

Howe, S., Hendriksson, K.: **PhraseBook for Writing Papers and Research**. 2<sup>nd</sup> Ed. - Whole World Company Press, Cambridge 2001. Download and CD-ROM. GBP 34.95. ISBN 1-903384-00-1.

Everybody who writes papers or prepares lectures has sometimes a problem how to find a proper phrase or expression. This holds especially for those whose mother tongue is not English. Therefore the material prepared by an Englishman who gained his Ph.D. in languages and linguistics and is an experienced editor and a Swedish lady who studied both in Europe and Canada and published papers and books in the USA and Europe is certainly very useful. They compiled the book for university and research writing, avoiding jargon phrases (*cf.* the comparison of some stylistic differences on pp. 40-41).

The material is published only on a CD-ROM, even if it has a form of a book (270 pp.). For the users whose computer is continuously working, it may be an advantage. For those who do not like a steady rustle of the PC it is a disadvantage, because it is not practical to start the PC when looking for one word or phrase only. Nevertheless, search of individual words and phrases is certainly easier in the electronic version. The material can be applied on PC or Mac, for use of Microsoft Word, Adobe Acrobat, or Word Perfect. Planned are new revised editions and upgrades.

The introductory part (28 pp.) gives general information, end user licence, detailed contents, and information how to install the PhraseBook on ones computer and how to use it. Throughout the material a 'Writing Help' information is presented in windows with colour underlay. They bring important general information concerning varieties of English, spelling and grammar, style, how to refer to oneself, punctuation, citing, quotations, references, capitalisation, avoiding contracted forms, clichés, tautology, numbers, time, and confusing words. A computer help in Microsoft Word is always included. I only do not understand why all this information is not concentrated into one place.

Phrases are then grouped according to the respective parts of manuscripts. This part includes: acknowledgements and preface, information about the author,

introduction of a study, aim and scope of the study, methods and approaches, definitions and terminology, presenting data, giving examples, relationship and referring to other work, reviewing other work, expression of agreement and disagreement, arguing the case and against, analysis and discussion, explanation, qualifying and quantifying, hypotheses and probability, rhetorical questions, comparison and contrast, tying a text together, presenting results, interpreting findings, writing conclusions, showing contribution to knowledge, and summarising the work.

Next part is a Thesaurus (pp. 203-228) that gives synonyms and antonyms (terms of opposite meaning) to the often-used words (such as according to, certain, decide, only, study, *etc.*). Unfortunately, not all the synonyms presented have exactly the same meaning and therefore the user will use a dictionary in some cases. A glossary for university and research (pp. 231-242) follows which gives the most often used terms derived from Latin and Greek together with some abbreviations, and also Greek and Latin morphemes (word building blocks derived from another language) (pp. 256-264). Greek alphabet, Roman numerals, Greek and Latin numerical affixes, SI prefixes, and comparison of SI and British-American units close the material. The advantage of the text is that both the GB and US forms are presented and also the differences in both spellings are shown on pp. 243-251.

There is only a danger that this collection of words and phrases might lead to some talkativeness of future texts because all possible phrases are presented and no warning is given that a scientific text of the 21<sup>st</sup> century should be as brief as possible.

One can buy the CD-ROM accepting the End User Licence Agreement directly from [www.wholeworldcompany.com](http://www.wholeworldcompany.com) or get a detailed information by e-mail: [info@wholeworldcompany.com](mailto:info@wholeworldcompany.com). Getting it will certainly improve the style of most authors of scientific papers and lectures.

Z. ŠESTÁK (*Praha*)