Index

A

abbreviations, capitalization in, 111–112
absolutes, comparisons with, 205–206
adjectives and adverbs
articles, 180–181
defined, 177–178, 201
description hyphenation, 181
judgment pairs, 179–180
problem answers, 183–186
problems, 178–180, 181, 182
affect/effect, 247–248
American Psychological Association (APA), 107
apostrophes
in contractions, 87–88
defined, 87
misplaced, 88
with numbers, 88
plural nouns and, 24
possessive pronouns and, 41
with possessives, 89–90
problem answers, 92–93
problems, 88–90, 91
where not to use, 87
affect/effect, 247–248
American Psychological Association (APA), 107
apostrophes
in contractions, 87–88
defined, 87
misplaced, 88
with numbers, 88
plural nouns and, 24
possessive pronouns and, 41
with possessives, 89–90
problem answers, 92–93
problems, 88–90, 91
where not to use, 87
audience, knowing, 165–166
bad/badly, 179–180
both/and, 227–230
bullet points, presentation slides, 168–169
business, capitalization of terms, 109–110

C
can/could, 13
capitalization
in abbreviations, 111–112
acronyms, 111
business and school terms, 109–110
literary/media works titles, 110–111
names and titles, 107–109
problem answers, 113–116
problems, 108–110, 111, 112
styles, 107
citation format, 97
CMS (University of Chicago), 107
combined sentences
commas in, 76–77
with conjunctions, 57
defined, 53
join methods, 57
with semicolons, 57
using, 57–60
comma splices, 266
commas
in combined sentences, 76–77
conjunctions and, 76
for descriptions, 78–79
in directly addressing, 75–76
for interrupters, 77–78
for introductions, 77–78
problem answers, 81–86
problems, 74–77, 78, 79, 80
uses for, 73–74
comparatives, 201
comparisons
absolute, 204–205
comparative, 201
creation guidelines, 201–202
half-finished, completing, 206–208
illogical, 208–210
irregular, 204–205
negative, 202
one/two-word, 201–203
problem answers, 212–218
problems, 202–203, 204–208,
209–211
superlative, 201
correlation words, 247–248
conjunctions. See also combined sentences
commas and, 76
defined, 53, 57
joining sentences with, 57–60
words that aren’t, 53
contractions
defined, 87
frequently used, 87–88
possessive pronouns and, 43–44
counting and measuring, 249–250
dangling descriptions, 191–193
dangling modifiers, 191
description placement
with danglers, 191–193
defined, 187
problem answers, 196–200
problems, 187–191, 192–193,
194–195
relocation, 189–191
with unclear descriptions, 194–195
descriptions
beginning sentences with, 263
commas for, 78–79
dangling, 191–193
hyphenation, 181
long, 189
misplaced, 189–191
vague, 194–195
descriptive grammar, 1
direct quotations
defined, 97
ending sentence, 99
paraphrasing versus, 97–98
as questions or exclamations, 99
speaker tag, 99
direct-address expressions,
commas for, 75–76
each/every, 25
either/neither, 25
either/or, 227–230
electronic media writing
audience knowledge, 165–166
message shortening, 167–168
presentation slides, 168–170
problem answers, 172–174
problems, 166, 167–168,
169–170, 171
endmarks
setting the tone with, 60–61
types of, 53
ersors
to avoid, 265–268
spotting and correcting, 269–298
switching verb tense, 144
exclamations, quotation as, 99
exercises
answers for, 280–298
for spotting and correcting errors, 269–279
future perfect tense, 1
future tense, 2

