

# 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 A Short Guide

**Michael J. Marcuse**



## **English Grammar A Short 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

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*English Grammar* Graham Tulloch, 1990

**English Usage Guides** Ingrid Tieken-Boon van Ostade, 2018 This volume explores both historical and current issues in English usage guides or style

manuals Chapters look at how and why these guides are compiled and by whom what sort of advice they contain how they differ from grammars and dictionaries and how attitudes to usage have changed *The Rules of Good Style: Teach Yourself Ebook A Practical Guide for 21st Century Writers* Katherine Lapworth,2012-01-13 Do you want to write more effectively correctly and in a manner which is appropriate for this brave new world of text speak and blogging Whether you are a professional writer or writing for your profession a journalist non fiction writer or simply a would be blogger you will find essential guidance and the latest style rules in this book It contains firstly a detailed breakdown of both the rules of grammar punctuation and spelling and secondly a guide to making your work readable structured and well paced Unlike any other style guide it also sets out the new and evolving rules for 21st century writing such as blogging chatrooms and even PowerPoint presentations The Columbia Guide to Standard American English Kenneth G. Wilson,1996-08-30 In the most reliable and readable guide to effective writing for the Americans of today Wilson answers questions of meaning grammar pronunciation punctuation and spelling in thousands of clear concise entries His guide is unique in presenting a systematic comprehensive view of language as determined by context Wilson provides a simple chart of contexts from oratorical speech to intimate from formal writing to informal and explains in which contexts a particular usage is appropriate and in which it is not The Columbia Guide to Standard American English provides the answers to questions about American English the way no other guide can with an A Z format for quick reference over five thousand entries more than any other usage book sensible and useful advice based on the most current linguistic research a convenient chart of levels of speech and writing geared to context both descriptive and prescriptive entries for guidance guidelines for nonsexist usage individual entries for all language terms A vibrant description of how our language is being spoken and written at the end of the twentieth century and how we ourselves can use it most effectively The Columbia Guide to Standard American English is the ideal handbook to language etiquette friendly sensible and reliable A Reference Guide for English Studies Michael J. Marcuse,1990-01-01 This text is an introduction to the full range of standard reference tools in all branches of English studies More than 10 000 titles are included The Reference Guide covers all the areas traditionally defined as English studies and all the field of inquiry more recently associated with English studies British and Irish American and world literatures written in English are included Other fields covered are folklore film literary theory general and comparative literature language and linguistics rhetoric and composition bibliography and textual criticism and women s studies Learning Languages in Early Modern England John Gallagher,2019 In the early modern period the English language was practically unknown outside of Britain and Ireland so the English who wanted to travel and trade with the wider world had to become language learners John Gallagher explores who learned foreign languages in this period how they did so and what they did with the competence they acquired The Handbook of English Linguistics Bas Aarts, April McMahon,2008-04-15 The Handbook of English Linguistics is a collection of articles written by leading specialists on all core areas of English linguistics that provides a state of the art

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theoretical contextual and ideological perspectives and offers new interpretations of the changing identities of world Englishes WE speakers and examines the current state of the English language across the world Thematically integrated contributions from leading scholars and researchers explore the expansion modification and adaptation of English in various settings and discuss the role of English in local regional and global contexts This highly regarded text has been fully updated throughout the new edition to reflect the current conditions contexts and functions of major varieties of English across the world Significant revisions to topics such as an overview of the varieties of modern world Englishes and the First Diaspora in Wales and Ireland reflect expanded scholarship in the field and new directions of research Each chapter from the first edition has been updated in content and citations while 11 new chapters cover subjects including world Englishes testing and Postcolonial theory as well as world Englishes in South America Russia Africa China Southeast Asia the United States and Canada The Handbook of World Englishes is an essential resource for academics researchers practitioners and advanced students in fields including applied linguistics language teaching the history of the English language world literatures and related social and language sciences

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