually denotes illicit or illegal activity. Not to be confused with 'avoid'. (tax evasion vs. tax avoidance)...(NYT)
excerpt	Not 'extract'. Excerpt takes 'from' and not 'of' immediately following it: "The quote is an excerpt from his new book." (NYT)
exmatriculation	Refers to the moment when a student is officially withdrawn from a university. In a more general context, consider using: 'withdrawal'.
extracurricular	All activities that are not strictly academic by nature (e.g., sports, theater, debate, etc.).

F

faculty	A collective noun, referring to all professors of a university, that requires-in U.S. English, a singular verb: "The EHL faculty is top-notch." Consider using 'faculty member(s)' or 'member(s) of the faculty'. Do not write: "Most agree with the decision; however, two faculty are not happy."; In certain universities, 'faculty' can refer to an academic department: "The University of Texas has a strong Faculty of Law."
fall	A season (autumn in British English). Always lowercase.
farther (vs. further)	Use farther to refer to distance: "The man ran five miles farther than the rest of the competition." Use 'further' to mean additional or continued: "The paper needs further revising."
fellow	In the U.S., a fellow refers to a graduate student (pursuing a doctorat) who has received a fellowship from a university. As an adjective: "My fellow Americans..."
fewer	Use with a countable noun (for example: "There were fewer cars in the parking lot this morning." vs. "There was less traffic than usual.")
FIFO	Stands for: first in first out. Hyphenate when using as a modifier: "EHL's first-in-first-out system is effective."
firms	According to The Economist: accounting firm, consulting firm or law firm but 'company' should be used when referring to big businesses or corporations.
first	...as opposed to 'firstly'. When listing factors, causes, etc. use 'first', 'second', 'third', etc. : "First, he was late. Second, he had forgotten his pencil. Third, he left the classroom."
flaunt	Display, usually ostentatiously (AP)
flout	Show disdain for, disrespect (AP)
follow-up (n.) vs. follow up (v.)	There is no follow-up on this issue. Would you mind following up on this complaint?
footnotes	In a sentence, the reference to a footnote (i.e., the number) should come <u>after</u> the punctuation mark, including the period at the end of a sentence. "According to U.S. News and World Report, EHL is the leading hospitality management school. <sup>1</sup> "
forecast	In the past: 'forecast' also 'forecasted'.
forego	Go before: "The election's outcome was a foregone conclusion" (it was obvious who would win before election day).
forgo	To do without something, refrain, abstain from
fresh	Overused, especially in financial writing: use 'new' or 'more'.
fulfill, fulfilled	Fulfill a promise.
further vs. farther	further = to a greater extent, additional, continued, more; <u>f</u> arther = a greater distance
FY 2018	To designate the 2019 fiscal year ("financial" year in U.K. writing).

## G

general manager	Lowercase
get, got, gotten	<i>Gotten</i> is the past participle of the verb 'to get' in U.S. English: "Thailand Shuttered a Notorious Tiger Zoo, but the Problem Has Only Gotten Worse" by Richard C. Paddock, Sept. 23, 2019. In U.K., use 'has/have got worse'...
glitch	Problem, anomaly
grades	<i>Marks</i> is the equivalent in British English: "The student's grades are excellent, mostly As and Bs".
graduate (v.)	Technically, "A person may graduate <i>from</i> a school or <i>be graduated from</i> it. But never: They graduated high school." (NYT)
gray	British: grey
gerund	The <i>-ing</i> form of a verb that acts as a noun. The gerund can act as the subject of sentence: "Studying is important."; as a complement to the verb <i>to be</i> : "A key to success at EHL is going to class."; after a preposition: "They finished the project after having stayed up all night."; after a phrasal verb (i.e., a verb + preposition or adverb): "He kept studying after graduation."; after some expressions such as look forward to: "I'm looking forward to hearing from you." or after some phrasal verbs ending in <i>to</i> (where <i>to</i> acts a preposition): "She is getting used to winning."; as a compound noun: "He takes reading lessons." or following other expressions: "I can't help sneezing." or "It's worth following up with her." or "I can't stand talking to them." (source: EF)

