

## COMMA

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## OTHER PUNCTUATION

	Rules & Tips	Resources
Semicolon	<p><b>Uses</b></p> <p>To separate two independent clauses that do not have a coordinating conjunction</p> <p>To separate items in a list that have internal punctuation</p>	<p><b>Info:</b> A PocketStyle Manual, by Diana Hacker (section 18a, p. 6 - ).</p> <p><b>Exercises:</b> <a href="http://owl.english.purdue.edu/exercises/3/5">http:// owl.english.purdue.edu/exercises/3/5</a></p>
<p><b>Example:</b></p> <p>The grammarian likes her giant red marker she uses it to correct misuses of the semi colon.</p>		
Colon	<p>Use colons to call attention to the word group following an independent clause.</p> <p><b>List</b> Appositive Grammarians who correct papers face a difficult choice: to circle in red or to put through the paper shredder.</p> <p><b>Quotation</b> In the words of the great grammarian Graham Grammer: "Never have I seen such folly."</p>	<p><b>Info:</b> A PocketStyle Manual, by Diana Hacker (section 18b, p. 6 ).</p> <p><b>Exercises:</b> <a href="http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_43.htm">http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_43.htm</a></p>
<p><b>Example:</b></p> <p>The grammarian's toolkit includes the following: a giant red marker, a bottle of white-out, and Diana Hacker's manual.</p>		
Apostrophe	<p><b>Uses:</b></p> <p><b>Possession</b> If the noun does not end in s or if it is singular and ends in s, add s. You should add only the apostrophe if the noun is plural and ends in s.</p> <p><b>Contractions</b> Keep in mind that these are frowned upon in academic writing!</p>	<p><b>Info:</b> A PocketStyle Manual, by Diana Hacker (section [ 19a-L, p. 6 - 7]).</p> <p><a href="http://grammar.quickanddirtytips.com/apostrophe1.aspx">http://grammar.quickanddirtytips.com/apostrophe1.aspx</a></p> <p><b>Exercises:</b> <a href="http://owl.english.purdue.edu/exercises/3/3/10">http://owl.english.purdue.edu/exercises/3/3/10</a> <a href="http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_52.htm">http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_52.htm</a></p>
<p><b>Example:</b></p> <p>A grammarian's greatest wish is to rid the world of bad punctuation.</p> <p>There is no grammarian like me, kid.</p>		

## SENTENCE STRUCTURE

	Rules & Tips	Resources
<p>Unparallel structure</p> <p>Example:</p> <p>Incorrect: Grammarians like books, going to boring dinner parties, and to visit the Lake District.</p> <p>Correct: Grammarians like reading books, going to boring dinner parties, and visiting the Lake District.</p>	<p>Pay attention to items in a list and make sure they all have the same:</p> <ul style="list-style-type: none"> <li>¥ Verb tense/mode</li> <li>¥ Word type</li> <li>¥ Article</li> </ul>	<p>Info: A Pocket Style Manual, by Diana Hacker (section [3a-b, p. - ).</p> <p>Exercises: <a href="http://grammar.ccc.commnet.edu/grammar/cgi-shl/quiz.pl/parallelism_quiz.htm">http://grammar.ccc.commnet.edu/grammar/cgi-shl/quiz.pl/parallelism_quiz.htm</a> <a href="http://www.csun.edu/~bashforth/205_PDF/ParallelismExercises.pdf">http://www.csun.edu/~bashforth/205_PDF/ParallelismExercises.pdf</a></p>
<p>Misplaced and dangling modifiers</p> <p>Example:</p> <p>Incorrect: After reading through the whole paper the sentences still didn't make sense.</p> <p>Correct: After reading through the whole paper the grammarian could not make sense of the sentences.</p>	<p>¥ Limiting modifiers (only, even, almost, nearly, just) should be next to the word they modify.</p> <p>¥ When your sentence starts with a modifier, make sure the subject of the main clause is the actor.</p>	<p>Info: A Pocket Style Manual, by Diana Hacker (section [7a-c, p. 1 - ).</p> <p>Exercises: <a href="http://owl.english.purdue.edu/engagement/index.php?category_id=2&amp;sub_category_id=1&amp;article_id=36">http://owl.english.purdue.edu/engagement/index.php?category_id=2&amp;sub_category_id=1&amp;article_id=36</a></p>
<p>Fragment</p> <p>Example:</p> <p>Incorrect: Grammarians write many books. Such as guides, manuals, and extended insults to people who do not use proper grammar.</p> <p>Correct: Grammarians write</p>	<p>Fragments are incomplete sentences (missing a verb or agent or both).</p> <p>To fix fragments, try:</p> <ul style="list-style-type: none"> <li>¥ Incorporating them into the previous sentence through coordination or subordination.</li> <li>¥ Creating a verb/agent to complete the fragment.</li> </ul>	<p>Info: A Pocket Style Manual, by Diana Hacker (section [14a-c, p. 4 - 4).</p> <p>Exercises: <a href="http://owl.english.purdue.edu/exercises/5/18/">http://owl.english.purdue.edu/exercises/5/18/</a></p>

## CLARITY

	Rules & Examples	Resources
<p>Subject/Verb agreement</p> <p>Examples:</p> <p>Incorrect: Grammarians never gives up on bad grammar.</p> <p>Correct: Grammarians never give up on bad grammar.</p>	<p>Make sure all your subjects and verbs correspond in tense and number.</p>	<p>Info: A Pocket Style Manual, by Diana Hacker (section 10a-i, p. 2 - ).</p> <p>Exercises: <a href="http://owl.english.purdue.edu/exercises/5/13">http://owl.english.purdue.edu/exercises/5/13</a></p>
<p>Shifts in point of view/tense</p> <p>Examples:</p> <p>Incorrect: I once knew a grammarian who loves gardening (tense)</p> <p>I love fixing grammatical errors. It's a we do.</p> <p>Correct: I once knew a grammarian who loved gardening.</p> <p>I love fixing grammatical errors. It's a do.</p>	<p>For shifts in tense:</p> <p>¥ Pay special attention to tense in lit papers, as the convention is to talk about fictional events in the present tense.</p> <p>For shifts in p.o.v:</p> <p>¥ Choose a perspective when you start to write the paper. Stick to it.</p>	<p>Info: A Pocket Style Manual, by Diana Hacker (section 5a-b, p. - ).</p> <p>Exercises: <a href="http://owl.english.purdue.edu/exercises/2/22">http://owl.english.purdue.edu/exercises/2/22</a></p>
<p>Vague reference of this/ that/ which/ it</p>	<p>Make a habit of circling these words when you edit your papers. When you read the sentence, make sure you specify what it is that you are referring to.</p>	<p>Info: A Pocket Style Manual, by Diana Hacker (section 12p. 34- ).</p> <p>Exercises: <a href="http://www.towson.edu/ows/modulepro.htm">http://www.towson.edu/ows/modulepro.htm</a></p>