

Written style guide

Writing guide for WorldSkills

Contents

1 Revisions	4
2 Introduction	6
3 Language	7
4 Capitalization and treatment of names	8
4.1 Pronouns	8
4.2 WorldSkills projects and activities.....	9
5 Numbers	10
5.1 Figures or words?	10
5.2 Punctuation	10
5.3 Ranges	11
5.4 Measurement	11
5.5 Currency.....	12
5.6 Percentages.....	13
5.7 File names and locations	13
6 Punctuation	14
6.1 Full point	14
6.2 Comma	14
6.3 Exclamation mark	14
6.4 Ampersand.....	14
6.5 Slash.....	15
6.6 En rule and hyphen.....	15
6.7 Em rule and dash.....	15
6.8 Quotations	16
6.9 Parenthetical plurals.....	17
7 Lists	18
7.1 Ordered.....	18
7.2 Unordered	19
8 Dates	20
8.1 Order.....	20
8.2 Date range	20
8.3 Abbreviation.....	21
9 Time of day	22
9.1 Time zones	23
9.2 Time and date together	23
10 Internet	24
10.1 Terms	24
10.2 Reference	24

11 Spelling	25
11.1 Exceptions	25
12 Abbreviations	26
12.1 Punctuation	26
12.2 Possessives and plurals.....	27
12.3 Indefinite article	27
12.4 Definite article	28
12.5 e.g., i.e., etc.	28
13 WorldSkills specific style	29
13.1 Possessives and Plurals	29
13.2 WorldSkills Member countries and regions	29
13.3 WorldSkills Competition	29
13.4 Skill competition and skills competition.....	30
13.5 Regional and national competitions	31
13.6 Skill sectors.....	31
13.7 Competition Organizer	31
13.8 WorldSkills event	31
13.9 WorldSkills Occupational Standards	32
13.10 Meeting terminology	32
14 Templates	34
15 Quick reference	35
16 Quick reference WorldSkills terminology	38

1 Revisions

Version	Date	Changes
5.6	07.09.23	5.7 – updated file path and file name references 6.6.1 – added new section on the use of hyphens in compound words 10.2 – updated URL references 11 – updated URL for dictionary reference 11.1 – added column for reference in spelling override table
5.5	17.01.22	13.9 – added usage for WorldSkills Occupational Standards
5.4	28.04.21	9.2 – added information about showing time and date together
5.3	01.09.20	7 – updated example to remove old Board member titles. 13.9.1, 13.9.2, and 13.9.3 – updated text to refer to Strategic Development Committee
5.2	19.06.20	12 – added information about the use and types of abbreviations
5.1	16.03.20	11 – added new link for online dictionary 13.9.2 and 13.9.3 – added examples of the types of documents that can be adopted and approved. 14 – updated information relating to templates
5.0	09.10.19	Moved to new template 6.4 – use of an ampersand in an organization name. 9.1 – clarification on half hour offsets in time zones
4.11	14.11.17	11.1 – addition of spelling override section 12 – correct use of the term initialisms when referring to plurals
4.10	14.11.16	6.1 – only use a single space after a period before starting a new sentence 6.9 – explanation of the use of parenthetical plurals 7 – explanation of the use of articles in lists

Version	Date	Changes
4.9	22.08.16	4.2 – section on capitalization and reducing WorldSkills project and activity names 5.4 – addition of electricity units 5.5 – clarification on use of the term euro . 12.4 – addition of section addressing use of the definite article with acronyms and initialisms 13.2.1 – explanation of Member affiliation with positions. 13.3 – explanation of name reduction and capitalization as it relates to the WorldSkills Competition. 16 – removed outdated terms
4.8	16.05.16	13.9 – addition of meeting terminology usage and definitions
4.7	11.02.16	4.1 – clarification of pronoun usage 5.7 – addition of section on file names and locations 7.2 – further explanation of punctuation on unordered lists 8.2 – additional date range format 11 – word choice 13 – do not use “WS” as an abbreviation by itself 13.8 – use of the competition abbreviation

2 Introduction

This style guide is a set of standards for the writing and design of documents, either for general use or for a specific publication. The implementation of a style guide provides quality and uniformity in style and formatting of a document.

WorldSkills has adopted the **Oxford Guide to Style**, Oxford University Press, 2003 (OUP) as the definitive source for written style. This document highlights commonly referenced topics from the book and in some case provides a WorldSkills “house style” extension, adaptation, or override. These interpretations are identified by footnotes.

This document also covers WorldSkills specific terminology and use cases.

3 Language

Text written for an international audience must be clear and unambiguous to avoid misunderstanding by the reader who may not have English as their first language. Avoid using clichés, colloquialisms, and non-English words. Use words that plainly describe the topic so the reader understands the meaning and the text can easily be translated if required. Simple thoughts, simply expressed.

Avoid repetition of terms that mean the same thing or phrases that add nothing to the meaning of the text. For example: **this is our strategy** rather than **this is our strategy going forward**.

Use	Don't use
collaborate	collaborate together
red	red in colour
shorter	shorter in length
now	at this moment in time
without	in the absence of

Some documentation is technical by nature and may contain industry specific jargon. In all cases be mindful of the audience, as an Expert from any country/region may easily understand technical terms related to their skill, those outside the skill may not.

Be consistent with the tense of the material. At the beginning of the written piece determine whether past, present or future tense is needed.

Be consistent with the grammatical person of the text within the written piece. For most items refer to WorldSkills in the third person rather than first person.

For example: **WorldSkills has many Members** rather than **We have many Members**.

4 Capitalization and treatment of names

Capitalize the first letter of a word that begins a sentence, or the first of a set of words used as a sentence, either initially or after a full point, a question mark, or an exclamation mark.