D
dangling descriptions, 191–193
dangling modifiers, 191
description placement
with danglers, 191–193
defined, 187
problem answers, 196–200
problems, 187–191, 192–193,
194–195
relocation, 189–191
with unclear descriptions, 194–195
descriptions
beginning sentences with, 263
commas for, 78–79
dangling, 191–193
hyphenation, 181
long, 189
misplaced, 189–191
vague, 194–195
descriptive grammar, 1
direct quotations
defined, 97
ending sentence, 99
paraphrasing versus, 97–98
as questions or exclamations, 99
speaker tag, 99
direct-address expressions,
commas for, 75–76
each/every, 25
either/neither, 25
either/or, 227–230
electronic media writing
audience knowledge, 165–166
message shortening, 167–168
presentation slides, 168–170
problem answers, 172–174
problems, 166, 167–168,
169–170, 171
endmarks
setting the tone with, 60–61
types of, 53
ersors
to avoid, 265–268
spotting and correcting, 269–298
switching verb tense, 144
exclamations, quotation as, 99
exercises
answers for, 280–298
for spotting and correcting errors, 269–279

F
distance, 247–248
functional grammar, 1
• G •
gender, in pronoun selection, 127
gerunds, 147–148
good/well, 179–180
grammar checks, 268

• H •
had use, 261
have overuse, 262
helping verbs, 13–14
hyphenation, 181

• I •
i use, 262, 266
illogical comparisons, 208–210
imperative mood, 157, 158–159
implied comparisons, pronoun selection for, 125–126
imply/infer, 248
incomplete comparisons, 206–208
indefinite mood, 157–158
infinitives. See also verbals defined, 8, 9, 147
using, 147–148
interrupters
commas for, 77–78
defined, 26
in subject-verb pairings, 26
introductions, commas for, 77–78
introductory elements, 237–239
irregular comparisons, 204–205
irregular nouns, 24
irregular verbs
to be/to have, 12–13
defined, 10
using, 10–11
its/it’s, 43

• J •
joining sentences, 57–60

• L •
lie/lay, 252–253
like/as/such as, 248
linking verbs, 122–123

• M •
made-up expressions, 250–252
made-up words, 250
may/might, 13
Modern Language Association (MLA), 107

• N •
names
capitalization of, 107–109
plural, 24
team and company, 30
negative comparisons, 202
neither/nor, 227–230
not only/but also, 227–230
nouns
hyphenated, 24
-ing, matching possessive pronouns to, 124–125
irregular, 24
plural, 23–25
possessive form, 125
proper names, 24
numbers, apostrophes with, 88

• O •
object pronouns, 120
objects
defined, 119
pronouns as, 123–124
subjects and objects in, 119–121
organization, this book, 2–4
parallelism
checking for, 221
defined, 221
problem answers, 231–236
problems, 222–224, 225–227, 228–230
sentence, 221–224
special rules, 227–230
unnecessary shifts and, 224–227
paraphrasing
defined, 97
direct quotations versus, 97–98
participles. See also verbals defined, 147
past, 10
using, 147–148
passive voice, 262
past perfect tense, 9

• P •
parallelism
checking for, 221
defined, 221
problem answers, 231–236
problems, 222–224, 225–227, 228–230
sentence, 221–224
special rules, 227–230
unnecessary shifts and, 224–227
paraphrasing
defined, 97
direct quotations versus, 97–98
participles. See also verbals defined, 147
past, 10
using, 147–148
passive voice, 262
past perfect tense, 9
sentence improvement, 238–239, 240–241, 242–243
sentences, 54–55, 56–57, 58–60, 61, 62–64
subject-verb pairing, 24–25, 26–27, 28–29, 30, 31
verb moods, 158–159, 160, 161
verb selection, 144–145, 146–147, 148–149
verb/verb tenses, 8, 9–11, 12–14, 15
word traps, 248, 249–252, 253–254

word traps, 248, 249–252, 253–254

pronoun selection
in “to be” sentences, 122–123
gender and, 127
for implied comparisons, 125–126
with -ing nouns, 124–125
problem answers, 134–142
problems, 120–124, 125, 126, 127–128, 129–130, 131–133
in pronoun/pronoun pairs, 126–128
subjects and objects in, 119–121
who, which, that and, 128–130
who/whom and, 121–122

pronouns
common, 40
defined, 119–121
gender, 39
incorrect use of, 267
limiting to specific references, 130–132
linking verbs and, 122–123
meaningful, 44–46
multitasking, 128–130
object, 120
as objects of prepositions, 123–124 plural, 40
possessive, 41–44
problem answers, 48–52
problems, 40–41, 43–46, 47
rule rigidity, 130
selection rules, 39
-self, 40
singular, 40
subject, 120
in subject-verb pairings, 27
proofreading, forgetting, 267–268

questions

complete expressions as, 56
quotation as, 99
quotation marks
defined, 97
with direct quotations, 97, 98–100
intersection with other punctuation, 98
problem answers, 103–106
problems, 98, 99–100, 101, 102

stingy use of, 266
in title punctuation, 100–101
quotations. See direct quotations

