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“ QUOTATION MARKS ”

1. Use quotation marks to enclose direct quotations.
 - The direct quotation of a person’s exact words, whether spoken or written, must be in quotation marks.
 - “Don’t forget to visit me in London,” Martha said.
 - Do not use quotation marks around indirect quotations. An indirect quotation does not state the speaker’s exact words.
 - Martha said that I should visit her when I am in London.
2. Use quotation marks to indicate words used ironically, with reservations, or in some unusual way.
 - Declaring it was a symbol of “progress,” they cut down all the trees.
3. Use quotation marks to set off words used as words.
 - Words used as words are usually set off by the use of *italics* or underlined to indicate italics. However, enclosing them in quotation marks is also acceptable.
 - The words “accept” and “except” are frequently confused.

4. Use quotation marks around the titles of **newspaper** and **magazine articles**, **poems**, **essays**, **short stories**, **songs**, **episodes of television** and **radio programs**, and **chapters** or **subdivisions of books**.
 - After I read “The Internet’s Role in Education” in one of my educational journals, I had a much better understanding of the issues.
 - The class analyzed Robert Frost’s poem “The Road Not Taken” and eventually agreed that there could be several interpretations.
5. When using quotation marks, certain rules apply regarding capitalization and punctuation.
 - Use a capital letter with the **first word** of a **complete sentence** of a **direct quotation**.
 - The teacher remarked, “The semester is already half over.”
 - **Do not** use a capital letter with the first word of a direct quotation that is only **part of a sentence**.
 - Tyler asked if I would be “heading out of town on a Harley.”
 - If the quotation of a complete sentence is **interrupted in the middle** and then continues after the interruption, **do not** capitalize the second part of the quotation. Use commas to set off the explanatory words.
 - “**W**hen it comes to cake,” **Jessica said**, “chocolate cake takes the cake.”
 - If the quotation continues with a **new sentence** after an explanatory interruption, **use a period** at the end of the interruption and continue the quotation with a **capital**

letter where the new sentence begins.

- “When it comes to cake, chocolate cake takes the cake,” Jessica said. “In fact, I’d love to have some right now.”
- If a quotation begins the sentence, set it off with a comma from the unquoted part of the sentence unless it ends with a question mark or exclamation point. Because the explanatory words simply continue the sentence, do not begin them with a capital letter.
- “I don’t know what happened,” he said quickly.
- “What happened?” she asked.
- “We saw just what happened!” they shouted.
- Always place periods and commas inside the quotation marks.
- He said, “I enjoy working on automobile engines.”
- Although Lawrence had asked for “the best seat in the house,” he didn’t seem to notice they were seated right next to the kitchen.
- Place colons and semicolons outside quotation marks.
- Dave had replied, “I regret I am unable to attend the wedding”; he was there, however, for the entire ceremony.
- Place question marks and exclamation points inside quotation marks unless they apply to the sentence as a whole.
- The clerk politely asked, “Would you like paper or plastic?”

- What do you mean by “over the hill”?
 - After a word group introducing a quotation, use a comma, a colon, or no punctuation at all, depending on the context.
 - Use a **comma** if the quotation is introduced or followed by an expression such as **he said** or **she remarked**.
 - **She replied**, “Take it quickly before I change my mind.”
 - Use a **colon** if a quotation is introduced by a full **independent clause**. (A sentence that can stand on its own)
 - He feels the advice of Alexander Pope is especially relevant: “To err is human, to forgive divine.”
 - When a quotation is **blended into the writer’s introductory sentence**, **no** punctuation is needed to separate the introduction from the quoted phrase.
 - Marisa comes here every day at noon and asks for “a dog and a beer.”
 - Use single quotation marks to enclose a quotation within a quotation.
 - The professor explained, “Although Thoreau wrote that most men ‘lead lives of quiet desperation,’ much of his writing expressed the joy in life.”
6. Use **indentation** rather than quotation marks to set off long quotations of prose or poetry.

