

Parts of Speech	
Noun	A person, place, thing, idea (<i>Lulu, jail, cantaloupe, loyalty, etc.</i>)
Pronoun	Replaces the noun (<i>I, you, he, she, it, we, they, who / me, him, her, them, us, whom, etc.</i>)
Verb	Expresses action or being (<i>scrambled, was, should win, etc.</i>)
Adjective	Describes a noun or pronoun (<i>messy, strange, alien, etc.</i>)
Adverb	Describes a verb, adjective, or another adverb (<i>willingly, woefully, very, etc.</i>)
Prepositions	Indicate location in space or time (they tell you about a noun, but are not the subject). <i>Ex. The puppy is <u>on</u> the floor. <u>At</u> midnight, the puppy will be <u>beside</u> the phone.</i>
Conjunctions	Tie two words or groups of words together (<i>and, but, after, although, etc.</i>)
Punctuation	
Comma Splice	When two independent clauses (sentences) are joined by just a comma (can't do this) <i>Ex. I went to the coffee shop, Amit was there. (WRONG). To Fix:</i> <ol style="list-style-type: none"> 1. Use a period to make two sentences. 2. Use a semicolon rather than a comma, or 3. Use a comma <u>and</u> a conjunction: For, And, Nor, But, Or, Yet, So
Comma	<ul style="list-style-type: none"> - after introductory stuff before the independent clause - around unnecessary stuff - between items in a series (list) - with FANBOYS (for, and, nor, but, or, yet, so) between two independent clauses
Semicolon	Acts like a period. Use between two independent clauses that are equal position or rank. <i>Ex. Some people write with a word processor; others write with a pen or pencil.</i>
Colon	Use after an independent clause and before a list or to separate an explanation, rule, or example from a preceding independent clause. <i>Ex. You may be required to bring many things: sleeping bags, pans, and warm clothing.</i> Used between independent clauses (instead of a semicolon) when the second sentence explains, illustrates, paraphrases, or expands on the first sentence. <i>Ex. She got what she worked for: she really earned that promotion.</i>
Dash	Dashes are commas on steroids that set off —emphasize—unnecessary info. <i>Ex. All four of them—Bob, Jeffrey, Jason, and Brett—did well in college.</i>
Hyphen	Use with two or more words acting as a single modifier before a noun. <i>Ex. He is an all-around athlete. The thirteen-year-old boy was too young to drive.</i>
Apostrophe	For <u>singular</u> ownership, 's (<i>the student's test</i>); for <u>plural</u> ownership, s' (<i>the students' tests</i>).
Grammar Rules	
Active/Passive Voice	Active (preferred): I heard it through the grapevine. Passive: It was heard by me through the grapevine.
Redundancy	Avoid it! (<i>terrible disaster, advance planning, end result, past history, repeat again, etc.</i>)
Subject /Verb Agreement	Singular subjects take singular verbs (<i>she is, Bill goes, car shines</i>), whereas plural subjects take plural verbs (<i>they sing, balloons fly</i>). <i>Note: Singular verbs end in an 's': she walk<u>s</u> / they walk.</i>

Singular Subjects	everyone, everybody, everything/someone, somebody, something/anyone, anybody, anything no one, nobody, nothing/ either (one), neither (one) / each (one), any (one)
Rule 1	Subjects and verbs are often separated with prepositional phrases. These phrases are not part of the subject. Ignore them. <i>Ex. The <u>politician</u>, along with the newsmen, <u>is</u> expected shortly.</i>
Rule 2	Either/or and neither/nor: Match the verb to the closest subject (<i>neither the boys nor the <u>girl is</u></i>). Either and neither, without or and nor, take a singular verb (<i><u>either</u> (one) of the apples <u>is</u></i>).