R

redundancy
eliminating, 241–243
forms, 241
run-on sentences, 266

S

school, capitalization of terms, 109–110
scientific works, 110
-self pronouns, 40
secolons
defined, 57
joining sentences with, 57–60
uses for, 74
sentence improvements
introductory elements, 237–239
problem answers, 244–246
redundancy elimination, 241–243
subordinate clauses, 239–241

sentences
beginning with descriptions, 263
complete thoughts, 53, 55–57
endmarks, 60–61
incomplete, 265
joining ideas in, 53, 57–60
parallel, 221–224
person, 224
problem answers, 65–70
problems, 54–55, 56–57, 58–60, 61, 62–64
proper, 61–63
rules for writing, 53–54
run-on, 266
subject/verb pair, 53, 54–55
tense, 224
too complicated, 262–263
voice, 224
writing, 53–70
sequence of tenses, 147–148
shifts, unnecessary, 224–227
shortening guidelines, 167
should/must, 13
sit/set, 252–253
slang, 267
spelling checks, 268
statistics, 30
subject pronouns, 120
subjects
appearance in subject-verb pairing, 26
deceptive, 29–30
defined, 119
difficult, verb selection for, 27–29
finding, 54
here/there and, 26
multiple, joined by and, 26
objects and, 119–121
singular, joined by or, 26
subject-verb pairing
to be and, 25
creating, 25–27
with deceptive subjects, 29–30
interrupters and, 26
mismatched, 26
problem answers, 32–37
problems, 24–25, 26–27, 28–29, 30, 31
rules, 25–26
as sentence requirement, 53, 54–55
verb selection in, 27–29
subjunctive mood, 157, 159–160
subordinate clauses, 239–241
supleratives, 201

T

their/there/they're, 43
they/their, 263
thoughts, complete, 53, 55–57
titles
capitalization, 107–109
centered, 101
literary/media works, 110–111
presentation slides, 168
punctuation, 100–101
to be
mastering, 12–13
noun/pronoun pair and, 25
pronouns and, 122–123
to have, 12–13

U

University of Chicago (CMS), 107

V

vague descriptions, 194–195
verb moods
imperative, 158–159
indicative, 157–158
problem answers, 162–164
problems, 158–159, 160, 161
subjunctive, 159–160
verb selection
past tense, 143–145
present tense, 146–147
problem answers, 150–155
problems, 144–145, 146–147, 148–149
verbals, 147–148
verb tenses
future, 2
future perfect, 9
past, 2, 143–145
past perfect, 9
perfect, 9–10
present, 2, 146–147
present perfect, 9
sequence of, 147–148
switching error, 144
verbals
defined, 147, 191
selection of, 147–148
types of, 147
verbs
calling into question with, 14–15
finding, 54
helping, 13–14
irregular, 10–13
linking, 122
problem answers, 17–22
problems, 8, 9–11, 12–14, 15, 16
subject pairing, 25–27
tricky, 252–253
wrongly identifying, 54
vocabulary, premature use of, 267

 worsening

Webster's New World Punctuation:
Simplified and Applied
(Wiley), 97
who, which, that, 128–130
whose/who's, 43
who/whom, 121–122, 261
word traps
counting and measuring, 249–250
made-up expressions, 250–252
problem answers, 255–258
problems, 248, 249–252, 253–254
verbs, 252–253
word confusion, 247–248
would, 13
writing
for electronic media, 165–174
parallel, 221–223
repetitive, 268
too concise, 268