

《全球英语风格指南:旨在为全球市场提供清晰可译的文档》  
》 (第 133 页-146 页)

**Summary**

The sourced text for this translation is taken from page 133 to page 146 of The global English style guide Writing Clear, Translatable Documentation for a Global Market by John. Kohl. This extract section is mainly about the definition of -ING words and using -ING words carefully and properly. It concludes 7 aspect: Revise -ING words that follow and modify nouns; Revise -ING words that follow certain verbs. Revise dangling -ING phrases; Punctuate -ING correctly; Hyphenate -ING words in compound modifiers; Eliminate unnecessary -ING phrase and -ING clauses; Revise ambiguous -ING+ noun constructions.

The passage explains the reasons why -ING words are problematic for most author and learner. This chapters give a more complete explanation of the terms and a deeper understanding of the -ING grammar: If an -ING word immediately follows and modifies a noun, then either expand it into a relative clause or find some other way of eliminating it. If an -ING word follows any of the verbs begin, start, continue, or prefer, then eliminate the -ING word by changing it to an infinitive. Revise dangling -ING phrases by supplying a subject for the -ING word and replacing the -ING word with a different form of the same verb. When an -ING phrase immediately follows and modifies a main clause, precede it with a comma. Always hyphenate compound modifiers that include- ING words. The author uses a large number of examples to illustrate the -ING problems.

During the translation of this article, I realized the author's0 and professionalism in -ING words. The -ING words is a frequently used grammar, and the accurate use of the -ING words can be the professional sublimated of the article. The article is not difficult to understand in the translation process, but it requires me to study each sentence and find the most appropriate translated method for each sentence. After finishing the translation of this article, I benefited a lot, which will be very useful for my future study.

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