

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

English Grammar Guide

Tom Booth



English Grammar Guide :

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The Gramming Guide to English Grammar with Exercises Péter Simon, 2016-01-05 The Gramming Guide to English Grammar is a resource book on the grammar of Standard British English It is intended for intermediate to advanced students of English as a second or foreign language who have already studied the basic grammar of English It covers the most important areas of English grammar and concentrates on structures which may cause difficulty at an intermediate level or above The book starts with a pretest that helps you identify the areas you need to work on The pretest is followed by eleven chapters broken down to a number of subchapters that each deal with a specific grammar point The related explanations are accompanied by real life sample sentences timeline diagrams tables and quotes If a similar point or the same point is discussed in a different part of the book you will find cross references to that point Where appropriate chapters begin with guiding questions and end with revision questions Most of the chapters are followed by exercises including multiple choice sentence transformation error correction gap filling and matching exercises as well as communicative tasks that can be done in language lessons At the end of the book there is an appendix which contains a list of the most common irregular verbs

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Navigating English Grammar Anne Lobeck, Kristin Denham, 2013-07-09 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

Explaining English Grammar George Yule, 1998-11-12 This book is intended for teachers of English

English for Everyone DK Publishing, Inc, 2016 A comprehensive visual guide to English grammar with clear simple explanations that are ideal for learners of all levels Page 4 of cover

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