Rule #1: Capitalize the first word of every sentence.
   Example: This is a sentence.

Rule #2: Capitalize the first word of every direct quotation.
   Example: Bob said, “Hello, everyone.”

Rule #3: In a title, capitalize the first word, the last word, and each important word. Don’t capitalize prepositions, like of, in, at, with, or on. Don’t capitalize short connecting words like and or but, the to in front of a verb, or a, an, or the.
   Example: I liked the movie Eternal Sunshine of the Spotless Mind.

Rule #4: Capitalize names of specific people, places, languages, races, religions, and nationalities.
   Example: The president of France is Nicolas Sarkozy.

Rule #5: Capitalize names of months, days of the week, and special days, but not the seasons.
   Example: Last Thursday was Thanksgiving, and important autumn holiday.

Rule #6: When a title or descriptive term is part of a proper name or is a proper name by itself, it is capitalized. If it’s used by itself, without the rest of the name, it is not capitalized.
   Example: Let’s go to the American River. I like spending time by the river.

Rule #7: Always capitalize the personal pronoun “I,” but do not capitalize other personal pronouns, such as “me,” “my,” “mine,” “she,” or “he.”
   Example: When I go to the store, I need to bring my coupons.
COMMONLY MISSPELLED WORDS

ACCEPT, EXCEPT
ACCEPT MEANS TO AGREE OR BELIEVE.
EXCEPT MEANS TO EXCLUDE OR LEAVE OUT, AN EXCEPTION.
“EVERYONE EXCEPT XAVIER ACCEPTED THAT ALICE WOULD MARRY CECIL.”

ADVICE, ADVISE
ADVICE IS A NOUN, MEANING A RECOMMENDATION OR OPINION.
ADVISE IS A VERB, MEANING TO GIVE ADVICE.
“SHARON ADVISES YOU TO SEEK ADVICE FROM CONNIE.”

AFFECT, EFFECT
AFFECT IS USUALLY USED AS A VERB MEANING “TO INFLUENCE.”
EFFECT IS USUALLY USED AS A NOUN MEANING A RESULT, AS IN CAUSE AND EFFECT.
WHEN YOU AFFECT SOMETHING, YOU HAVE AN EFFECT ON IT.

ALL READY, ALREADY
ALL READY IS A PHRASE MEANING COMPLETELY PREPARED: “I AM ALL READY TO GO.”
ALREADY MEANS “BY NOW” OR PREVIOUSLY: “SHE HAS ALREADY DECIDED WHAT DRESS TO WEAR.”

ALL TOGETHER, ALTOGETHER
ALL TOGETHER MEANS AS ONE OR ALL IN ONE PLACE: “WE WERE ALL TOGETHER FOR NEW YEAR’S EVE.”
ALTOGETHER MEANS COMPLETELY: “WE WERE ALTOGETHER SURPRISED AT THE ENDING OF THE MOVIE.”

ALLUSION, ILLUSION
AN ALLUSION IS A REFERENCE TO A LITERARY WORK OR A WORK OF ART.
ILLUSION IS A TRICK. “THE ILLUSION THAT THE MAGICIAN WAS SAWING THE WOMAN IN HALF MADE ME ILL.”
**ARE, OR, OUR**

*ARE* is a form of the verb *to be*: “We are going to the movies. You are annoying!”

*OR* is a conjunction that gives a choice: “Either you or I will have to go. I can’t decide if I like this shirt or that shirt.”

*OUR* is a possessive pronoun meaning belonging to us: “That is our house. Those are our dogs.”

**ASCENT, ASSENT**

An *ascend* is the act of moving upwards: “Our ascent up the mountain brought us to a beautiful overlook.”

*Asent* means to agree: “All three of them had to assent to riding asses instead of horses.”

**BARE, BEAR**

*Bare* means naked, without covering. “It’s polite to ask, ‘Are you bare?’ before entering.”

*Bear* can mean a large furry animal. It is also a verb meaning to carry or to handle. “I cannot bear to see that bear so upset.”

**BRAKE, BREAK**

To *brake* is to stop a vehicle, such as a car, using brakes.

To *break* is to smash or destroy something.

“You could break your leg trying to brake your bike with your foot.”

**BREATHE, BREATH**

*Breathe* is a verb meaning to inhale and exhale.

*Breath* is a noun meaning the air you take in when you breathe.

**BERRY, BURY**

*A berry* is a kind of fruit, such as a raspberry or a blackberry.

*bury* is a verb meaning to inter or hide something underground.

