

# PUNCTUATION

 <b>Period</b>	<b>Question Mark</b>	<b>Exclamation Point</b>
<p>At the end of sentences ⇒ <i>John has the measles.</i></p> <p>After initials and abbreviations ⇒ <i>Dr. Jones., Ph.D.</i></p> <p>After numbers and as a decimal point ⇒ <i>1., 2., 3., ... .5, 1.5</i></p>	<p>At the end of direct questions ⇒ <i>What is he doing?</i></p> <p>But NOT after indirect questions ⇒ <i>He asked what it was.</i></p> 	<p>After emphatic statements ⇒ <i>Help! Be careful!</i></p> 
<b>Comma</b>		
<p>To separate two main clauses joined by coordinating conjunctions: (<i>for, and, nor, but, or, yet, so</i>) <i>We rushed to the station, but the train had already left.</i></p> <p>To set off interrupting statements <i>I know, of course, that you are studying. He is, I believe, the worst player on the team.</i></p> <p>To set off an unnecessary restatement of someone's name (an appositive). <i>Mr. Smith, my father, is the man wearing the hat.</i></p> <p>To separate words in a series <i>I want milk, bread, butter, and cheese. He hoped that the war would end, that the crime rate would drop, and that his personal problems would be solved.</i></p>	<p>To set off nouns in direct address. <i>Mrs. Smith, have you visited the art museum?</i> <i>Have you heard, class, that the assignment is easy?</i></p> <p>In direct quotations <i>"I understand," he said, "that you intend to go to France."</i></p> <p>In dates, between the day and the year <i>November 1, 1985</i></p> <p>Between cities and states <i>He lives in Wilmington, Delaware</i></p> <p>After introductory words such as <i>yes, no, first, second, however,</i> and so on. <i>Yes, I'd like to go</i></p>	
<b>Apostrophe</b>		
<p>Omission of letters, as in contractions <i>He's (he is), don't (do not), we're (we are), it's (it is)</i></p> <p>To show that a word is given a loose, or colloquial, pronunciation <i>"None o' the boys is goin' t' be sick," he said.</i></p> <p>To show plurals of letter and numbers (or omission of numbers) or words used as words <i>3's; blizzard of '89, cross your t's and dot your i's around here</i></p>	<p>To show singular possession add 's after the noun <i>The dog's bone.</i></p> <p>To show plural possession:</p> <ol style="list-style-type: none"> <li>1. Add only the ' to plural nouns ending in s <i>The girls' coats, the boys' shoes</i></li> <li>2. Add 's to plural nouns not ending in s <i>The men's hat, the children's toys</i></li> </ol>	

Quotation Mark	Colon	Semicolon
<p>The exact words of a speaker ⇒ <i>“Let’s go there next week,” he said.</i></p> <p>An interrupted quotation ⇒ <i>“Okay,” yelled the crook, “hands up!”</i></p> <p>Titles of poems, songs, stories, chapters, articles ⇒ <i>“Rip van Winkle”</i></p> 	<p>After the greeting on a business letter ⇒ <i>Dear Sir:</i></p> <p>To introduce a list ⇒ <i>The following items are needed:</i></p>	<p>To separate two independent clauses. ⇒ <i>One is small; the other is large.</i> ⇒ <i>Thanks again for allowing us to be of service; we appreciate your business.</i></p> <p>In compound sentences before such words as furthermore, however, nevertheless, therefore, consequently, and so on (transition words). ⇒ <i>Our plane was three hours late; consequently, we did not arrive on time.</i></p>
Hyphen	Dash	Underlining
<p>To express the idea of a unit ⇒ <i>I double-parked</i> (verb). ⇒ <i>He owns a well-built house</i> (adjective).</p> <p>To avoid ambiguity ⇒ <i>Re-sign the petition</i> (compare to <i>resign from office</i>)</p> <p>If you must break the word at the end of a line, use a hyphen between syllables. ⇒ <i>In spite of the heat this summer, enthusiastic spectators flocked to games in droves.</i></p>	<p>To show a sudden break in thought ⇒ <i>The sun—which is nearby—isn’t that large.</i></p> <p>To show emphasis before an appositive ⇒ <i>Money, fame, power—none of these things are important without health.</i></p>	<p>Titles of magazines, newspapers, books, movies, and plays. ⇒ <i>He likes to read <u>The New York Times</u>.</i></p>

