

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

Grammar Guide

Rosalind Fergusson



Grammar Guide:

Essentials of English Grammar L. Sue Baugh, 2005-07-15 Clear concise and packed with lively examples *Essentials of English Grammar* Third Edition fills you in on general usage rules for parts of speech punctuation capitalization abbreviations numbers word division spelling commonly confused words and much more It also includes style guidelines with tips on how to write with economy clarity and accuracy A quick reference for people with the occasional question and an excellent primer for anyone learning the basics this edition of the perennial bestseller features a new glossary of grammar terms updated coverage of stylistic conventions and new examples

The Chicago Guide to Grammar, Usage, and Punctuation Bryan A. Garner, 2020-03-04 The authoritative guide to using the English language effectively from the greatest writer on grammar and usage that this country has ever produced David Yerkes Columbia University The author of *The Chicago Manual of Style*'s popular Grammar and Usage chapter Bryan A Garner is renowned for explaining the vagaries of English with absolute precision and utmost clarity With *The Chicago Guide to Grammar Usage and Punctuation* he has written the definitive guide for writers who want their prose to be both memorable and correct Garner describes standard literary English the forms that mark writers and speakers as educated users of the language He also offers historical context for understanding the development of these forms The section on grammar explains how the canonical parts of speech came to be identified while the section on syntax covers the nuances of sentence patterns as well as both traditional sentence diagramming and transformational grammar The usage section provides an unprecedented trove of empirical evidence in the form of Google Ngrams diagrams that illustrate the changing prevalence of specific terms over decades and even centuries of English literature Garner also treats punctuation and word formation and concludes the book with an exhaustive glossary of grammatical terms and a bibliography of suggested further reading and references *The Chicago Guide to Grammar Usage and Punctuation* is a magisterial work the culmination of Garner's lifelong study of the English language The result is a landmark resource that will offer clear guidelines to students writers and editors alike A manual for those of us laboring to produce expository prose nonfiction books journalistic articles memorandums business letters The conservatism of his advice pushes you to consider audience and occasion so that you will understand when to follow convention and when you can safely break it John E McIntyre Baltimore Sun

Essentials of English Grammar L. Sue Baugh, 1993 A concise guide to grammar usage and style Includes appendices on irregular verbs verb preposition combinations commonly confused words and misspelled words

[The Blue Book of Grammar and Punctuation](#) Lester Kaufman, Jane Straus, 2021-04-16 The bestselling workbook and grammar guide revised and updated Hailed as one of the best books around for teaching grammar *The Blue Book of Grammar and Punctuation* includes easy to understand rules abundant examples dozens of reproducible quizzes and pre and post tests to help teach grammar to middle and high schoolers college students ESL students homeschoolers and more This concise entertaining workbook makes learning English grammar and usage simple and fun

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Complete English Grammar Rules Peter Herring, 2016-07-15 Examples Exceptions Exercises and Everything You Need to Master Proper Grammar Complete English Grammar Rules is a comprehensive English grammar guide covering both basic and advanced grammar rules Learn proper English grammar with simple in depth explanations featuring key exceptions common grammar mistakes and thousands of real world usage examples plus valuable grammar exercises every topic includes a grammar quiz With Complete English Grammar Rules you ll be able to Quickly master basic English grammar while learning more advanced topics along the way Easily identify nouns pronouns verbs adjectives adverbs prepositions and other parts of speech Master verb tenses and conjugation including irregular verbs and exceptions Learn about every type of sentence and avoid common writing mistakes Test your knowledge with grammar quizzes designed to help you retain the most important information Finally you can get answers to all your questions about grammar Complete English Grammar Rules gives you all the rules of grammar all in one place logically organized in a user friendly format Preface Grammar is without a doubt one of the most daunting aspects of the English language an area riddled with complexities inconsistencies and contradictions It has also been in a state of flux for pretty much its entire existence For native speakers of English as well as for those learning it as a new language grammar presents a very serious challenge to speaking and writing both accurately and effectively Having a single reliable go to reference guide should therefore be indispensable to those trying to learn improve or perfect their speech or writing This book is that guide a clear unambiguous and comprehensive source of information that covers all the relevant topics of English grammar while still being easy to understand and enjoyable to read Every topic in the book has been broken down into basic units Each unit can be read and understood in its own right but throughout the book you will find cross references to other sections and chapters to help make it clear how all the pieces fit together If you're having trouble understanding something try going back or forward to other related topics in the book Finally it must be mentioned that because English is such a flexible inconsistent language the rules that are often bandied about are usually not rules at all but rather guides that reflect how the language is used Accordingly the guidelines contained within this book are just that guidelines They are not intended to provide constrictive or proscriptive rules that confine everyone to a particular way of speaking or writing Learning how the English language works will enhance your engagement with speech and writing every day from the books you read to the e mails you write to the conversations you have with friends and strangers alike As such mastering grammar is not an exercise