* * *

- To quote more than four typed lines of prose, use indentation rather than quotation marks. Set off the quoted prose by indenting ten spaces from the left margin of your text and double space the lines. Long quotations of prose are usually introduced by a sentence ending with a **colon**.

Thoreau exhibits this strength of will in “Civil Disobedience”:

I was not born to be forced. I will breathe after my own fashion. Let us see who is the strongest. What force has a multitude? They only can force me who obey a higher law than I. They force me to become like themselves. I do not hear of men being forced to live this way or that by masses of men. What sort of life were that to live? When I meet a government which says to me, “Your money or your life,” why should I be in haste to give it my money?

- When quoting more than three lines of a poem, set the quoted lines off from the text by indenting ten spaces from the left margin.

William Blake’s “The Tyger” begins with the lines:

Tyger! Tyger! burning bright

In the forests of the night,

What immortal hand or eye

Could frame thy fearful symmetry?

: COLONS MARKS :

1. Correct uses of a colon

- Use a colon to introduce a list of items.
- There are three things every dog needs: food, water and healthcare.
- Use a colon to **separate** two **independent clauses** when the second **explains** or **illustrates** the first.
- A dolphin is fish: it is a warm-blooded mammal.
- Use a colon to **emphasize** a phrase or a single word. In case the writer overuse the colon, an **em dash** (—) can also fit the job.
- The restaurant served the type of food most preferred by lawyers: red meat.
- The restaurant served the type of food most preferred by lawyers—red meat.

2. Incorrect uses of a colon

- **Do not** use a colon after phrases like “such as,” or “including,” and “for example” because phrases like these **already state that a list of examples will follow**.
- I traveled to many countries, for example: China, Austria, and United States.
- I traveled to many countries, for example, China, Austria, and United States.
- **Do not** use a colon after a preposition (**in, on, at, to**).

* * *

- The new law student excelled in: Criminal Law, Legal Writing, and Torts.
- The new law student excelled in Criminal Law, Legal Writing, and Torts.
- **Do not** use a colon after a verb when it causes unnecessary interruption.
- I like to eat: spaghetti, ice-cream, and pizza.
- I like to eat spaghetti, ice-cream, and pizza.
- Wendy's favorite flavors of ice cream are: vanilla and chocolate.
- Wendy's favorite flavors of ice cream are vanilla and chocolate.

3. How to use colon's with lists

- Bulleted lists allow a writer to create a list that stands out from text. Any symbol may be used for the bullets.
- Guiding rules:

1. The introductory sentence must end with a colon.

-

Things any good office should have:

Item,

Item,

Item.

- #### 2. If the list items are not sentences, punctuation options include commas, semi-colons, and no punctuation.

* * *

— Things any good office should have:

- a kettle,
- a teapot,
- a microwave.

— Things any good office should have:

- a kettle
- a teapot
- a microwave

4. Capitalisation rule:

- Full sentences are capitalized, phrases (incomplete sentences) are not capitalized, and **single words** or **titles can both be capitalized or not**, depends on your style guide.

5. Consistent verb (S) ending

- Some verbs cannot end in (-ing), while some in (-s).

— Wrong

- Writing and/or editing in all media
- Assures quality for engaging audience
- Creative Designer

— Correct

- Writing and/or editing in all media,
- assuring quality for engaging audience, and
- creatively designing presentations of content.

6. Usage of a colon in the introductory phrase

- Often, writers incorrectly insert a colon after a **preposition** (**to, of, about, at, before, after, by, behind, during, for, from, in, over, under, and with**), **verb**, or

list-stating phrase. Omit unnecessary interruptions by revising the sentence.

— Wrong

This position is responsible for:

- Writing and/or editing in all media.

— Correct

Your responsibilities:

- writing and/or editing in all media.

7. Revise bullet lists for grammatical consistency

- If there are inconsistencies between items (a mix of phrases and complete sentences), rewrite them to be only phrases or sentences.