Parallelism	If a sentence has a list, a contrast, or a comparison, the items must have the same (parallel) form. <i>Ex. This is <u>not only just what I wanted, but also just what I needed.</u></i>
Number Shift	Use <u>singular pronouns</u> to refer to <u>singular antecedents</u> ; use <u>plural pronouns</u> to refer to <u>plural antecedents</u> . <i>Ex. <u>Everyone</u> enjoyed <u>his or her</u> meal. Ex. <u>They</u> all enjoyed <u>their</u> meals.</i>
Modification	Place a modifier or modifying phrase as close as possible to the word it modifies. <i>No: While doing the dishes, a mouse ran by. Yes: While doing the dishes, I saw a mouse.</i>
-er, -est	-er → <u>2 things</u> <i>Ex. <u>Josh</u> is <u>taller</u> than his <u>sister</u>.</i> -est → <u>3+ things</u> <i>Ex. Of <u>all</u> the girls, Sally is the <u>tallest</u>.</i>
More / Most	More → <u>2 things</u> <i>Ex. Between <u>lions and tigers</u>, the tiger is the <u>more</u> intelligent.</i> Most → <u>3+ things</u> <i>Ex. Pink ponies are the <u>most</u> beautiful of <u>all the ponies</u>.</i>
Between / Among	Between → <u>2 things</u> <i>Ex. A smile erased the creases <u>between</u> his (<u>two</u>) brows.</i> Among → <u>3+ things</u> <i>Ex. She was chosen from <u>among</u> <u>many</u> students.</i>
Uncountable	<u>Less</u> - <u>Much</u> - <u>Amount</u> - for singular (mass) nouns (i.e., traffic, love, water, etc.) <i>Ex. The <u>amount</u> of <u>talent</u>, <u>less</u> <u>homework</u>, ...</i>
Countable	<u>Fewer</u> - <u>Many</u> - <u>Number</u> - for plural nouns (i.e, cars, pencils, pizzas, etc.) <i>Ex. 10 <u>items</u> or <u>fewer</u>... The <u>number</u> of <u>towels</u>.</i>
Clear Comparisons	Only similar types of things can be compared. <i>Ex. His music <u>interests</u> are really similar to my <u>sister's</u>. (NOT: ... my <u>sister</u>.)</i>
Pronouns	<u>Subject</u> Pronouns: I, you, he, she, it, we, they (I make cookies.) <u>Object</u> Pronouns: me, you, him, her, it, us, them (I give them cookies.) <i>Ex. She gave <u>Jim and me</u> extra cookies.</i> <u>Possessive</u> Pronouns: my, your, his, hers, its, our, their (The cookies are <u>mine</u> .) Use a possessive noun or pronoun in front of an <u>-ing</u> verb (My swimming, Arthur's dancing, etc.). <i>Ex. I appreciate <u>your</u> <u>taking</u> the time to read my essay.</i>
Who vs. Whom	Use he/him method to decide which pronoun is correct he = who (subject pronouns) him = whom (object pronouns) <i>Ex. <u>Who/Whom</u> wrote the letter? (<u>He</u> wrote the letter? OR <u>Him</u> wrote the letter?)</i> <i>Ex. <u>Who/Whom</u> should I vote? (Should I vote for <u>he</u>? OR Should I vote for <u>him</u>?)</i>
Diction Errors (commonly confused words)	<i>Effect</i> - (n) the result (Gentle music can have a soothing <u>effect</u> .) <i>Affect</i> - (v) to make something happen (Your attitude will <u>affect</u> your success.) <i>Farther</i> - refers to distance (Who can run the <u>farthest</u> ?) <i>Further</i> - additional, more (Let's discuss this <u>further</u> .)
Idioms	Words that go together, established by usage: accustomed <u>to</u> , acquainted <u>with</u> , between... <u>and</u> ..., compared <u>to</u> , disagree <u>with</u> , preoccupation <u>with</u> , prefer <u>to</u> , succeed <u>in</u> , support <u>for</u> , the reason... is <u>THAT</u>