# The Simplest Guide
# to Punctuation and Grammar©
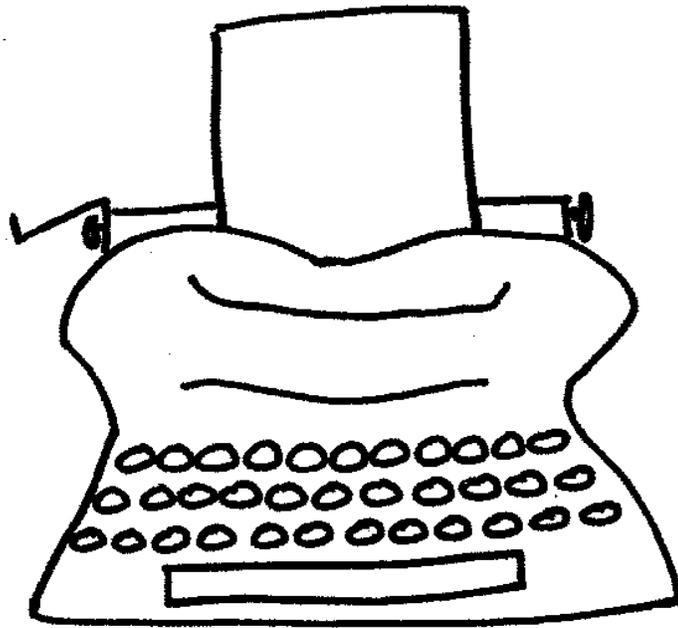
KARIN IRELAND

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It's hard enough trying to write without having to worry about nagging details like punctuation and grammar. But editors say they look for ways to eliminate manuscripts quickly, and sloppy punctuation and grammar is one of the ways. Let me make it easy for you. Memorize some of the rules and learn how to figure out the rest. Keep in mind that the goal of punctuation is to guide your readers, to help them not only understand your words, but your intent.

# Punctuation Made Easy

## Periods

Periods end a sentence.

Periods are placed inside quote marks whether or not they are part of the quotation:
*Susan called her brother "The Amazing Wonder Boy."*

Periods are placed outside parentheses unless a complete sentence is inside the parentheses:
*My report is completed (see me if you haven't received your copy).*
*(My report is completed, so see me if you haven't received your copy.)*

## Commas

Commas separate information.

Commas separate independent clauses (two sentences that could stand alone).
*I am going to write a book, and I hope it will be a good one.*

A common error, called a comma splice or run-on sentence, occurs when statements that could each stand alone are not separated correctly.

You can separate independent clauses correctly with a semicolon, or with a comma and one of the following seven words: for, and, nor, but, or, yet, so. (These are called coordinating conjunctions, and you can remember them with the acronym FANBOYS.)

Incorrect:
*The mall has many clients and it has many tenants.*

Correct:
*The mall has many clients, and it has many tenants.*

A comma *cannot* separate two independent clauses with these (conjunctive adverbs): also, besides, consequently, further, hence, however, indeed, likewise, moreover, nevertheless, otherwise, similarly, then, therefore, or thus. You *can* use a semicolon with these words to separate independent clauses.

Incorrect:
*The mall does not have many clients, however it has plans to attract more.*

Correct:
*The mall does not have many clients; however, it has plans to attract more.*

Use a comma to set off interjections and other words that behave as interjections:
*Oh, I'm sorry.*
*Hey, watch out!*
*He tried so hard, alas, to get the job done.*
*Yes, I'll be happy to.*
*John, please get the book.*

Use a comma to point out the contrast between two parts of a sentence:
*She longed to write, but never could quite get started.*

Use a comma to set off sentence modifiers:
*He tried, however, to get a better deal.*

Use a comma to separate nonessential (information that is not essential) information:
*Sometimes, like Friday, I finish my report early.*

Avoid using nonessential commas often, and avoid using them with long blocks of text. This is awkward:
*Some days, like the Friday I told you about yesterday, I finish my report early.*

If the information about Friday is not essential, leave it out:
*Some days I finish my report early.*

Use commas to separate three or more items in a series…
*I have books, pens, and paper.*

… unless the adjectives in a series are closely related:
*I rode in a <u>huge double</u>-decker bus when I was in London.*

It is customary to use a comma after an introductory word or phrase:
*Sometimes, I finish my report early.*