Capitalize the first letter of headings and captions, though not of items in lists unless each element in the list forms a complete and separate sentence.

Capitalize names of recognized geographical region, whether topographical, astronomical, political, or merely legendary or popular.

Capitalize the names of institutions, organizations, societies and movements.

For correct capitalization of Member names, countries and regions see www.worldskills.org/members.

Capitalize skill names if referring to the skill name such as **competing in Welding**, but not if referring to it as a verb as in **he had difficulty in welding the plates**. For correct capitalization of skill names see www.worldskills.org/skills.

Any official title in WorldSkills is capitalized: **Expert, Competitor, Technical Delegate, Workshop Manager**, etc.

Correct	Incorrect
This is a heading	This Is A Heading
Technical Delegate	Technical delegate
General Assembly	General assembly

4.1 Pronouns

English has no third-person singular pronoun to denote common gender, and no possessive adjective referring to both men and women. Rather than use **he, him, his** for both sexes, rephrase the sentence or avoid pronouns altogether. Rather than **an Expert must wear his pass** use **Experts must wear their passes**.

The term **their** can be used to refer to a third-person in the singular. When referring to the position of a singular person, rather than **the President presented his speech** use **the President presented their speech**.

Correct	Incorrect
their	his/hers
they	he/she

4.2 WorldSkills projects and activities

All WorldSkills projects and activities are capitalized: **WorldSkills Champion, General Assembly, WorldSkills Conference, WorldSkills Leaders Forum**, etc.

If you wish to reduce the title in a piece of writing, on first mention use the full name such as **WorldSkills Foundation** or **WorldSkills Conference**. Afterwards, in the same piece of writing, it can be shortened to the appropriate countable noun such as **the Foundation** or **the Conference** and retain the capitalization.

5 Numbers

5.1 Figures or words?

In written contexts use words for numbers below 10¹. However, in tables, figures, and other display elements, numerals should be used. When a sentence contains one or more figures of 10 or above, however, use numerals throughout for consistency within that sentence.

Examples:

between 1 and 100 (not **between one and 100**)

8, 76, and 105 (not **eight, 76, and 105**).

This convention holds only for the sentence where this combination of numbers occurs: it does not influence usage elsewhere in the text unless a similar situation exists.

However, clarity for the reader is always more important than blind adherence to rule, and in some contexts a different approach is necessary. For example, it is sometimes clearer when two sets of figures are mixed to use words for one and figures for the other, as in **thirty 8-page pamphlets**, or **nine 6-room flats**. Anything more complicated, or involving more than two sets of quantities, is probably presented more clearly in a table.

Do not start a sentence with numerals. Recast the sentence or use words.

Spell out ordinal numbers below 10 – **first, second, third, fourth**.

When referring to WorldSkills Competition numbers use figures such as **41st, 42nd** and **43rd**. Do not use superscripted ordinals such as **41st, 42nd** and **43rd**. Ensure that the software being used to write documents does not automatically superscript ordinals. Such automation should be turned off.

Correct	Incorrect
five	5
first	1st
43rd	43 rd

5.2 Punctuation

In all contexts, use commas in numbers of more than three figures such as **1,863** or **6,523**.

Correct	Incorrect
1,000	1000
100,000	100 000

¹ house style overrides OUP 7.1.2

5.3 Ranges

For a span of numbers generally, use an en rule and use the full number to define the start and end of the range: **30-31**, **42-43**, **132-136**, and **1,841-1,845**.²

When describing a range, repeat the quantity as necessary to avoid ambiguity: **one thousand to two thousand litres**, **10 billion to 20 billion light years away**. The elision **one to two thousand litres** means the amount starts at only one litre, and **10 to 20 billion light years away** means the distance begins only 10 light years away.

Correct	Incorrect
31-32	31-2
One thousand to two thousand	One to two thousand

5.4 Measurement

Always use metric measurements in text. If quoting imperial measurements show the metric equivalent in parentheses. Ensure the correct abbreviation is used for the unit of measurement in question. The unit is separated from the number of units by a single space. Do not add an **s** to signify measurement of more than one. It is **15 km** and not **15 kms**. Use the full spelling of the unit and not the abbreviation if the amount is expressed as text. For example: **eight kilograms**.

Distance and length

- millimetre (mm)
- centimetre (cm)
- metre (m)
- kilometre (km)

Area

- square metre (m²)

Volume

- cubic metre (m³)
- cubic centimetre (cm³) or (cc)

Liquid volume

- litre (l)
- millilitre (ml)

Mass

- gram (g)
- kilogram (kg)

Temperature

- degree Celsius (°C)

Speed, velocity

- metre per second (m/s)
- kilometre per hour (km/h)

Time

- hour (hr)
- minute (min)
- second (sec)

Electricity

- volt (V)
- watt (W)
- ampere, amp (A)
- hertz (Hz)

² house style overrides OUP 7.1.4

Correct	Incorrect
10,000 m ²	10,000 sqm 10,000 m2
60 km/h	60 Kph
100 km	100 kms
60 min	60 mins
10 sec	10 secs

5.5 Currency

Amounts of money are either spelt out in words with the unit of currency or printed in numerals with the symbols or abbreviations: **twenty-five euro, thirteen dollars, £25, \$13**; round numbers lend themselves to words better than do precise amounts, though even these may need to be spelt out where absolute clarity is vital, as in legal documents. For amounts of millions and above, and for thousands in financial contexts, it is permissible to combine symbols, numerals, words, and abbreviations, according to the conventions of the context in which they appear: **£5 million, \$15 billion**.

Where symbols or abbreviations are used, such as £ (pounds), \$ (dollars), ¥ (yen or yuan), € (euro) they precede the figures. There is no space after symbols.

