

Grammar Review

IST 101 Credit by Exam

COMMAS

Between independent clauses joined by a conjunction.

- Conjunctions:

- But
- And
- Or
- Yet

Would you like to renew your membership, or
would you like to cancel?

We have all of those items in stock, but we will
not be able to ship them until next week.

After an introductory expression (unless it is short)

If there is no further discussion, we will take a vote.

After all we have said and done, he still turned in the wrong assignment!

In 2001 we went to Disneyland.

If so please raise your hand.

Before & after the year in a complete date

On January 15, 2006, we celebrated Martin Luther King Day on our campus.

The order will be shipped on September 12, 2006, early in the morning.



Before & after a state or country that follows a city (but not before a ZIP code)

We used to live in Hancock, Maryland.

The last line of the address should be Hagerstown, Maryland 21742.

Between each item in a series

The recipe calls for milk, butter, sugar, and eggs.

Before & after a transitional expression

We feel, moreover, that the defense of your client was exemplary.

- *therefore* is another transitional expression

Before & after a direct Quote

Lincoln's Gettysburg Address begins, "Four score and twenty years ago..."

"I don't think I shall," said Bernice as she stomped out the door.

Before & after a nonessential expression

He, meaning your brother, always forgets his jacket.

You know, of course, we will be late!

Our company, Smithfield Realtors, has been in business for over 45 years.

Between two adjacent adjectives modifying the same noun.

Where in the whole, wide world do you think he is?

Seeing the ad for the mouth-watering, pumpkin pie
makes me think of Thanksgiving!

My parents own a big, loveable, blue-eyed Husky.

Seminarios

Join two closely related independent clauses that are joined by a conjunctions

I don't like the Raiders; I root for the Cowboys!

This week we will review; next week we will take the test.

To separate three or more items in a series if the items already have commas

Bill wants a ham and Swiss on rye, potato salad, and chips; Nancy wants a grilled cheese and tomato soup; and Alice wants a BLT, cole slaw, and chips.

HYPERMANS

Compound adjectives that come before a noun (unless the 1st word is an adverb ending in -ly)

There was an out-of-order sign on the soda machine.

That movie was highly overrated.

Compound numbers (twenty-one through ninety-nine) and fractions expressed as words

There are twenty-six people in our management team.

Over two-thirds of the class went on the field trip.

Word division at the end of a sentence between syllables (if you have that feature turned on in your Word Processor)

- Follow the 3up – 3 down rule (don't divide words of one syllable or those with fewer than 6 letters). You must hyphenate between syllables of 3 letters or more—leaving three letters of the word on the upper line and 3 letters on the lower line.
- Do not divide contractions, abbreviations

Examples:

Hyphens can be placed in words either manually or automatically turned on through the software. You must remember to override the choices when using the automatic feature.

In this example, manually and override are hyphenated properly; automatic is not (there must be at least three letters on each line). It should have been hyphenated like: **auto-
matic**

QUESTIONNAIRE

Use 's to form the possessive of singular nouns

Yes

- Mary's hair
- Mike's car

No

- His's jacket
- It's tail (it's = it is)

Use only the ' for possessive plural of nouns ending in s

Magicians' rabbits (meaning many magicians)

Thomas' English muffins

Yates' family tree

Use 's to form the possessive of indefinite pronouns

- Everyone's test scores
- Someone's raincoat
- Anybody's ticket

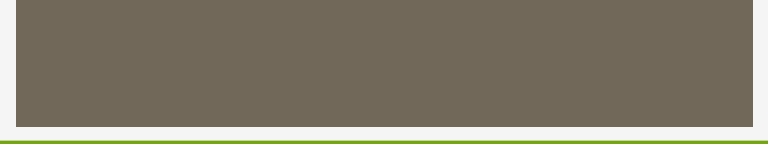
COMMS

Introduce a list or explanation following an independent clause (a sentence that can stand alone)

You need three things to operate a computer: hardware, software, and a user.

You might want to include school supplies, such as: tablets, scissors, pens, pencils, glue, and colored markers.

dashas



Used in place of commas, semicolon, colon or parenthesis when you want to show a more forceful separation of words or thoughts within a sentence.

We want to thank the members of the team—especially Mark—for putting this presentation together!

Note—no spaces before & after the dash

PERIODS

At the end of a declarative sentence

I went to the store.

She is taking Biology 104 this semester.

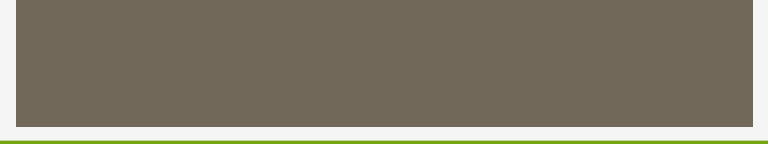


At the end of a polite request (question)—when you expect an action rather than a yes-or-no response

Will you please deliver the package to the back door instead of the front.