— Wrong

Job Requirements:

- Applicants must have at least three years of daily newspaper copyediting and design experience
- Exceptional Writing Proficiency
- Strong Proofreading and editing skills

— Correct

Job Requirements:

- at least three years of daily newspaper copyediting and design experience,
- exceptional writing proficiency, and
- strong proofreading and editing skills.

8. Remove unnecessary capitalization

- Remember, in a list, we capitalize items of full sentences and end each of them with a full stop.

; SEMICOLONS MARKS ;

Reasons to use a semicolon:

Linking two independent clauses that are closely related in thought.

- Most birds can fly; however, some groups of birds, like penguins, can't.

Separating items in a complicated list for clarity.

- I like cows: they give us milk, which tastes good; they give us beef, which also tastes good; and they give us leather, which is used for shoes and coats.

1. Rules for using semicolons

- Use a semicolon between two independent clauses replacing a full stop or comma with a coordinating conjunction (**for**, **and**, **nor**, **but**, **or**, **yet**, **so**).

- I don't have any plans for the weekend; we can go to the cinema then.
- Avoid using a semicolon when one sentence is not an independent clause.

- Because pigs smell, they disgust me.
- Avoid using a semicolon before a coordinating conjunction.

- Pigs smell awful; but I like the small ones because they're cute.
- Pigs smell awful, but I like the small ones because they're cute.

2. Use a semicolon (not a comma) between two independent clauses that are connected by conjunctive adverbs or transitional phrases (**therefore**, **however**, **thus**).

* * *

- Payment was received two weeks after it was due; therefore, you will be charged a late fee.

. FULL STOP .

A full stop can be a period, exclamation point or question mark. If you use either the exclamation or question mark then the period is omitted.

1. Abbreviation

- If a sentence ends with an abbreviation, the period used for the abbreviation also serves as the period for the sentence.
- He is a vice president at Google Inc.
- I need milk, bread, cheese, etc.
- The hour now is 3 p.m.
- What is the exact location of the BBC? B.B.C
- “Standing tall, we entered the chamber....”

2. Parentheses

- If the parentheses are within the sentence, we place the period outside the closing parenthesis.
- Here’s an example of a sentence (with some extra stuff).

But, if the parentheses are outside the sentence, we place the period inside the closing parenthesis.

- Here’s a great example. (I’m sure you liked it.)

3. Quotation mark

* * *

- If a sentence **ends** with quoted material, the period is placed **inside** the closing quotation mark, even if the period is not part of the original quotation.
- My father always said, "Be careful what you wish for."

, COMMA ,

A comma is complicated as it is used in different ways. It can give a soft pause between **words**, **clauses**, or **ideas** with a sentence.

1. Mechanical use of the comma

- Numbers: add a comma after the first digit of a four-digit number. The **exceptions** include **years**, **page** numbers, and **street addresses**.
 - This year, 1,789 students joined my course.
 - 1500000—1,500,000
- Degrees and certifications: add a comma when a degree or certification is shown after a person's name.
 - The article was written by Shoug Alomran, PhD.

2. Addressing or greeting someone

- Add a comma when addressing a **person's** name or **title** (after words like “Hello,” “Hi,” or “Good morning”).
 - Thank you, Ash, for the nice feedback.
 - Dear Ms. Joan,

3. Dates

* * *

- Separate the day, month, and year with commas. Put a comma between the **day** and the **month**. Also put a comma between the **date** and the **year**.
- His trial will begin on **Monday, May 10, 2022**, and no later.
- Her date of birth was December 21, 2004
- Avoid inserting a comma between the month and the year when they are the only two elements in the date.
- The mall will reopen in October 2084.

4. Geographic references

- Add a comma to set apart geographic elements like city and street names.
- The next competition will be held in Pretoria, South Africa.