Remember, you eat a berry, and you bury things underground.
CAPITAL, CAPITOL

The word **capital** has several definitions, but the most confusing one is a town or city where the official government is located: “Atlanta is the **capital** of Georgia.”

The word **capitol** is the building where a government legislature meets. “The **capitol** building has a dome.”

CITE, SITE, SIGHT

**Cite** means to refer to a source. “**Cite** your source, so your reader can see where your information comes from.”

**Site** means a location or place. “**Some Internet Toy Emporium**” may help you remember “web **site**.”

**Sight** means vision, or the ability to see. “If I couldn’t see, I might miss my **sight**.”

COMPLEMENT, COMPLIMENT

**Complement** means to make something complete or to satisfy a need. “That jacket **complements** your shirt; it makes a complete outfit.”

**Compliment** means to flatter or praise. “I **compliment** all my girlfriends.”

CONSCIENCE, CONSCIOUS

Your **conscience** makes you feel guilty if you’ve done something wrong. “After I cheated on my **science** test, my **conscience** bothered me.”

**Conscious** means that you’re awake or aware: “I was **conscious** of a delicious smell.”

COUNCIL, COUNSEL

A **council** is an official group or committee. “I am a member of the **council**.”

To **counsel** is to give advice. “To **counsel** is to give me advice.”
CHOOSE, CHOSE

CHOOSE (RHYMES WITH ZOOS) IS THE PRESENT TENSE OF THE VERB TO CHOOSE, MEANING TO MAKE A CHOICE.

CHOSE (RHYMES WITH THOSE) IS THE PAST TENSE OF THE VERB TO CHOOSE.

TO KEEP THEM STRAIGHT, REMEMBER THAT YOU MAY HAVE TO CHOOSE BETWEEN TWO O’S, BUT YOU’LL HAVE ONE O AFTER YOU ALREADY CHOSE ONE.

CLOTHES, CLOTHS

CLOTHES ARE THINGS THAT YOU WEAR, SUCH AS PANTS AND SHIRTS. REMEMBER THE E IN CLOTHES BY REMEMBERING: “WHEN SUSY REALIZED SHE WAS WEARING NO CLOTHES, SHE SHOUTED, ‘EEEE!’”

CLOTHS ARE MORE THAN ONE KIND OF CLOTH, LIKE SUEDE AND LINEN.

DESERT, DESSERT

DESERT IS A BARREN LANDSCAPE, WITH CACTUS AND SAND.

DESSERT IS ICE CREAM OR CAKE. REMEMBER, DESSERT HAS TWO S’S BECAUSE YOU’LL PROBABLY WANT SECONDS!

DINNER, DINER

DINNER IS A MEAL THAT YOU EAT IN THE EVENING.

A DINER IS A RESTAURANT.

REMEMBER THAT YOU CAN GO TO ONE DINER AND ORDER TWO DINNERS.

DO, DUE

DO IS A VERB MEANING TO PERFORM SOMETHING OR TO CARRY SOMETHING OUT. “CAN YOU DO VOODOO?”

DUE IS SOMETHING OWED, OR A DEBT. “GIVE ME THE RESPECT THAT IS DUE ME.” DUE CAN ALSO MEAN “CAUSED BY.” “THAT FILTHY RESIDUE IS DUE TO YOUR DIRTY LAUNDRY.”
ELICIT, ILLICIT
ELICIT MEANS TO DRAW OUT. REMEMBER, ELASTIC STRETCHES OUT, WHILE ELICIT DRAWS OUT.

 ILLICIT MEANS UNLAWFUL: IF IT’S ILLICIT, IT’S ILLEGAL. “THE POLICEMAN TRIED TO ELICIT A CONFESSION OF ILLICIT ACTS FROM THE CRIMINAL.”

EMINENT, IMMINENT, IMMANENT
EMINENT MEANS PROMINENT OR FAMOUS. REMEMBER: “EMINEM IS AN EMINENT RAP STAR.”

 IMMINENT MEANS ABOUT TO HAPPEN, ESPECIALLY SOMETHING BAD ABOUT TO HAPPEN. REMEMBER: “I’M IN IMMINENT DANGER.”

 IMMANENT IS A WORD THAT’S RARELY USED, MEANING INHERENT. THINK: “I’M A MAN, SO I’M IMMANENTLY MASCULINE.”

FERRY, FAIRY
A FERRY IS A BOAT THAT SHUTTLES PEOPLE ACROSS WATER.

A FAIRY IS AN ENCHANTED, MYTHICAL CREATURE.