Noting that the term **euro** not capitalized and is both singular and plural in English: do not write **euros**.

To avoid any confusion symbols should be discarded altogether and ISO 4217 currency codes used instead, such as **GBP, EUR, and AUD** for the British pound, European euro and Australian dollar written with a space as **GBP 250, EUR 500 or AUD 25,000**.

Correct	Incorrect
EUR 1,000	1,000 euros
USD 1,000	US\$1,000

5.6 Percentages

For whole percentages less than 10 write out the amount in words with the spelt-out **per cent**. For example: **five per cent**. In all other contexts use numbers and the symbol % with no preceding space. For example: **25.75%**. When listing data in tables use numbers and the symbol including whole percentages less than 10.

Correct	Incorrect
five per cent	5 percent
25.75%	25.75 %

5.7 File names and locations

When referring to a file name or a file path enclose the reference in angle brackets (< >).

For example:

<Dropbox (WS Secretariat)/WSI/WSI resources/Documents/WorldSkills_brand_book.pdf>

< WorldSkills_written_style_guide.pdf>

6 Punctuation

6.1 Full point

The full point is also called full stop or period. It ends a sentence that is neither a question nor an exclamation; the next word normally takes a capital letter. Only use a single space after a period before starting a new sentence.

Do not use a full point in headlines, column headings, or titles of words, even where these take the form of a full sentence.

The full point is used in many abbreviated forms. If the full point of an abbreviation closes the sentence, there is no second point.

6.2 Comma

The correct use of commas is complex and a balance needs to be struck between using too few commas and causing confusion, and using too many and causing distraction.

For simplicity, use commas to indicate a pause between parts of a sentence or separating items in a list.

Avoid using commas to join unrelated items. Start a new sentence instead.

When using a comma to separate items in a list, ensure you use a comma before the **and** or **or** in the concluding item. For example:

The colours red, yellow, blue, and green.

This removes ambiguity, especially in lists that contain compounded items:

The skills Welding, Mechatronics, and Plumbing and Heating

6.3 Exclamation mark

The exclamation mark follows emphatic statements, commands and interjections expressing emotion. It is useful when it adds emphasis or excitement to an otherwise flat statement of instruction. Use exclamation marks sparingly, overuse reduces their impact.

6.4 Ampersand

The ampersand (&) is a sign standing for the word **and**. Do not use an ampersand in headings or body text always use the full word **and**. It may be used in common abbreviations such as **B&W** for **black and white** and in tables where space is limited. An ampersand may be used in the name of an organization, in which case use the ampersand. For example, **Stanley Black & Decker**.

Do not use an ampersand in a skill, sector or Member name in any case.

Correct	Incorrect
Sponsorship and Partnership	Sponsorship & Partnership

6.5 Slash

Use the slash to express a relationship between two or more things where the relationship is an alternative to the other as in **either/or** or **his/her**. It is used closed up (no spaces) on either side. Do not use in place of **and**. Only use in the context of **or**.

Where possible do not use a slash to link elements comprising more than one word since the relationship is not immediately clear.

Note: This style may not apply to skill names where the slash is used to help define the skill. See www.worldskills.org/skills for a full listing of current skill names

Correct	Incorrect
either/or	either / or

6.6 En rule and hyphen

For ease of use the en rule and hyphen are to be treated the same. They are both used closed up (no spaces).

Used to express the meaning of **to** or **and** between words of equal importance. Such as **June-July** and not **June - July**.

Used to hyphenate compound words and names such as **part-time** or **Baden-Powell**.

Correct	Incorrect
June-July	June - July

6.6.1 Compound words

Compound words that follow a noun usually do not need hyphens:

- a table of stainless steel**
- the outline is well drawn**
- the records are not up to date**
- an agreement of long standing**
- meet face to face**

Hyphenate two or more words preceding the noun when they form a term modifying the noun:

- a stainless-steel table**
- the well-drawn outline**
- the up-to-date records**
- a long-standing agreement**
- a face-to-face meeting**

6.7 Em rule and dash

For ease of use the em rule and dash are to be treated the same. They are used with a space on either side³. Some software will automatically convert an en rule to an em rule when spaces are used in this way.

No punctuation should precede a single dash or the opening one of a pair (if used as a parenthetical dash). A closing dash may be preceded by an exclamation or question mark, but not by a comma, semicolon, colon or full point. Do not capitalize a word, other than a proper noun, after a dash, even if it begins a sentence.

Use the dash to clarify sentence structure, to express a more pronounced break in the sentence structure than commas, and to draw more attention to the enclosed phrase than parentheses:

There is nothing – absolutely nothing – half so much worth doing as simply messing about in boats.

6.8 Quotations

Quotation marks, also called inverted commas, are of two types: single (' ') and double (" "). Enclose quoted matter between double quotation marks and use single quotation marks for a quotation within a quotation.⁴

In direct speech, various punctuation conventions are used to separate the quoted words from the rest of the text: this allows a reader to follow what's going on.

The words that are actually spoken should be enclosed in double inverted commas:

"He's very clever, you know."

Every time a new speaker says something, start a new paragraph:

"They think it's a more respectable job," said Jo.

"I don't agree," I replied.

There should be a comma, full stop, question mark, or exclamation mark at the end of a piece of speech. This is placed inside the closing inverted comma.

"Can I come in?" he asked.

"Just a moment!" she shouted.

"You're right," he said.

"I didn't expect to win."

If direct speech comes after the information about who is speaking, use a comma to introduce the piece of speech, placed before the first inverted comma:

Steve replied, "No problem."

If the direct speech is broken up by information about who is speaking, use a comma (or a question mark or exclamation mark) to end the first piece of speech and a full stop or another comma before the second piece (before the inverted comma):

"You're right," he said. "It feels strange."

