

### Parts of Speech

Noun	Person, Place, Thing and Abstract. Test with 'is/are' after the word
Pronouns	Replace Nouns, show possession (his, her, theirs, mine, each, everyone, these, neither, whose)
Verbs	Show action or link the subject to other words. can work in multiples (Am, is, are, was, were, seem, appear, become)
Adjectives	modify/describe nouns or pronouns (draw arrows to the thing it modifies)
Adverbs	modify verbs, adjectives, adverbs
Prepositions	always followed by object, provide positional information, relate object to other words. (to, by, in, at, on, of, from)
Conjunctions	Coordinating: FANBOYS / Subordinating: if, because, although, since, unless

### Comma Rules

FANBOYS	comma before FANBOYS in <b>IC,cc IC sentences</b>
Series	Lists of more than two items
Introduction	After intro words, phrases, clause (DC, IC)
Appositives, Interrupters, contrast	comma before and after noun replacements (bob, the man in the hat,...), interrupting statements and contrast statements
Conjunctive adverbs that introduce ICs	"I could ride my bike, however, I'm fat"
Non-essential clauses	clauses that provide unnecessary info

### Apostrophes

Possessive	place after the owner(s) (cat's, cats') *proper nouns that end with 's' can be s' or s's joint ownership? apostrophe on last noun only separate ownership? apostrophe on both nouns indefinite pronouns? 's (anybody's, everyone's)
Contraction	marks the omission of letters or numbers. ( it is = it's, they are= they're) pluralize #s, letters, and words (a's, no's, '70s)

### Subject-Verb Agreement

Indefinite Pronouns (-body,-one,-thing)	Singular Ex: Nothing <i>works</i> without energy
Collective Nouns	Usually singular Ex: The audience <i>applauds</i> after every act
Company Names	singular even when the name seems plural Ex: Starbucks <i>is</i> giving out free samples
Compound Subjects	multiple subjects joined with 'and' is ALWAYS plural 'or/nor' is singular Ex: Jen <b>and</b> jack <i>are</i> away / Jen <b>or</b> jack <i>is</i> away
Mixed subjects (singular + plural)	joined with 'or/nor', closest to the verb determines if the verb is singular or plural Ex: The flowers <b>or</b> the tree <i>is</i> causing my allergies



### Subject-Verb Agreement (cont)

Prepositional Phrases/Interfering words	ignore items set apart by commas or interfering words. focus on the real subject Ex: Donna, <del>along with her children</del> , <i>is</i> living on rockland
Reversed subject-verb order	try rearranging the sentence so the subject comes before the verb Ex: At the end of the hall, there <i>is</i> a room for special meetings. (A room is at the end of the hall)

**singular present tense verbs end in -s** Example: He *works* hard, They *work* hard

If you are unsure if the subject is singular or plural, replace it with he/they and see what matches the verb (or vice versa).

### Pronoun-antecedent agreement rules

Indefinite pronouns are usually singular -body, -one, -thing, each, every, either, neither Ex: Everything on the table has *its* place.

collective nouns are usually singular The murder of crows watched from *its* tree

compound mixed antecedents depend on the subject closer to the verb Joined by "or/nor". Ex: Neither the **sales representatives** nor the **owner** is appeasing *his* customers.

pronoun always refers to a noun (antecedent) that came before it

when gender is unknown "they, them, their" can be singular (except when the subject is not human)

### Pronoun Case

Prepositions	Always use object pronoun after a preposition Ex: I hope we will still be able to get messages <b>from</b> Michael and <i>her</i> .
Subject pronouns	Use subject pronouns when the pronoun functions as the subject Ex: Jane and <i>he</i> travel to the Maritimes at least once a year.
Pronoun case and comparatives	When using "than, as well as, or as" determine if you are trying to contrast the subject with the pronoun. If yes, use the subject form. Ex: Hannah grew this year and is now a lot taller than <i>I</i> (am)
Who / Whom	Who = subject of the sentence Whom= object of a preceding preposition Ex: We want to know <b>on</b> whom the prank was pulled
Myself	Only used when "I" is the antecedent Ex: I gave myself a haircut, I completed the final report myself

**Tip** when there is a pronoun and a name remove the name and see if the sentence sounds right

## Modifiers and their errors

Words Adjectives (nouns, pronouns) and Adverbs (verbs, adjectives, adverbs)

Phrases Prepositional (in the blue dress) and Verbal (waving his arms,...)

Error 1) To far, modifies the wrong Misplaced thing

Error 2) Missing the thing it's modifying Dangling

Error 3) Modifying two separate parts Squinting

## Sentences

Needs a verb, Subject, and complete thought

Linking verb + Compliment Or Action Verb + Direct object

Active Voice: Subject -> Verb -> Object (subject does action)

Passive Voice: Subject receives action (to be, by) test with "by zombies after action"

## Sentence Errors

Fragment Missing one of the 3 sentence ingredients. DC signal words (if, after, before, while, although, since, because, unless, when, which, that, who)

Run-on bad punctuation, fixes= (IC.IC) (comma (IC, cc IC) (IC;IC) (DC, IC or IC splice DC) and fused)

## Lists / colons Rules

1) Introduce with IC and colon (otherwise no : )

2) Full sentence list items sentence case and period

3) Parallel Structure (watch for correlatives: either/or , neither/nor)

## Lists / colons Rules (cont)

colons end of an IC only, introducing a list, explanation, intensification or quote

