



GRAMMAR

1. It is perfectly acceptable to start a sentence with and or but.

- But then again, I always hoped I would be here.
- But I am still waiting for an answer.
- And even John couldn't remember the password to the safe.
- And they lived happily ever after.
- He wanted to leave the office and watch television. But, he was committed to finishing his project.

2. It is perfectly okay to end a sentence with a preposition.

- What will the new computers be used for?
- I really enjoy spending time with my friend Kyle, but lately he hasn't been around.
- Do you remember what office she is in?
- What are you waiting for?
- Who should I grant the award to?

3. The adverb corresponding to the adjective good is well.

- She is adjusting well to her new home.
- The project we are working on is going well.
- I did well on the test.
- The team project was going really well.
- I work well under pressure.

4. The subject of the sentence determines the number of the verb.

- We don't have any other workers.
- Your package is on its way.
- The project, along with the homework, is due tomorrow.
- Nicole, along with my friends, plans to join us at the bar.
- The box of chocolates is on the kitchen island.

5. Both either and neither take singular verbs.

- Neither of the two teams want to start.
- Neither of the proposals provides a solution to the problem.
- Neither feels the other has been putting in enough effort on the project.
- Neither player wears the number ten.
- Neither of the steel bridges passed the load testing.

6. With either/or and neither/nor in the subject position, the second element controls the number of the verb.

- Neither the dog nor any of the cats want to play with the toy.
- Either the supervisor or the hiring managers are responsible for the posting of job descriptions.
- Either written or typed is acceptable for your response.
- Neither Nicole nor the committee leaders are worried about the meeting.
- Either cash or check is a reasonable payment method.

7. A flat adverb takes no -ly.

- Music is a seldom discussed career possibility.
- Doubtless, some of you will know more examples.
- He ran very fast in today's race.
- Nicole seldom took her medicine.
- Thus, she decided that she would not vote for that candidate.

8. The words however, therefore, and otherwise cannot join independent clauses without additional punctuation.

- Today, class was cancelled; however, we still had to take a quiz.
- I did not have much time to study; however, I hope that the exam is easy.
- David is a good student; however, he has lost his way.
- The other residents and I were disheartened to hear this news; however, we were delighted to hear it would bring new jobs to the community.
- Therefore, we must explore new methods of performing the chemistry experiment.

9. With a verb phrase, the adverb usually goes after the first auxiliary verb.

- She has believed this to be true.
- The scientific community has long accepted Einstein's theory of relativity.
- We have long agreed that the meeting will be scheduled for this Tuesday.
- Wyatt has simply not taken his medication.
- She walked slowly to class.

10. Relative pronouns (that, which, who) must appear alongside their antecedents.

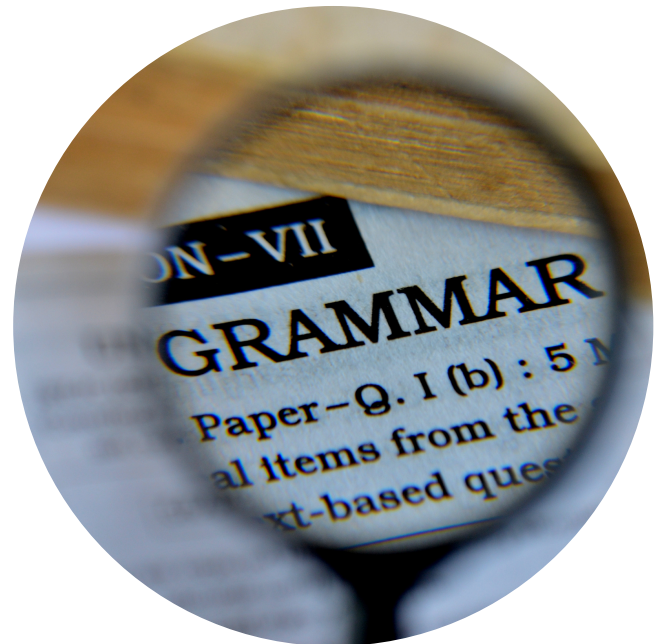
- Individuals who want to apply should download the application.
- Construction on the new baseball stadium that is being built should start soon.
- Those who have their tickets are welcome to attend the concert.
- Please send the gift cards that are being donated to the organization.
- All the canoes that float get to race.

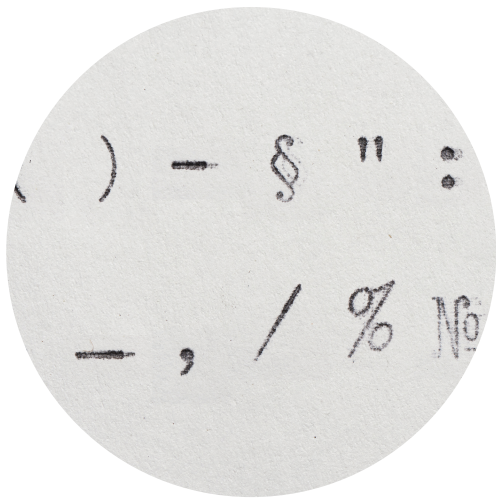
11. An appositive is set off by commas when it is not essential to the sentence (when it is nonrestrictive), but is not set off by commas when it is essential (restrictive).