5. Listing comma

- The comma separates a series of words, phrases, or independent clauses. The last item in a list is often preceded by the conjunctions “**and**” or “**or**.”
- Some writers and publishers put a comma (called Oxford Comma) before these conjunctions, but it isn’t wrong to leave them out. Just be consistent.
- Please buy bread, milk, and cheese. (With Oxford Comma.)
- Please buy bread, milk and cheese. (Without Oxford Comma.)
- **Wrong**

- There are various harmful effects of deforestation: rainfall diminishes, soil is eroded, and flooding.
- This list is not consistent. The first two items present a verb, while the last item (flooding) is a noun. Remember, the first item dictates the pattern of the list.

- **Correct**
- There are various harmful effects of deforestation: reduced rainfall, soil erosion, and flooding.

- To write consistently and efficiently, avoid re-linking the starting word of the list to each item. We can see the connection even without it. But, you should repeat a definite article (**The**) when a distinction is expressed between the items.

- There's always been a lot of rivalry between **the** boy and **the** girl.
- The economic inequality between **the** rich and **the** poor is growing rapidly.

- You should also repeat a to-infinitive (**To**) where there is a risk of confusion, such as with far-away phrases.

- **To** overcome the problem of funds and **to** speed the import of Western technology,...

- Still, with two close-together verbs, there is no need to repeat "to," though you could.

- A group of companies were leased **to build** and **operate** one of the most advanced digital mobile phone systems in the world.
- For indefinite articles (**a/an**) in lists, it's better to use an article before every item. It then sounds more formal, reads better, and enhances the emphasis. But, adding only an indefinite article before the first item is also correct.

* * *

- He has **a** long face, **a** straight nose, and **a** small mouth.
- She has blond hair, **an** oval face, and a straight nose.

6. Multiple Adjectives before a noun

- When more than one adjective modifies a noun, a comma sets apart the adjectives.
 - But if both adjectives do not individually modify the noun, they should not be separated by a comma.
 - Also, a comma is vital when an adjective or adverb is repeated for emphasis
- It was a long, nauseating sail.
 - He held a bright blue toy.
 - This is a huge, huge type of plane.

7. “Which” vs. “That”: when to add commas

- In a **defining** clause, we use “**that**.” In a **non-defining** clause, we use “**which**.”
 - If you can remove the defined clause without destroying the message of the sentence, the clause is not essential and you can add “which.” But if the clause is essential, you add “that.”
 - When you use “**which**” to explain what the final noun is, **put** with commas.
 - When a description begins with “**that**,” **don’t** add commas.
- My refrigerator, **which** started leaking, is in the kitchen.
 - My refrigerator **that** started leaking is in the kitchen.

8. “Who” clauses

* * *

- When describing a person or group, the word “**who**” can use with or without commas.
- If the information provided by the “who” clause is only extra information, then you must separated from the rest of the sentence with commas. Conversely, if it’s required to define the noun, omit the commas.

9. Introductory matter

- When a **word** or **phrase** occurs at the **beginning** of a sentence, a comma should usually separated from the main clause.
- Yes, Halloween will fit as a release date for our horror game.
- Nevertheless, we will not forget that some Egyptian wheat was handed down to us by a mummy

10. Commas in a compound sentences

- Coordinating conjunctions
- Use a comma before a coordinating conjunction that unties two independent clauses.
- If the subject does not appear in front of the second verb, a comma is usually unneeded.
- I want the red car, but I will lease the practical blue one.
- He ran out of money, so he had to stop playing poker.
- E.g., he thought quickly but still did not answer correctly.
- Conjunctive adverbs

- Use a semicolon (;) before a conjunctive adverb or transitional phrase (**therefore**, **however**, **thus**) that links two independent clauses, and add a comma after the conjunctive adverb or transitional phrase.

- **Wrong:** Payment was received two weeks after it was you, therefore, you will be charged a late fee.
- **Correct:** Payment was received two weeks after it was you; therefore, you will be charged a late fee.

- the most common conjunctions and prepositions used to link a dependent clause are “if,” “since,” “when,” “as,” “while,” “because,” and “unless.” If the sentence begins with a dependent clause, use a comma to separate it from the independent clause.

