

“YEAR OF YOUTHFULNESS”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 13/1985

REFERENCE NO. PS:16/07

FROM: Permanent Secretary,
Public Service Ministry.

TO: All Permanent
Secretaries,
Heads of Departments and
Regional Executive Officers.

SUBJECT:

Implementation of new vacation leaves system for
Public Servants on Pensionable Establishment.

DATE: 1985-05-29

**Annualised
Vacation Leave and
Vacation Allowance**

1. Cabinet has given approval for vacation leave and vacation allowance for employees on the Permanent Pensionable Establishment, to be granted on a annual basis with effect from 1st January, 1985, inclusive, instead of the three to six-year tour system which previously existed. This change is with a view to effecting a rationalization of leave condition in the Public Service Ministry and the Public Sector.

Vacation Allowance

2. The term “Leave Passage Assistance” or “Leave Passage Entitlement” is now replaced with by the term “Vacation Allowance” to which reference is made in this Circular.

Benefits

3. It is envisaged that the new system will have several benefits. Some of these are:-

- (a) Senior Officers will be able to go on leave on a more regular basis. This will in turn enable their juniors to act in higher positions;
- (b) The practice would be eliminated whereby some officers work continuously for as many as eight to ten years without leave. This tends to lead to impairment of both health and performance on the job;
- (c) Worker in receipt of salary of \$844.00 per month and below will benefit from the enhance vacation leave and vacation allowance.

4. Arrangement should therefore be made for all employees to be granted in

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| | 1985, vacation leave due to them at 31 st December, 1984, whether on the basis of complete tour of part tour. Where in exceptional cases the exigencies of the service do not permit the grant of the leave, efforts must be made for officers to go leave as outlined in the categories below. In such cases, the remainder of the leave should be apportioned and taken over the years 1986-1987. |
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DETAILS OF THE NEW SYSTEM

| | <u>CATEGORY</u> | <u>LEAVE ENTITLEMENT</u> | <u>VACATION ALLOWANCE</u> |
|---|--|--------------------------|---------------------------|
| <u>Rates of vacation leave and vacation allowance</u> | A- Salary From \$1,190 Per month | 6 Weeks | \$1,733 |
| | B- salary From \$ 845 Per Month to \$ 1, 189 per month | 5 Weeks | \$825 |
| | C- Salary From \$665 per Month to \$844 per month | 5 weeks | \$525 |
| | D- Salary from \$541 per month to \$664 per month | 4 Weeks | \$375 |
| | E- Salary Under \$541 Per month | 3 weeks | \$8 |

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| New Employment | 6. (a) A Person Recruited to the pensionable (fixed) establishment after 1 st January 1985, will be eligible, upon the completion of six (6) calendar months' service, for leave at the rate of one day for each completed calendar month of service, up to a limit of twelve (12) days. Any level so granted should be deducted from the amount which the employee will earn under the annualized vacation leave conditions, bearing in mind the principle that such vacation leave is granted in respect of the preceding year's service, as outlined herein. |
| | (b) However, proportionate Vacation allowance in respect of the year of entry will not be payable until after the completion of (12) calendar months' service. |
| General Conditions | 7. In respect of Public Servants who have held Pensionable Positions before 1 st January ,1985, the new system will apply in the manner set out in the Appendix I. for purposes of the transaction, such employees are regarded as falling within the seven (7) groups mentioned therein. Other conditions are :- |
| | <p>A. The entitlements are based on the preceding years service and are to be regulated in terms of calendar year;</p> <p>B. The vacation leave entitlement includes Sundays and Public Holidays, except where such days immediately precede the date of commencement of the leave and resumption of duty;</p> <p>C. A Public Servant who moves into a higher leave category by virtue of increasing salary will be eligible for vacation leave and vacation allowance in that category from the first day of the year in respect of which he/ she first receives such increase in Salaries;</p> <p>D. A Public Servant who continuously performs the duties of one or more higher positions and receives an acting or responsibility allowance or both throughout the calendar year, and whose substantive salary plus the acting or responsibility allowance fall within the salary limits of a higher leave category will be eligible for vacation leave and vacation allowance applicable</p> |