“A FAIRY FLIES IN THE AIR, BUT A FERRY FLOATS ON THE WATER.”

FORTH, FOURTH
FORTH MEANS ONWARD OR FORWARD: “HE WENT BACK AND FORTH ON THE SWING, BACKWARD AND FORWARD.”

FOURTH MEANS NUMBER FOUR IN A SERIES: FIRST, SECOND, THIRD, FOURTH. REMEMBER THAT FOURTH HAS THE WORD FOUR IN IT.

FARTHER, FURTHER
FARTHER INDICATES LENGTH OR DISTANCE: “SEATTLE IS FAR, BUT MONTREAL IS FARTHER.”

FURTHER MEANS TO A GREATER DEGREE, ADDITIONAL, OR ADDITIONALLY: “SINCE THE USE OF FUR IS SO CONTROVERSIAL, WE SHOULD DISCUSS IT FURTHER.”
GOLF, GULF

GOLF IS THE GAME PLAYED WITH GOLF BALLS. REMEMBER, AN O IS ROUND LIKE A GOLF BALL.

A GULF IS A WIDE GAP OR A BODY OF WATER, LIKE THE GULF OF MEXICO.

HAVE, OF, A

THE WORD HAVE IS OFTEN CONFUSED WITH OF OR A BECAUSE OF THE WAY IT’S PRONOUNCED IN EVERYDAY LANGUAGE WITH MODALS LIKE SHOULD, COULD, MIGHT, OR WOULD. THE CORRECT FORM IS ALWAYS “SHOULD HAVE” (SHOULD’VE), “COULD HAVE” (COULD’VE), “MIGHT HAVE” (MIGHT’VE), OR “WOULD HAVE” (WOULD’VE).

HERE, HEAR

HERE MEANS THE PLACE YOU ARE AT.

HEAR IS WHAT YOU DO WHEN YOU LISTEN.

REMEMBER, YOU NEED YOUR EAR TO HEAR, WHETHER YOU’re HERE OR THERE.

IT’S, ITS

IT’S IS A CONTRACTION OF “IT IS.” IF YOU CAN SUBSTITUTE IT IS IN THE SENTENCE, IT’S IS THE CORRECT CHOICE.

ITS IS A POSSESSIVE PRONOUN: “THE DOG LOST ITS LEASH.” IF YOU CAN’T SUBSTITUTE “IT IS” IN A SENTENCE (I.E. “THE DOG LOST IT IS LEASH.”), THEN THE CORRECT CHOICE IS ITS.

KNEW, NEW

KNEW IS THE PAST TENSE OF KNOW, MEANING TO UNDERSTAND OR REALIZE SOMETHING. NOTE THAT THEY ARE SPelled ALMOST EXACTLY THE SAME, EXCEPT THE O IS CHANGED TO AN E.

THE WORD NEW IS THE OPPOSITE OF OLD.

“I KNEW MY FATHER WOULD LOVE HIS NEW CAR.”
KNOW, NO  
KNOW MEANS TO UNDERSTAND OR REALIZE SOMETHING. IT IS THE SAME ROOT WORD AS KNOWLEDGE.

THE WORD NO IS THE OPPOSITE OF YES.
“NO, I DON’T KNOW THE ANSWER.”

LED, LEAD  
THE WORDS LED AND LEAD CAN BE VERY CONFUSING. THE WORD LED (RHYMES WITH BED) IS THE PAST TENSE OF THE VERB "TO LEAD" (RHYMES WITH BEAD), MEANING TO GUIDE SOMEONE, AS IN LEADER.

THE WORD LEAD (RHYMES WITH HEAD) IS THE METALLIC ELEMENT LEAD, AS IN LEAD PIPE OR LEAD PENCIL.

“AFTER I LED THE POLICE TO THE CRIMINAL’S HIDEOUT, SOMEONE HIT ME ON THE HEAD WITH A LEAD PIPE.”

LOOSE, LOSE  
LOOSE (RHYMES WITH GOOSE) IS THE OPPOSITE OF TIGHT: “YOU’VE GOT A SCREW LOOSE.”

LOSE (RHYMES WITH FUSE) IS THE OPPOSITE OF WIN: “WHEN YOU LOSE YOU END UP WITH ZERO.”

PAST, PASSED  
PAST IS THE OPPOSITE OF FUTURE: “IN BACK TO THE FUTURE, MICHAEL J. FOX TRAVELS TO THE PAST.”