"Thinking back," she said, "he didn't expect to win."

³ house style overrides OUP 5.10.10

⁴ house style overrides OUP 5.13

“No!” he cried. “You can’t leave now!”

Avoid breaking up a quote where there is no punctuation in the quote. Doing so will require the comma to be placed outside the inverted comma:

“This”, said Mr Hoey, “is a growing organization.”

Consider placing the speaker information before or after the quote following the above conventions on punctuation:

Mr Hoey said, “This is a growing Organization.”

“This is a growing organization,” said Mr Hoey.

If the quotation is part of a sentence then punctuation sits outside the inverted comma:

Mr Hoey has said that WorldSkills “is a growing organization”.

6.9 Parenthetical plurals

Sometimes to express the possibility of a plural an **(s)** at the end of the noun may be used. However, try to avoid using parenthetical plurals altogether and reword the sentence.

For example:

The CEO will work with the designated Board member(s) to create the agreed working groups.

When **(s)** is added parenthetically to a noun, the verb should be singular.

Any expense(s) is accounted for.

Do not add parenthetical verbs to make the sentence handle both singular and plural.

Any expense(s) is(are) accounted for.

Where possible, reword the sentence to remove parenthetical plurals and use the plural noun instead.

Any expenses are accounted for.

Correct	Incorrect
Expert(s)	Expert/s

7 Lists

Lists are used to arrange and present related elements in a form that is easy for the reader to grasp. Make sure that lists are displayed in the most logical and understandable form.

When listing items generally only the first item has an article (the or a):

The Chair asked for the President, CEO, and Treasurer to assist.

Don't include an article for each item:

The Chair asked for the President, the CEO, and the Treasurer to assist.

7.1 Ordered

Use numbered lists when you wish to show a hierarchy or specific order of the items. Items that are complete sentences start with a capital letter and end in full points.

- 1. This is the first item in the list.**
- 2. This is the second item.**
- 3. This is the last item in this example.**

If the items are not full sentences, then the punctuation is displayed precisely the same as if they had no number separating them.

We shall fight:

- 1. on the beaches,**
- 2. on the landing grounds,**
- 3. in the fields, and**
- 4. in the streets.**

Avoid run-in (in text) ordered lists and enumerators other than numbers. This example uses roman numerals:

The order of the British Empire has five classes of appointment: i) Knight Grand Cross, ii) Knight Commander, iii) Commander, iv) Officer, and v) Member.

Rather display as a numbered list with a new line per element.

The order of the British Empire has five classes of appointment:

- 1. Knight Grand Cross,**
- 2. Knight Commander,**
- 3. Commander,**
- 4. Officer, and**
- 5. Member.**

7.2 Unordered

Where all items share the same emphasis or there is no hierarchy use an unordered list. So as not to imply any order, ensure the items are listed alphabetically. The text introducing the list of bullet points should end with a colon.

Possible hosts:

- **Australia**
- **Belgium**
- **China**
- **Denmark**
- **Estonia**

If the text that follows the bullet point is not a full sentence, it doesn't need to begin with a capital letter and it shouldn't end with a full stop. Commas, semi-colons, and other punctuation is not required between elements in the list.

If the text following the bullet point is a complete sentence, it should begin with a capital letter with a full stop at the end.

The agenda for tonight is as follows:

- **We will conduct an annual review of capital gains issues.**
- **The senior tax manager will talk about outstanding inheritance tax issues.**

8 Dates

8.1 Order

Dates should be shown in the order day, month, year, without internal punctuation, as **12 April 2013**. A named day preceding a date is separated by a comma: **Thursday, 12 April 2013**. There is no comma between month and year: in **April 2013**.

A decimal point is used to express dates numerically: **12.04.13** – insert leading zero if day or month is a single digit.

Correct	Incorrect
Thursday, 12 April 2013	Thursday 12th April, 2013
12 April 2013	12 April, 2013
12.04.13	12/4/13

8.2 Date range

To show a range of days within a month use an en rule as a substitute for the word **to**. For example **2-7 July 2013**. Do not shorten days of the month when describing a range, use **21-23** rather than **21-3**.

Date ranges spanning multiple months are separated with the word **to** and always include the full date (including year), e.g. **30 November 2015 to 4 December 2016**.

Show year spans with the full year (**1804-1807, 1988-1993, 2001-2003**).

An en rule may be used as a substitute for the word **to**, as in **during the years 1976-1979 or the period 1992-2003**. Do not use the en rule after **from** or **between**, and do not then abbreviate the year: write **from 1976 to 1979** and **between 1992 and 2001**.

Correct	Incorrect
2-7 July 2013	from 2-7 July 2013
30 November 2016 to 4 December 2016	30 November – 4 December 2016

8.3 Abbreviation

Names of days and months should generally be shown in full, but where necessary, as in notes, they are abbreviated thus:

Sun. Mon. Tue. Wed. Thur. Fri. Sat.

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Only **May**, **June**, and **July** escape abbreviation.

Do not use the endings **-st**, **-rd**, or **-th** in conjunction with a figure, as in **12th August 1960**.

Where necessary, spell out a year in words at the beginning of a sentence: **Nineteen-forty was the year of the Battle of Britain.**

9 Time of day

To avoid confusion times are to always be expressed in figures with a point between the hour and the minutes. To further eliminate confusion **a.m.** and **p.m.** are to be used preceded with a space after the minutes: **4.30 a.m.**, **5.15 p.m.**

To ensure clarity when referring to time, show minutes even if the time is a whole hour: **9.00 a.m.** rather than **9 a.m.**⁵

Correctly **12.00 a.m.** is always midnight and **12.00 p.m.** is always noon. However, it is preferable to say explicitly **12 midnight** or **12 noon**.