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| | <p>to the higher leave category in respect of that calendar year;</p> <p>E. The estate of a Public servant who dies in service, shall be eligible for payment in lieu of vacation leave earned by him/her up to the date of his/her death and any vacation allowance earned in respect of completed calendar</p> |
| <u>Seconded employees</u> | <p>F. A Public Service who is seconded (not with a view to transfer) to an agency service with which is to deemed to be “Public Service” or “other Public Service” May choose Vacation Leave Conditions applicable either to his/her substantive positions or those applicable to the position to which he or she has been seconded;</p> |
| <u>Grant for Advance for Vacation in Guyana</u> | <p>G. Public Servants who wish to utilize their vacation allowance for vacation in Guyana in terms of Paragraph (4) of ministry of finance Circular No-9/81 dated 6th August 1981, on the subject “Leave passage Entitlement- Approved investments “, may be granted an advance not exceeding one month salary , repayable without interest within two years in terms of civil service rules L4</p> |
| <u>Retention of overseas travel condition</u> | <p>H. An employee maybe allowed to travel out of Guyana during his/her vacation leave and to spend the period not exceeding seventeen calendar days, without detriment to his/her vacation allowance in keeping with a similar condition under the previous leave conditions. The vacatyion allowance must be invested in approved</p> |
| <u>Separation form the public sevice</u> | <p>I. The policy relating to the grant of vacation leave proportionate vacation leave and vacation allowance upon separation from the public service is as follows:-</p> <ul style="list-style-type: none"> a) On retirement or termination of service at the initiative of the employer, (that is , for economic structural or technological reasons and for reasons other than those of serious misconduct <u>resulting in dismissal</u>). <ul style="list-style-type: none"> - vacation leave and vacation allowance earned in respect of any full year’s service proportionate vacation leave and proportionate vacation allowance earned in respect of completed calendar months’ service at date of retirement or termination of service under the circumstances stated opposite. b) On resignation <ul style="list-style-type: none"> – Vacation leave and vacation allowance earned respect of any full years of service, and proportionate vacation leave only in respect of completed calendar months service in the year of resignation. c) On transfer to any agency, service with which is deemed to be “other Public service” or “Public Service” <ul style="list-style-type: none"> – Vacation leave and vacation allowance earned in respect any full year service and proportionate vacation leave only in respect of completed calendar months service and year of transfer. d) On dismissal |

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| | - Nil |
| <u>Period 1st- 31st December, to be excluded from leave</u> | No vacation leave is to be granted to include the period 1 st -31 st December. |
| <u>Leave passage assistance due under old system</u> | It is agreed in principle that proportionate leave passage assistance due to employees under the old leave conditions will be paid as early as possible after details have been worked out in consultation with the Ministry of Finance. To facilitate this, you are requested to submit by <u>30th June, 1985</u> , the relevant information as per format attached to appendix II in respect of all employees who did not complete a full leave tour at 31 st December, 1984. |
| | Please bring the contents of this \Circular to the attention of all pensionable employees and especially those persons who deal with Personnel Matters in your Ministries/ Departments/ Regions. |

(J. SINCLAIR)
Permanent secretary
PUBLIC SERVICE MINISTRY.

INSTRUCTIONS FOR IMPLEMENTATION OF NEW VACATION LEAVE
SYSTEM- PUBLIC SERVANTS ON PENSIONABLE ESTABLISHMENT
AT 31ST DECEMBER 1984

GROUP 1- PUBLIC SERVANTS WHO AT 31 DECEMBER 1984, COMPLETED A LEAVE
TOUR THEREBY BECOMING ELIGIBLE TO PROCEED ON LONG VACATION LEAVE
IN 1985.

- 1) Vacation leave and leave passage entitlement computed under pre- 1985 conditions should be granted during 1985. however , no leave should be granted in respect of 1985, as per example hereunder:-

A category “A” officer who has completed a leave tour of three years at 31st December 1984 should be granted leave as follows:-

28 days X 3 years = 84 days

No leave is to be granted in respect of 1985 under the old conditions. The employee will however qualify for full leave passage entitlement having completed 36 months of service – full tour.

