COMMA

Comma after introductory clause	Rules & Tips	Resources
Example: After gazing longingly at the empty space, the grammarian decided to put a comma after the introductory clause.	A comma should be inserted after: • Adverb clauses Before I start this sentence,… • Prepositional phrases By starting with this sentence,… • Participial phrases Looking at how this sentence begins,…	Info: A Pocket Style Manual, by Diana Hacker (section 17b, p. 58-9). Exercises: http://owl.english.purdue.edu/exercises/3/
Comma between two independent clauses separated by a coordinating conjunction Example: The grammarian realized misplaced commas often irritated her, so she decided to put a handout together.	The two most important things to remember: • An independent clause (i.e. a construction that makes sense by itself, has a subject, and has a verb) must be on both sides of the CC. • Fanboys--the acronym for CCs: **F**or, **A**nd, **N**or, **B**ut, **O**r, **Y**et, **S**o	Info: A Pocket Style Manual, by Diana Hacker, (section 17a, p. 58). Exercises: http://owl.english.purdue.edu/exercises/3/
Comma to set off interrupter Example: The grammarian, who also adores tea and crumpets, is fascinated by the complexities of grammar.	• Non-restrictive phrases describe a word/phrase in the sentence, but are not necessary to complete the meaning of the word/phrase. You can remove these without changing the meaning. • Appositives are nouns/pronouns that identify or re-name a previous noun.	Info: A Pocket Style Manual, by Diana Hacker, (section 17e, p. 60-1). Exercises: http://owl.english.purdue.edu/owl/resource/596/1/
Comma splice Example: Incorrect: The grammarian thinks that comma splices are inherently evil, she thinks no one should use them. Correct: The grammarian thinks that comma splices are inherently evil, so she thinks no one should use them.	A comma splice happens when you use a comma to separate two independent clauses without a coordinating conjunction. You can usually fix comma splices by adding a semicolon, a period, or a coordinating conjunction.	Info: http://grammar.quickanddirtytips.com/comma-splice.aspx Exercises: http://owl.english.purdue.edu/exercises/3/5

OTHER PUNCTUATION

	Rules & Tips	Resources
Semi-colon Example: The grammarian likes her giant red marker; she uses it to correct misuses of the semi-colon.	Uses: ○ To separate two independent clauses that don't have a coordinating conjunction ○ To separate items in a list that have internal punctuation	Info: A Pocket Style Manual, by Diana Hacker (section 18a, p. 65-7). Exercises: http://owl.english.purdue.edu/exercises/3/5
Colon Example: The grammarian's toolkit includes the following: a giant red marker, a bottle of white-out, and Diana Hacker's manual.	Use colons to call attention to the word group following an independent clause. ○ List ○ Appositive Grammarians who correct papers face a difficult choice: to circle in red or to put through the paper shredder. ○ Quotation In the words of the great grammarian Graham Grammer: "Never have I seen such folly."	Info: A Pocket Style Manual, by Diana Hacker (section 18b, p. 67-8). Exercises: http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_43.htm
Apostrophe Example: A grammarian's greatest wish is to rid the world of bad punctuation. There's no grammarian like me, kid.	Uses: ○ Possession: If the noun does not end in –s or if it's singular and ends in –s, add –'s. You should add only the apostrophe if the noun is plural and ends in –s. ○ Contractions: Keep in mind that these are frowned upon in academic writing!	Info: A Pocket Style Manual, by Diana Hacker (section 19a-b, p. 68-70). http://grammar.quickanddirtytips.com/apostrophe-1.aspx Exercises: http://owl.english.purdue.edu/exercises/3/3/10 http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_52.htm

SENTENCE STRUCTURE

	Rules & Tips	Resources
Unparallel structure Example: Incorrect: Grammarians like books, going to boring dinner parties, and to visit the Lake District. Correct: Grammarians like reading books, going to boring dinner parties, and visiting the Lake District.	Pay attention to items in a list and make sure they all have the same: • Verb tense/mode • Word type • Article	Info: A Pocket Style Manual, by Diana Hacker (section 3a-b, p. 5-6). Exercises: http://grammar.ccc.commnet.edu/grammar/cgi-shl/quiz.pl/parallelism_quiz.htm http://www.csun.edu/~bashforth/205_PDF/ParallelismExercises.pdf
Misplaced and dangling modifiers Example: Incorrect: After reading through the whole paper, the sentences still didn't make sense. Correct: After reading through the whole paper, the grammarian could not make sense of the sentences.	• Limiting modifiers (only, even, almost, nearly, just) should be next to the word they modify. • When your sentence starts with a modifier, make sure the subject of the main clause is the actor.	Info: A Pocket Style Manual, by Diana Hacker (section 7a-c, p. 11-2). Exercises: http://owl.english.purdue.edu/engagement/index.php?category_id=2&sub_category_id=1&article_id=36
Fragment Example: Incorrect: Grammarians write many books. Such as guides, manuals, and extended insults to people who do not use proper grammar. Correct: Grammarians write many books, such as guides, manuals, and extended insults to people who do not use proper grammar.	Fragments are incomplete sentences (missing a verb or an agent or both). To fix fragments, try: • Incorporating them into the previous sentence through coordination or subordination. • Creating a verb/agent to complete the fragment.	Info: A Pocket Style Manual, by Diana Hacker (section 14a-c, p. 43-4). Exercises: http://owl.english.purdue.edu/exercises/5/18/

CLARITY

	Rules & Examples	Resources
Subject-Verb agreement Examples: Incorrect: Grammarians never gives up on bad grammar. Correct: Grammarians never give up on bad grammar.	Make sure all your subjects and verbs correspond in tense and number.	Info: A Pocket Style Manual, by Diana Hacker (section 10a-i, p. 21-5). Exercises: http://owl.english.purdue.edu/exercises/5/13
Shifts in point of view/tense Examples: Incorrect: I once knew a grammarian who loves gardening (tense) I love fixing grammatical errors. It's all we do. Correct: I once knew a grammarian who loved gardening. I love fixing grammatical errors. It's all I do.	For shifts in tense: • Pay special attention to tense in lit papers, as the convention is to talk about fictional events in the present tense. For shifts in p.o.v: • Choose a perspective when you start to write the paper. Stick to it.	Info: A Pocket Style Manual, by Diana Hacker (section 5a-b, p. 8-9). Exercises: http://owl.english.purdue.edu/exercises/2/22
Vague reference of this/ that/ which/ it Example: Incorrect: Grammarians like to holiday in the Lake District. It makes them feel energized and ready to rid the world of poor grammar usage. Correct: Grammarians like to holiday in the Lake District. Seeing the lakes and mountains makes them feel energized and ready to rid the world of poor grammar usage.	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.	Info: A Pocket Style Manual, by Diana Hacker (section 12b, p. 34-5). Exercises: http://www.towson.edu/ows/modulepro.htm