- HYPHENS & DASHES —

Hyphen: -

En dash: —

Em dash: —

1. Hyphens (-)

- A compound word is formed when we combine two or more words to form a single item or idea. There are three types of compound words: open compounds (written as separate words), Close compounds (written as a single word), and hyphenated compounds (two words linked with a hyphen)

- Hyphenated compound: self-restraint
- Close compound: fireman
- Open the compound: real estate.

- Compound adjectives: The general rule is, hyphenate a compound adjective if placed before the noun it modifies, but it's not if placed after the noun.

- A long-term solution.
- This is not a good solution for the long term.

- There are two exceptions to these rules: prefixes and suffixes

1. The suffix “-ly”: if the compound adjective begins with an adverb ending in “-ly,” don’t add a hyphen.

- But, if the adverb is a part of a larger compound adjective, use a hyphen.

* * *

- This is poorly made bread
- This is a not-so-poorly-made bread.

2. The prefix “re”: use a hyphen with a prefix “re” only when “re” means again and omitting the hyphen may confuse readers with another word

- Will she recovered from her illness?
- I have a re-covered the sofa twice.

○ Suffixes and Prefixes include: “ex-,” “self-,” “all-,” “non-,” “great-,” “-elect,” “-free,” “after-,” “mid-,” “pro-,” “pre-,” and “anti-.”

3. Numbers

- Whenever number is used to define a noun, and a hyphen. Using the hyphen, the reader knows that both words function as a unit alter the noun in front. This applies whether you wrote the number in words or digits.

- **Time:** Her fifteen-minute presentation proved decisive in the case’s outcome.
- **Pages:** Her 900-plus-pages became a bestseller.
- **Years:** The two-year-old’s favourite was yogurt.

2) En Dash (–)

* * *

- The en dash (–) is wider than the hyphen (-) but narrower than the em dash (—).

1) Span or range of numbers

- When writing the span of a range of **numbers**, **dates**, or **time**, link the numbers with an en dash (–). The en dash is also used to represent scores (8–12), conflict (liberal–constructive), directions (Perth–Dubai–Boston) and you graphical connections (north–south, east–west).

- My part-time job demands 8–12 work hours per day.
- This role, though, it **does not** apply when you introduce the range with the words “**from**” or “**between**.”
- **Wrong:** World war 2 lasted from 1939–1945.
- **Correct:** World war 2 lasted from 1939 **to** 1945.

3. Em dash (—)

- As more pronounced substitutes for **commas**, **parentheses**, and **colons**, the em dash can enhance readability and sentence variety.
- To **improve readability** and variety, you can swap **commas** with em dashes.
- If you wish to **emphasize** the **parenthetical** content, the em dash will fit the task. Conversely, if you wanna more **invisible parenthetical** material, use parentheses instead.
- For the sake of emphasizing, the em dash is **preferable** to a **colon**. In this case, the highlight will be a result or answer.
- An em dash can symbolise a whole word missing (or part of the word). A common scenario for this use is an **interruption**. If you wish, you can also replace an

em dash with two hyphens.

- You are the friend, the only friend, who offered to help me.
- You are the friend—the only friend—who offered to help me.

- Thousands of children (like the girl in this photograph) have been left homeless.
- Thousands of children—like the girl in this photograph—have been left homeless.

- We knew who would win the game: the Eagles.
- We knew who would win the game—the Eagles.

- I ate fish and chips; what did you eat.
- I ate fish and chips; what did you eat.

‘ APOSTROPHES ‘

Possession:

Formal and informal writing

-The king's book

Contraction:

Informal writing

- Isn't; is not

1. Contractions

- A contraction is a simplified version of the word (or a group of words) that excludes some letters or sounds (let's, don't, couldn't, it's, she's,)
- Nitay's a funny instructor. ('s replaces is.)
- Sometimes, we mistakenly use of it's (with the apostrophe) and the its (without an apostrophe). "Its" is the possessive form of "it," while "it's" is the contraction of "it is"
- She thinks it's in the car. (It is.)
- The car needed its brakes repaired. (Possessive form of "it".)