- 2) During 1986, vacation leave and vacation allowance under the new conditions should be granted in respect of service in 1985(i.e., the preceding year)
- 3) Thereafter, vacation leave and vacation allowance should be granted in respect of the preceding year’s of service.
- 4) On account exigencies of the service, a Permanent Secretary/Head of Department may apportion vacation leave in 1985 over the years 1985 to 1987.
- 5) Those employees, who at the date issue of this circular, have been granted leave to include their 1985 entitlement under the old conditions, in respect of a tour completed at 31st December 1984, should either –

I. Be recalled to duty, if possible after a re-computations of their entitlement as above

Or

- II. Have the surplus leave (that is, the entitlement for 1985 under the old conditions) deduction form their 1985 and 1986 annualized vacation leave (due in 1985 and 1987, respectively) in two equal installments, except in the case of resignation or retirement in 1986 when the entire amount of surplus leave should be deducted form annualized vacation leave earned in respect of service given in 1985.

GROUP 2- PUBLIC SERVANTS WHO AT 31ST DECEMBER, 1984, WOULD NOT
HAVE COMPLETED A LEAVE TOUR, AND WHO AT THAT DATE WOULD

HAVE BEEN ELIGIBLE FOR PROPORTIONATE VACATION LEAVE IN RESPECT OF SERVICE UP TO 31ST DECEMBER 1984.

- 1) Proportionate vacation leave and proportionate passage entitlement computed under pre- 1985 condition in respect of service up to December 1984, should be granted during 1985, less any “annual” leave granted in 1985 (calendar days).
- 2) During 1985, vacation leave and vacation allowance under the new conditions should be granted in respect of service given in 1985 (that is, the preceding year).
- 3) Thereafter, vacation leave and vacation allowance should be granted in respect of all the preceding year’s service.
- 4) On account of the exigencies of the service, a Permanent Secretary/ Head of Department may apportion vacation leave earned up to 31st December, 1984, over the years 1985 to 1987.

GROUP 3 PUBLIC SERVANTS APPOINTED ON THE PENSIONABLE ESTABLISH BETWEEN 1ST JANUARY, 1984 AND 30TH JUNE, 1984 WHO AT 31ST DECEMBE, 1984 WOULD HAVE BEEN ELAGEBLE FOR PROPORTIONATE VACATION LEAVE IN RESPECT OF SERVICE FOR 1984

1. Proportionate Vacation leave and Proportionate leave passage entitlement computed under pre- 1985 conditions in respect of service in 1984 should be granted during 1985, less any “annual” leave granted in 1985 (calendar year)
2. During 1986, vacation leave and vacation allowance under the new conditions should be granted in respect of service given in 1985 (that is, the preceding year).
3. thereafter, vacation leave and vacation allowance should be granted in respect of the preceding year’s service.

GROUP 4- PUBLIC SERVANTS APPOINTED ON PENTIONABLE ESTABLISHMENT BETWEEN 1ST JULY, 1984 AND 31ST DECEMBER, 1984, WHO UNDER PRE- 1985 CONDITIONS, WOULD HAVE COMMENCED A LEAVE TOUR AS FROM 1ST JANUARY, 1985 INCLUSIVE.

1. Proportionate annual leave under pre-1985 conditions should be granted in 1985 after completion of six months’ service from date of entry into the public service, in respect of service given in 1984.
 - (i) In 1985, such persons may be granted, in addition to proportionate annual leave earned in 1984, proportionate vacation leave on the basis of one day for each completed calendar month of service in 1985, to the maximum of twelve 912) days annual/ vacation leave; the vacation leave (only) granted to be deducted from the vacation leave due in 1986, in respect of service given.
2. During 1986, vacation leave and vacation allowance under the new conditions should be granted in respect of service given in 1985 (that is the preceding year).
3. thereafter, vacation leave and vacation allowance should be granted in respect of the preceding year’s service.

GROUP 5- PUBLIC SERVANTS WHO PROCEED ON VACATION LEAVE IN 1983. THEREBY COMMENCING A NEW LEAVE TOUR UNDER PRE-1985 CONDITIONS AS FROM JANUARY 1ST 1984, INCLUSIVE.

1. Proportionate vacation leave and proportionate passage entitlement computed under pre- 1985 conditions in respect of service given in 1984 should be granted during 1985, less any “annual” leave granted in 1985 (calendar days).
2. During 1986, vacation leave and vacation allowance under the new conditions should be granted in respect of service given in 1985 (that is, the preceding year).

GROUP 6- PUBLIC SERVANTS WHO PROCEED ON VACATION LEAVE IN 1984, WHO RESUMED/ WILL RESUME DUTY IN 198/1985 AND WHO, UNDER PRE-1985 CONDITIONS WOULD HAVE COMMENCED A NEW LEAVE TOUR AS FROM 1ST JANUARY, 1985 INCLUSIVE.

