**Please copy the following in your Writing Comp.Book:**

**Week 1 Conventions**

**Commas to set off appositives:** Use a comma around a word or phrase that identifies or *renames* a noun or pronoun when it is *not necessary* to the basic meaning of the sentence. The sentence would still make sense without this phrase (392.1).

**Run-on sentence:** Two simple sentences are *joined without punctuation* or a connecting word, like “and.” To fix it, add punctuation, split it into two sentences, or add a connecting word (87).

**Commas to set off nonrestrictive phrases:** Use a comma around a phrase that *adds information* but is *not necessary* to the basic meaning of the sentence. The sentence would still make sense without this phrase (392.2).

**Plurals:** Use an “-s” or “-es” or “-ies” at the end of nouns to pluralize them. Do *not* use an apostrophe (408-9)!

**Week 2 Conventions**

**Rambling sentence:** Connecting *too many ideas* within one sentence, using the word “and.” Fix it by separating the ideas to form their own sentences (87).

**Hyphen for a single-thought adjective:** Use a hyphen to join two or more words that work together to form a single-thought adjective *before* a noun. Do *not* use a hyphen if the adjective comes after the noun (397.3)

**Irregular verbs:** Most verbs are formed in the past tense by adding “-ed.” Irregular verbs are formed with *different spellings* (449).

**Commas to separate phrases and clauses:** Use a comma to *separate* an ***adverb*** clause or a modifying phrase from the *independent clause* (the second part of the sentence that could stand on its own) that follows it (391.2). ***adverb***= a word that tells how, where, when a verb is done

**Subject-verb agreement:** The subject and verb must agree in *number*. If you use a singular subject (noun doing the action), use a singular verb. If you use a plural subject, use a plural verb (88).

**Abbreviations (acronyms):** Most abbreviations are followed by a period, as in “Mrs.” or “Dr.” Acronyms are exceptions. An acronym is formed from the first letters of words in a phrase. *Capitalize* all the letters in an acronym (409.5).

**Numbers:** Numbers one to nine are written as *words*. All numbers 10 and over are usually written as *numerals*. Use words, not numerals, to *begin a sentence* (410).

**Colon or dash (for emphasis):** Use a colon or dash to emphasize a word or phrase (394-5).

**Week 3 Conventions**

**Commas to separate adjectives:** Use commas to separate two or more adjectives that modify the same noun (391.3).

**Interjection:** Use an exclamation point after a word or phrase used to express strong emotion or surprise (453).

**Week 4 Conventions**

**Double subject:** Don’t use a pronoun immediately after the subject (90).

**Wordy sentence:** Don’t repeat words or their synonyms unnecessarily (87).

**Combining sentences:** Combine ideas from shorter sentences by using a connecting phrase (95).

**Week 5 Conventions**

**Apostrophe:** An apostrophe is used to show that one or more letters have been ***left out*** of a word to form a contraction (402.1).

**Hyphen:** A hyphen is used ***between*** the numbers in a fraction (396.4).

**Capitalization:** Capitalize names of people (404.2).

**Reflexive pronoun:** A pronoun is a word used in place of a noun. A ***reflexive*** pronoun puts the action back upon the subject of the sentence (445.1).

**Sentence fragment:** A sentence fragment is missing a ***subject*** (noun that does the action), or a ***verb*** (the action), or is not a ***complete thought*** (396.4).

**Adverb (comparative/superlative): *Adverbs*** describe ***verbs***.
When they compare two things they are called ***comparative***.
They are called ***superlative*** when they compare three or more things. ***Examples:***

* I write ***well***. (positive)
* I write ***better*** than John. (comparative)
* I write the ***best*** out of everyone in my whole class. (superlative)

**Capitalization:** Capitalize historical events, documents, and periods of time (404.3).

**Week 6 Conventions**

**Comma for direct address:** Use a comma when the sentence ***names*** the person ***spoken*** to in the sentence (390.4).

**Parentheses:** Use parentheses when ***adding or clarifying information*** (395.4).

**Comma splice: *Connect two simple sentences*** with a semicolon, or use end punctuation to keep them separate. Don’t use a ***comma*** (404.2).

**Comma between independent clauses:** You may use a comma to connect two independent clauses with a ***conjunction*** such as *and*, *but*, *or*, *nor*, *for*, *so* and *yet*. (391.1).

**Week 7 Conventions**

**Apostrophe to show possession:** If the noun is ***singular***, add an ***apostrophe*** and an ***s*** (403.2).

**Pronoun-antecedent agreement:** All ***pronouns*** must agree with their ***antecedents*** (the nouns they refer to) in number, person, and gender (89, 90, 441.4).

**Week 8 Conventions**

**Abbreviations:** Do ***not*** abbreviate the names of states, countries, months, days, or units of measure in formal writing (409.4).

**Articles:** The articles *a*, *an*, and *the* are adjectives. Use *an* before a noun that begins with a vowel sound (451.4).

**Double negative:** Do ***not*** use two negative words in the same phrase (100).

**Week 9 Conventions**

**Adjectives (comparative/superlative):** Adjectives describe nouns. ***Comparative*** adjectives compare ***two*** nouns (i.e., *faster*). ***Superlative*** adjectives compare ***three*** or more nouns (i.e., *fastest*)(409.4).

**Week 10 Conventions**

**Parallelism:** When a particular grammatical structure is used, it is best to repeat it for clarity, and can add rhythm to writing (131, 140).

**Week 11 Conventions**

**Interjection:** A word or phrase used to express strong emotion or surprise. Punctuation (a comma or an exclamation point) is used to separate an interjection from the rest of the sentence (791).

**Quotation Marks:** Quotation marks may be used to (1) set apart a word which is being discussed, (2) indicate that a word is slang, or (3) point out that a word is being used in a special way.

**Week 13 Conventions**

**Nonstandard Language:** Avoid sentences which incorrectly use *of* for *have* (100).

**Week 14 Conventions**

**Misplaced Modifier:** Make sure that your modifiers (words, phrases, or clauses which limit or describe another word or words) especially the descriptive phrases you use are as close as possible to the words they modify. Otherwise the sentence can become very confusing (099).

**Week 17 Conventions**

**Comma, set off dialogue:** commas are used to set off the exact words of the speaker from the rest of the sentence. *Note:* When reporting rather than quoting what someone said, use no comma (or quotation marks) (472).

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| **Verb Tense Overview and Examples** |
| **Simple Present**  | **Simple Past**  | **Simple Future**  |
| I play tennis every day.  | Two years ago, I played tennis in England.  | If you want to play with me, I will play tennis. I am going to play tennis next year.  |
| **Present Progressive**  | **Past Progressive**  | **Future Progressive**  |
| I am playing tennis now.  | I was playing tennis when you called yesterday.  | I will be playing tennis tomorrow. I am going to be playing tennis tomorrow.  |
| **Present Perfect**  | **Past Perfect**  | **Future Perfect**  |
| I have played tennis in several different countries.  | I had played tennis a little before I moved to the United States.  | I will have played tennis for four hours if I play for another hour.  |
| **Present Perfect Progressive**  | **Past Perfect Progressive**  | **Future Perfect Progressive**  |
| I have been playing tennis for ten years.  | I had been playing tennis for three years before I moved to the United States.  | I will have been playing tennis for over three hours by the time you arrive.  |