

GRAMMAR

(I recommend zooming the photo in another doc or printing it)

First column—Introductory expressions & introductory adverbs are always set off with commas.

Second column—Conjunctions always require commas when there are complete sentences on either side.

Third column—Parenthetical expressions are always set off with commas and/or semi colons; for example, I just used one before the expression which takes a semi colon because there are two complete sentences on either side.

Fourth column—adverb clause—If the sentence starts with one of these (signaled by the words in the column), they're usually set off by a comma; but if they're elsewhere in the sentence, they don't (see examples under the column).

Fifth column—adjective clauses—Usually when using the words “who, whom, which,” commas come before; you need to check whether the part of the sentence which starts with these words is removable without changing the gist of the sentence. Never use a comma before the word “that.” In fact, you should avoid using “that” as much as you can (see examples below column).

Sixth column—noun clauses—These are never separated by commas because they can't be deleted from the sentence.

Independent clause means a complete sentence. Subordinate clause means a piece of a sentence, but it has its own subject and verb.

Introductory material starts sentences: - always set off with commas.

General Comma Uses	Coordination/ Parenthetical Expressions (create CD sentence structures)	Subordinate clauses (create CX sentence structures)		
		adverb	adjective	noun
Introductory expressions —oh, no, well, yes Introductory adverb —one word that tells where or when and is droppable (usu. end in LY) Coordinating adjectives —2 or more adj. of equal rank that can be switched (ex—cold, cloudy day) Contrasting expression —use a comma in front of these words not like unlike instead (of) such as especially whereas Phrases are different from clauses because they have NO VERB Prepositional phrase —set off if they're introductory ONLY and have 4 or more words Appositive phrase —usu. start with a, an, the and rename noun/pronoun in front—always use commas That boy, the senior, is also in track. Participial phrase —start with a verb usu. ending in ING or ED and rename the noun/pronoun by it—always use commas. Running through the halls, the girl fell. Ann, reading her book, is smart. Here comes Sam, racing to class late. Infinitive phrase —start with TO followed by a verb—set off ONLY when introductory To get to my house, you pass the lake.	and but or nor yet however therefore in fact moreover nevertheless furthermore for example as a matter of fact on the other hand accordingly in my opinion in any case in conclusion consequently thus hence	because when before although whenever how unless as where if than since while though after until adverb clauses use commas ONLY if they are NON-ESSENTIAL all these words when followed by subject (direct or implied) and verb require commas if they aren't needed in the sentence - except the word that .	who which whom whose that—NEVER uses comma noun clauses ONLY use commas if they are NON-ESSENTIAL	that what why how (any of the above with ever as a suffix—ex. whomever whatever) noun clauses ONLY use commas if they are NON-ESSENTIAL
COMPOUND SENTENCE STRUCTURE Use a comma with a conjunction when there's a sentence on either side. I have a cat, and I also have a dog. Parenthetical expressions are set off when connecting TWO sentences I have a dilemma, however, I will solve it. Other comma uses— person addressed When talking to someone, separate their name with commas—Tom, bring me that toy. I won't leave you, Shelly. Don't go, Jim, until I've met with you.		COMPLEX SENTENCE STRUCTURE (because the sentence will have 2 subjects and 2 verbs) Because I love animals, I always have pets. I have a horse, which was born on the fifth of May. People who enjoy their careers appreciate going to work each day. What we decided to do was go to the movies.		
Geographical names, dates, and addresses If they consist of more than one part, each part is set off by commas—The wedding took place on June 16, 2010, at 145 River Road, San Antonio, Texas. Titles after a name Use a comma when one or more titles follow a name—Susan Martini, Ph.D. married Bob Trujillo, M.D.		usually forgotten		

Definitions & Identification of Parts of Speech

Noun: if you can put a, an or the in front of a word and it makes sense with any of them, then you know the word is a noun.

Example: a, an, the resolution

a, an, the determined

To find the subject, ask yourself, what is the sentence about or who/what is doing something in the sentence.

Verb: If you can put he and they in front of a word and it makes sense, then you know the word is a verb. Example: he/they behave he/they behavior

There are two kinds of verbs:

Action: show action; ask yourself can I do this?

Linking/Helping: display condition; most commonly used—is, are, was, were, am, be

There are linking verbs that can also be action: appear, seem, smell, feel, sound, grow, stay, look, taste, remain, turn

Example: He drank the juice. (action) The skink smelled bad. (linking)

In this case, check the word that comes after the verb; if it is a noun, the verb is action.

If the word that comes after the verb is an adjective, the verb is linking.

Adjective: describes nouns and pronouns

It answers **how many, which one, what kind**

Example: The fiery, red sun rose over the seven hills of the apple trees.

