

11

Essential Grammar Rules

incl. Examples

1 To join two independent clauses, use a comma followed by a conjunction, a semicolon alone, or a semicolon followed by a sentence modifier.

- ✓ The delivery guy knew he carried strange cargo, but still ventured off unafraid.
- ✗ The delivery guy knew he carried strange cargo, but he still ventured off unafraid.
- ✓ My math teacher doesn't know how to lecture, she should have remained a student.
- ✗ My math teacher doesn't know how to lecture; she should have remained a student.
- ✗ Gregory has not changed physically; but has given himself an excuse to separate himself from the pain of previous experiences.
- ✓ Gregory has not changed physically, but he has given himself an excuse to separate himself from the pain of previous experiences.

2 Use commas to bracket nonrestrictive phrases, which are not essential to the sentence's meaning.

- ✗ My window as dirty as it is unleashes the beauty of nature on a snowy morning.
- ✓ My window, as dirty as it is, unleashes the beauty of nature on a snowy morning.

3 Do not use commas to bracket phrases that are essential to a sentence's meaning.

- ✗ The man, who has too many ties, has too few necks.
- ✓ The man who has too many ties, has too few necks.



4 When beginning a sentence with an introductory phrase, include a comma.

- ✗ With this he bestows the responsibility of his own happiness on his parents.
- ✓ With this, he bestows the responsibility of his own happiness on his parents.

5 To indicate possession, end a singular noun with an apostrophe followed by an 's'. Otherwise, the noun's form seems plural.

- ✗ In a democracy, everyone's vote counts equally.
- ✓ In a democracy, everyone's' vote counts equally.



6 Use proper punctuation to integrate a quotation into a sentence. If the introductory material is an independent clause, add the quotation after a colon. If the introductory material ends in "thanks," "saying," or some other verb indicating expression, use a comma.

- ✗ Tumbling down the hill, Peter yelled: "Damn, I'm sick of this."
- ✓ Tumbling down the hill, Peter yelled, "Damn, I'm sick of this."

7 Make the subject and verb agree with each other, not with a word that comes between them.

- ✗ The cart, as well as its contents, were gone.
- ✓ The cart, as well as its contents, was gone.



8 Be sure that a pronoun, a participial phrase, or an appositive refers clearly to the proper subject.

- ✗ Filled with bad gas, he drove his car to L.A. despite the knocking.
- ✓ Although it was filled with bad gas, he drove his car to L.A. despite the knocking.

9 Use parallel construction to make a strong point and create a smooth flow.

- ✗ I was glad to be departing for Japan but I was nervous when I left my apartment.
- ✓ I was glad to be departing for Japan but nervous to be leaving my apartment.



10 Use the active voice unless you specifically need to use the passive.

- ✗ A box of chocolates and a dozen roses were presented to the girl by her boyfriend.
- ✓ The boyfriend presented a box of chocolates and a dozen roses to the girl.

11 Omit unnecessary words.

- ✗ I would like to assert that the author should be considered to be a buffoon.
- ✓ The author is a buffoon.



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