1. Twelve days (12) vacation leave may be granted in 1985
2. During 1986, vacation leave and vacation allowance under the new conditions should be granted in respect of service given in 1985 that is, the preceding year)
3. Thereafter, vacation leave and vacation allowance should be granted in respect of the preceding year’s service.

GROUP 7- PUBLIC SERVANTS WHO ARE SCHEDULED TO PROCEED ON PRE-RETIREMENT LEAVE DURING

1. If a leave tour is completed at 31st December, 1984, vacation leave and passage entitlement as set out for employment in group 1 –(1) plus proportionate vacation leave and vacation allowance under the new conditions in respect of service from 1st January, 1985, to the effective date of retirement, should be granted immediately prior to retirement.
2. If a leave tour is not completed at 31st December, 1984, proportionate vacation leave and passage entitlement under pre- 1985 conditions in respect of service up to 31st December, 1984, plus proportionate vacation leave and vacation allowances under the new conditions in respect of service from 1st January, 1985 to the effective date of retirement, should be granted immediately prior to retirement.

MINISTRY/DEPARTMENT/REGION.....

DETAILS OF VACTION LEAVE AND LEAVE PASSAGE EARNED AT 31ST DECEMBER, 1984

| (1) NAME OF EMPLOYEE | (2) SALARY AT 31 ST DECEMBER 1984 | (3) LEAVE CATEGORY | (4) YEAR OF COMMENCEMENT OF LEAVE TOUR | (5) YEAR IN WHICH A FULL LEAVE TOUR WOULD HAVE COMPLETED | (6) QUANTUM OF LEAVE EARNED AT 31 ST DECEMBER 1984 | (7) QUANTUM OF LEAVE PASSAGE EARNED AT 31 ST DECEMBER 1984 |
|----------------------------|--|--------------------------|---|--|---|---|
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“YEAR OF YOUTHFULNESS”

PUBLIC SERVICE MINISTRY

164 Waterloo Street,
Georgetown.

Ref: PS: 16/0/1

Dated: 1985-06-10

Dear

Preparation of overseas correspondence

The Public Service Ministry is aware that very often the standard of preparation of written correspondence in the Public Service is below the acceptable level of efficiency.

There are many contributory factors. Some of these are :

- *The swift turnover of staff without the careful handing over of Functional Guides, manuals, and standard operation procedures;*
- *The absence in some cases of functional guides/manuals;*
- *The absence of on-the-top training by supervisory;*
- *A difference in the quality of the output from commercial schools today;*
- *The frequent acceptance by some supervisions of lower and mediocre standards;*
- *The lack of awareness of the high standards that are required.*
- *The lack of interest on the part of some workers in high quality performance;*

There are many complains about correspondents signed on behalf of permanent Secretaries and heads of Departments. Many of these letters minutes and memoranda contains :

- *Spelling and grammatical mistakes ;*
- *Discourteous language;*
- *Poor typing layout;*
- *Frequent typeovers and too liberal in use of ‘white-out’;*
- *No paragraphing or poor paragraphing;*
- *Such worn out type writer ribbons that the type documents are almost illegible;*
- *Incorrectly and inadequately addressed envelopes; (remember that official correspondences that arrives at the wrong destination can embarrass your agency as well as the nation);*

- *The use of the term 'comrade' in the salutation of letters addressed to foreigners and to non- Public Sectors employees and sent through the post office;*

(the term 'comrade' is for use in the Public Sector in Guyana and on mail addressed to our Mission staff when the mail is going through the diplomatic Bag and not through he Post Office)

- *The incorrect use of carbon copied on external mail, please see attachment A- Circular to this effect No. 1/1985 dated 1985-01-05.*

This Ministry , as first step has revised the TYPISTS MANUAL. Copies will be made available shortly THE MANUAL OF OFFICE INSTRUCTIONS is currently being revised.

However, as an immediate measure, I'm asking that you impress upon your Supervisors that they have a responsibility:

- a) *To supervise , guid and coach their subernoate ataff in to doing what is correct;*

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 1/1985

REFERENCE NO. PS:16/0/1

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

Carbon copy initials used on external mail.

DATE: 1985-01-05

On more than one occasion this ministry has received complaints from our embassies overseas about the practice existing in some agencies locally of carbon copying correspondence sent to them when the original is for a foreign agency.