2. Possessives

* * *

- Adding apostrophe and the letter “s” to a **singular noun** shows possession.
 - But, different rules apply when showing possession the **plural noun**. If the noun ends in “s,” we join an apostrophe **after** the “s”; if the noun and is in a letter other than “s,” we add both an apostrophe and “s.”
 - When you have a singular proper noun the ends with an “s,” use only an apostrophe.
-
- We are having a party at **John’s** house.
 - **Michael** drove his **friend’s** car.
-
- Children’s toys. (The plural noun ends in a letter other than “s.”)
 - Rainy days’ fault. (The plural noun ends in the letter “s.”)
-
- Mr. Jones’ first novel.
 - The Beatles’ first album.

3. Shared and individual possessives

* * *

- Share position is indicated by a single apostrophe.
- Koby, Mark and Britni's parents. (All three share the same parents.)
- Individual position is indicated by apostrophes for each side.
- This course is based on Nancy's and Deborah's is proofreading knowledge. (Each instructor brought her own knowledge the table.)

/ SLASHES /

1. To indicate “Per”

- For better writing efficiency, we can abbreviate “per” with a slash.
- Membership costs \$10/year.

2. To replace “or”

- To divide two choices, we can use a slash as a shorthand for “or.”
 - When we use the slash at the start, only capitalise the first word, as seen in the example below.
- She/he can pay the amount in cash/credit.

3. Signify conflict/connection

- like in en dash, we can use the slash to signify a conflict or connection between two things.
- American-New Delta flight will depart shortly.
- American/New Delta flight will depart shortly.

4. To indicate to two-year span

- Instead of writing “1988 and 1999,” we abbreviate “and” with a slash.
- The years 2020/21 signify the global corona plague.

* * *

5. Plural and singular subjects

- Using a slash with plural and singular subject can be confusing. If you can't omit one option over the other, place one in brackets for clarity.

- **Confusing:** Story elements/content are...
- **Clear:** Story elements (or content) are...

(PARENTHESES)

We put the parentheses around a word, phrase, or sentence to provide additional information while separating it from the main sentence.

1. Avoid Grammatical Alteration

- Avoid grammatical alteration due to the parenthetical material. For instance, turning the sentence's subject from singular to plural or changing the sentence's tense

- **Correct:** The owner (and his dog) went for a walk.
- **Wrong:** The president (and his assistant) **were** expected to arrive by 10:00 a.m.
- **Correct:** The president (and his assistant) **was** expected to arrive by 10:00 a.m.

2. Placement of the full stop

- If the parenthetical sentence stands alone, place it after the surrounding sentence and end it with a full stop within the closing parenthesis.
- Here's a great sentence. (A sentence that's worth praising each time you see it.)
- When parenthetical content can't stand alone, add it within the surrounding sentence and close it with a full stop outside the closing parenthesis.

* * *

- Here's an example of a sentence (with some extra stuff).
- **Wrong:** After breakfast (a large, strong cup of coffee,) Sally treated herself to ice cream.
- **Correct:** After breakfast (a large, strong cup of coffee) Sally treated herself to ice cream.
- if the parenthetical material needs an exclamation point or question mark (but not a period!), set the mark inside the parentheses.
- I tripped over this morning; I was distracted by a plane (or was it Superman?).

3. Abbreviations

- On the first use of an abbreviation, you should consider readers that might not understand it. So, present the full term and write its abbreviation in parentheses.
- Bits of ribonucleic acid (RNA) mediate the conversion of genetic information into amino acids.