It is essential to use a comma after a lengthy introductory phrase:
*When I finish long reports early, I ask my partner to proofread them for me.*

Use commas before a quote:

*A quote I try to remember is, "I am what I think I am."*

Use commas before, and inside, a quote:
*When Johnson said, "I'm taking the day off," the others took the day off, too.*

Don't use a comma before quotation marks meant to "display" a word or collection of words. The correct way would be:
*Applicable "best business practices" rules say that…*

Use commas around locations, addresses, and dates:
*I moved to 6000 Mountain Cove, Apartment 703, Austin, Texas 78730, in October, 2002.*

Use commas to separate names from distinguishing titles:
*John Dickson, Jr.* or *Travis Jones, Ph.D.*

Use commas with numbers of four digits or more:
*Nearly 4,000 people attended the rally.*

If none of these rules apply, use a comma if it will help avoid confusion.


## Semicolons

Semicolons indicate a pause stronger than a comma and weaker than a period. Semicolons join two independent clauses to show the close connection.
*John helps the boys all he can; he even works with them on weekends.*

A semicolon can join independent clauses that aren't joined by a coordinating conjunction (one of the FANBOYS words: for, and, nor, but, or, yet, so):
*Yesterday, I finished my report; today, I will turn it in.*
*I love traveling; however, traveling is expensive.*

Semicolons can clarify your meaning by grouping blocks of information together.

Confusing:
*When I buy office supplies, I go to Office Max for paper, binders, and pens,*
*Office Depot for ink cartridges, software, and calendars, and Staples for envelopes.*

Better:
*When I buy office supplies, I go to Office Max for paper, binders, and pens;*
*Office Depot for ink cartridges, software, and calendars; and Staples for envelopes.*

Semicolons are placed outside a parenthesis, outside quotation marks.
*The article was called, "Fast"; it was terrific.*

## Colons

Colons call attention to something that is coming and are generally only used at the end of a
<u>complete sentence</u>

Incorrect:
*I need to buy: paper, binders, and pens when I go to Office Max.*

Correct:
*There are several things I need when I go to Office Max: paper, binders, and pens.*

Colons are also used between an independent clause and a formal statement or quotation:

*Remember this: There are only so many days in a week.*

*The speaker shared his thoughts about writing reports: "When I plan before I write, my
message is clear."*

Colons can be used for dramatic effect:
*The Queen died: The nation mourned.*

Note: Style guides disagree on when to capitalize the first word after a colon, but you won't
be wrong to capitalize the word if what follows is a complete sentence.

Use colons between a book (or article) title and a subtitle:
*The Job Survival Instruction Book: 400+ Tips, Tricks, and Techniques to Stay Employed.*

When used, colons are placed outside a parenthesis, outside a quotation mark.
*The article was called, "Good ideas": it was full of good ideas.*

## Apostrophes

Apostrophes indicate missing information and possession.

Apostrophes replace letters or numbers that are missing:
*I can't.*
*I wasn't there in '05.*

Apostrophes indicate a possession or close relationship:
*The team's report is complete.*
*The report's contents are helpful*.

For a **singular possession**, add an apostrophe and an s:
*The company's report is due today.*
*Mr. White's report is due today.*

Some writers leave off the final s if it makes pronunciation difficult.
*Mr. Jones' report is due today.*

For a **plural possession**, make the word plural; then add an apostrophe and s:
*The women's department is on the third floor.*

Some writers leave off the final s if it makes pronunciation difficult.
*The kids' soccer game is exciting.*

*The companies' report is late.*
In this case, the companies are plural, but they are providing one report.

Or:
*The companies' reports are late.*
Here, the companies are plural, and they're providing more than one report.

If a couple named Jones owns a house together you could refer to the situation this way:
*The Joneses' house is a masterpiece…* or you could rewrite the sentence:
*The house Trina and Jack Jones live in is a masterpiece.*

Don't use an apostrophe when a pronoun is possessive.

Incorrect:
*The ship is heavy with <u>it's</u> cargo loaded.*

Correct:
*The ship is heavy with <u>its</u> cargo loaded.*

If two or more people possess something together, only add the possessive form to the last name:
*Mitchell, Hitchcock, and Johnson's partnership is thriving.*

If two or more people possess something individually, show the possessive form with each:
*Jerry's and John's books number in the hundreds.*

Use an apostrophe to indicate a quote inside a quote (and use one again at the end):
*"Did you know that John said, 'He should be shot!' when he heard the news?"*

Don't use an apostrophe with plurals unless you have to in order to be clear:
*The dos and don'ts of this course are simple.* An apostrophe isn't needed to be clear.