PASSED IS THE PAST TENSE OF PASS, MEANING TO GO BY SOMETHING.
“I PASSED THAT HOUSE MANY TIMES IN THE PAST.”

WHAT CAN BE VERY CONFUSING IS THAT PAST CAN ALSO MEAN BY OR BEYOND. “I PASSED THAT HOUSE” MEANS “I WENT PAST THAT HOUSE.”

PERSONAL, PERSONNEL  
PERSONAL MEANS PRIVATE OR BELONGING TO A SPECIFIC PERSON.

PERSONNEL MEANS PEOPLE WHO WORK FOR A COMPANY.

“MY DIARY IS PERSONAL, AND I DON’T WANT THE OFFICE PERSONNEL TO READ IT.”
PEACE, PIECE

PEACE IS THE OPPOSITE OF WAR.

PIECE MEANS A PART OF SOMETHING. YOU CAN REMEMBER THAT PIECE HAS THE WORD PIE IN IT: “I WANT A PIECE OF PIE.”

PRECEDE, PROCEED

PRECEDE MEANS TO COME BEFORE. A WAY TO REMEMBER PRECEDE IS: “THE CENTIPEDE’S FRONT FEET PRECEDE HIS BACK FEET.”

PROCEED MEANS TO CONTINUE. REMEMBER PROCEED BY REMEMBERING: “PROCEED FULL SPEED AHEAD.”

PRINCIPLE, PRINCIPAL

A PRINCIPLE IS A CODE OR LAW: “HE HAD HIGH PRINCIPLES AND STRONG MORALS.”

A PRINCIPAL IS THE ADMINISTRATOR OF A SCHOOL, AND IT IS ALSO AN ADJECTIVE MEANING MAIN: “THE PRINCIPAL IS THE PRINCIPAL ADMINISTRATOR OF THE SCHOOL.” REMEMBER THAT A PRINCIPAL IS YOUR PAL.

QUIET, QUITE

QUIET MEANS WITHOUT A LOT OF NOISE. YOU CAN REMEMBER THE SPELLING OF QUIET BY SOUNDING IT OUT: QUI-ET.

QUITE MEANS “VERY.”

RIGHT, WRITE

RIGHT MEANS CORRECT.

WRITE MEANS TO COMPOSE WORDS AND SENTENCES, THAT IS, TO WRITE SOMETHING DOWN.

“YOU CAN WRITE AND STILL BE WRONG, BUT YOU CAN’T BE RIGHT AND WRONG.”

STATIONARY, STATIONERY

STATIONARY MEANS NOT MOVING.

STATIONERY IS PAPER TO WRITE LETTERS ON. JUST REMEMBER THAT YOU PUT STATIONERY IN AN ENVELOPE.
THAN, THEN

THAN is used to make a comparison, like GREATER THAN or LESS THAN.
THEN indicates a time. Often, THEN has a similar meaning to NEXT, so if you can substitute the word "NEXT" for "THEN," it should be spelled with an E. The word THEN also goes with the word IF. IF a sentence starts with IF, THEN you use THEN.

THEIR, THERE, THEY’RE

The word THEIR is a possessive pronoun. If you can substitute HIS or HER in the sentence, THEIR is the correct spelling.
The word THEY’RE a contraction of THEY ARE. If you can substitute THEY ARE in the sentence, THEY’RE is the correct spelling.
The word THERE indicates a place, as in OVER THERE or HERE AND THERE. Remember that it has the word HERE in it. The word THERE is also used in sentences beginning, "THERE IS..." or "THERE ARE..."

THREW, THROUGH

The word THREW is the past tense of the verb TO THROW.
The word THROUGH can mean finished: "I’M THROUGH WITH DINNER," or movement into and then out of something: "I WALKED THROUGH THE DOOR." You can keep these words straight by remembering: "I THREW THE BALL THROUGH THE WINDOW."

TWO, TO, TOO

The word TWO means the number 2.
The word TOO means also or an excessive amount: “I ATE TOO MUCH. DID YOU EAT TOO MUCH, TOO?”
The word TO is a preposition: “I WENT TO THE MARKET.” The word TO is also used before a verb to create an infinitive: “I WANT TO SEE THE LIONS. I LIKE TO LOOK AT THE BEARS.”

WEATHER, WHETHER

WEATHER is the state of the atmosphere, i.e. rainy, hot, cold, or snowing.
WHETHER indicates alternatives or possibilities.
“I WONDER WHETHER THE WEATHER WILL BE WARM?”
WHERE, WERE

WHERE AND WERE ARE OFTEN CONFUSED BECAUSE THEIR SPELLINGS ARE SO SIMILAR.

