

GRAMMAR, PUNCTUATION, ETC. QUICK REFERENCE SHEET

COMMONLY CONFUSED WORDS:

If there's a version of a word with an apostrophe and a version without one, **the version with the apostrophe is always the contraction**, the shortened form of several words put together.

it's = it is	its = belonging to it	
you're = you are	your = belonging to you	
they're = they are	their = belonging to them	there = a place (there/here/where); also There are...
who's = who is/has	whose = belonging to someone	
They have two dogs.	We're going to school. She likes to cook.	I ate too much. He thinks so, too .

APOSTROPHES:

1) In contractions, put the apostrophe where a letter or letters are missing.

isn't = is not don't = do not I've = I have what's = what is/has

2) To show possession, use 's on words that don't end in -s
and just an apostrophe on plurals that already end in -s.

Jim's car one dog's bowl the men's room anybody's guess
the twins' room my in-laws' house

3) **DON'T** use apostrophes to make ordinary nouns plural!

The office is closed on Fridays. [NO APOSTROPHE!]

CAPITALIZATION:

Capitalize...

- "I"
- the first word in a sentence
- the first word & major words in titles of books/movies/songs
- names of particular people/places/things (e.g., Dorothy, Corvallis, the Washington Monument)
- brand names
- days of the week
- months
- holidays
- languages
- nationalities
- geographical regions (e.g., the Midwest)
- names of specific courses (e.g., Math 60)
- titles and family terms that come right in front of a person's name or that are used as names (e.g., Senator Ron Wyden, Uncle Bob, Mom)

DON'T capitalize...

- the seasons (e.g., summer)
- general school subjects (e.g., math)
- general direction words (e.g., go south two miles)
- titles and family terms with possessives or with the/a/an (e.g., my mom, the doctor)
- the first word after a semicolon

Card English Grammar Grammar Guide Punctuation Usage

Albert A Gayle



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A Guidebook for Teaching Composition Gene Stanford, Marie N. Smith, 1982 This package contains the following components 0205739415 Technical Communication Strategies for Today 0205680097 MyTechCommLab with Pearson eText

Learning Directory, 1970 *Annual Paperbound Book Guide for High Schools*, 1969 **The Primary English Encyclopedia** Margaret Mallett, 2017-02-24 This newly updated user friendly Primary English Encyclopedia addresses all aspects of the primary English curriculum and is an invaluable reference for all training and practising teachers Now in its fifth edition entries have been revised to take account of new research and thinking The approach is supportive of the reflective practitioner in meeting National Curriculum requirements in England and developing sound subject knowledge and good classroom practice While the book is scholarly the author writes in a conversational style and includes reproductions of covers of recommended children s books and examples of children s writing and drawing to add interest The encyclopedia includes over 600 entries many expanded and entirely new for this edition including entries on apps blogging and computing short definitions of key concepts input on the initial teaching of reading including the teaching of phonics and the other cue systems extended entries on major topics such as speaking and listening reading writing drama poetry non fiction bilingualism and children s literature information on new literacies and new kinds of texts for children discussion of current issues and input on the history of English teaching in the primary years extended entries on gender and literacy important references for each topic advice on further reading and accounts of recent research findings and a Who s Who of Primary English and lists of essential texts updated for this new edition This encyclopedia will be ideal for student teachers on BA and PGCE courses preparing for work in primary schools and primary school teachers Anyone concerned with bringing about the informed and imaginative teaching of primary school English will find this book helpful and interesting **Business Communication** Peter Hartley, 2015-02-11 Effective communication in business and commercial organizations is critical as organizations have to become more competitive and effective to sustain commercial success This thoroughly revamped new edition distils the principles of effective communication and applies them to organizations operating in the digital world Techniques and processes detailed in the book include planning and preparing written communication effective structures in documents diverse writing styles managing face to face interactions using visual aids delivering presentations and organising effective meetings In every case the authors consider the potential of new technology to improve and support communication With helpful pedagogical features designed to aid international students this new edition of a popular text will continue to aid business and management students for years to come Additional content can now be found on the author s website www.rethinkbuscomm.net **Resources in Education**, 1990-12 *New Interchange Resource Book Intro* Jack C. Richards, 2004-05-10 **Handbook of graduated questions upon the catechism of the Church of England. [2 issues]**. Richard Adams, 1871 Newspaper Editing Grant Milnor Hyde, 1919 A classified catalogue of ... educational

works in use in Great Britain [by W. Low]. Walter Low,1871 *The New Success* ,1920 Theoretical Mechanics for Junior Students: a Text Book for the Elementary Stage of the Science and Art Department's Syllabus. Containing the Examination Questions from 1861 to 1872 William James Browne,1872 Barron's Guide to the Two-year Colleges ,1981 **The Publishers' Trade List Annual** ,1886 The School Journal ,1900 The World's Work ,1921 *The New Success :* *Marden's Magazine* ,1921 *Timely Topics* Henry Romaine Pattengill,1900 *The Athenaeum* ,1887 Popular Mechanics ,1921

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