*A's are the highest grade you can get.* Here, an apostrophe does help clarity, but you could rewrite the sentence and eliminate the incorrect apostrophe:
*The highest grade you can get is an A.*

Some groups (e.g., Workers Compensation, California Writers Club) have chosen to eliminate the apostrophe; perhaps because workers and writers can be both singular and plural.

## Parentheses

Parentheses set off information that isn't essential to the rest of the sentence:
*Yesterday I went to the market (Whole Foods) and bought food for the week.*

## Brackets

Brackets enclose information that isn't part of the original quote.

Exact quote:
*"The vice president said he didn't think the <u>whole whirley gig affair</u> was ready to launch."*

Edited:
*"The vice president said he didn't think the [project] was ready to launch."*

Use brackets for parenthetical information already inside parentheses:
*I love movies (especially ones with action [but not blood]) when I'm bored.*

Use brackets around the italicized word, sic, to call attention to a mistake made by someone you're quoting:
*"He said we was [sic] going to be tired.*

## Dashes

Dashes separate information.

Use a pair of dashes separate comments inside a sentence from the sentence itself:
*If you want to write excellent reports – and I know you do – the good news is that you can.*
The dash makes your comment seem punchier than parentheses or commas would.

Use dashes to separate a list in the middle of a sentence from the rest of the sentence:
*The things I buy most at Office Max – paper, binders, and pens – should be stocked here.*

A dash can be used to call attention to a thought you want noticed:
*We need to prepare now for the next earthquake – or else.*

A dash can be used to show a sudden change in thought:
*She's supposed to be very good at reading tea leaves – but who wants to take advice from tea?*

In fiction, use a dash to indicate the speaker was interrupted.
*"I don't care if I ever get a chance to – ."*

Note: Don't use a single hyphen as a dash.

## Ellipses

Ellipses show that information has been eliminated from a quote:
*"… the dashing mayor said he would buy us all lunch next Friday."*
*"When cornered, the dashing mayor said he would buy us all lunch…."*

Ellipses indicate a hesitation when someone is speaking:
*"I need books… pens, and paper."*

Note: there is no space before the first dot:
*"I can't see through all this… oh, here it is."*

Ending a sentence with ellipses (four dots) shows the speaker or the thought has drifted off.

If an incomplete sentence would have taken a question mark or exclamation point, use that as the fourth dot.
*"Could you please bring me the…?"*

## Exclamation Points

Exclamation points emphasize a strong statement or put punch in a command:
*I want you to do it! Do it now!*

## Hyphens

Hyphens separate words into syllables.
A hyphen attaches some prefixes and suffixes:
*ex-husband, self-esteem*

A hyphen connects words to make a compound word.
Compound words are a group of words the reader is to consider as one:
*President- elect, right-of-way.*

A hyphen connects two or more words that modify a noun or verb:
*Long-term project.*
*End-of-the-year project.*

Note: hyphens aren't used when the description follows the noun or verb:
*The project is done at the end of the year.*

A hyphen is used with compound numbers from twenty-one to ninety-nine.

## Quotation Marks

Quotation marks show that you're repeating exactly what someone has written or said.

Use quotation marks for information that has more impact coming from the source than from you.

Use quotation marks for surprising, technical, or questionable information that you want to be sure readers know came from the source and not you.

Omit quotation marks at the end of a paragraph if the same person is speaking at the start of the next paragraph, but do start the next paragraph with quotation marks.

> *"I can't say enough about the excellent training I received when I shadowed a private detective.*
> *"When I was in school, I never thought I'd be a private eye."*

Use a single quotation mark (apostrophe on your keyboard) to indicate a quote inside a quote (and use one again at the end):

*"Did you know that John said, 'He should be fired!' when he heard the news?"*

Use quotation marks around titles of articles, chapters, songs, and scenes that belong in larger works such as magazines, books, albums, and plays. (Put magazines, books, albums, plays, and movies in italics.)

