

Grammar Guide



Punctuation Rules

A period is used...

- at the end of declarative sentences and mild imperatives.
- after initials and abbreviations.
- only once for a sentence ending with an abbreviation.

A question mark is used...

- at the end of an interrogative sentence.

An exclamation mark is used...

- after a word, phrase, or sentence showing strong feeling.

A comma is used...

- to separate two or more adjectives of equal rank.
- to set off a direct quotation.
- to separate three or more words, phrases, or clauses in a series.
- to separate two independent clauses in a compound sentence.
- to set off a word, phrase, or dependent clause at the beginning of a sentence.

A semicolon is used...

- to separate independent clauses very close in meaning but not separated by *and*, *but*, *or*, *nor*, *for*, or *yet*.
- to separate items in a series when the series already contains commas.

A colon is used...

- before a list of items or details.
- before a statement that summarizes the original statement.
- before a long, formal quotation or statement.

Parentheses are used...

- to set off words, phrases, clauses, or sentences which are independent of the main part of the sentence.

Quotation marks are used...

- to set off a direct quotation. (Single quotation marks are used for quotes within quotes.)
- to set off words, phrases, or sentences referred to in the sentence.
- to set off slang and foreign words or phrases.

Pronoun-Antecedent Agreement

- A personal pronoun must agree with its antecedent in person, number, and gender.

- Collective nouns are singular when the group is acting as a single unit.

- Collective nouns are plural when the members of the group are acting independently.

Example:

The orchestra disagree on the selections for the concert.

Subject-Verb Agreement

- Normally, when two or more subjects are connected by *and*, the subject is plural and requires a plural verb.

Fred and Dave like this class.

- If the two subjects form a unit, the subject is then singular and requires a singular verb.

Chicken and dumplings is my favorite meal.

- Two singular subjects joined by *or* are considered singular and require a singular verb.

- When one of the subjects is singular and the other is plural, the verb agrees with the subject that is nearer.

- The subject of the sentence is never affected by intervening phrases that might come between it and the verb.

- A collective noun that is singular requires a singular verb.

- If the collective noun indicates by its usage that the individual members are acting separately, then a plural verb is required.

- A plural noun that shows *weight*, *extent*, or *quantity* is singular and takes a singular verb.

Ten dollars is the price of this tape.

Rules for Titles

- All principal words in titles are capitalized. Do not capitalize prepositions, coordinating conjunctions, and articles unless they begin the title.

- Underline the titles of books, magazines, newspapers, and films. (Italics may take the place of underlining if you are using a word processor capable of doing it.)

- Quotation marks are used to enclose the titles of magazine articles, chapters of books, names of songs, and titles of poems.

Capitalization Rules

- Capitalize names of particular persons, places, and things.

- Capitalize titles of rank when they come before a person's name.

- Do not capitalize the names of the seasons of the year unless they are personified.

- The words *north*, *south*, *east*, and *west* are capitalized only when they refer to sections of the country, not directions.

- The names of school subjects are not capitalized unless they are names of languages.

- All words that refer to a specific deity and sacred books are capitalized.

The "Of" Error

- Do not substitute the preposition *of* for the auxiliary verb *have*.

Common error forms are:

could of
should of

You should use:

could have
should have

Guide To Grammar And Writing

Jianjun Gao



Guide To Grammar And Writing:

Writing.com Moira Anderson Allen,1999 This practical guide is an invaluable tool for all writers aiming to develop or enhance a successful writing career writing com lays out a comprehensive plan for negotiating the wealth of new information and opportunity by harnessing the Internet s tremendous power for business expansion skill refinement promotion and so much more Book jacket

Grammar for Writing 1 Joyce S. Cain,2012 *The Complete Idiot's Guide to Creative Writing* Laurie Rozakis,2004 A fifty percent revision of a popular Complete Idiot s Guide that now more than ever offers readers a thorough creative writing class in a book with Dr Laurie Rozakis as their teacher The book is refocused to more of an academic approach Readers can begin to unlock their creativity from the first page with fabulous exercises that help them explore their talents and experiment with different genres and forms of writing including Short stories Narrative nonfiction Memoirs Magazine articles Poetry Drama Blogging and freewriting

The Writer's Guide to Grammar - Student Workbook Roy Speed,2018-08 Guide and workbook for students on English grammar usage and punctuation

The Complete Idiot's Guide to Writing Poetry Nikki Moustaki,2001-04-01 Discover the poet within You ve read poetry that has touched your heart and you d like to improve your own writing technique But even though you have loads of inspiration you re discovering that good instruction can be as elusive as a good metaphor The Complete Idiot s Guide to Writing Poetry will help you compose powerful emotion packed poems that you can be proud of You ll learn Simple explanations of poetry building blocks such as metaphor imagery symbolism and stanzas Steps to the poetic process Easy to follow guidelines for writing sonnets sestinas narrative poems and more Fun exercises to help you master the basics of poetry writing How to avoid clich s and other poetry pitfalls Advice on writers conferences and workshops Tips on getting your poetry published Good poems that will inspire your own work Strategies to beat writer s block

Blending Language Skills Simplified: Vocabulary, Grammar, and Writing (Book C, Grade 3) Judith Hennemuth Sweeney,2021-06-04 The Blending Language Skills Simplified series helps students identify and practice their grammar with skill specific activities Students using this eBook will gain a practical knowledge of standard speech patterns increase self esteem upon successful completion and improve their performance on the grammar and usage sections of standardized tests Lessons include invaluable features such as off the page interactive activities parent involvement ideas and journal writing suggestions Answers are provided at the back of the book Book C is Grade 3