Will you answer questions 15 through 35 at the back of Chapter 6.

QUESTION MARKS



**Around the title of newspaper articles,
magazine articles, chapters in a book,
reports, conferences.**

Please turn to the chapter entitled “Where Do We
Go From Here?”

Logan titled his report: “The Last Hurrah” and
submitted it last week.

Around a direct quote

He told me and I quote, "I'll get there when I get there."

WINGS & WINGING

The titles of books, magazines, newspapers and other complete published works.

- *The Grapes of Wrath*
- *Time*
- *Newsweek*
- *The Record Herald*
- *The New York Times*

- The Grapes of Wrath
- Time
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Italics OR underline—not both!

Capitalization

The first word of a sentence

The first word of a sentence is capitalized.

Proper names & adjectives derived from proper nouns

- Kyle Smith
- Park Plaza
- Internet
- PCs
- USB
- English
- Spanish

The days of the week, months, holidays & religious days

- Monday
- September
- Columbus Day
- Ramadan
- Palm Sunday

Nouns followed by a number or letter (except for line, page, note, paragraph, size)

Complete Tutorial 7, Case 3 found on page 192.

My sister wears a size 10.

Compass points only when designating specific regions

We took I-95 South to visit relatives in North Carolina.

The sun rises in the east.

We talked to a real cowboy who told us stories of the Old West.

The Garrisons took a fall tour of the Northeast.

Common organizational terms when they are the real names of those units and when preceded by "the"

He works in finance.

Bill works in the Finance Department.

I'm in advertising.

I'm a member of the Marketing, Sales, & Research Division.

Names of specific course titles (not the names of subjects or area of study—except when either is a proper noun)

They're taking history, English and math this semester.

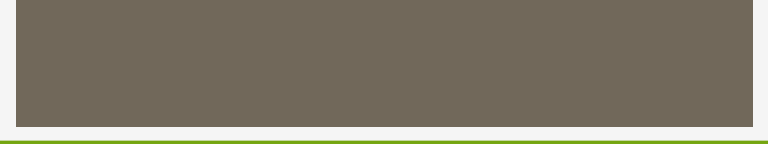
They're taking Medieval History, English 101 and Algebra 102 this semester.

Number Expression



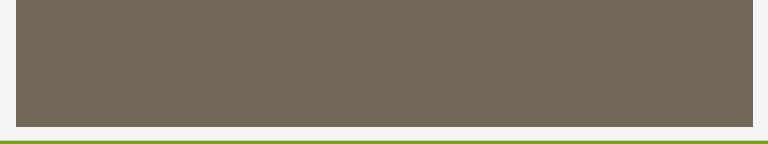
**Spell out numbers 1 – 10; use
figures for those above ten**

We have nine students in class today.
There are 12 students enrolled.



Use figures if two or more related numbers both above and below ten are used in the same sentence

We ordered 15 new PCs; they ordered 6.



Use figures for measurements (time,
money, distance, weight, & percent)

Pour that mixture into those 3 gallon buckets.

We collected \$350 for the Seeing Eye
Foundation.

Mixed numbers

We have $6\frac{1}{2}$ gallons left.

The average American family has 2.5 children.

Spell out numbers at the beginning of a sentence

Twenty-nine players boarded the team bus.

Three men stood at the corner.

The smaller of two adjacent numbers

The tournament was organized into fourteen 4-man teams.

Divide the mixture equally into five 10-gallon buckets.

May I please have one hundred 39-cent stamps?

Notice the hyphenation!

Spell out the words million and billion in even amounts

China reports a population of 5 billion people.

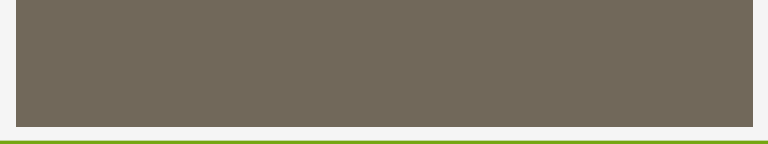
His net worth is over \$23 million.

Spell out fractions

I read somewhere that over one-third of our students use PDAs.

We have finished three-fourths of the course!

Abbreviations



**Do not abbreviate common nouns,
compass points, units of measure,
months, day, cities or states in non-
technical writing**

Incorrect:

We will meet on Sept 25, in Balto, MD.

Correct:

We will meet on September 25, in Baltimore, MD.

Units of measure (no periods)—in Technical writing and tables

- 23 lbs 15 oz
- 23# ←
- 140 mph
- 25 yrs 3 mos

Note the position of the # sign when it represents pounds—there is no space between it and the preceding number !

All capital abbreviations—no periods or spaces (except academic degrees)

- NFL, AFLACC, AAA
- USA
- MD, PA, WV, VA
- M.D., R.N., D.D.S.
- Ph.D., M.S., B. A., A. A.
- PDA, PC, HD, FD
- KB, MB, GB, TB
- Kb, Mb, Gb, Tb