Often it is necessary for government officials to bring to the attention of a Guyana embassy some important piece of correspondence which is addressed to someone or some agency overseas. Unfortunately officers simply put a "c.c. Guyana embassy..." on the external mail.

Kindly instruct the relevant officers in your agency to desist from using the c.c method on external mail.

In 1985 this ministry hopes to have ready:

- (a) A revised manual of office instructions;
- (b) A revised typist manual.

Both of these will help to alleviate some of the many problem of procedure that now exist in matters such as these.

Best wishes to you fro high standards in 1985.

.....
Joyce E. Sinclair
Permanent Secretary.

ATTACHMENT B

WORDS FREQUENTLY MISSPELT

| | |
|--|-------------------------------------|
| Above-mentioned | Benefited, benefiting |
| Acknowledgment | Biannual (twice a year) |
| Advice (n), advise (v.) | Biennial (every second year) |
| Aging | Biennium |
| Aide-memoire (invariable in plural) | Bimonthly |
| Air-conditioned | Budgeted |
| Aircraft | Bureau |
| Allot, allotted allotment | Bureaucracy |
| Analyse | |
| Absence | Cancel, cancelled, canceling |
| Access | Case-study |
| Accommodation | Catalogue |
| Allege | Centre |
| Alter (change) | Centre, centered, centering |
| Altar (church) | Channeled, channeling |
| Analogous | Charge d' affaires |
| Anxious | Check-list |
| Appropriate | Cheque (bank) |
| Au fait | Coexistence |
| | Compel, compelled |
| Balance-of-payments (adj.) | |
| Balance of payments (noun) | Connection |
| Balance sheet | Co-ordinate, co-ordination |
| Behavior | Counterproductive |
| Counterpart | Equaled |
| Counterproposal | Everyday (ad.) |
| Cross-reference | Exorbitant |
| Curriculum vitae (pl. curricula vitae) | Eligible |
| Career | Eligibility |
| Consensus | Emphasize |
| Curiosity | Encyclopedia |
| | Exaggerate |
| Deadline | |
| Decision maker | |
| Decision making (adj. and noun) | Fact-finding |
| Dependant (noun) | Fait accompli |
| Dispatch or dispatch | Favor |
| Draft (text) | Feedback |
| Draught (air) | Flow-sheet |
| Dearth | Focused, focusing, focused focusing |
| Disappointment | Follow-up |
| | Footnote |

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|---|---------------------------------------|
| Earmark | Forcible |
| Enclose | Forego (precede) |
| Endeavor | For ever |
| Enroll, enrolment | Forever |
| Ensure (make certain) | Forfeit |
| Forgo (to go without) | Indispensable |
| Forum (plural: forums) | Infrastructure |
| Freedom fighter | Inquire, inquiry |
| Front line (noun) | Install, installation, installment |
| Front-line (adj.) | Insure (take out insurance) |
| Fulfil, fulfillment, fulfilled, fulfilling | Inter-agency |
| | Inter ali |
| Good will (virtuous intent) | Inter-American |
| Goodwill (kindly feeling, benevolence) | Intercede |
| Grey | Interdependence |
| Groundwork | Interdisciplinary |
| Guidelines | Interregional |
| Guage | Interrelate, interrelation |
| | Inoculate |
| Harbour | Its (possessive) |
| Heretofore | It's (it is) |
| Honorarium (plural: honorariums, honoraria) | Kilogram or kilogramme (kg) |
| Honour | Kilometer (km) |
| Honourable | Kilowatt |
| Hydroelectric | Kilowatt- hour |
| Hangar (shed) | Know-how |
| humorous | |
| Labour | Multi-purpose |
| Laborious | Maintenance |
| Laissez- passer | Miscellaneous |
| Last mentioned | |
| Layout | |
| Liaison | Neighbour |
| Licence (noun) | Nevertheless |
| License (verb) | Non-existent |
| Liveable | Non the less or nonetheless |
| Long-term (adj) | North-east (ern) |
| manoeuvre | Note verbale (plural: notes verbales) |
| Man made | Notwithstanding |
| Many-sided | Naïve |
| Meager | |
| Meanwhile (adj) BUT; in the mean while | Occur, occurred , occurrence |
| Meeting-place | Offence, offensive |
| Microfiche | Offhand |