WHERE INDICATES A PLACE. LIKE THE WORD THERE, WHERE HAS THE WORD HERE IN IT. “WHERE DO YOU WANT TO MEET, HERE OR THERE?”

THE WORD WERE IS THE PAST TENSE OF THE VERB ARE. “THEY WERE GOING TO THE MOVIES.”

WHO’S, WHOSE

WHO’S IS A CONTRACTION OF “WHO IS.” IF YOU CAN SUBSTITUTE WHO IS IN THE SENTENCE, WHO’S IS THE CORRECT CHOICE.

WHOSE IS A POSSESSIVE PRONOUN: “WHOSE DOLL IS THIS?” IF YOU CAN’T SUBSTITUTE “WHO IS” IN A SENTENCE (I.E. “WHO IS DOLL IS THIS?”), THEN THE CORRECT CHOICE IS WHOSE.

WOMAN, WOMEN

WOMAN IS SINGULAR, MEANING ONE WOMAN.

WOMEN IS PLURAL, MEANING MORE THAN ONE WOMAN.

REMEMBER THAT WOMAN HAS THE SINGULAR WORD MAN IN IT, AND WOMEN HAS THE PLURAL WORD MEN IN IT.

YOU’RE, YOUR

YOU’RE IS A CONTRACTION OF “YOU ARE.” IF YOU CAN SUBSTITUTE YOU ARE IN THE SENTENCE, YOU’RE IS THE CORRECT CHOICE.

YOUR IS A POSSESSIVE PRONOUN: “IS THIS YOUR DOLL?” IF YOU CAN’T SUBSTITUTE “YOU ARE” IN A SENTENCE (I.E. “IS THIS YOU ARE DOLL?”), THEN THE CORRECT CHOICE IS YOUR.
**Rule #1: ie vs. ei Selling**
“i” before “e,” except after “c”…
friend niece piece receive ceiling

…or when sounded as “ay,” as in “neighbor” or “weigh.”
neighbor neighborhood weigh sleigh vein reign

Exceptions: society, science, height, caffeine, either, neither, financier, foreign, leisure, seize, species, their, weird

**Rule #2: ‘y’ endings**
When you add an ending to a word that ends in a consonant plus “y,” change the “y” to “i.”
try + –ed = tried happy + –ly = happily
penny + –es = pennies ordinary + –ly = ordinarily
penny + –less = penniless beauty + –ful = beautiful
happy + –ness = happiness mystery + –ous = mysterious

Except when you're adding –ing. Then, the “y” does not change.
try + –ing = trying carry + –ing = carrying
cry + –ing = crying horrify + –ingly = horrifyingly

Exceptions: dryness, shyness, ladylike
When a word ends in a vowel plus “y,” the “y” does not change:
stay + –ed = stayed play + –ed = played
destroy + –er = destroyer joy + –ful = joyful

**Rule #3: Silent ‘e’ endings**
If an ending starts with a consonant, keep the silent e. If an ending starts with a vowel, drop the silent e.

<table>
<thead>
<tr>
<th>ending starts with a consonant</th>
<th>ending starts with a vowel</th>
</tr>
</thead>
<tbody>
<tr>
<td>love</td>
<td>lovey</td>
</tr>
<tr>
<td>measure</td>
<td>measureless</td>
</tr>
<tr>
<td>judge</td>
<td>judgement</td>
</tr>
<tr>
<td>hope</td>
<td>hopeful</td>
</tr>
<tr>
<td>state</td>
<td>statement</td>
</tr>
</tbody>
</table>

Exceptions: argue + –ment = argument
courage + –ous = courageous
ture + –ly = truly
nine + –th = ninth
notice + –able = noticeable
Rule #4: Endings
In one-syllable words that have a single vowel followed by a single consonant, double the consonant when adding –ed, –ing, –er, or –est.

- win + –er = winner
- fit + –est = fittest
- grin + –ing = grinning
- can + –ed = canned

In multi-syllable words that end with consonant-vowel-consonant, if the stress is on the last syllable, double the consonant when adding –ed, –ing, or –er.

- be-gin’ + –er = beginner
- e-mit’ + –ing = emitting
- de-ter’ + –ed = deterred
- for-get’ + –ing = forgetting

Exception: A “w” at the end of a word like “new” or “tow” is not considered a consonant.