## H

H1, H2	To designate the first half of the year consider using H1. Also: FY 2019 (fiscal year 2019); Q1, Q2, Q3 and Q4 to designate the first quarter, second quarter, etc.
hackneyed (adj.)	A word/phrase/idea/expression that been worn threadbare, tiresome and trite due to overuse. According to the Merriam-Webster Dictionary: "lacking in freshness or originality" (cliché).
hanged, hung	A convict is hanged; A picture is hung on a wall.
historic	Noteworthy, famous (vs. historical = past: "historical data" = "past data")
hoard	To amass something; a <i>horde</i> = a large group, throng (OED)
holder	Shareholder, stakeholder, preferred-stock holder
holiday	Typically British English: "I'm leaving on holiday." In U.S. English, 'vacation' is more common and different from bank/national holidays ( <i>jours fériés</i> ). Note: the French ' <i>congé</i> ' can often be translated as 'leave' or 'leave of absence' ( <i>congé maternité</i> = maternity leave)
hors d'œuvre(s)	Appetizers, starters, etc.
host, hostess	Appears frequently in reference to Airbnb, but usually refers to non-professional settings. "The McCallahans hosted a wonderful cocktail party."
hotel	Often used with "a" and not "an"; "I'm looking for a hotel" (not: "an hotel" because the 'h' is pronounced)
hyphen	According to the APA, hyphens should only be used if they serve a purpose. For example, a "role-playing technique" but "the technique involves role play".

## I

ill(-)	Use a hyphen when it serves as an adjective before a noun: ill-advised decision, ill-humoured individual, etc. but when it follows the noun: "The plan was ill timed."
imminent	Impending, something that will happen soon vs. <i>eminent</i> = well known, prominent, outstanding
impact (n.)	Impact means "the force of one object hitting another (a collision)" (source: Longman's Dictionary) so 'effect' or 'influence' can often be more neutral or appropriate nouns. Consider using a more precise noun: damage, consequences, fallout, improvements, result, downsides, upsides, outcomes, etc. Although countable, when it refers to the 'collective force' of something it should be singular. The proliferation of 'impacts' should be resisted. Avoid using impact as a verb, instead: "The new campus will <u>have</u> an impact on the neighborhood." or use 'to affect', 'to influence' or 'to change'.
impactful	Consider: 'meaningful', 'real', 'marked', 'rousing', 'powerful', 'relevant', 'bold', etc.
important	Use sparingly, and not as a synonym for 'populous', 'big/vast/expansive', 'influential', 'large quantity', 'many', 'sizeable', 'powerful', etc. 'Important' can sometimes be a <i>faux ami</i> with the French ' <i>important(e)</i> '.
insofar as	To the degree/extent that (a useful translation of ' <i>dans la mesure de</i> ')
insure	To indemnify against a risk of hazard (natural disaster, bankruptcy, etc.), i.e. to buy insurance/take out an insurance policy.
intake	This term appears in British English more than U.S. English and refers to a group of students enrolled in an academic program. EHL distinguishes between the February ("a") and September ("b") intakes. "Students arriving in February (i.e., the second semester) intake."
Internet	Capitalize (as per NYT, FT, OECD and APA style guides). Also: "Internet café; Internet banking, etc.". However, 'internet' seems perfectly acceptable. Be consistent.
intramurals	In a U.S. university setting, intramurals can refer to sports that are played at a recreational level. Similar to 'club' sports.
invigilator	A person who oversees an exam to ensure it runs smoothly. Consider also: 'a proctor; to proctor'.

## J

Junior, Senior	Shorten to "Jr.": Hank Williams Jr. Also, U.S. high schools comprise four grades (or years/classes) and can be used to refer to the student in that class: freshman> sophomore> junior>senior.
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## K

key	Consider alternatives such as 'crucial', 'critical', 'essential', etc.
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## L