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|------------------------------|--|
| Microfilm | Offset |
| Midday | Offshore |
| Midday | Ongoing |
| Misspelt | On-line |
| Modeled | Onward |
| Multilateral | Organization (BUT: International Labor Organization) |
| Organize | Pamphlet |
| Overall (noun and adj.) | Perform |
| Over-emphasize | Privilege |
| Overestimate | Pronounce, pronunciation |
| Overrate | |
| Overriding | Query |
| Overrun | |
| Overspending | Radioactive |
| Omitted | Recognize |
| Omission | Raison d'etre |
| | Re-establish |
| Paralyse | Regime |
| Pay-roll | Resume |
| Per annum | |
| Per capita | Saleable |
| Per diem | Set-back (noun) |
| Photocopy | Separate |
| Practice (noun) | Shortcoming |
| Practice (verb) | Sizeable |
| Pre-condition | Skilful |
| Pre-empt | South-east (ern) |
| Prerequisite | Specialize |
| Pre-condition | Spelt (past participle) |
| Principal (head person) | Staff member |
| Principal (adj.) | Stationary (not moving) |
| Principle (noun) a matter of | Stationery (paper) |
| Program | |
| Storey (building) | Two-thirds (adj.) |
| Sub-committee | Typesetting |
| Sub-contract | |
| sub-division | |
| Sub-entry | Underdevelop |
| Subgroup | Underemployment |
| Subheading | Underestimate |
| Subject-matter | Underlie |
| Subparagraph | Underprivilege |
| Subparagraph | Underrepresented |
| Subregional | Underrepresented |

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| Subjection | |
| Subtitle | Versus |
| Supersede | Vice versa |
| Suprvise, supervisor | Viewpoint |
| Subtle | |
| | Weekday |
| Taxpayer | Weekend |
| Telegram | Well-being |
| Time-consuming | Well-founded (adj.) |
| Time-limit | Well-known (attributive, immediatelu preceding noun) |
| Timetable | Well-known (predictive) |
| Title-page | Whole-hearted (ly) |
| Totalling | Widespread |
| Trade mark | Withhold |
| Transferable | Word processing (noun) |
| Traveling | Work-load |
| Twofold | World-wide (adj.) |
| Two thirds (noun) | |
| Worth while (predicative adj.) | |
| Worthwhile projects (attributive adj.) | |
| Whether (if it be the case that) | |
| Weather (atmospheric condition) | |
| Yacht | |
| yield | |

Subject – verb agreement

1. The quality of programmes were not up to standard. (incorrect)
The quality of programs was not up to standard. (Correct).
2. But today the decline of this church of activities are caused by sports. (incorrect)
But today the decline of these church activities is caused by sports. (Correct)
3. The Secretary General and his team has to deal with international conflicts. (incorrect)
The Secretary General and his team have to deal with international conflict. (Correct)
4. His interest were many and varied. (incorrect)
His interests were many and varied. (Correct)

There - Verb - Subject

1. There is no objections. (incorrect)
There are no objections. (correct)
2. There is no data. (incorrect)
There are no data. (correct)

Determining subject - verb in the following structure

- a. Eitheror; neithernor; or ; nor
 - i. The players of the coach are going to protest. (Incorrect)
The players of the coach is going to protest. (Correct)
 - ii. Neither Winston nor his accounting colleagues was satisfied with the regulations. (incorrect)

Neither Winston nor his accounting colleagues were satisfied with the regulations. (correct)
- b. As well as;along with.....;together with.....:
 - i. The president, as well as his advisors, have defend the bill. (incorrect)
 - ii. The president, as well as his advisors, has defend the bill. (correct)

Use of ‘one of those’

- i. She is one of those secretaries who types well. (incorrect)
She is one of those secretaries who type well. (correct)

Agreement

Indefinite pronouns as subject

- 1) Each take their turn at bowling. (incorrect)
Each takes his turn at bowling. (Correct)
- 2) Everyone have their prejudices. (incorrect)
Everyone has their prejudices. (Correct)
- 3) Everyone want their team to win (incorrect)
Everyone wants his team to win (correct)

Collective nouns as subject

- 1) The whole family are concerned. (incorrect)
The whole family is concerned. (Correct)
- 2) The number in the class were small. (incorrect) (‘The number is regularly taken as a unit)
The number in the class was small. (Correct) (‘The number is regularly taken as a unit)
- 3) A number of the class was sick. (incorrect) (‘A number’ refers to individuals)
A number of the class were sick. (correct) (‘ A number refers to individuals)

Tense

- | | | |
|------------------|---|------------------------|
| Errors in use of | - | appropriate tense form |
| | - | tense sequence |
| | - | subjunctive mood |
| | - | shall and will |

Case

Insufficient care taken with pronouns in apposition and in compound construction.