that is confined to the classroom While it is certainly important to learn the structures styles and rules that shape the language the key to truly learning English is to read and listen to the way people write and speak everyday from the most well known authors to the people you talk to on the bus Take the information you find in this book and carry it with you into the world P Herring *Everyday Spelling and Grammar* Kathi Wyldeck, 2003 This book is your easy guide to the correct use of punctuation the basic rules of spelling and grammar how to write effective letters how to spell tricky words tips for preparing interest grabbing summaries definitions and explanations of language terms Grammar 101 Kathleen Sears, 2017-05-09 Learn the rules of the English language with this easy and engaging style guide Grammar is complicated But many textbooks and style guides are often so long and tedious that even English teachers use them as a classroom doorstop Grammar 101 is a fun comprehensive guide focusing on the essentials of grammar With simple explanations and entertaining examples you can learn everything you need to know to employ commas semicolons and em dashes with confidence You'll even be prepared to wrangle your run on sentences and sharpen your syntax with ease So whether you're looking for an introduction to the rules of grammar or a refresher to keep on your desk Grammar 101 has all the answers

The Complete Guide to Grammar Rosalind Fergusson, 2006-08-03 Many people find English grammar daunting if you are one of them then this is the book for you The Complete Guide to Grammar is an indispensable guide for all native English speakers who were not taught formal grammar and who have ever wondered about the correct use of a word or phrase It is also an invaluable learning tool for students of English of lower intermediate standard and above The book deals with each area of grammar in a concise readable manner providing relevant examples Each topic is explained in a self contained two page section highlighting mistakes commonly made within each area of grammar and there is also a full glossary of grammatical terms indispensable to any intelligent discussion of grammar together with a comprehensive index for ease of use If you have ever hesitated to confidently split an infinitive or wondered to whom you should address yourself this book is for you **The Teacher's Guide to Grammar** Deborah Cameron, 2007 This guide focuses directly on the aspects of grammar that teachers need to know Assuming little or no formal linguistic training this text provides the necessary background knowledge required in the classroom context with chapters on words phrases verbs and clauses The

Architects Guide to Writing Bill Schmalz, The Images Publishing Group, 2014 There are a lot of good books available to help people write better They include dictionaries usage guides and various types of writers manuals and professional writers ought to have many of those books on their bookshelves But most architects and other design and construction professionals are not professional writers Instead they are people who spend a large part of their professional lives writing That's a big difference and that's where this book will help The Architect's Guide to Writing has been written not by an English major but by Bill Schmalz an architect who knows the kinds of documents his fellow professionals routinely have to write and understands the kinds of technical mistakes they often make in their writing This book is designed to meet the specific needs

of design and construction professionals It s not going to waste their time with the things that most educated professionals know but it will help them with the things they don t know or are unsure of It s not a Chicago Manual sized encyclopaedic reference that includes everything any writer would ever need to know because architects don t need to know everything But what they do need to know and what they use every day in their professional lives has been assembled in this book

Navigating English Grammar Anne Lobeck,Kristin Denham,2013-09-23 An engaging and fresh take on the rules and politics of English grammar written in lively prose It goes a step further than most books on grammar by providing an overview of the field with a discussion of historical and current debates about grammar and how we define discuss and approach it Presents a novel inquiry based approach to understanding speakers unconscious knowledge of English grammar Makes lucid connections when relevant with current linguistic theory Integrates language change and variation into the study of grammar Examines historical sources of socially evaluative perceptions of grammar as good or bad and notions of language authority Provides syntactic explanations for many modern punctuation rules Explores some of the current controversies about grammar teaching in school and the role of Standard English in testing and assessment **The**

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أزها حسانين,2006 An essential easy to use handbook for students at all levels In a compact easy to use format this new book offers a convenient guide to grammar for any student of Modern Standard Arabic MSA the version of Arabic most commonly used in journalism formal writing and literature Drawing on over a decade of experience as a full time teacher of Arabic Azza Hassanein explains the rules in straight forward English illustrating usage with examples throughout The book covers all the rules of grammar and morphology that students require for elementary intermediate and advanced levels of Arabic As a compact guide it is an ideal auxiliary no matter what textbook the student is using While students of the language will find Modern Standard Arabic Grammar extremely helpful it is also a valuable tool for linguists who want to acquire a clear idea about the skeletal structure of the language as well as translators who are working with written Arabic Covering all the important grammatical rules of MSA from nisba adjectives and nominal and verbal sentences to more complex constructions such as conditional sentences and the subjunctive this