lag	Use 'lag behind'.
laptop	A portable computer
lay, lie	Use 'lay' to mean put down or place. It requires a direct object (the thing that is being placed or put down). Hens lay eggs. Students are laying their pencils on their desks. The suspect had laid his rifle on the ground when the officer shot him. (NYT)
lectern, podium	A speaker stands <i>at</i> or <i>behind</i> a lectern and <i>on</i> a podium. (NYT)
less	Use with an uncountable noun: "There was less traffic on the highway this morning." BUT "There were <i>fewer</i> cars in the parking lot this morning." (you can count the number of cars in a parking lot but not on a highway)
lie, lay	Use 'lie' to mean recline or be in a location. Dogs lie down when tired. The sunbathers are lying on the beach. The sunburned man had lain on the beach too long. (NYT)...See "lie" below.
lighted, lit	According to the New York Times, both are acceptable for the past tense and past participle of 'to light'. "The tennis courts are not lighted so you can't play at night."
like, unlike	Use like with a noun/pronoun or to introduce an example. She dresses like her mother. Unlike China, Indonesia is a predominately Muslim country. I love sports like/such as tennis and boxing. Do not use like before an independent clause (subject + verb). 'He studied <sup>like</sup> his friends studied.' should be 'He studied as his friends studied.' or 'He studied like his friends.' or 'He studied the way his friends studied.'
loan (n. and v.)	According to the New York Times Style Guide, "Do not use <i>loan</i> as a verb. Use <i>lend</i> and, in the past tense, <i>lent</i> rather than <i>loaned</i> ."
Lyon	City in France (not Lyons, (not Marseilles) which appears sometimes in U.K. sources.



## M

M.A.	Master of Arts
maître d'hôtel	Headwaiter
major	At universities, students 'major' in specific academic areas, i.e., they take classes - usually in the closing semesters or years of the academic program - in a specific field. For instance, a student working towards a bachelor of business administration could double major in international business and Spanish.
male, female	Avoid using them as nouns (males and females) and avoid because woman and man are more natural. 'Male faculty members' can be 'men on the faculty'.
maneuver	Not manœuvre; 'room for maneuver' can also be 'leeway'...
manifold, manyfold	Marked by variety, multifarious, multi-featured; manyfold means multiplied many times ("The problem was two-fold: logistical and expensive.")
mark (v.)	Can usually be replaced with 'is', 'signify', etc. (often a <i>faux ami</i> with ' <i>marquer</i> ' in French): <i>L'exercice 2016 a été marquée par une baisse du produit du MBS . =&gt; MBS revenue fell in 2016. The same holds true for the often-overused 'caractérisé par'.</i>
marked (adj.)	A synonym for 'substantial'; "He showed a marked improvement in his attitude.", "Her grades improved markedly." (adv.)
Marseille	A city in France, which sometimes appears as Marseilles in U.K. sources.
masterful vs. masterly	Domineering, overbearing, overpowerful; masterly = skillfully (although masterful and masterly are sometimes considered synonyms)
master's degree	"I received my degree (and NOT diploma, which refers more to the physical piece of paper) from Harvard."
meddle	To interfere
medium, media	Medium (singular), media (plural). However, in U.S. English 'media' is typically singular: "The media plays an important role in democracy."; "Social media is an effective means of communication."
mettle	Toughness, courage
minor	Students at many universities, particularly in the United States, can 'minor' in a specialized subject if they earn enough credit hours in that subject. "I majored in philosophy but my minor in Eastern religions was more fulfilling."
module	Group of one or more structured and cohesive teaching units such as a course, work placement, qualification, thesis, etc. (EHL Glossary). Several 'units' can make up a module.
mold	(BrEN = mould)

## N

No.	Abbreviation for 'number' (also acceptable: 'no.' or sometimes '#'): "EHL is no. 1 in the rankings."
none	According to the New York Times, 'none' takes a plural verb: "Are the apples ripe? No, none are ripe."
nonrestrictive clause	Does not add essential information to a sentence: "The house, which was 100 years old, was still in good shape." (NYT)
notwithstanding	Despite (Webster)
nouns	In U.S. English many nouns are collective (e.g., 'team', 'staff', etc.) and take the singular ("The EHL soccer team <u>is</u> in first place.") whereas in U.K. English many of these nouns take the plural ("The EHL football team <u>are</u> on the pitch.").
numbers	Spell out numbers from one to nine but use the figure for 10 and higher: "The cat has nine lives but I have 10." EXCEPT a) when comparing numbers: "Toys included 14 balloons, 3 stuffed animals, and 5 balls."; b) units of measurement: "a 5-mg dose"; d) certain statistics, percentages, etc.: "multiplied by 5", "ratio of 16:1", "the 5th percentile"; e) time, dates, ages, sums of money: "2 weeks ago", "March 30, 2019", "20-year-olds", "7-point Likert scale"; Abbreviate: €1k (one thousand euros); €1m (one million euros); €1bn (one billion euros)

