

CONTENTS

CHAPTER 1

PARTS OF SPEECH

- Nouns 14
- Adjectives 16
- Verbs 18
- Adverbs 20
- Verb Tenses 22
- Regular vs. Irregular Verbs 24
- Pronouns 26
- Prepositions & Prepositional Phrases 28
- Conjunctions 30
- Interjections! 32

CHAPTER 2

SENTENCE STRUCTURE

- **Sentence Functions 36**
- **Subjects and Predicates 38**
- **Subject-Verb Agreement 40**
- **Compound Subjects 42**
- **Complements 44**
- **Phrases 46**
- **Clauses 48**
- **Restrictive Clauses & Non-Restrictive Clauses 50**
- **Parallelism and Logical Sentences 52**

CHAPTER 3

PUNCTUATION

- **Capitalization 56**
- **Ending a Sentence 58**
- **Apostrophes & Contractions 60**
- **Commas 62**
- **Quotation Marks 64**
- **Colons & Semicolons 66**
- **Hyphens, Em Dashes, & En Dashes 68**
- **Parentheses 70**
- **Brackets 72**
- **Bold, Italics, and Underlining 74**
- **Ellipses 76**
- **The Slash 78**
- **Abbreviations & Acronyms 80**

CHAPTER 4

WRITING STYLE

- **Identifying Your Purpose and Audience 84**
- **Active & Passive Voice 86**
- **Using Transitional Words and Phrases 88**
- **Paragraph Structure 90**
- **Fixing Repetition and Introducing Variety 92**
- **Foreign Words & Phrases 94**
- **Slang & Dialect 96**
- **Improving Writing 98**
- **Style Guides: A Brief Overview 100**

CHAPTER 5

COMMON MISTAKES

- **Clichés, Generalizations, Platitudes, and Jargon 104**
- **Commonly Confused Words 106**
- **Who & Whom 108**
- **More Common Mistakes 110**
- **Commonly Misused Phrases 112**
- **Modifier Problems 114**
- **Run-On Sentences and Wordiness 116**
- **Double Negatives 118**
- **Fussy Grammar 120**