Capitalization	
<ul style="list-style-type: none"> <li>⇒ the pronoun I.</li> <li>⇒ the first word of each sentence.</li> <li>⇒ proper nouns and proper nouns used as adjectives (Mexican food).</li> <li>⇒ directions used as sections of the country, but not as compass directions.</li> <li>⇒ the days of the week, the months of the year, and holidays (but not the seasons).</li> <li>⇒ the official title of a person (including abbreviations) when it is used with the person's name.</li> </ul>	<ul style="list-style-type: none"> <li>⇒ important words in a title of a book, magazine, story, essay, etc.</li> <li>⇒ historical time periods, events and documents (but not centuries) .</li> <li>⇒ countries, nationalities, religions and specific languages.</li> <li>⇒ the names of God, specific deities, religious figures, and holy books.</li> </ul>

# GRAMMAR

NOUN	ADJECTIVE	PRONOUN
<p>A word that names a person, place, thing, quality or act.</p> <p>Examples:</p> <p>⇒ Mother            ⇒ Happiness            ⇒ Apple            ⇒ Fighter            ⇒ Valley            ⇒ Animal</p>	<p>A word used to describe a noun.</p> <p>Examples:</p> <p>⇒ Big                    ⇒ Silly            ⇒ Cold                ⇒ Wonderful            ⇒ Blue                ⇒ Lovely</p>	<p>A word used to replace a noun.</p> <p>Examples:</p> <p>⇒ I                            ⇒ Him            ⇒ Me                        ⇒ It            ⇒ She                      ⇒ You            ⇒ Her                      ⇒ They            ⇒ He                        ⇒ Them</p>
ARTICLE	VERB	ADVERB
<p>A word that introduces a noun and also limits or clarifies it;</p> <p>Example:</p> <p>⇒ are            ⇒ a            ⇒ an            ⇒ the</p>	<p>A word that describes an action or a state of being.</p> <p>Example:</p> <p>⇒ Wiggle                ⇒ Think            ⇒ Walk                 ⇒ Fly            ⇒ Run                  ⇒ Lived            ⇒ Jump                ⇒ To Be</p>	<p>An adverb describes a verb, adjective, or adverb. It often ends in "ly" and clarifies "how," "when," "where," or "how much".</p> <p>Example:</p> <p>⇒ Easily                ⇒ Mainly            ⇒ Warmly              ⇒ Freely            ⇒ Quickly              ⇒ Often</p>
PREPOSITION	CONJUNCTION	INTERJECTION
<p>A word that describes the relationship between a noun and another noun (or verb or adverb).</p> <p>Example:</p> <p>⇒ To                        ⇒ Above            ⇒ Under                ⇒ Near            ⇒ For                    ⇒ At            ⇒ At                      ⇒ By            ⇒ By                      ⇒ After            ⇒ From                 ⇒ With            ⇒ From</p>	<p>A word that joins other words, phrases, clauses or sentences.</p> <p>Example:</p> <p>⇒ And                    ⇒ Since            ⇒ As                     ⇒ So            ⇒ Because              ⇒ Until            ⇒ But                    ⇒ While            ⇒ Or</p>	<p>A word that expresses emotion. An interjection often starts a sentence but it can be within a sentence or stand alone.</p> <p>Example:</p> <p>⇒ Oh            ⇒ Wow            ⇒ What            ⇒ Hurray            ⇒ Gosh</p>

# Complete Sentence

A complete sentence has three characteristics:

- ⇒ First, it begins with a capital letter.
- ⇒ In addition, it includes an end mark—either a period [ . ], question mark [ ? ], or exclamation point [ ! ].
- ⇒ Most importantly, the complete sentence must contain *at least* one main clause. A **main clause** contains an independent **subject** and **verb** and expresses a complete thought.