## O

oenophile	A person who loves wine (also see: francophile, sinophile, etc.)
online	"Online resources are useful."
outbox, inbox	...all one word
overall (adj.) vs. over all	"The overall effect of the reform was positive." (general effect). "Over all, the Democrats made gains." (on the whole)

P

participate	Participate <i>in</i> (NOT: participate at...or participate to)
past tense	According to APA style, research should be in the past tense. <i>Incorrect</i> : Sanchez (2000) presents the same results. <i>Correct</i> : Sanchez (2000) presented the same results.
people, persons	Almost always, 'people' is the better choice.
percent, percentage point	If interest rates increase from 10% to 11% then they have increased by 1 percentage point or 10%. (there is also no space between the zero and the percentage sign)
periods	In U.S. English: "The I.R.S. handles tax matters." but "IBM is a U.S. bluechip." (IBM doesn't take periods because that is how the company refers to itself). Which abbreviations take periods? According to APA style: names (J.R. Smith); United States as an adjective (U.S. Navy); identity-concealing labels for study participants (F.I.M.); latin abbreviations (a.m., cf., i.e., vs.); references (Vol. 1, 2nd ed., p. 6) BUT NOT: U.S. states (NY, ME, etc.); capital letter abbreviations (APA, NDA, IQ); metric and imperial measurements (lb, kg, ft, cm BUT in. for inch). Note the plural of pages: pp. 169 and 170.
perk	Used informally to mean 'benefit', often in a business or HR context: "The job offers perks such as extra vacation and free parking."
persona non grata	Consider: "declared unwelcome" (NYT)
persuade	See 'convince'
Ph.D.	Doctor of Philosophy ("Dr. Williams" or "Carl Williams, Ph.D.")
phenomenon/phenomena	One phenomenon; several phenomena.
please	"I have the pleasure to announce that...effective August 12, 2017."; "I am pleased/delighted to announce..."
plural	Also see: 'uncountable nouns'. According to APA style, "collective nouns (e.g., series, set, faculty or pair) can be singular or plural depending on the author's emphasis. "A number of people are watching."; "None of the information was correct."; "...a chorus of characters offer..."
posit (v.)	To hypothesize, to suggest as an explanation (MW)
possessives	The students' exams. For plural nouns ending in s , both "The Smiths's house is nice." (NYT) and "The Smiths' house is nice." (AP) seem to be accepted. Correct: "Student feedback is useful."; "A student's opinion can have an outsized impact."; "In other words, students' complaints were not taken into account in this case."
postulate (v.)	According to the Merriam-Webster Dictionary: "to assume or claim as true, existent, or necessary".
Preparatory Year	The "AP" program at EHL is the first year of the academic program and comprises practical and theoretical courses held on the EHL campus during the first semester and an internship in the hospitality industry during the second semester.
present perfect tense	According to APA style, the present perfect should be used to describe actions that did not take place at a specific moment, or time period in the past. Most often "since" is paired with the past perfect: "Ms. Reynolds has been studying at EHL since September 2018."; but "The economy grew over the period 2000-2012."
professor	Assistant ( <i>assistant</i> ); visiting ( <i>invité</i> ); associate ( <i>associé</i> ); lecturer ( <i>maître d'enseignement</i> ); senior lecturer ( <i>maître d'enseignement senior</i> ); adjunct ( <i>vacataire</i> ); full ( <i>ordinaire</i> ); Distinguished Senior Lecturer (Distinguished Senior Lecturer)
pronged	Relating to parts or approaches: "This three-pronged technique is comprised of evaluating, brainstorming and resolving the issue." (MW)

## Q

Q&A	Abbreviation for a question and answer session (Q&A)
Q1	To designate the first quarter of a given year.
Quotation marks	According to the APA, quotation marks should be used: To introduce irony or slang ("normal" behavior); to reproduce material from a test item (The first fill-in item was "Could be expected to ____." BUT NOT: To identify anchors of a scale (A seven-point Likert scale ranging from <i>completely agree</i> to <i>strongly disagree</i> ; key/technical term (The term <i>quantum physics</i> was coined by him.); and as a linguistic example (Grammatically correct use of the <i>neither/nor</i> construct is difficult.)
quotations	"If you're going to the store," she said, "buy me a bottle of wine." can be used to denote irony. She wished him "good luck".