Appositives

- 1) John and me are responsible for the damage. (incorrect)
John and I are responsible for the damage. (correct)
- 2) The damage was caused by John and I. (incorrect)
The damage was caused by John and me. (correct)

Compound Constructions

- 1) The accountant and me share experiences. (incorrect)
The accountant and I share experiences. (incorrect)

(explanatory note) – ‘I’ subject of verb ‘share’
- 2) The issue between you and I is settled. (incorrect)
The issue between you and me is settled (Correct)
(explanatory note) – ‘me’ is object of the preposition ‘but’

Pronoun as Subject

- 1) He will employ whomever is willing to work. (incorrect)
He will employ whoever is willing to work. (correct)
- 2) She respects whomever is in power (incorrect)
She respects whoever is in power (correct)

Pronoun followed by parenthetical ‘I think’, ‘I know’, ‘he says’ etc.

- 1) Yvonne is a person whom I think will prove worthy of every trust.
(incorrect)
Yvonne is a person who I think will prove worthy of every trust.
(correct)
- 2) Basil is a man whom we know is responsible. (incorrect)
Basil is a man who we know is responsible. (correct)

Pronoun followed by ‘then’ or ‘as’

- 1) He is older than me. (incorrect)
He is older than I (correct)
- 2) He is as wise as them. (incorrect)
He is as wise as they. (correct)

Sentence fragment

Using phrases as complete sentences.

- 1) I made little progress. Finally giving up all my efforts.
Making little progress I finally give up all my efforts.
- 2) He will have an opportunity to visit his new office. And to see what the conditions are like.
He will have an opportunity to visit his new office, to see what the conditions are like.
- 3) She once seemed a committed worker. Arriving at work early and leaving until late in the afternoon.
She once seemed a committed worker who arrived at work early and left until late in the afternoon.

Using adjectives and adverbs

- 1) We ought to treat everybody fair and square. (incorrect)
We ought to treat everybody fairly and squarely. (correct)
- 2) They work too slow for my liking. (incorrect)
They work too slowly for my liking (correct)
- 3) His clothes fit him perfect. (incorrect)
His clothes fit him perfectly. (correct)
- 4) The farmer has a reasonable secure future. (incorrect)
The farmer has a reasonably secure future. (correct)

OTHERS

- 1) HOPEFULLY: An adverb which cannot properly be used as an absolute expression, but must modify a verb, an adverb or an adjective:
WRONG: Hopefully, dinner would be served on time.
RIGHT: Hopefully, we listened for the dinner bell.
- 2) 'Reason' followed by 'because' rather than 'that'.
The reason is because I was too ill to come. (incorrect)
The reason is that I was too ill to come. (correct)
- 3) Irregardless = vulgarism for regardless.

- 1) Due to the rain, I could not go. (incorrect)
Because of the rain, I could not go. (correct)

Due to is used after the verb to be.

- 1) My absence was due to influenza.
- 2) Her failure is due to her inability to think.

Less books (incorrect)

Fewer books (correct)

Less is used with singular nouns e.g. Less ink. Less milk
But fewer people. Fewer pens. Fewer rooms.

- 1) Everyone comes with their milk bottles. (incorrect)
Everyone comes with his/her milk bottles. (correct)

Misplaced adjectival phrase

- 1) He borrowed an antiquated typewriter from his friend, with a rusty space bar.
(incorrect)

He borrowed from his friend an antiquated typewriter with a rusty space bar.
(correct)

(misplaced adjectival phrase. It is not the f end that had a rusty space bar, but the typewriter).

- 2) Many countries possess its own industries. (incorrect)

Many countries possess their own industries. (correct)

(Countries is a plural subject and therefore is followed by 'their' and not 'its').

Disinformation – the dissemination of deliberately distorted information.

Misinformation – the inadvertent transmission of inaccurate information.

Advice, Advise

Advice is a noun. Advise is a verb.

'I give you advice' 'but I advise you'.