## Main Clause

A main clause—sometimes called an *independent clause*—must contain a **subject** and a **verb** as well as express a complete thought. Look at the examples below:

**Example of Main Clause:**

Diane kicked the soda machine.

*Diane* = the subject; *kicked* = the verb.

**Remember this important point:**

You must have at least one main clause in every **sentence**. A main clause is *the* essential component. Without a main clause, a group of words is a **fragment**, a major error in writing.

## Subordinate Clause

A subordinate clause—also called a *dependent clause*—will begin with a **subordinate conjunction** or a **relative pronoun** and will contain both a **subject** and a **verb**. This combination of words will **not** form a **complete sentence**. It will instead make a reader want additional information to finish the thought.

List of Subordinate Conjunctions	List of Relative Pronouns
After, although, as, because, before, even if, even though, if, in order that, once, provided that, rather than, since, so that, than, that, though, unless, until, when, whenever, where, whereas, wherever, whether, while, why	That, which, whichever, who, whoever, whom, whose, whosever, whomever

**Examples of Subordinate Clauses:**

After Amy sneezed on the tuna salad

*After* = subordinate conjunction; *Amy* = subject;

*sneezed* = verb.

Once Adam smashed the spider

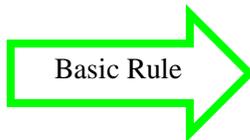
*Once* = subordinate conjunction; *Adam* = subject;

*smashed* = verb.

**Remember this important point:**

A subordinate clause cannot stand alone as a sentence because it does not provide a complete thought. The reader is left wondering, "So what happened?"

# S u b j e c t v e r b A g r e e m e n t



Basic Rule

A singular subject takes a singular verb.  
A plural subject takes a plural verb.



- ☺ The 1<sup>st</sup> trick is in knowing whether the subject is singular or plural.
- ☺ The 2<sup>nd</sup> trick is recognizing a singular or plural verb.

### Helpful Hints

Verbs do not form their plurals by adding an s as nouns do.

In order to determine which verb is singular and which one is plural, think of which verb you would use with he or she and which verb you would use with they.

**For Example:** talks, talk

- ⇒ We say, "He talks." Therefore, talks is singular.
- ⇒ We say, "They talk." Therefore, talk is plural.

<b>Rule 1</b>	<b>Rule 2</b>
Two singular subjects connected by <b>or</b> or <b>nor</b> require a singular verb.  <b>Example:</b> ⇒ My aunt or my uncle is arriving by train today.	Two singular subjects connected by <b>either/or</b> or <b>neither/nor</b> require a singular verb as in Rule 1.  <b>Examples:</b> ⇒ Neither Juan nor Carmen is available. ⇒ Either Kiana or Casey is helping us today.
<b>Rule 3</b>	<b>Rule 4</b>
When <b>I</b> is one of the two subjects connected by <b>either/or</b> or <b>neither/nor</b> , put it second and follow it with the singular verb <b>am</b> .  <b>Example:</b> ⇒ Neither she nor I am going to the festival.	When a singular subject is connected by <b>or</b> or <b>nor</b> to a plural subject, put the plural subject last and use a plural verb.  <b>Example:</b> ⇒ The serving bowl or the plates go on that shelf.
<b>Rule 5</b>	<b>Rule 6</b>
When a singular and plural subject are connected by <b>either/or</b> or <b>neither/nor</b> , put the plural subject last and use a plural verb.  <b>Example:</b> ⇒ Neither Jenny nor the others are available.	As a general rule, use a plural verb with two or more subjects when they are connected by <b>and</b> .  <b>Example:</b> ⇒ A car and a bike are my means of transportation.
<b>Rule 7</b>	<b>Rule 8</b>
Sometimes the subject is separated from the verb by words such as <b>along with</b> , <b>as well as</b> , <b>besides</b> , or <b>not</b> .  Ignore these expressions when determining whether to use a singular or plural verb.  <b>Examples:</b> ⇒ The politician, along with the newsmen, is expected shortly. ⇒ Excitement, as well as nervousness, is the cause of her shaking.	The pronouns <b>each</b> , <b>everyone</b> , <b>every one</b> , <b>everybody</b> , <b>anyone</b> , <b>anybody</b> , <b>someone</b> , and <b>somebody</b> are singular and require singular verbs.  Do not be misled by what follows <b>of</b> .  <b>Examples:</b> ⇒ Each of the girls sings well. ⇒ Every one of the cakes is gone.  NOTE: Everyone is one word when it means everybody. Every one is two words when the meaning is each one.