## R

raise	To denote a pay increase ('rise' is U.K. English). "Perks are nice but employees really want a raise."
referencing	Please refer to the APA style guide available in the EHL library.
registration	The process during which students sign up for courses. Not to be confused with 'enrollment'.
renown (n.)	Use as a synonym for 'excellent reputation' or 'fame'.
renowned (adj.)	Use as a synonym for "well-known" or "famous": "She is a renowned researcher in her field."
research (n.)	Generally, avoid using as a countable (mass) noun, although can exist according to certain sources. " <del>A quantitative research...</del> " => "A quantitative research paper." ; " <del>Many researches have found...</del> " => "Many studies have found...".
restrictive clause	A restrictive clause provides information that is essential to the sentence. As opposed to: "A restrictive clause, which provides information, is essential to the sentence." "The cars, which are red, are fancy." ≠ "The cars that are red are fancy."
résumé	US synonym for CV
retake	When a student fails, or is absent from, an exam he or she can retake it at a later date. "Retakes occur in the fall." (BrEn = resit).
reticent	Silent, taciturn. Not to be confused with 'reluctant' (hesitant): He was reluctant to go on the record.

## S

sanction (n.)	Can mean either 'approval' or a 'penalty', which should be used instead of sanction(s).
sanction (v.)	To approve of/condone (not to levy/apply sanctions): The committee's rash decision had the effect of sanctioning student violence.
sauté, sautéed, sautéing	
seasons	Always lowercase: winter, spring, summer and fall (i.e., autumn).
second	...as opposed to 'secondly'. When listing factors, causes etc. use 'first', 'second', 'third', etc. : "First, he was late. Second, he had forgotten his pencil. Third, he left the classroom."
section	Subdivision of EHL's Bachelor program based on the language in which the course is taught ("E" for English; "F" for French).
seek	"EHL seeks for excellence."
semicolon	Use a semicolon to separate two distinct but related sentences or between two independent clauses that are not separated by a conjunction (APA): "Tennis is nice; however, I prefer golf." If three or more items form a series in a sentence and any item includes a comma, use semicolons between items: "Those present were Ashley T. Miel, a BOSC 3 student; Jane T. Townes, a senior lecturer; Michael M. Gladly, CEO of EHL S.A.; and Doug Stanley, Head of Admissions". If there are not commas in the list, use commas to separate the items: "He went to London, Paris and Rome."
set up (v.)	Please set up the tables quickly.
setup (n.)	The table setup saved space.
signature, signing	Reserve 'signature' to the name written at the bottom of the page and 'signing' to the act or ceremony: The signing will take place sometime in October. Also, "It was the chef's signature dish."
since vs. because	According to the APA style guide, use <i>since</i> to refer to time but <i>because</i> to relate cause and effect. Incorrect: "The student was asked to leave the classroom <i>since</i> he was late." Replacing <i>since</i> with <i>because</i> makes the sentence perfectly clear.
situated	..more common: "located"
slash	According to the APA style guide, use a slash to 1) separate numerator from denominator (X/Y); 2) replace <i>per</i> 0.5 mg/kg BUT "The car gets 40 mpg"; 3) but avoid using as a replacement for <i>or</i> "Each child handed the ball to her mother or guardian." <i>not</i> "Each child handed the ball to her mother/guardian." According to grammarly, use 1) his/her book; 2) and/or; 3) "If/when Mary ever shows up..."; 4) "Yes, either/or is fine with me."; 5) certain abbreviations such as: <i>w/o</i> = without; <i>c/o</i> = care of; <i>a/c</i> = air conditioning; 6) connecting or conflicting relationships: "The pro-life/pro-choice debate..."; 7) dates or fractions: 1/2 or "His birthdate is 7/28/10." (July 28, 2010). Also the once and former guitarist of defunct rock band Guns n' Roses.
sophomore	A sophomore refers to a second-year student at a U.S. university. (freshman>sophomore>junior>senior)