unique handbook fills a real need for the growing number of people worldwide learning Arabic **The Everything Guide To Writing Copy** Steve Slaunwhite, 2007-06-14 The Everything Guide to Writing Copy is a step by step guide to writing effective copy for a variety of media including print web radio trade journals and much more Packed with tips and tricks used by the pros this valuable resource teaches you to promote products and services build brands and write copy that boosts your company's bottom line Features expert strategies for you to Write compelling headlines tag lines and leads Avoid common copywriting mistakes Strengthen brand development Start a freelance copywriting business Write copy for all media print radio TV and websites Whether you're a professional copywriter or just starting out The Everything Guide to Writing Copy will inspire you to create innovative sales generating advertising and marketing pieces Punctuation: the Ultimate Guide

Giacomo Giammatteo, 2021-04-12 Grammar consists of many things and one of the more important is punctuation It is like the Rosetta Stone providing the key to how writers want a reader to interpret what they wrote Punctuation is even present when we speak A slight pause is similar to a comma a longer pause akin to a semicolon and a stop equals a period Question marks and exclamation points can be heard in the cadence of a person's speech pattern and where the emphasis is placed and on which words Almost all punctuation marks are represented in everyday speech and therein lies the key to great dialogue knowing how to use punctuation correctly with dialogue There are some writers who are masters at it Elmore Leonard was one of the best Read his books or listen to a few of the movies made from his books and you'll see a genius's work This book explains how to use punctuation in an easy to grasp manner **The Blue Book of Grammar and Punctuation**

Jane Straus, Lester Kaufman, Tom Stern, 2014-02-10 A revised and updated new edition of the bestselling workbook and grammar guide The Blue Book of Grammar and Punctuation is a concise entertaining workbook and guide to English grammar punctuation and usage This user friendly resource includes simple explanations of grammar punctuation and usage scores of helpful examples dozens of reproducible worksheets and pre and post tests to help teach grammar to students of all ages Appropriate for virtually any age range this authoritative guide makes learning English grammar and usage simple and fun This updated Eleventh Edition reflects the latest updates to English usage and grammar and features a fully revised two color design and lay flat binding for easy photocopying Clear and concise easy to follow offering just the facts Fully updated to reflect the latest rules in grammar and usage along with new quizzes Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage The Blue Book of Grammar and Punctuation offers comprehensive straightforward instruction

English for Everyone Teacher's Guide DK, 2018-06-05 An essential teacher's companion to an innovative uniquely visual English language course this e guide helps English teachers including those for whom English is not their native language create clear focused lesson plans explain difficult concepts in a simple and concise way and make language learning exciting intuitive and incredibly easy This teacher's e guide is designed to accompany English for Everyone a

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HTML & XHTML: The Definitive Guide Chuck Musciano,Bill Kennedy,2002-08-22 HTML and its XML based descendant XHTML are the fundamental languages for working on the web and the new edition of our popular HTML guide offers web developers a better way to become fluent in these languages HTML however it s as easy to learn bad habits through imitation as it is to acquire good ones The better way to become HTML fluent is through a comprehensive reference that covers the language syntax semantics and variations in detail and demonstrates the difference between good and bad usage In HTML XHTML The Definitive Guide the authors cover every element of HTML XHTML in detail explaining how each element works and how it interacts with other elements Tips about HTML XHTML style help you write documents ranging from simple online documentation to complex presentations With hundreds of examples the book gives you models for writing your own effective web pages and for mastering advanced features like style sheets and frames HTML XHTML The Definitive Guide 5th Edition shows how to Use style sheets to control a document s appearance Work with programmatically generated HTML Create tables from simple to complex Use frames to coordinate sets of documents Design and build interactive forms and dynamic documents Insert images sound files video Java applets and JavaScript programs Create documents that look good on a variety of browsers Make the transition to XHTML The book comes with a handy quick reference card listing HTML XHTML tags

Grammar and Beyond Level 1 Teacher Support Resource Book with CD-ROM Paul Carne,Jenni Currie Santamaria,Lisa Varandani,2012-01-16 Based on extensive research Grammar and Beyond ensures that students study accurate information about grammar and apply it in their own speech and writing The Grammar and Beyond Teacher Support Resource Book with CD ROM Level 1 provides suggestions for applying the target grammar to all four major skill areas helping instructors facilitate dynamic and comprehensive grammar classes an answer key and audio script for the Student s Book a CD ROM containing ready made easily scored Unit Tests as well as 33 PowerPoint presentations to streamline lesson preparation and encourage lively heads up interaction

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