# Subject-Verb Agreement

Rule 9	Rule 10
<p>With words that indicate portions—percent, fraction, part, majority, some, all, none, remainder, and so forth—look at the object of the preposition to determine whether to use a singular or plural verb.</p> <p>If the object of the preposition is singular, use a singular verb. If the object of the preposition is plural, use a plural verb.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>⇒ Fifty percent of the pie has disappeared.</li> <li>⇒ Fifty percent of the pies have disappeared.</li> <li>⇒ All of the chicken is gone.</li> <li>⇒ All of the chickens are gone.</li> </ul>	<p>The pronoun <b>who</b>, <b>that</b>, or <b>which</b> become singular or plural according to the noun directly in front of them.</p> <p>So, if that noun is singular, use a singular verb. If it is plural, use a plural verb.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>⇒ He is the scientist who writes/write the reports. The word in front of who is scientist, which is singular. Therefore, use the singular verb writes.</li> <li>⇒ He is one of the men who does/do the work. The word in front of who is men, which is plural. Therefore, use the plural verb do.</li> </ul>
Rule 11	Rule 12
<p>The words <b>here</b> and <b>there</b> have generally been labeled as adverbs even though they indicate place.</p> <p>In sentences beginning with here or there, the subject follows the verb.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>⇒ There are four hurdles to jump.</li> <li>⇒ There is a high hurdle to jump.</li> </ul>	<p>Use a singular verb with sums of money or periods of time.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>⇒ Ten dollars is a high price to pay.</li> <li>⇒ Five years is the maximum sentence for that offense.</li> </ul>
Rule 13	Rule 14
<p>When <b>either</b> and <b>neither</b> are subjects, they always take singular verbs.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>⇒ Neither of them is available to speak right now.</li> <li>⇒ Either of us is capable of doing the job.</li> </ul>	<p>Collective nouns like herd, staff, class, crowd, etc. usually take a singular verb form.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>⇒ The staff is in a meeting.</li> <li>⇒ The crowd is out of control.</li> </ul>

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## Modifiers

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Grammar Bytes!



**Modifiers** are words, phrases, or clauses that provide descriptive detail in sentences. Take a look at this "dead" sentence:

⇒ Stephen dropped his fork.

Now read what several well placed **modifiers** can do:

Poor Stephen, who just wanted a quick meal to get through his three-hour biology lab, quickly dropped his fork on the cafeteria tray, gagging with disgust as a tarantula wiggled out of his cheese omelet, a sight requiring a year of therapy before Stephen could eat eggs again.

# TRANSITIONS

Transitions are words and phrases that serve as bridges from one idea to the next, one sentence to the next, or one paragraph to the next.



On your writing assignments, your teacher has written comments such as:

- ✎ Unorganized
- ✎ Choppy
- ✎ Jumpy
- ✎ Abrupt
- ✎ How is this related?
- ✎ What are you talking about?