- My fifth grader teacher, a young blonde woman, has moved to third grade.
- My friend, Rob, is the biggest Mets fan I know.
- My dentist, a graduate from the University of Pittsburgh, is also my neighbor.
- My uncle, who is a professional wrestler, taught me those moves.
- Yesterday, I saw my friend Stacy walking her dog on Main Street.

12. Correlative conjunctions require parallel phrasing.

- We raised the price of both carrots and potatoes.
- We hired not only in the sales department but also in the tech department.
- I not only read the whole textbook but also spent hours doing example problems.
- Ally borrowed not only Jessie's shirt but also her jeans.
- We not only raced against Western Kentucky but also against Youngstown State.





PUNCTUATION

1. Hyphenate your phrasal adjectives

- Pitt is a 300-year-old university.
- Razor-sharp wire hurts.
- The 10-year-old business is starting to have some financial troubles
- The 100-year-old house was still in remarkable condition considering its age.
- The design is state-of-the-art.

2. Use a comma before and, or, or when listing three or more items.

- Please bring milk, eggs, and flour so we can make a cake.
- We got milk, bread, and cheese from the store.
- The ingredients needed are tomatoes, onions, chicken, and pasta.
- You can get the shirt in red, blue, or orange.
- Ellie saw Titanic, The Departed, and Rocky this weekend.

3. Don't use a comma to separate two compound predicates. Do use punctuation to separate a series of three or more compound predicates.

- I went to the bank last week and will stop by tomorrow.
- I read the book and studied the notes.
- I found a new apartment and will pick up the key later today.
- I interviewed yesterday and will follow up today.
- I washed the dishes and mopped the kitchen floor.

4. Don't use an apostrophe to form plural nouns.

- You will not keep up with the Joneses.
- The Watkins have their driveway paved.
- The Smiths forgot to take out their trash.
- The Stevens are having a party tomorrow.
- The Marcuses invited us to their home for dinner.

5. Don't separate the grammatical subject from the verb, unless there's a set-off intervening phrase.

- Jane Doe, the new manager, will be here tomorrow.
- Awarded with the Medal of Honor last semester, Nicole will lead our team this fall.
- The guard dog, a stout English bulldog, killed a burglar.
- John, who knew the code, allowed us to enter the house.
- Highly regarded for her playwright skills, Taylor has won three Tony Awards.

6. Use bulleted lists as attention-getting devices, but don't overuse them.

To place the order, follow these steps:

- ·Go the website you want to purchase from.
- ·Select the item that you want.
- ·Add it to your shopping cart.
- ·Click 'Checkout'.
- ·Pay for your item.

Materials needed:

- ·Water bottle
- ·Mug
- ·Charcoal
- ·Water
- ·Sand

7. Avoid quotation marks or ALL CAPS as a way of emphasizing words; use italics or boldface instead.

- She was the so-called *best* in her field.
- The deadline is **three days** from tomorrow.
- It was the *best* vanilla ice cream I ever ate.
- And what does it mean to be *mature*, anyway?
- This is an important tip: **proofread your writing!**

8. Don't hyphenate most prefixed terms.

- Our team won and we are heading to the quarterfinal.
- I plan to be proactive and get my work done early this week.
- I deselected the option for overnight shipping.
- The group must cooperate to complete the task.
- I misspeak often.

9. Use a colon or comma—never a semicolon—after a salutation.

- Dear Dr. Deer:
- Dear Professor:
- Dear Nicole,
- Dear. Mr. Jones:
- Hello John,

10. Long dashes (also called em dashes) have two defensible—and valuable—uses: to frame and to emphasize.

- A kitchen tool—called a fork—will help you pick up your food.
- I love all sorts of pizza toppings—especially sausage.
- Mr. Jones - head of customer relations - will handle your concerns.
- Charlotte Mary - named after her grandmother - was born in August 1999.
- The icy ground, severe wind chill, and dark gray sky - this is what drove them away from Alaska.

11. Don't use a comma when writing a month and year.

- I will graduate April 2017.
- It is March 2016.
- The microwave exploded in August 2010.
- The paper was published February 2016.
- My brothers will get married in September 2016 and December 2016.

12. For singular possessives, add 's even if the word ends with and -s, -z, -x, or -ss.

- Kansas's weather has been showing signs of global warming.
- Mr. Jones's books are at the library.
- The waitress's tips were stolen.
- James's shirt was blue.
- The seamstress's work was beautiful and affordable.

