

COMMA

Comma after introductory clause	Rules & Tips	Resources
<p>Example:</p> <p>After gazing longingly at the empty space, the grammarian decided to put a comma after the introductory clause.</p>	<p>A comma should be inserted after:</p> <ul style="list-style-type: none"> • Adverb clauses Before I start this sentence,... • Prepositional phrases By starting with this sentence,... • Participial phrases Looking at how this sentence begins,... 	<p>Info: A Pocket Style Manual, by Diana Hacker (section 17b, p. 58).</p> <p>Exercises: http://owl.english.purdue.edu/exercises/3/</p>
<p>Comma between two independent clauses separated by a coordinating conjunction</p> <p>Example:</p> <p>The grammarian realized misplaced commas often irritated her, so she decided to put a handout together.</p>	<p>The two most important things to remember:</p> <ul style="list-style-type: none"> • 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: For, And, Nor, But, Or, Yet, So 	<p>Info: A Pocket Style Manual, by Diana Hacker, (section 17a, p. 57).</p> <p>Exercises: http://owl.english.purdue.edu/exercises/3/</p>
<p>Comma to set off interrupter</p> <p>Example:</p> <p>The grammarian, who also adores tea and crumpets, is fascinated by the complexities of grammar.</p>	<ul style="list-style-type: none"> • 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. 	<p>Info: A Pocket Style Manual, by Diana Hacker, (section 17e, p. 59-61).</p> <p>Exercises: http://owl.english.purdue.edu/owl/resource/596/1/</p>
<p>Comma splice</p> <p>Example:</p> <p>Incorrect: The grammarian thinks that comma splices are inherently evil, she thinks no one should use them.</p> <p>Correct: The grammarian thinks that comma splices are inherently evil, so she thinks no one should use them.</p>	<p>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.</p>	<p>Info: http://grammar.quickanddirtytips.com/comma-splice.aspx</p> <p>Exercises: http://owl.english.purdue.edu/exercises/3/5</p>

OTHER PUNCTUATION

	Rules & Tips	Resources
Semicolon	<p>Uses:</p> <ul style="list-style-type: none"> ○ To separate two independent clauses that don't have a coordinating conjunction ○ To separate items in a list that have internal punctuation 	<p>Info: A Pocket Style Manual, by Diana Hacker (section 18a, p. 64-66).</p> <p>Exercises: http://owl.english.purdue.edu/exercises/3/5</p>
<p>Example:</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> <ul style="list-style-type: none"> ○ List ○ Appositive <p>Grammarians who correct papers face a difficult choice: to circle in red or to put through the paper shredder.</p> <ul style="list-style-type: none"> ○ Quotation <p>In the words of the great grammarian Graham Grammer: "Never have I seen such folly."</p>	<p>Info: A Pocket Style Manual, by Diana Hacker (section 18b, p. 66-67).</p> <p>Exercises: http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_43.htm</p>
<p>Example:</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>Uses:</p> <ul style="list-style-type: none"> ○ 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! 	<p>Info: A Pocket Style Manual, by Diana Hacker (sections 19a-d, p. 67-70).</p> <p>http://grammar.quickanddirtytips.com/apostrophe-1.aspx</p> <p>Exercises: http://owl.english.purdue.edu/exercises/3/3/10 http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_52.htm</p>
<p>Example:</p> <p>A grammarian's greatest wish is to rid the world of bad punctuation.</p> <p>There's 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"> • Verb tense/mode • Word type • Article 	<p>Info: A Pocket Style Manual, by Diana Hacker (sections 3a-b, p. 7-8).</p> <p>Exercises: http://grammar.ccc.commnet.edu/grammar/cgi-shl/quiz.pl/parallelism_quiz.htm http://www.csun.edu/~bashforth/205_PDF/ParallelismExercises.pdf</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>	<ul style="list-style-type: none"> • 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. 	<p>Info: A Pocket Style Manual, by Diana Hacker (sections 7a-c, p. 12-14).</p> <p>Exercises: http://owl.english.purdue.edu/engagement/index.php?category_id=2&sub_category_id=1&article_id=36</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 many books, such as guides, manuals, and extended insults to people who do not use proper grammar.</p>	<p>Fragments are incomplete sentences (missing a verb or an agent or both).</p> <p>To fix fragments, try:</p> <ul style="list-style-type: none"> • Incorporating them into the previous sentence through coordination or subordination. • Creating a verb/agent to complete the fragment. 	<p>Info: A Pocket Style Manual, by Diana Hacker (sections 14a-c, p. 42-44).</p> <p>Exercises: http://owl.english.purdue.edu/exercises/5/18/</p>

CLARITY

	Rules & Examples	Resources
Subject-Verb agreement	Make sure all your subjects and verbs correspond in tense and number.	Info: A Pocket Style Manual, by Diana Hacker (sections 10a-i, p. 22-26). Exercises: http://owl.english.purdue.edu/exercises/5/13
Examples: Incorrect: Grammarians never gives up on bad grammar. Correct: Grammarians never give up on bad grammar.		
Shifts in point of view/tense	For shifts in tense: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Choose a perspective when you start to write the paper. Stick to it. 	Info: A Pocket Style Manual, by Diana Hacker (sections 5a-b, p. 10-11). Exercises: http://owl.english.purdue.edu/exercises/2/22
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.		
Vague reference of this/ that/ which/ it	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. 34-36). Exercises: http://www.towson.edu/ows/modulepr o.htm
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.		