For programmes and agendas where less space is available it is preferable to use the twenty-four-hour clock where time is expressed without a.m. or p.m. and single digit hours are padded with a leading zero, and the hours and minutes are separated with a colon⁶: **9.00 a.m.** is **09:00** and **1.00 p.m.** is **13:00**. Noon is **12:00** and midnight is **24:00**.

As in dates an en rule may be used as a substitute for the word to as in **09:00-13:00**.

If using a.m. or p.m. when showing a time span and both times are in the morning or both are in the afternoon, the first item should not have the a.m. or p.m. label. When the span is a.m. to p.m. or vice versa, both times should have the a.m. or p.m. label.

For example, **9.00-10.00 a.m.** or **9.30 a.m.-2.30 p.m.**

Correct	Incorrect
9.00 a.m.	9.00am 9:00a.m. 9 am
21:00	2100 21.00 hours

⁵ house style extension of OUP 7.9

⁶ house style overrides OUP 7.

9.1 Time zones

To indicate that a time is in a particular time zone, place the abbreviation **GMT** and the offset amount in parentheses after the time with a single space. For clarity internationally avoid using local time zone names or UTC. For example **09:00 (GMT+4)** to show a time in Abu Dhabi rather than **09:00 (GST)** or **5.00 p.m. (GMT-3)** to show a time in São Paulo rather than **5.00 p.m. (BRT)**.

Show half hour offsets as a decimal: **GMT+4.5**.

When using **GMT** offsets be aware of daylight saving times as **09:00** in London during April to October is **GMT+1**.

Correct	Incorrect
9.00 a.m. (GMT+1)	9.00 a.m. (UTC+1)
21:00 (GMT-3)	21:00 (BRT)
20:00 (GMT+4.5)	20:00 (GMT+4:30)

9.2 Time and date together

When referring to a starting time or ending time in a sentence use **at** with a comma after the month:

The meeting is scheduled for Tuesday, 12 April, at 9.00 a.m.

The conference concludes on Wednesday, 13 April, at 5.00 p.m.

When expressing a range use **from** and **to** with a comma after the month:

The board meeting is on Tuesday, 12 April, from 08:30 to 17:00.

or use an en rule by itself, again with a comma after the month:

The board meeting is on Tuesday, 12 April, 08:30-17:00 (GMT).

When expressing date and time numerically there is no punctuation between date and time:

12.04.21 08:30

12.04.21 08:30-17:00

Correct	Incorrect
Tuesday, 12 April, at 9.00 a.m.	Tuesday, 12 April at 9.00 a.m.
Tuesday, 12 April, from 08:30 to 17:00	Tuesday, 12 April, from 08:30-17:00
Tuesday, 12 April, 08:30-17:00	Tuesday, 12 April 08:30-17:00
12.04.21 08:30	12.04.21, 08:30

10 Internet

10.1 Terms

Term	Comment
Internet	Always spell Internet with a capital letter.
email	Lowercase with no hyphen.
Web	When referring to the Web use a capital letter.
website	Lowercase one word. Used by itself website refers to the WorldSkills website (www.worldskills.org) as in refer to the website for the latest agendas . If referring to a specific website then name that website as in visit the UNIDO website for more information .

10.2 Reference

When writing a link to a website omit “http://” or any trailing slash if the URL starts with “www” as in www.worldskills.org or www.skills-netherlands.nl.

If the URL does not start with “www” then include http:// as in <http://forums.worldskills.org>.

Where possible use a shortcut URL when referring to links within the website as in www.worldskills.org/GA2023 rather than <https://worldskills.org/internal/meeting-documents/ga2023/>. Contact the Senior Manager of Operations and Information Systems to find out if a shortcut URL is available.

Always ensure that any URL is clickable in any DOC or PDF. Some software will automatically create a link. Ensure that when a PDF is created the link is also clickable when it is produced.

11 Spelling

Oxford spelling is to be used. As such the suffix **-ize** instead of **-ise** is to be used. This does not affect the spelling of words ending in **-yse**, such as **analyse**, and **paralyse**.

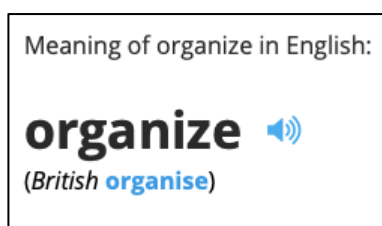
Sometime a skill name will not adhere to this rule due to approval periods associated with naming. For correct spelling of skill names see www.worldskills.org/skills.

Here are some general examples of Oxford spelling:

- analyse
- behaviour
- catalogue
- centre
- defence
- globalization
- honour
- organization
- programme
- realize

If in doubt of any spelling use www.oxfordlearnersdictionaries.com for reference.

Always use the primary spelling and not the British, US, or other reference:



If your intended word does not appear in the Oxford dictionary do not use the word. Such obscure word choice should be avoided.

11.1 Exceptions

Due to conventional usage in some legal and other contexts some spellings in the Oxford dictionary are overridden here.

Override	Oxford spelling	Reference
trade mark	trademark	https://euipo.europa.eu/ohimportal/en/web/guest/trade-marks

12 Abbreviations

Abbreviations represent a shortened form of a word or words, often by omitting the end of a word or words. Abbreviations fall into three categories:

- **Contractions** are formed by omitting the middle of a word or words, e.g. **I've, St., MarCom.**
- **Initialisms** consist of initial letters of words pronounced separately, e.g. **WSI, OD, BBC, USA**
- **Acronyms** are formed from the initial letters of words and are pronounced as words themselves, e.g. **NASA, UNESCO, UNIDO, OSOC**

Abbreviations should be used as a convenience for the reader, not for the writer. When using an abbreviation for the first time in a document use the full term then the abbreviation in parenthesis, e.g. **Strategic Development Committee Management Team (SDCMT)**. While some abbreviations are so well known (**USA, UK, CEO**), the readership should determine which abbreviations these are. Not all readers will be familiar with the same abbreviations, so it is best to spell them out when in doubt.