Adverb: describes verbs, adjectives, other adverbs

It answers **how, how often, when, where, to what extent**

Example: The doctor explained the results then, and eventually the very relieved patient calmed himself.

Preposition: placement words; they show **where, when, how** something is located or relates a noun or pronoun to another word in the sentence. They always appear in a phrase of two or more words which always follows a pattern; they begin with a preposition and end with a noun or pronoun. If there are any words in between, they will be adjectives.

Example: Over the hill in the morning, the caravan of gypsies traveled toward their final destination.

Conjunction: and, but, or, so are the most common; they attach two or more of the same type of word, phrase, clause.

Example: Jon and Sam ran quickly toward the house, but the door was locked and they couldn't get in.

OTHER COMMA USES

NOUNS OF DIRECT ADDRESS (PERSON ADDRESSED): when speaking TO someone, use a comma to separate the name from the rest of the sentence. DON'T use commas when the sentence is simply about a person.

Example: **Tom**, bring me a pencil, please. I wish, **Dan**, that you would pay attention. I'll go with you, **Jack**.

INTRODUCTORY ADVERB: Usually consist of one word which answers where, when, how, how often, to what extent. If it starts the sentence, separate it with a comma. 90% of the time they end in **ly**

Example: **Slowly**, the turtle crossed the road. **Now**, we'll study math.

Nowadays, the Harry Potter books made the movies popular. **Eventually**, I will go see the movie.

INFINITIVE PHRASE: These consist of the preposition to followed by a verb; they act as modifiers. They take a comma if they begin a sentence; otherwise, avoid punctuating them.

Example: **To get to my house**, you must follow Highway 518. I plan **to graduate** soon.

GEOGRAPHICAL NAMES: if they consist of more than one part, they require commas

Example: My cousin who lives in **Dallas, Texas**, is cutting the ribbon at the grand opening.

DATES: if they consist of more than one part, they require commas

Example: The wedding took place on **June 16, 1995**, and their son was born on **June 16, 2005**.

TITLES AFTER A NAME: when one or more titles follow a name, use a comma after the name and after each title

Example: Susan Martini, **Ph.D.**, married Bob Taormina, **M.D.**

ADDRESSES: use a comma after each item in an address made up of more than two parts; NEVER use a comma between a state and zip code as they are considered one item.

Example: Send an invitation to Mrs. Robert Brooks, 145 River Road, Jacksonville, **Florida 32211**.

Commas are placed before quotation marks.

Example: "I will hunt," Jack said.

The only punctuation mark that appears after quotation marks is a semi colon.

Example: "The silence of the llano was heavy" (Anaya 124); the author uses personification to aid in description.

Worst Errors to Avoid

FRAGMENT: a fragment consists of a piece of a sentence that can't stand by itself. Fragments can be made up of phrases or clauses.

Example: At the end of a very long day. (prepositional phrase fragment)

Correction: At the end of a very long day, I like to go home to relax.

Example: Begging for an afternoon snack. (This is a participial phrase fragment)

Correction: My brother was begging for an afternoon snack.

RUN ON: a run on consists of two sentences that run into one another with NO punctuation between them.

Example: I went to the game it was exciting to watch.

Correction: I went to the game; it was exciting to watch.

I went to the game which was exciting to watch.

I went to the game; as a matter of fact, it was exciting to watch.

COMMA SPLICE: a comma splice occurs when a comma is used to separate two complete sentences.

Example: I play CDs, my dad plays records.

Correction: I play CDs; my dad plays records.

I play CDs, and my dad plays records.

I play CDs; however, my dad plays records.

MISPLACED MODIFIER: this occurs when any phrase (prepositional, participial, appositive, infinitive) or subordinate clause (adjective, adverb, or noun) is not placed next to the noun or pronoun it modifies

Example: Turning green, I watched the light change.

Correction: Turning green, the light changed.

DANGLING MODIFIER: this occurs when any phrase or clause does not have a noun or pronoun to attach itself to

Example: While sailing under the bridge, a school of fish was seen.

Correction: While we sailed under the bridge, we saw a school of fish.

We saw a school of fish as we sailed under the bridge.

FAULTY PARALLELISM: this occurs when one part of the sentence (words, phrases, clauses) does not match another part.

Example: (words) I like running, swimming, and to go fishing.

Correction: I like running, swimming, and fishing.

Example: (phrases) Today's computers are smaller in size, lighter in weight, and even the price is less.

Correction: Today's computers are smaller in size, lighter in weight, and cheaper in price.

Example: (clauses) Sherry is a bright employee who knows her job, who is very scrupulous, and always gets to work on time.

Correction: Sherry is a bright employee who knows her job, who is very scrupulous, and who is always punctual.