south	The cardinal direction is lowercase. Capitalize when referring to an identifiable region: "Georgia is in the Southeast of the United States."; "Geneva is in southwestern Switzerland."; "Fast-growing regions include Southeast Asia and Eastern Europe."; "Tourists flock to southern Italy in winter."
spaces	Unlike in French, do not insert a space before a punctuation mark (semi-colon, colon, etc.) or symbol (question mark, exclamation mark, etc.). Incorrect: He shouted, "go fast_!". Or: "Where are you going_?". Other examples_:
sports	U.K. English uses 'sport'. In U.S. English: "Sports play a central role on campus."; "To improve your health, participate in sports."
spring	Keep seasons in lowercase, as opposed to: "It has been a warm Spring."
staff	Unlike U.K. usage, in U.S. English, 'staff' is a collective noun (referring to the unit as a whole and not the individual members) and takes the singular: "EHL's staff has worked commendably this semester."
stanch (v.)	To stem or stop the flow of something (NYT)
state	'State' is generally lowercase when referring to the central government. To refer to individual U.S. states capitalize: "The State of Ohio filed the lawsuit."; "New York City is located in New York State."; "The State of Maine is known as Vacationland."; "In France, separation of church and state occurred in 1905."
stationary (adj.)	Static, immobile. "The patrol car was stationary at the time of the accident."
stationery (n.)	Office supplies such as paper, notepads, envelopes, etc.: "We are running low on stationery," he said, "can you place an order?"
staunch (adj.)	Resolute, steadfast: "The senator is a staunch ally of the President."
sterling	The U.K. currency: "The pound sterling has fallen 20% since Q2 2016." (the symbol is £ and the currency code is GBP).
subjunctive	A verb tense used sparingly in English, it denotes a 'wishful notion or a proposition that is contrary to fact' (NYT Style Guide): "If I were king, we'd all be rich."; "He looked as if he were about to faint."; "She acts as if she were the top student in the class."
such (adj.)	Such situations exist and must be anticipated. (i.e., this particular type of)
such (adv.)	He is in such trouble at school. (i.e., a lot)
supine	Lying face up; <i>prone</i> means 'lying face down'. (NYT)

T

table	In British English, to 'table' something means to bring it up for discussion/action. In the U.S., to 'table' an initiative is to put it on the backburner (adjourn, set aside, jettison).
tailor-made	Bespoke, personalized, made-to-measure, tailored, etc.
takeaway	Business jargon for 'a key fact, point or idea that should be remembered from a meeting, discussion, etc.' (Merriam-Webster). In U.K. English it refers to food ordered from restaurant that is eaten at home; The U.S. equivalent for takeaway is takeout.
takeout	The Finger Food outlet offers takeout (i.e., food and beverages that are to be consumed off the premises).
temperatures	Temperatures should be expressed in Celsius unless the audience is from the United States. Provide both when in doubt: "The temperature on Monday climbed to 90°F (approx. 32°C)."
text	A <i>text</i> is a reproduction of a written document. A <i>transcript</i> is a rendition of a spoken statement or dialogue. In digital communications, a 'text' message is appropriate or 'SMS' ; It can also be used as a verb: "Students should not text while in class."
that vs. which	Use 'that' in a restrictive clause - a clause necessary to the reader's understanding of the sentence. "The town that the pitcher calls home is tiny Pawley, Pa." (NYT). Use 'which', preceded and followed by a comma, in nonrestrictive clauses - i.e. a clause providing additional information that is not essential to understand the sentence. "Hawley, Pa., which the pitcher calls home, is tiny." (NYT Style Guide). The APA style guide "prefers to reserve <i>which</i> for nonrestrictive clauses and use <i>that</i> in restrictive clauses." Think of the ' <i>which clause</i> ' as an aside (i.e., additional, almost extraneous information). The sentence functions on its own without the unrestrictive clause. In French, the equivalent of <i>which</i> is, in certain sentences, "ce qui": "La neige est tombée en grosses quantités, ce qui a rendu le travail des pisteurs difficile."
third	...as opposed to: 'thirdly'. When listing factors, causes etc. use 'first', 'second', 'third', etc. : "First, he was late. Second, he had forgotten his pencil. Third, he left the classroom."
through	By way of; by; due to, etc. (and not throughout, which means 'during the entire duration of')
toward	American English (Chicago Manual of Style)...towards is more common in British English.
till	A synonym for 'until', not 'til'; use mostly 'until'...although according to the NYT Style Guide: "But <i>till</i> is largely interchangeable with <i>until</i> ."
time	10:25 a.m. NOT: 10h25 or 10.25am. For sake of brevity, "7–9 a.m." is possible. But: "11:30 a.m. – 2 p.m.". The use of 'military' or '24 hour' time should be avoided (i.e., "It is 17:00.").
transcript	Literal rendering of speech (verbatim).
trillion	one million million: 1,000,000,000,000
TV	Television: TVs (plural)
tweet (n. and v.)	A message on Twitter or to post a message on Twitter.