Rule #5: Contractions
- there’s → there is
- I’ll → I will or shall
- you’ll → you will
- we’re → we are
- could’ve → could have
- can’t → cannot
- I’m → I am
- I’d → I would or had
- he’s → he is or has
- aren’t → are not
- let’s → let us
- didn’t → did not
- I’ve → I have
- you’re → you are
- she’s → she is or has
- they’re → they have
- what’s → what is
- couldn’t → could not

Rule #6: Possessives
If a word doesn’t end in “s,” make it possessive by adding apostrophe-s.

- the teacher’s class
- the geese’s beaks

If a word ends in “s,” ask if you “sez –ez.” If you add the sound “–ez” to the end of the word when you say it out loud, add apostrophe-s. If you don’t, just add an apostrophe.

- the boss’s kid
- the teachers’ classes
- Mr. Williams’ book
Punctuation Rules

Rule #1—Period: Put a period (.) at the end of a sentence that’s not a question and after most abbreviations.

Example: Dr. Martinez is very kind and helpful.

Rule #2—Question Mark: Put a question mark (?) at the end of a direct question, but not an indirect question.

Example: Will Dwayne do any studying? but I wonder if Dwayne will do any studying.

Rule #3—Exclamation Point: Use an exclamation point (!) to show strong emotion. Avoid using exclamation points in formal writing, and avoid overuse in informal writing.

Example: Wow! I’ve never seen anything like that before!

Rule #4—Semicolon: Use a semicolon to join two independent clauses without a conjunction like or, but, or and.

Example: My mom would do anything for me; she raised me all by herself.

Rule #5—Colon: Use a colon after a complete statement that introduces a list, a name, a quotation, or an explanation.

Example: But I remember too all the things she did: making dinners, taking me to the emergency room, and watching me play hoops.

Rule #6—Dash: Use a dash on either side of information that’s separate from the rest of the sentence, to show an abrupt change, or to emphasize what comes next.

Example: All parents are just human—and if you think you’ll never let your kid down, you’re mistaken.

Rule #7—Commas: Use a comma before and, but, or, so, for, nor, or yet to join two independent clauses.

Example: Dwayne likes Samurai warriors, and he likes pizza.

Rule #8—Commas: Use a comma between three or more items in a series or two items in a series not joined by a connecting word.

Example: Dwayne ordered pizza, Dew, and buffalo wings.

Rule #9—Commas: Use a comma after an introductory word, phrase, or dependent clause at the beginning of a sentence or before an extra comment or question at the end.

Example: Dude, I use them all the time!
Rule #10—Commas: Use commas around an expression that isn’t essential to the thought of the sentence, such as a name, an interrupting expression, or extra information.

Example: The Samurai were originally, as we said, mercenary warriors. They slowly gained enough power, however, to establish a Samurai-dominated government.

Rule #11—Quotation Marks: Put quotation marks around someone’s exact words (a direct quotation):

When Curtis said to the class, “Parents jus’ regular people. Lovin’ only does so much,” I guess I overreacted.

…but not around an indirect quotation:

He also said that parents don’t mean it when they say they can’t let their children down.

Rule #12—Titles:

<table>
<thead>
<tr>
<th>Short Works (in quotation marks)</th>
<th>Long Works (italicized or underlined)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay</td>
<td>Non-fiction book</td>
</tr>
<tr>
<td>Short story</td>
<td>Novel</td>
</tr>
<tr>
<td>Song</td>
<td>Rock opera, opera</td>
</tr>
<tr>
<td>Poem</td>
<td>Long (book-length) poem, play</td>
</tr>
<tr>
<td>TV show episode</td>
<td>TV series, movie</td>
</tr>
<tr>
<td>Newspaper article</td>
<td>Name of a newspaper</td>
</tr>
<tr>
<td>Magazine article</td>
<td>Name of a magazine</td>
</tr>
</tbody>
</table>
## Sentence Structure

<table>
<thead>
<tr>
<th>Phrases</th>
<th>Clauses</th>
</tr>
</thead>
<tbody>
<tr>
<td>No subject and verb</td>
<td>At least one subject and verb</td>
</tr>
</tbody>
</table>

### Subject
Who or what?

### Predicate (Verb)
Doing or being what?

### Helping Verbs
- **Forms of “to be”:** am, is, was, been, were, are
- **Forms of “to have”:** have, had, has
- **Modals:** can, could, may, might, must, shall, should, will, would

### verb phrase
He should not move the delivery with our current dolly.

### adverb

### Adverbs
- already
- also
- always
- ever
- finally
- just
- never
- not
- now
- often
- only
- possibly
- probably
- really
- usually

### Verb Phrases: Verbs That Aren’t Always Verbs
- “to” verbs to run, to fly
- –ing verbs playing, falling
- –ed, –en, –t verbs burnt, saved, seen

### –ing Verb Forms
1) With a form of “to be” or “to have,” it is a verb.
   She **has been running**. Michael **is not going**.