Aggravate = 'to make worse or more serious'

The cold wind will aggravate his bronchitis.
(Aggravate does not 'to irritate' or 'to annoy'.)

Agree to: Agree with;

I agree to your offer of \$10.00 for the book' but 'I agree with you that she is slow'.

Aim at:

'Aim at the target' is correct. Aim for the target' is wrong.

Aim to go:

Although we say intend to go, 'propose to go', 'plan to go', 'arrange to go', we do not say aim to go'. It should be 'aim at going'.

Anticipate, except

Anticipate should be followed by a direct object as in 'The policeman anticipated a brake-in and took up his position accordingly. It should be used in the sense of forestalling someone (or something).

Do not use anticipate before a 'that' clause, and do not use it instead 'except', 'predict', 'think', etc. instead of 'I anticipate that he will win 'say' I predict (think of except) that he will win.

Appreciate

Is correctly used in 'I appreciate your help 'and' He cannot appreciate good music'.
'It is incorrectly used in 'I appreciate that you do not wish to come'.

Appreciate = 'to value justly', 'to recognize the value of', to recognize the value of', to esteem' it may also mean 'to rise in value' as in 'the shares have recently appreciated'. Appreciate does not mean 'realise', 'understand', know, etc.

Apt

It is incorrect to say 'when there is cricket it is apt to rain' or 'we are apt to loose'.
In both of these sentences, apt means 'likely'
Apt= "suitable", 'fit', included to', e.g. 'an apt student'.

Confronted by, confronted with

'By' and 'with' are both correct, but they are not interchangeable.

In 'He was confronted by a dog' there is a sense of defiance, opposition and possible attack. In this case 'by' is the correct word. In 'he was confronted with a high wall'. There is only the idea of coming face to face with a wall. In this case 'with' is correct.

Doubt

The word doubt should not be followed by 'if'. 'I doubt if he will come' is wrong. Normally the clause following doubt should start with 'whether' or 'that'. 'Whether' is correct after a positive statement, e.g. 'I doubt whether he will come'. 'That' is correct after a negative statement'. e.g. 'I do not doubt that he will lose'.

Many, much

Many refer to numbers. Much refers to quantity, volume or bulk.

Thus: 'There was many as fifty people present' not 'There was as much as fifty people present'.

1) Should of; could of;

e.g. You should of responded promptly. (incorrect)
you should have responded promptly. (correct)

2) Did – past tense

e.g. Frank did not noticed that Sheila was asleep. (incorrect)
Frank did not notice that Sheila was asleep. (correct)

3) The unrelated participle

e.g. Having eaten work began. (incorrect)
Having eaten we began to work. (correct)

Using a subordinate clause etc as a complete sentence

- 1) i have some ideas about management. Although I have never been a manager.
(incorrect)
I have some ideas about management, although I have never been a manager.
(correct)
- 2) You should work when you are young. And should leave dreams to old men.
(incorrect)
You should work when you are young, and should leave dreams to old men.
(correct)

Some misused words

| | | |
|---------------|------------|--------------|
| Apt | Instead of | Liabile |
| Liabile | | Likely |
| Disinterested | | Uninterested |
| Due to | | Owing to |
| Practical | | Practicable |
| Aggravate | | Annoy |
| Alternate | | Alternative |
| Amount | | Number |
| Contemptible | | Contemptuous |
| Mutual | | Common |
| Transpire | | Happen |
| Adopt | | Adapt |
| Implied | | inferred |

“YEAR OF YOUTHFULNESS”

PUBLIC SERVICE MINISTRY,
164 Waterloo Street,
Georgetown.

Ref: PS: 16/0/1

Dated: 1985-06-21

Dear Comrade,

I have noted that some officers in some agencies continue to address correspondence thus:

Permanent Secretary
Public Service Ministry
Kingston
Georgetown

This is incorrect. The correct addresses are:

Permanent Secretary
Public Service Ministry
164 Waterloo Street
Georgetown

If the matter is intended for us or

Permanent Secretary
Ministry of Education
Training Division,
65-67 High Street
Kingston
Georgetown.

If it is a training matter.

The Public Service Ministry is no longer responsible for Training.

*Kindly ensure that this Circular is noted by the relevant action Officers.
Important correspondence is being delivered to the wrong place.*

Yours co-operatively,

.....
*J.E.Sinclair
Permanent Secretary*