Use quotation marks for made-up words:

*Sara has become a "mallaholic."*

Use quotation marks when a remark is sarcastic:

*Larry is a "perfect" example of diplomacy.*

Quotation marks can be used to make a word or phrase stand out if it deserves to stand out.

Okay:
*The dog goes all "wonky" when he knows it's time for a walk.*

Not okay:
*We'll meet in the "Book Reading Room."*

Commas and periods are always placed inside the end quotation mark.
*Mary said, "This report is perfect," and she gave us all a copy.*
*Mary said, "This report is perfect."*

Colons and semicolons are always placed outside the end quotation mark.
*"Some people in Hollywood dress oddly": dresses over jeans and boots with shorts."*

Question marks, exclamations, and dashes are placed inside the quotation marks if they're part of the quotation, but outside the quotation marks if they aren't.

Correct:
*Mary said, "<u>This report is perfect!</u>" after she read it.*
*<u>I was stunned</u> when Mary said, "This report is perfect"!*


## Capitalization

Capitals indicate the proper name of people, businesses, states, countries, etc.

Capitalize a word in a sentence when you use it in place of a proper noun:
*The President lives in Washington, D.C.*
*When he had time, Dad loved to ride horses.*

Capitalize a title when it precedes the name.
*President Obama lives in Washington, D.C.*

Don't capitalize a title if you're using it as a general reference:
*The president of our country has always been a male.*
*My dad loved to ride horses.*

Capitalize words that are part of a formal title.
*The Committee for Clean Air.*

Once you've established the formal title, Committee for Clean Air (if it's the only committee you're writing about) you can capitalize Committee in the same document and let it represent the entire title:
*Once the Committee meets, we'll have answers.*

Note: Some organizations use *The* as part of their titles; others don't. Do what they do:
*The Wall Street Journal* and *the Los Angeles Times are newspapers.*

Capitalize words in a headline, literary or entertainment title.
But:
* Don't capitalize articles: a, an, the.
* Don't capitalize coordinating conjunctions (for, and, nor, but, or, yet, so) unless they're the first or last word of the headline or title. Remember coordinating conjunctions with the acronym FANBOYS.
* Don't capitalize prepositions with fewer than five letters: at, by, for, in, into, of, off, on, onto, over, to, up, upon, with (unless they're the first or last word of the headline or title).
* Don't capitalize "to" when used with an infinitive (used before a verb).

Only capitalize the actual letters of an acronym: CDs, DVDs, ATMs.

The first word of a quote is capitalized if what follows is a complete sentence.
*Alan Cohen said, "The main thing is to keep the main thing the main thing."*

Don't capitalize the first word if the quote isn't a complete sentence:
*My book lists these as coordinating conjunctions: "*for, and, nor, but, or, yet, so.*"*

The first word inside parentheses is capitalized only if it's a complete sentence that stands alone.

Correct:
*I have to go to Office Depot (we need several ink cartridges for this project).*
*I have to go to Office Depot.  (We need several ink cartridges for this project.)*

Capitalize headings consistently.

Choose:
*Writing can be fun*
or
*Writing Can Be Fun*

M ost of us learned grammar in elementary school, and we've been on our own ever since. You don't need to know all the grammar rules to write well, but you do need to understand the basics and know what you need to remember to look up.

# Grammar Made Easy

## Nouns

Nouns name people, places, and things.
*John, Australia, table.*

Nouns can be possessive, and when they are, an apostrophe clues the reader.

*Jane's car… The home's floor plan… the desk's blotter… the idea's strength…*

Nouns should agree in number with their verbs in sentences: If the noun is singular, use a singular form of the verb. If the noun is plural, use a plural form of the verb.

Incorrect:
*These kind of examples are helpful.*

These is plural, kind is singular, examples is plural.
They don't agree in number.

Correct:
*This kind of example is helpful.* Or:
*These kinds of examples are helpful.*

Some nouns represent a group – team, committee, class, club – and usually you refer to them as a singular group:
*The team is, the committee is, the class is….*

If you want to focus on the individuals in that group, write:
*The team members are, the committee members are, the class members are….*

*Fifty feet of cable are needed.*
This refers to the numbers of feet.

*Fifty feet of cable is not expensive.*
This indicates fifty feet as a single unit.

## Pronouns

Pronouns replace a noun.