## U

U.K. Use carefully! 'Britain', 'Great Britain', 'United Kingdom'. For instance, there is a difference, which can be very sensitive, between 'English' and 'British'. Avoid using interchangeably.

U.N. United Nations

U.S. It is often not necessary to include the "A". Also, you need to put "the" before U.S.: "...207 managers from Malaysia, Thailand, Turkey and **the** U.S. gathered..."

uncountable nouns **Training** (plural = training programs, sessions, etc.); **feedback**; **software** (plural = software programs); **input**; **impact**; **collaboration**; **research** (plural = research papers); **insight**; **reading** (reading assignments; "suggested reading" NOT readings); **advice** (some advice; pieces of advice: "25 pieces of investment advice"); **progress**; **group work** (plural = group projects, assignments, etc. NOT 'group works'); **information** (plural = pieces of information); **equipment**; **evidence**; **wine** (plural = glasses/bottles/liters/types of wine (although 'wines' is sometimes used in informal conversation); **water** (plural = bottles of water). FMI. For an interesting explanation click below.

Unesco

Unicef

unit At EHL, a course 'unit' refers to an individual course, which typically spans two semesters. Several units can make up a module.



## V

varsity	<i>Varsity</i> refers to the highest level of sports at a U.S. college or high school. Depending on the institution, below 'varsity' is 'junior varsity', 'club sports', 'intramurals', etc.
varietal	Refers to the type of grape used to make wine. Lowercase, unless part of an official controlled appellation: "I like chardonnay but my favorite varietal is chasselas."
verbatim	Using text or a quote word for word (i.e. what was said exactly).
versus	vs.
vice president	Not: 'vice-president'. "He will speak to Vice President Tom Jahr on Friday."

## W

waiter/waitress	Consider: 'server'.
web (the)	Lowercase: "The web is a fabulous resource."
website	Lowercase, can be shortened to 'site'.
weekend	Not: "week-end" or "week end". Also, in U.S. English: "I relax on the weekend."; in UK English: "I relax <u>at</u> the weekend."
well(-)	Hyphenate when it forms a compound adjective before a noun: "He is a well-known professor." But: "Her intellectual prowess is well known."
west	"EHL is located in western Switzerland."; "Living conditions in the West are high."; "Brittany is in western France"; "Big Bend is a national park in West Texas." Capitalize when the area is well known.
which	See: nonrestrictive clauses
whisky vs. whiskey	When referring to the alcoholic beverage: <i>whisky</i> is made in Scotland (scotch), Canada, Japan whereas <i>whisk<u>e</u>y</i> is made in Ireland, U.S., etc.
while vs. although	According to the APA, use <i>while</i> to refer to time and <i>although</i> to denote a contrast. " <i>Although</i> it is forbidden, the defendant was driving <i>while</i> talking on his cell phone."
who vs. whom	Use 'who' in the sense of he, she or they: "Mr. Milliman, who was appointed chairman by the board, recently resigned." ( <u>he</u> was appointed chairman). Use 'whom' in the sense him, her, them: "Mr Milliman, whom the board appointed chairman, recently resigned." (the board appointed <u>him</u> chairman) (NYT). Use whom when preceded by a preposition: "To whom it may concern,..."; "For whom is this message intended?"
wines and spirits	Capitalize when the beverage is named after a town or region (Champagne, Bordeaux, Cognac) unless used generically. "I love a good Bordeaux." but "Please use champagne flutes."