2) Without a form of “to be” or “to have,” it is usually a noun.
   I like **running**. **Stocking** shelves is hard work.
   **Being** abducted by aliens is fun.

3) If it describes a noun, it’s an adjective.
   I went to the **bowling** alley. I have a **swimming** pool.
Endings

–ed  embarrassed, saved
–t    burnt, dealt
–en   broken, fallen, seen

1) It’s a verb when used with a helping verb.
   I have been dealt bad cards.

2) It can be used alone as a past-tense verb.
   He embarrassed me. He dealt bad cards.

3) When modifying a noun, it is an adjective.
   He had an embarrassed smile.
   Dealt by fate, the cards were bad.

**Rule #1:** When a verb uses a *to be* or *to have* helping verb, the helping verb changes to match the subject, and the other verb stays the same.
   I am running. You are running. Dwayne is running.
   Liz has fallen asleep. They have fallen asleep.

**Rule #2:** Present-tense verbs end in –s when they go with singular subjects.
   One alien flies. Two aliens fly.

**Rule #3:** Most indefinite pronouns, like “everyone” and “nobody,” are singular and take a verb with an –s ending.
   anybody  anyone    anything  each  everybody
   everyone  everything nobody  no one  nothing
   somebody  someone  something

**Rule #4:** The ing and “to” forms of verbs, when used as nouns, are singular.
   Zooming across the galaxy is fun.

**Rule #5:** Ignore the words between the subject and verb to decide if the verb is correct...except when the subject is “none,” “any,” “some,” “all,” or “most.”
   Most of the people are nice.
   Most of the Earth is covered by ocean.

**Rule #6:** If a sentence has more than one subject joined by *and*, the subject is plural, but if two singular subjects are joined by *or*, the subject is singular.
   Maybe Curtis or Maria has an idea.
Nouns That Describe Groups

- class
- group
- team
- cast
- labor union
- staff
- company
- family
- troupe
- gaggle
- couple

**Acting as a Group: Singular**

The class is going on a field trip.
The gaggle of geese flies in unison.

**Acting Individually: Plural**

The gaggle of geese are swimming in the lake, sleeping on the shore, and walking over to a picnicking family.
The class are all working on their own projects.

**Avoiding Group Nouns Acting Individually**

The geese are swimming in the lake, sleeping on the shore, and walking over to a picnicking family.
The class members are all working on their own projects.

**FANBOYS join independent clauses**

- for
- and
- nor
- but
- or
- yet
- so

**Words that introduce a new sentence (adverbs—look for –ly)**

- however
- therefore
- otherwise
- likewise
- moreover
- thus
- then
- nevertheless
- finally
- also
- consequently
- subsequently
- further
- furthermore

**Words that introduce dependent clauses**

- because
- since
- while
- which
- that
- who
- after
- since
- although
- though
- when
- if
- where
- as
- as if
- before
- so that
- unless
- whether

**How to fix run-on sentences:**

1) join with a semicolon.
2) make two separate sentences.
3) join with a comma and one of the fanboys words: for, and, nor, but, or, yet, or so.
4) make one clause a dependent clause using a word like because, while, although, until, or since.
### Prepositions