Some pronouns' reference is specific:
*This/that, these/those, I, he, she, it, me.*
*My dog is brown.*

Some pronouns' reference is indefinite:
*Someone, something, anyone.*
*I know something about this.*

When do you use <u>I</u> and when do you use <u>me</u>?
Think of the sentence without the other name, and that's the form you use.

Incorrect:
*The board asked Jerry and <u>I</u> to attend.*

Correct:
*The board asked Jerry and <u>me</u> to attend.*

Use the same rule when choosing between <u>I</u> or <u>myself</u> and <u>me</u> or <u>myself</u>.

Incorrect:
*Jane, Richard, Michael, and <u>myself</u> are going.*
*The board asked Jerry and <u>myself</u> to attend.*

Correct:
*Jane, Richard, Michael, and <u>I</u> are going.*
*The board asked Jerry and <u>me</u> to attend.*

Just as nouns need to agree in number with verbs in the sentence, pronouns need to agree in number with the nouns they refer to.

Incorrect:
<u>*Each employee*</u> *must sign <u>their</u> time card.*
<u>Employee</u> is singular, but the pronoun <u>their</u> is plural.

Correct:
<u>*Each employee*</u> *must sign <u>a</u> time card.* All are singular. Or
<u>*Employees*</u> *must sign <u>their</u> time <u>cards.</u>* All are plural.

Although some use the relative pronouns *that* and *which* interchangeably, editors prefer a distinction between them*:* Use *that* when what follows is necessary to define your subject and *which* (with parenthetical commas) when it isn't:
*The dog <u>that</u> I found was a shepherd.*
*The dog, <u>which</u> was unusually large, was a shepherd.*

## Verbs

Verbs show action or a state of being.
Verbs can be either active or passive.

Active verb:
*John <u>wrote</u> the report.*

Passive verb:
*The report <u>was</u> <u>written</u> by John.*

Generally, choose the active voice.

Avoid using verbs as nouns.

Avoid:
*We gave them a <u>warning</u> that they would need to create an <u>increase</u> in their budget.*

Better:
*We <u>warned</u> them that they would need to <u>increase</u> their budget.*

## Adjectives and Adverbs

Adjectives and adverbs add information and are called modifiers:
*She is a <u>pretty</u> girl.*
*He ran <u>very</u> fast.*

There can be two modifiers:
*The <u>battered</u> <u>brown</u> desk is mine.*
Both battered and brown add information about the desk.

Sometimes, two or more modifiers act as one word and should be linked with hyphens for clarity:
*I went to an over-the-top party last week.*

Unclear:
*The black and white desks are mine.*
Are the desks black and white? Or are some desks black and others white?

Clear:
*The black-and-white desks are mine.*
*The desks that are black and white are mine.*

## Misplaced Modifiers

To avoid confusion, place modifiers near or next to the information they're modifying.

Misplaced:
*The manager <u>talked about</u> the high cost of living with <u>two sales reps</u>.*
Is the manager talking about the high cost of living with two sales reps?
Or is the manager talking with two sales reps about the high cost of living?

Correct:
*The <u>manager talked</u> <u>with two sales reps</u> about the high cost of living.*

## Dangling Modifiers

In a sentence with a dangling modifier, the subject it modifies is missing.

Incorrect:
*Having finished the report, the idea of writing more was unappealing.*
The subject is missing. Who found the idea unappealing?

Correct:
*Having finished the report, <u>I</u> found the idea of writing more was unappealing.*

## Split Infinitives

Infinitive are the base form of the verb with *to.*
*To go, to see, to be, to walk.*

Split infinitives occur when you break up an infinitive with one or more adverb.

Split:
*He learned <u>to</u> correctly <u>write</u> business reports.*
*I hope you will be able <u>to</u> correctly <u>edit</u> your book.*

Correct:
*He learned <u>to write</u> business reports correctly.*
*I hope you will be able <u>to edit</u> your book correctly.*

## Parallel Structure

Parallel structure means that elements of a sentence are grammatically matched.