Initialisms and acronyms should be written in all capital letters with no points between. Some acronyms have entered the common language as words and should be written in lowercase, e.g. **scuba** and **laser**. When in doubt always check spelling with the Oxford dictionary, see section 11.

Correct	Incorrect
WSI	Wsi
USA	U.S.A.
COVID-19	Covid-19

12.1 Punctuation

Traditionally, abbreviations were supposed to end in full points while contractions did not. However, this has evolved to avoid confusion with different terms and there is no longer a definite rule. For example, **St.** with a point is the abbreviation for Street to avoid confusion with **St** which is the abbreviation for Saint.

If in doubt of any use of a point in an abbreviation use the Oxford dictionary for reference, see section 11.

For initialisms use all capital letters and do not use points. For example, use **US** or **UK** instead of **U.S.** or **U.K.**

If an abbreviation ends with a full point but does not end the sentence, other punctuation follows naturally. If the abbreviation ends the sentence, there is no second full point.

Correct	Incorrect
Mr	Mr.
Mrs	Mrs.
Dr	Dr.
Prof.	Prof
US	U.S.

12.2 Possessives and plurals

Abbreviations form the possessive in the normal way with **-s**: **CEO's travel**. Most abbreviations form the plural by adding **-s**: **TDs, ODs**. Do not use an apostrophe when making an abbreviation plural.

12.3 Indefinite article

The choice between **a** and **an** before an abbreviation depends on pronunciation, not spelling.

Use **a** before abbreviations beginning with a consonant sound, including an aspirated **h** (as in **horse** or **hand**) and a vowel pronounced with the sounds of **w** or **y**.

Use **an** before abbreviations beginning with a vowel sound including an unaspirated **h** (as in **hour** or **honour**)

Correct	Incorrect
a TD	an TD
a WM	an WM
an OD	a OD
an HM	a HM

12.4 Definite article

Acronyms such as **OSOC** (pronounced oh-soc) do not take a definite article (**the**) so **50 schools attended OSOC**.

Initialisms take the definite article when the long form includes a countable noun such as **CPW, WSC, WSF, WSCT, WSCP**, but not **WSI, HSE**.

Where the initialism includes a year reference for an event, do not include the definite article, e.g. **WSC2017, WSCF2016**. So whilst you would write **I am attending the WSC** you would write **I am attending WSC2017** without the definite article.

Initialisms would take the definite article when constructing a sentence which refers to a specific noun relative to the initialism, e.g. **the WSI brand book**, or **the HSE plan**.

12.5 e.g., i.e., etc.

Do not confuse **e.g.** meaning “for example” with **i.e.** meaning “that is”. Compare **hand tools, e.g. hammer and screwdriver** with **hand tools, i.e. those able to be held in the user’s hands**. Write both with two points and no spaces and preceded by a comma. Do not start a sentence with **e.g.** or **i.e.** rather use the full form **For example** or **That is**.

In full **etc** is **et cetera**, meaning “and other things”. Write in lowercase with a point. It is preceded by a comma if it follows more than one listed item: **robins, sparrows, etc.**

Do not write **and etc.** as it already includes the meaning of “and”. Do not end a list with **etc.** if it starts with **e.g., including, for example, or such as**, since these indicate that the list is incomplete.

13 WorldSkills specific style

Full terminology and explanations can be found in the glossary: www.worldskills.org/glossary.

WorldSkills is always written in body text with a capital “W” and a capital “S” with no space in between.

Whilst there are numerous abbreviations that contain WS as an abbreviation of WorldSkills, **never** abbreviate WorldSkills to WS by itself.

Correct	Incorrect
WorldSkills	World Skills
	Worldskills
	worldskills
	world skills
	WS

13.1 Possessives and Plurals

Do not add an apostrophe to show WorldSkills possession such as **WorldSkills’ Members**. Omit the apostrophe and use **WorldSkills Members, WorldSkills Mission, WorldSkills Competitions**, etc. Do not make the word WorldSkills into the plural form **WorldSkillses** as there is only one movement.

13.2 WorldSkills Member countries and regions

Not all WorldSkills Members represent countries; some represent regions of countries. To correctly refer to them collectively use the term **countries and regions**. When referring to a non-specific individual use **country/region** or **country or region**.

Do not use the terms **Nation** or **Nations** to describe Member countries or regions.

For correct capitalization and spelling of Member country/region names see www.worldskills.org/members.

13.2.1 Positions

When referring to a position and you wish to show affiliation with a Member use the following format: **name, position, member**.

For example, **John Smith, Expert, Canada** or **Jane Smith, Technical Delegate, Germany**. Do not write **Technical Delegate from Germany** or **Expert of Canada**.

13.3 WorldSkills Competition

Refer to the specific WorldSkills Competition with the number of the competition followed by city, country, year, e.g. **42nd WorldSkills Competition, Leipzig, Germany 2013**, this can be shortened to **42nd WorldSkills Competition** or **WorldSkills Leipzig 2013**. This can be abbreviated to **WSC** generally or to **WSCyear** for a specific WorldSkills Competition, e.g. **WSC2013**.

Where a host city has not yet been declared, refer to the WorldSkills Competition as WorldSkills Competition year, e.g. **WorldSkills Competition 2019**.

On first mention use the full name:

- **WorldSkills Competition** (when referring to a non-specific WorldSkills Competition, as in **The WorldSkills Competition is the core product of WorldSkills International**), or
- **WorldSkills Abu Dhabi 2017** (when referring to a specific WorldSkills Competition).