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Preposition</th>
<th>Preposition</th>
<th>Preposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABOARD</td>
<td>BEFORE</td>
<td>IN BETWEEN</td>
<td>PLUS</td>
</tr>
<tr>
<td>ABOUT</td>
<td>BEHIND</td>
<td>INSIDE</td>
<td>REGARDING</td>
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<tr>
<td>ABOVE</td>
<td>BELOW</td>
<td>INSTEAD OF</td>
<td>SINCE</td>
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<tr>
<td>ACROSS</td>
<td>BENEATH</td>
<td>INTO</td>
<td>THAN</td>
</tr>
<tr>
<td>AFTER</td>
<td>BESIDE</td>
<td>LIKE</td>
<td>THROUGH</td>
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<tr>
<td>AGAINST</td>
<td>BESIDES</td>
<td>MINUS</td>
<td>THROUGHOUT</td>
</tr>
<tr>
<td>AHEAD OF</td>
<td>BETWEEN</td>
<td>NEAR</td>
<td>TILL</td>
</tr>
<tr>
<td>ALL OVER</td>
<td>BEYOND</td>
<td>NEAR BY</td>
<td>TO</td>
</tr>
<tr>
<td>ALONG</td>
<td>BY</td>
<td>NEAR TO</td>
<td>TOWARD</td>
</tr>
<tr>
<td>ALONGSIDE</td>
<td>CIRCA</td>
<td>NEXT TO</td>
<td>TOWARDS</td>
</tr>
<tr>
<td>AMID</td>
<td>CLOSE BY</td>
<td>OF</td>
<td>UNDER</td>
</tr>
<tr>
<td>AMIDST</td>
<td>CLOSE TO</td>
<td>OFF</td>
<td>UNDERNEATH</td>
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<tr>
<td>AMONG</td>
<td>DESPITE</td>
<td>OFF OF</td>
<td>UNLIKE</td>
</tr>
<tr>
<td>AROUND</td>
<td>DOWN</td>
<td>ON</td>
<td>UNTIL</td>
</tr>
<tr>
<td>AS</td>
<td>DUE TO</td>
<td>ONTO</td>
<td>UP</td>
</tr>
<tr>
<td>AS OF</td>
<td>DURING</td>
<td>OPPOSITE</td>
<td>UPON</td>
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<tr>
<td>AS TO</td>
<td>EXCEPT</td>
<td>OUT</td>
<td>VERSUS</td>
</tr>
<tr>
<td>ASIDE</td>
<td>EXCEPT FOR</td>
<td>OUT OF</td>
<td>VIA</td>
</tr>
<tr>
<td>ASTRIDE</td>
<td>FOLLOWING</td>
<td>OUTSIDE</td>
<td>WHILE</td>
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<td>AT</td>
<td>FOR</td>
<td>OVER</td>
<td>WITH</td>
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<tr>
<td>AWAY FROM</td>
<td>FROM</td>
<td>PAST</td>
<td>WITHIN</td>
</tr>
<tr>
<td>BECAUSE OF</td>
<td>IN</td>
<td>PER</td>
<td>WITHOUT</td>
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Chameleon Words (Preposition or Dependent Clause)

<table>
<thead>
<tr>
<th>after</th>
<th>as</th>
<th>before</th>
<th>like</th>
<th>since</th>
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<tbody>
<tr>
<td>than</td>
<td>till</td>
<td>until</td>
<td>while</td>
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</table>

Other Dependent Clause Words

<table>
<thead>
<tr>
<th>although</th>
<th>as if</th>
<th>because</th>
<th>even if</th>
<th>even though</th>
</tr>
</thead>
<tbody>
<tr>
<td>ever since</td>
<td>how</td>
<td>if</td>
<td>so that (so)</td>
<td>that</td>
</tr>
<tr>
<td>though</td>
<td>unless</td>
<td>what</td>
<td>whatever</td>
<td>when</td>
</tr>
<tr>
<td>whenever</td>
<td>where</td>
<td>whereas</td>
<td>wherever</td>
<td>whether</td>
</tr>
<tr>
<td>which</td>
<td>whichever</td>
<td>who</td>
<td>whom</td>
<td>whose</td>
</tr>
<tr>
<td>why</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

I went to the market

**so (that) I could buy some milk.** ← dependent clause

I wanted to buy some milk,

**(and) so I went to the market.** ← independent clause

**Action Verbs Show Action**
to fly, to leap, to blow up, to save, to act, to talk

**Linking Verbs Link the Subject to a Noun or Adjective**
to be, to seem, to feel, to become, to smell, to taste, to look, to appear, to sound

**Indefinite Pronouns**

<table>
<thead>
<tr>
<th>anybody</th>
<th>anyone</th>
<th>anything</th>
<th>each</th>
<th>everybody</th>
</tr>
</thead>
<tbody>
<tr>
<td>everyone</td>
<td>everything</td>
<td>nobody</td>
<td>no one</td>
<td>nothing</td>
</tr>
<tr>
<td>somebody</td>
<td>someone</td>
<td>something</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Pronouns**

<table>
<thead>
<tr>
<th>this</th>
<th>that</th>
<th>these</th>
<th>those</th>
</tr>
</thead>
<tbody>
<tr>
<td>which</td>
<td>who</td>
<td>whom</td>
<td></td>
</tr>
</tbody>
</table>
## Paragraph, Essay, Article and Letter Structure

<table>
<thead>
<tr>
<th>Main Idea / Introduction:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Details:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Conclusion:</th>
</tr>
</thead>
</table>