Incorrect:
*Children living in poverty are poorly fed, poorly educated,
   and <u>not well supervised.</u>*

Correct:
*Children living in poverty are <u>poorly</u> fed, <u>poorly</u> educated, and <u>poorly</u> supervised.* Or
*Children living in poverty are <u>poorly</u> fed, <u>badly</u> educated, and <u>barely</u> supervised.*

Incorrect:
*John is good at sprinting, jogging, <u>and</u> <u>the</u> 50-yard dash.*

Correct:
*John is good at sprinting, jogging, and <u>running</u> the 50-yard dash.*

Use parallel structure for consistency when you make lists:

Incorrect:
*This confirms decisions made at our last team meeting:*
*\* Expense reports are due within 10 days of travel*
*\* Traveling on Continental Airlines is recommended*
*\* An attempt will be made to secure lodging near the airport.*

Note: The first two items are commands; the third is not.

Correct:
*This confirms decisions made at our last team meeting:*
*\* Expense reports are due within 10 days of travel*
*\* Travel on Continental Airlines is recommended*
*\* Lodging near the airport is preferred.*

Note: All three items are commands, and all use the passive form of the verb.

Correct:
*This confirms decisions made at our last team meeting:*
*\* Submit expense reports within 10 days of travel*
*\* Use Continental Airlines when possible*
*\* Secure lodging near the airport.*

Note: All three items are softer in tone, almost a request.

## Independent and Dependent Clauses

**Independent clauses** are groups of words that could be a complete sentence.

Independent clauses:
*I'm going to work in the morning.*
*I'm taking my car to the mechanic after work.*

There are several ways you can join independent clauses correctly:
You can join independent clauses with a semicolon or with a comma followed by one of these seven coordinating conjunctions: *for, and, nor, but, or, yet, so.* (FANBOYS)
*I'm going to work in the morning; I'm taking my car to the mechanic after work.*
*I'm going to work in the morning, and I'm taking my car to the mechanic after work.*

Note: If two independent clauses are short and closely related, you may use a comma or not, depending on whether you want the reader to pause.
*I'm going to work and I'm taking my car.*
*I'm going to work, and I'm taking my car.*

These words seem like they should be able to join two independent clauses, but they can't:
*also, besides, consequently, further, furthermore, hence, however, indeed, likewise, moreover, nevertheless, otherwise, similarly, then, therefore, thus.*

When you use a comma without one of the coordinating conjunctions, the result is called a run-on sentence, or a comma splice.

Incorrect:
*I'm going to work, furthermore, I'm going to a movie tomorrow.*

Correct:
*I'm going to work, and I'm going to a movie tomorrow.*
*I'm going to work; furthermore, I'm going to a movie tomorrow.*

**Dependent clauses** are groups of words that do not form a complete sentence.

Incomplete sentence:
*If I go to work.* Sometimes you can break this rule for a special effect:
*I'm going in late today. If I go to work.*

A dependent clause needs to be paired with an independent clause (complete sentence).

If the dependent clause is placed *before* the independent clause, they need to be separated with a comma.

Correct:
*If I go to work, I will drive my car.*

If the dependent clause *follows* the independent clause, no comma is needed.

Correct:
*I will drive my car if I go to work.*

## Redundant Words

Some adjectives and adverbs are absolutes and shouldn't be modified. When they *are* modified, we call the resulting error redundant.

## Redundant:                                      ## Correct:

| Redundant: | Correct: |
|---|---|
| ATM machine (automatic teller machine) | ATM |
| Advance planning | planning |
| Advance reservations | reservations |
| Cease and desist | cease, stop |
| Close proximity | near |
| Consensus of opinion | opinion |
| Due to the fact that | because, since |
| End result | result |
| Exact replica | replica |
| Final outcome | outcome |
| Follow after | follow |
| Foreign import | import |
| Future plans | use just one |
| Free gift | use just one |
| If and when | use just one |
| Inside of | inside |
| Join together | join |
| Lift up | lift |
| Mutual agreement | agreement |
| Off of | off |
| Past history | use just one |
| Plan in advance | plan |
| Refer back | refer |
| Root cause | use just one |
| Serious danger | danger |
| Temporary reprieve | reprieve |
| Unexpected emergency | emergency |
| Very unique | unique |
| 12 midnight/12 noon | midnight/noon |

## Don't Confuse These Words

Accept – to receive………………………. Except – excluding

Access – admittance…………………….... Excess – too much

Advice – noun, recommendation………… Advise – verb, to counsel

Adverse – opposed………………….……. Averse – unwilling

Affect – verb, to influence………………. Effect – noun, outcome, result……….
Effect – verb, to cause to happen