Transitions to introduce EXAMPLES		Transitions to show EMPHASIS		Transitions to show SEQUENTIAL ORDER	
<ul style="list-style-type: none"> <li>⇒ for example</li> <li>⇒ for instance</li> <li>⇒ namely</li> <li>⇒ specifically</li> <li>⇒ to illustrate</li> </ul>		<ul style="list-style-type: none"> <li>⇒ Even</li> <li>⇒ Indeed</li> <li>⇒ in fact</li> <li>⇒ of course</li> <li>⇒ truly</li> <li>⇒ for this reason</li> <li>⇒ surprisingly</li> </ul>		<ul style="list-style-type: none"> <li>⇒ First</li> <li>⇒ Second</li> <li>⇒ Third</li> <li>⇒ Next</li> <li>⇒ Then</li> <li>⇒ finally</li> </ul>	
Transitions to show PLACE / POSITION		Transitions to show CAUSE AND EFFECT		Transitions to show SIMILARITIES	
<ul style="list-style-type: none"> <li>⇒ Above</li> <li>⇒ Adjacent</li> <li>⇒ Below</li> <li>⇒ Beyond</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Here</li> <li>⇒ in front</li> <li>⇒ in back</li> <li>⇒ nearby</li> <li>⇒ there</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Accordingly</li> <li>⇒ Consequently</li> <li>⇒ Hence</li> <li>⇒ So</li> <li>⇒ Therefore</li> <li>⇒ Thus</li> </ul>		<ul style="list-style-type: none"> <li>⇒ Also</li> <li>⇒ in the same way</li> <li>⇒ just as ... so too</li> <li>⇒ likewise</li> <li>⇒ similarly</li> </ul>	
Transitions to show CONTRASTING IDEAS			Transitions to show SUPPORT / EVIDENCE		
<ul style="list-style-type: none"> <li>⇒ But</li> <li>⇒ However</li> <li>⇒ in spite of</li> <li>⇒ on the one hand ...</li> <li>⇒ on the other hand,</li> <li>⇒ nevertheless</li> </ul>		<ul style="list-style-type: none"> <li>⇒ nonetheless</li> <li>⇒ notwithstanding</li> <li>⇒ in contrast</li> <li>⇒ on the contrary</li> <li>⇒ still</li> <li>⇒ yet</li> </ul>		<ul style="list-style-type: none"> <li>⇒ Additionally</li> <li>⇒ Again</li> <li>⇒ Also</li> <li>⇒ And</li> <li>⇒ as well</li> <li>⇒ besides</li> </ul>	
<ul style="list-style-type: none"> <li>⇒ equally important</li> <li>⇒ further</li> <li>⇒ furthermore</li> <li>⇒ in addition</li> <li>⇒ moreover</li> <li>⇒ then</li> </ul>					
Transitions to show TIME			Transitions to CONCLUDE / SUMMARIZE		
<ul style="list-style-type: none"> <li>⇒ After</li> <li>⇒ Afterward</li> <li>⇒ at last</li> <li>⇒ before</li> <li>⇒ currently</li> <li>⇒ during</li> <li>⇒ earlier</li> </ul>		<ul style="list-style-type: none"> <li>⇒ immediately</li> <li>⇒ later</li> <li>⇒ meanwhile</li> <li>⇒ now</li> <li>⇒ recently</li> <li>⇒ simultaneously</li> <li>⇒ subsequently</li> <li>⇒ then</li> </ul>		<ul style="list-style-type: none"> <li>⇒ Finally</li> <li>⇒ in a word</li> <li>⇒ in brief</li> <li>⇒ in the end</li> <li>⇒ in the final analysis</li> </ul>	
<ul style="list-style-type: none"> <li>⇒ on the whole</li> <li>⇒ thus</li> <li>⇒ to conclude</li> <li>⇒ to summarize</li> <li>⇒ in summary</li> </ul>					