Choice ,2009 **Grammar** Benedict Williams,2016-11-09 The Essential Guide to Grammar is the perfect resource for everyone who wants to produce clear concise and grammatically excellent writing Whether you re creating professional documents school papers or just personal letters you ll find this handbook indispensable From word choice to punctuation to organization you re in the right hands A clear concise and easy to read guide to English grammar punctuation and usage This book includes simple explanations of grammar punctuation and usage Appropriate for all ages this authoritative guide makes learning English grammar and usage simple and enjoyable This book is fully updated to reflect

the latest rules in grammar **Practical guide to English composition and essay writing. revised** William Stewart Thomson,1901 **Writing and Grammar: Communication in Action** Pearson/Prentice Hall,Joyce Armstrong Carroll,2004 *The Nelson Guide to Essay Writing* Grant Heckman,2002 From idea generation to formatting and all steps in between The Nelson Guide to Essay Writing provides a succinct overview of essay writing Designed to be a brief and portable guide it will serve students well throughout their studies This text is the perfect complement to any course and can be used on its own or packaged with any of our titles Morphological Complexity within and across Boundaries Aslı Gürer,Dilek Uygun-Gökmen,Balkız Öztürk,2020-07-15 This volume brings together a collection of original articles investigating state of the art themes in morphology The papers in the volume provide an in depth analysis for spoken and sign languages within morphological word domain morphosyntax and morphophonology Bringing data from a variety of languages including Turkish some understudied ones e g Turkish Sign Language Late Ottoman Turkish and also endangered languages e g Karachay Balkar Sauzini Cappadocian Aivaliot and Pharasiot Greek the volume will be of special interest to a wide audience ranging from typologists to theoretical linguists and graduate students in linguistics and is expected to generate further research on the above mentioned languages as well as to contribute to the cross linguistic literature on the themes explored in the volume **Resources in Education** ,1982 *The Writer's Guide to Grammar - Teaching Guide with Answer Key* Roy Speed,2019-04-09 Teachers prepare to be spoiled once you ve taught grammar using this material you ll never want to teach it any other way WHAT MAKES THIS A GREAT COURSE The Writer s Guide to Grammar covers all the most important topics in English grammar usage and punctuation but with a twist it emphasizes the topics vital to everyday writing and gives guidance users can put to immediate use It s practical easy to understand and unlike most grammar texts attractive in appearance Also the entire course is laid out to maximize both 1 efficient learning and 2 ease of reference in other words with a glance back at any section a student immediately sees and recalls the main point of that section WHAT MAKES THIS A GREAT TEACHING GUIDE Unlike most teaching guides this one has a brilliant design It makes the teacher s preparation easy and enhances the teacher s delivery of lessons Key elements of the design It precisely mirrors the Student Workbook sold separately all answers to exercises are overlaid directly on the student exercises so no more flipping to the back of the book to find the answers The student material is in black white while the teaching instructions and exercise answers are overlaid in color The Introduction for Teachers offers lessons from the author s own experience with teaching this material in the classroom It includes the strategies for engaging students and maximizing the value of the classroom experience For each topic this guide tips for enhancing the student s understanding of the concept always featured with bold headlines like WHY IT MATTERS and WHAT TO EMPHASIZE The Writer s Guide to Grammar helps with all of the following challenges Moving the learning into long term memory To drive home the critical concepts the program is stealthy it may not feel like it but it incorporates drill repetition and review sufficient to master the critical guidelines for usage and punctuation Keeping the

learner engaged Among the standout features of the program are its attractive appearance variety and humor all of which can be critical aids to learning Put another way in this program drill and repetition never feel like drill and repetition Applying the knowledge to real world situations The program is filled with activities that look not like grammar exercises but real life writing challenges memos letters articles and essays This comprehensive text serves either as a self paced home study course or for classroom coursework This material has been taught to thousands of people in a variety of settings from students to professionals in the workplace

Writing Across the Chemistry Curriculum Jeffrey Kovac, Donna W. Sherwood, 2001 This book discusses issues surrounding a teacher implemented a writing across the curriculum program designed to improve students rhetorical and writing skills in physical science particularly chemistry It contains practical material such as suggested assignments and strategies that can be put into practice immediately to use writing effectively A comprehensive reference tool the advice offered in this book applies to courses throughout the entire chemistry curriculum including graduate education Other coverage discusses designing grading and responding to writing assignments For instructors who are considering or already offering such programs this book is a rich resource of clear step by step suggestions

Macmillan Language Arts Today , 1990 *Your Story* Carla Jean Eardley, 2009-05-01 Here is a book that will show family historians how to turn their genealogical research into compelling stories even if they ve never written anything more complicated than a letter Bridging the gap between genealogy guides and writing manuals *Your Sto*

Executive Guide to Grammar , 1987 A Guide to Writing & Presenting in Music Therapy Kenneth Aigen, 2003 This publication is an elaboration of two questions What do want to say And how do you want to say it The author believes that professional communications are a form of advocacy and not merely informational with his observations directed particularly to all music therapists

How to Write for Class Erica Lynn Meltzer, 2019-08-09 *How to Write for Class A Student s Guide to Grammar Punctuation and Style* is a comprehensive guide to the concepts students need to know to write effectively for school Rather than treat grammar as a series of rules to be memorized it emphasizes the logic behind the English language as well as the relationship between grammar and meaning The approach taken in this book is also based on the observation that students often find it challenging to apply rules studied in isolation or through overly simplified examples to the more complex statements they want to include in their own writing *How to Write for Class* is designed to help bridge that gap it makes use of numerous examples from actual papers and walks students through the process of constructing the type of sophisticated but grammatically coherent statements that will raise their academic writing to the next level Appropriate for advanced middle school through college writers

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