Afterwards, in the same piece of writing, it can be shortened to **the Competition**.

Correct	Incorrect
WorldSkills Competition	2015 WorldSkills Competition São Paulo
43rd WorldSkills Competition	WorldSkills São Paulo
WorldSkills São Paulo 2015	WorldSkills 2015
	WorldSkills Competition 2015 (only acceptable if the host city has not been named)

13.4 Skill competition and skills competition

To avoid confusion between the two there is no requirement to capitalize **competition**. Only capitalize the word **competition** if it is part of the name of the event such as the **WorldSkills Australia National Competition** or the general term **WorldSkills Competition**. In all other cases use **competition** in lowercase (With the exception of the shorted term for the event – see 13.3).

13.4.1 Skill competition

A skill competition is the competition in a singular skill. When referring to a skill competition use the name of the skill: **Welding**, rather than the phrase **Welding competition**. Skill competition can be plural as in **Welding and Joinery are skill competitions**.

For correct spelling and capitalization of skill competitions see www.worldskills.org/skills.

Correct	Incorrect
Welding	Welding competition
skill competition	skills competition (when referring to an individual skill)

13.4.2 Skills competition

Skills plural refers to all of the skills forming one event. So **EuroSkills Lille 2014 was the largest skills competition in Europe**. Skills competition can also be used in the plural when referring to multiple events such as **WorldSkills Members stage regular skills competitions**.

A skills competition is made up of all the individual skill competitions.

13.5 Regional and national competitions

When referring to regional or national competitions, do not capitalize the word **national** or **regional** unless the word occurs in an event name.

For example: **there are four regional competitions around the world**, and specific to an event: **WorldSkills France National Competition**.

13.6 Skill sectors

Skill competitions are grouped together into six sectors that reflect those in the global economy: Transportation and Logistics, Construction and Building Technology, Manufacturing and Engineering Technology, Information and Communication Technology, Creative Arts and Fashion, and Social and Personal Services.

Correct	Incorrect
skill sectors	skill categories skill areas

13.7 Competition Organizer

The Competition Organizer is the organization that is tasked with organizing the overall event that encompasses the WorldSkills Competition. Traditionally the organizer has been the Member. Recently separate companies have been setup specifically for this purpose, e.g. **WorldSkills London 2011 Ltd** and **WorldSkills Leipzig 2013 GmbH**. These organizations can be abbreviated to **WSL2011** and **WSL2013** respectively. Use the city name initial as the third letter followed by the year of the event. However, if the city name is two or more words the Secretariat will determine the abbreviation. For example, the abbreviation **WSSP2015** may be used to describe the Competition Organizer **WorldSkills São Paulo 2015**.

Correct	Incorrect
Competition Organizer	Organizing Committee

13.8 WorldSkills event

Each specific WorldSkills event that encompasses a WorldSkills Competition is to be referred to as WorldSkills City Year, e.g. **WorldSkills Abu Dhabi 2017**.

Never abbreviate the event. This avoids confusion with the Competition Organizer; always write the event name in full. Remember that the competition is part of the event and the competition abbreviation can be used such as **WSC2017**.

13.9 WorldSkills Occupational Standards

In either text or speech, only refer to the actual **WorldSkills Occupational Standards** by their full title, or the abbreviation **WSOS** once noted in brackets on first use. Do not shorten to **WorldSkills Standards**, or **the Standards**, when writing, or when speaking, unless the context makes it entirely clear that the actual WorldSkills Occupational Standards are being referred to. Irrespective of their perceived similarity to the WSOS, the standards that Members develop for their own purposes can only be referred to as **WorldSkills <member country/region> Occupational Standards**.

The WSOS are global **occupational** standards. If a Member creates **TVET** standards by referencing the WSOS, for clarity they must be referred to as **WorldSkills <member country/region> TVET Standards**.

Do not to omit “occupational”, or “TVET”, as appropriate, in titles, since this will blur the distinction between types of standards, and create confusion.

Correct	Incorrect
WorldSkills Occupational Standards	WorldSkills Standards
	WorldSkills Standards Specifications

13.10 Meeting terminology

The following is the required use of terms for meetings, minutes, and relevant documentation to ensure consistency and correctness of use.

13.10.1 Ratify

The General Assembly ratifies a new document or an update to a document. Ratification is the actuation of (the act of) making a document (e.g. Constitution, Standing Orders, Code of Ethics) or certificate (e.g. membership) official (i.e. affecting rules, policies, or “laws” of WSI).

Only the General Assembly can ratify a document or certificate.

13.10.2 Adopt

The General Assembly formally accepts or approves a recommendation that affects governance, policy, or strategy that was approved by the Board, Competitions Committee, or Strategic Development Committee.

Only the General Assembly can adopt a recommendation or proposal.

For example: **Audited Financial Statements** are adopted by the General Assembly.

13.10.3 Approve

The General Assembly can approve a proposal from the Board, Competitions Committee, or Strategic Development Committee. The Board can approve a proposal from the Competitions Committee, Strategic Development Committee, CEO, Competition Organizer or Member. The Competitions Committee and Strategic Development Committee can approve a proposal from the Chair or Vice Chair, Secretariat, Board, Member or Competition Organizer. Approval is for recommendations or submissions that are not governance or policy – they tend to be more operational or administrative or implementation of strategy.

The General Assembly, Board, Competitions Committee, or Strategic Development Committee can approve a proposal.

For example: **Minutes of meetings** are approved, **budgets** and **Member Fees** are approved.

13.10.4 **Recommend**

A person or body formally delivers a proposal or recommendation or application to a body of WSI for decision, approval or adoption that includes a draft resolution or minute which the receiving person or body will formally approve/adopt or reject.