Aid – help……………………………....... Aide – one who helps

All ready – prepared………………..……. Already – before this time

All right – okay………………….…….......Alright – nonstandard spelling

All together – collectively………..……….Altogether – completely

Allude – refer indirectly……………..……Elude – escape

Altar – religious shrine……………..……. Alter – change

Anecdote – story………………………... Antidote – cure

Ascent – advancement…………………..… Assent – agree

Assure – to make confident………………. Ensure – to make certain……….
Insure – to buy or offer insurance

Bazaar – market………………………….. Bizarre – unconventional

Beside – alongside……………….………. Besides – in addition to

Between – used with two …………….….. Among –used with more than two
persons or things                                    persons or things

Bimonthly – every two months……..…… Bimonthly – twice a month……….
Clarify the latter by using…………………Semimonthly – twice a month

Breath – vapor…………………….…........ Breathe – inhale and exhale

Bring – toward the speaker………….……. Take – away from the speaker

Can – implies ability…………….………..May – implies permission

Can not – incorrect spelling……………… Cannot – correct spelling

Canvas – heavy cloth…………………….. Canvass – to poll

Casual – offhand…………………………. Causal – relating to the cause

Censor – a critic………………………….. Censure – condemn

Cent – small coin…………………........ Sent – dispatched
Scent – a smell

Cite – to quote…………………….......... Site – a place……….
Sight – to be able to see, a view

Compare to – to indicate a…………........... Compare with – indicates an examination
resemblance                                             of similarities or dissimilarities

Complement – completes………….…….. Compliment – flatters

Convince – use with *that*…………………….Persuade – use with *to*

Councilor – council member……….……. Counselor – one who gives advice

Descent – downward movement……........ Decent – proper……….
Dissent – disagree

Device – appliance………………..…….. Devise – contrive

Disinterested – impartial…………………. Uninterested – not interested

Dual – relating to two……………........... Duel – fight between two

Each other – refers to two………………..One another – refers to more than two

Emigrate – leave the country……….……. Immigrate – enter the country

Elusive – not easily defined………….......Illusive – imaginary

Elicit – draw forth………………..……..Illicit – illegal

Farther – distance………………….......... Further – degree or extent

Fewer– individual, countable……………. Less – bulk or quantity
items

Formally – according to strict……………Formerly – previously
rules

Hear – to listen……………………………Here – in this place

Hole – opening……………………………Whole – all

i.e. – that is………………………….......... e.g. – for example

Imply – to suggest……………………….. Infer – to deduce from evidence

Its – possessive form of it………………... It's – contraction of it is or it has

Lay – takes an object………………..…… Lie – does not take an object

Lectern – a stand that holds a book……… Podium – a platform

Principle – standard……………………… Principal – main, chief

Stationary – adjective, fixed in…………... Stationery – noun, writing paper place

Their – possessive…………………………There – location……….
They're – contraction of they are

## Good to Know

**e.g. means** *for example*. Use e.g. when you'll list some, but not all, examples.
*I'm going to take my camping gear, e.g., a tent, a cook stove, and a battery-operated cappuccino maker.*

**i.e. means** *that is to say*. Use i.e. when you'll present an equivalent of the preceding term.
*I'll read my book, i.e., the text for my class.*

Note: Use commas before and after e.g. and i.e.
Generally, spell out for example and that is.

———————————

**In general, spell out numbers one through nine;** use numerals for 10 and higher. Spell out any number that starts a sentence. In novels, all numbers are generally spelled out.

———————————

**Many people were taught to type two spaces after a period.** But books and magazines and most writers just use one.

———————————

**CTRL+ keystrokes can save you time.**

Select all      CTRL+a
Copy            CTRL+c
Paste           CTRL+v
Print           CTRL+p
Save            CTRL+s
Undo            CTRL+z
Go to           CTRL+g
Find            CTRL+f
New page        CTRL+enter

———————————

**Can't change that spacing on your computer** from single to double or 1.5, even though you've highlighted the text you want to change and gone to Format/Paragraph/ Spacing and the Line Spacing box is set where you want it to be?

Check the Spacing box to the left. See the boxes Before and After? Use the up-and-down toggle icons to set both to 0 pt.

———————————

**Don't trust Microsoft Word grammar coaching.** I was able to write several paragraphs incorrectly without it catching on. Don't trust spell check 100%, either. You could have a word spelled correctly that is not the word you intended.