CAPITLIZATION

1. Proper nouns and adjectives

- We classify nouns and adjectives as either common or proper. A common noun conveys a generic term (dog), while a proper noun names a precise term (German Shepherd).
- Proper nouns and adjectives examples: days, months, holidays (Monday, Oct, Fourth of July), names (Buckingham Palace, Melinda, Mcdonald's) languages (English, Spanish, Arabic), time periods and events (World War 1. Roaring twenties), nationalities, races, and religions (Swedish, Asian, Muslim).
- Also, capitalize a person's title if followed by their name (doctor, Doctor Linda), and capitalize words like "mom" and "grandpa" if written without relation words (looks like my mom is late, looks like mom is late.)

2. The first word in a quotation

* * *

- Capitalize the first word of a complete quote.
 - Don't capitalize the first word of partial quote unless you wrote it at the sentence's start.
-
- The waiter said, "My boss will be here shortly," but he never came.
 - Hemingway said that the way to learn if someone is "trustworthy" is "to trust him."

3. Capitalization after a colon

* * *

- We don't usually capitalize after a colon but there are three exceptions to this rule:

1. You can use a capital letter if the text on the right is a full sentence.

- He made two points: (1) The company was losing over a million dollars each month. (2) The stock price was lower than it had been.

2. You can use a capital letter if a short phrase introduces the text.

- My philosophy: There are no failures—just results to learn.

3. You can use a capital letter in case a colon presents a quotation.

- David Allen once said: "You can do anything, but not everything."

4. Capitalization after a semicolon

- However, don't capitalize after a semicolon unless the word is ordinarily

capitalized. Although a semicolon can separate two independent clauses, they're considered a part of the same sentence.

- David wishes to escape the prison tonight; however, I told him tomorrow would be better.

5. Capitalization inside parentheses

- The answer is simple, only if the parentheses are after the full stop, capitalize the first word within it. If it's before, don't capitalize it.

* * *

- Here's an example of a sentence (with some extra stuff).
- Here's a great sentence. (Didn't you love that sentence?)

6. Capitalize words in titles

- The first word,
- adjectives,
- adverbs,

- nouns,
 - verbs (even short ones, like “is”),
 - pronouns and
 - the last word.
-
- We don’t capitalize:
 - articles (**the**, **an**, **a**),
 - conjunctions (**for**, **and**, **but**, **so**) and
 - prepositions (**in**, **on**, **at**).

CLARIFY SYNTAX

Syntax is a second name for sentence structure. The rules of syntax to make sentences clear and consistent. Poor syntax occurs for several reasons, and one of them misplaced modifiers.

1. Sentence Modifiers

- A modifier is a word or phrase intended to change or modify another part of the sentence.
- I'm going to the cat cafe for a vegetarian burger.
 - The word “burger” is modified by the adjective “vegetarian”.
- Usually, a misplaced modifier happens when the modifier is a phrase.
- here, the misplaced modifier is “while watching a movie.” Readers can get the wrong message that when someone is watching a movie, any person in the world who texts on the phone is annoying.
- **Incorrect:** While watching a movie, people who text on their phone are very annoying.
- **Correct:** People who text on their phone while watching a movie are very annoying.

2. Clarity of the subject

* * *

- **Incorrect:** Happy about her upcoming promotion, the **trip** home was full of signing.
- The incorrect sentence is starting that “the trip home” (subject) was “happy about her upcoming promotion.” But, last time I checked, trips don’t have promotions nor jobs.

- **Correct:** Happy about her upcoming promotion, **Sammie** sand all the way home.

- **Incorrect:** Watching how Zack played, several mistakes became evident immediately.
- **Correct:** Watching how Zack played, the teacher noticed several mistakes.
- The incorrect sentence lacks something or someone to preform the action.

- **Incorrect:** Being an effective communicator makes it easier for the team to follow someone.
- **Correct:** It is easier for the team to follow someone who is an effective communicator.

- You can write without a subject in an imperative (command) sentence.

- (You will) Give the package to whoever has the authority to sign for it.

3. Misplaced Location Modifiers

- **Incorrect:** She served cake to guests on paper plates.