

# 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 nearest.

- 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.  
*Two 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've*  
*could have*  
*should have*

# Grammar Guide Learning Cards

**Padhraic Smyth**



## **Grammar Guide Learning Cards:**

## **Grammar Guide Learning Cards** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Grammar Guide Learning Cards**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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