13.10.5 **Submit**

A person or body formally delivers a proposal or recommendation or application to a body of WSI for decision, approval or adoption.

13.10.6 **Present**

A person or body formally delivers a proposal or recommendation or application to a body of WSI for discussion or review for information only no decision, approval or adoption is anticipated or required.

13.10.7 **Prepare**

A person or body prepares a (draft) document about a proposal or topic to be considered.

13.10.8 **Decide**

A person or body either makes a choice from a number of alternatives or gives a judgement on a matter.

14 Templates

All documentation is to be created from a Word/PowerPoint/Excel template.

Make sure you choose the appropriate template best suited for the document.

The main templates include:

WSI_agenda_vn.n.dotx

Use this template to create new agendas for meetings.

WSI_doc_cover_num_vn.n.dotx

Use this template to create standard documents with a cover page and numbered headings/sections.

WSI_doc_cover_vn.n.dotx

Use this template to create standard documents with a cover page.

WSI_doc_landscape_vn.n.dotx

Use this template to create standard landscape documents.

WSI_doc_num_landscape_vn.n.dotx

Use this template to create standard landscape documents with numbered headings/sections.

WSI_doc_num_vn.n.dotx

Use this template to create standard documents with numbered headings/sections.

WSI_doc_vn.n.dotx

Use this template to create standard documents.

WSI_letter_vn.n.dotx

Use this template to create standard letters.

WSI_minutes_vn.n.dotx

Use this template to create new minute documents meetings.

WSI_powerpoint_vn.n.potx

Use this template to create new PowerPoint presentations. This template has layouts for each different focus area.

WSI_spreadsheet_landscape_vn.n.xlsx

Use this template to create Excel spreadsheets that will be printed in landscape.

WSI_spreadsheet_vn.n.xlsx

Use this template to create Excel spreadsheets that will be printed in portrait.

15 Quick reference

Section	Correct	Incorrect
Language	collaborate	collaborate together
	WorldSkills has many Members	We have many Members
Capitalization	This is a heading	This Is A Heading
	Technical Delegate	Technical delegate
	General Assembly	General assembly
Pronouns	their	his/hers
	they	he/she
Numbers	five	5
	first	1st
	43rd	43 rd
	1,000	1000
	100,000	100 000
	31-32	31-2
Measurement	m ²	sqm
	km/h	Kph
	km	Kms
	min	mins
	sec	secs

Section	Correct	Incorrect
Currency	EUR 1,000	1,000 euros
	USD 1,000	US\$1,000
Punctuation	Sponsorship and Partnership	Sponsorship & Partnership
	either/or	either / or
	June-July	June – July
	“This is a growing organization,” said Mr Hoey.	“This is a growing organization”, said Mr Hoey.
Dates	Thursday, 12 April 2013	Thursday 12th April, 2013
	12 April 2013	12 April, 2013
	12.04.13	12/4/13
	2-7 July 2013	from 2-7 July 2013
Time	9.00 a.m.	9.00am 9:00a.m. 9 am
	21:00	2100 21.00 hours
	09:00 (GMT-3)	09:00 (BRT)
	20:00 (GMT+4.5)	20:00 (GMT+4:30)
	Tuesday, 12 April, 08:30-17:00	Tuesday, 12 April 08:30-17:00
Internet	email	e-mail
	website	web site

Section	Correct	Incorrect
	www.worldskills.org	http://www.worldskills.org
	www.worldskills.org/secretariat	http://www.worldskills.org/index.php?option=com_content&task=view&id=20&Itemid=364
Spelling	organize	organise
	centre	center
	honour	honor
Abbreviations	Mr	Mr.
	e.g.	eg:

16 Quick reference

WorldSkills terminology

Refer to www.worldskills.org/glossary for all terminology, descriptions, and abbreviations.

Correct	Abbreviation	Incorrect
Competition Organizer	CO	Organizing Committee
Competitors	C	competitors Participants champions
General Assembly General Assembly 2008 General Assembly 2010	GA GA2008 GA2010	General assembly 2008 General Assembly general assembly 2010
Global Partner(s)	GP(s)	Global Sponsors
Global Industry Partner(s)	GIP(s)	Global industry partner(s) Industry Partner(s) GIPS
Medallist	-	medalist Medalist
skill sectors	-	skill categories skill areas
WorldSkills	-	World Skills Worldskills worldskills world skills WS
WorldSkills Champion Champion	-	WorldSkills champion champion

Correct	Abbreviation	Incorrect
WorldSkills Champions Forum Champions Forum	WSCF	WorldSkills champions forum WorldSkills Champions forum Champions forum
WorldSkills Competition	WSC	WorldSkills competition The competition International Competition
WorldSkills Conference Programme Conference Programme	WSCP	WorldSkills Conferences WorldSkills conference programme WorldSkills programme
WorldSkills Foundation	WSF	World Skills foundation World skills foundation Worldskills Foundation Worldskills foundation
WorldSkills International	WSI	World Skills international World skills international Worldskills International Worldskills international
WorldSkills Member country/region Member country/region	-	WorldSkills Member country WorldSkills Member Country/Region Member Country/Region Member country Member Nation
WorldSkills Member(s) Member(s)	-	WorldSkills member(s) member(s)

Correct	Abbreviation	Incorrect
WorldSkills São Paulo 2015 43rd WorldSkills Competition	WSC2015	WorldSkills Competition São Paulo 2015 WorldSkills São Paulo WorldSkills São Paulo WorldSkills 2015 WorldSkills Competition 2015 43 rd WorldSkills Competition
WorldSkills Occupational Standards	WSOS	WorldSkills Standards WorldSkills Standards Specifications
Try-a-Skill	-	Try a Trade try a skill Try a Skill