## X, Y, Z

Common mistakes

<u>"Wrong"</u>	<u>"Right"</u>	<u>Why? Example?</u>
associate <del>to</del>	associated with	Coefficients associated to (with) both variables...
considered <del>as</del>	considered	"The Yankees are considered a top contender this year."
invited to	encouraged	"You are encouraged to fill out the questionnaire."
delicate	touchy, sensitive	"Religion is a touchy subject."
recourse	resort to	"He might resort to other strategies."
participate to	participate in	"The student participates in class."
disposal	available	"We are available should you need further assistance." Although: "The school has many resources at its disposal."
global	comprehensive, overall, general	"We need a comprehensive solution to this problem." <i>mondial</i> = global
if	although	Calque of French construction "Si +..."
implication	involvement	"His involvement in the case was detrimental to the defense's arguments."
satisfy	meet	meet needs; "Let's find a solution that both parties will find satisfactory."
interesting	attractive	"Neither option is particularly attractive."
young graduates	recent graduates	<i>jeunes diplômés</i>
consult	access, view, browse	<i>consulter les examens</i>
elaborate (v.)	explain	elaborate (adj.) = detailed; elaborate (v.) = explain or develop in detail.
important	big, substantial, large, noteworthy, influential	"The increase was substantial." (important = having a major effect/influence on something)
punctual	occasional	punctual = being on time
apples pie	apple pie	Apple is singular because it is acting as an adjective; adjectives are singular in English.
progressive	gradual	can mean 'successive' but usually means = "favoring change or innovation; an advocate of progress"
student's feedback	students' feedback, student feedback (or " <u>a</u> student's feedback...")	
in the last years	in recent years	
impact in	impact on	
deeply depend on	depend heavily on	
Thank you for your <del>attention.</del>	Thank you for listening.	Thank you for your attention might be a calque of the French " <i>Merci de votre attention</i> ."
differently from	unlike	the hospitality industry, <del>differently from</del> unlike other industries, is confronted with...

Linking words		
Unwieldy or run-on sentences can be shortened using linking words. This is especially true in academic writing. As a general rule of thumb, a sentence should contain no more than one thought or idea.		
Although	Due to the fact that	Not to mention
All things considered,	Equally	Notably
As seen	Equally important is...	Obviously
Clearly	Especially	On the contrary
For Example	Essentially	On the one hand, ... . On the other, ... .
For instance	Even so	On the flip side,
Indeed	Even though	Others may say
Likewise	Evidence shows	Put differently, Stated differently,
More importantly	Exemplifying	Particularly
To summarize	Finally,	Regardless
..., as well as...	First, second, third	Similarly
..., such as...	For / as an example	Since
..., in addition to...	For example	Subsequently
..., namely ...	For instance	Taking this into account
..., not to mention...	Furthermore	Taken together,
..., such as...	Generally (speaking)	That is to say
Accordingly	Going forward, Looking ahead	Therefore
Additionally	Hence	This can be seen / observed when...
Admittedly	However	This is demonstrated by / through / when
...albeit	In addition	This is made apparent when...
Along these lines	In comparison	This suggests...
along with	in conclusion	Thus
Alongside	In connection with	To a certain extent
Also	In contradiction with	To be (more) specific, ...
Alternatively	In contrast to	To illustrate
Alternatively	In correlation with	To illustrate this...
Although	In essence	To prove this...
Analogous	In fact	To summarize,
Another example is / would be ...	In like manner	Typically
Apart from this,	In line with	Undoubtedly
As a matter of fact	In opposition	Unlike
As a result	In other words	Whereas
As an illustration	In practice	While
As suggested by,	In spite of (the fact that)	While
As indicated by,	In the first / second place	With / In regards to
As evidenced by,	In light of	Without a doubt
As illustrated	In the same fashion	Yet
As mentioned before	In the same way	XYZ notwithstanding,
As previously mentioned	In theory	
As seen in	Indeed	
As such	Instead	
	Inversely	
Based on...	It bears mentioning that,	
Because	It goes with out saying that	
Besides	It is important to realize	
Beyond	Last but not least	
But	Lastly	
By all means	Likewise	
By contrast	Meanwhile	
By the same token	More importantly	
By and large, (for the most part)	Moreover	
Comparably	Nevertheless	
Comparatively	Needless to say,	
Conjointly	Nonetheless	
	Sources: Prof. Kader Hegedüs	

## References

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