

Improve Your Writing and Win A Grammy

Top 10 Grammar Mistakes



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Top 10 Grammar Mistakes

NOUN

A **noun** names a person, place, things or idea.

Examples

dog, cat, horse, student, teacher, apple, Mary and etc...

VERB

A **verb** is a word or group of words that describes an action, experience.

Examples

realize, walk, see, look, sing, sit, listen and etc...

PREPOSITION

A **preposition** is used before a noun, pronoun, or gerund to show place, time, direction in a sentence.

Examples

at, in, on, about, to, for, from and etc...

PRONOUN

Pronouns replace the name of a person, place, thing or idea in a sentence.

Examples

he, she, it, we, they, him, her, this, that and etc...

ADVERB

An **adverb** tells how often, how, when, where. It can describe a verb, an adjective or an adverb.

Examples

loudly, always, never, late, soon etc...

ADJECTIVE

An **adjective** describes a noun or pronoun.

Examples; red, tall, fat, long, short, blue, beautiful, sour, bitter and etc...

CONJUNCTION

Conjunctions join words or groups of words in a sentence.

Examples; and, because, yet, therefore, moreover, since, or, so, until, but and etc...

INTERJECTION

Interjections express strong emotion and is often followed by an exclamation point.

Examples

Bravo! Well! Aha! Hooray! Yeah! Oops! Phew!

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Eight Parts of Speech



I. Prepositions

at	on	in	of	to
by	for	with	under	above
into	onto	upon	about	behind
beside	before	after	towards	inside
outside	below	around	between	among

Preposition

Used before a noun, pronoun, or gerund to show place, time, and/or direction in a sentence

At, On, and In

At – refers to specific place or point in time (at 1:00pm, meet at the restaurant, etc.)

In – inside a space, or to refer to locations, years, months and seasons (in my house, in the city, in the fall, etc.)

On – in contact with a surface (on the table, on the wall, etc.)

Preposition

Used before a noun, pronoun, or gerund to show place, time, and/or direction in a sentence

Between and Among

Between – used when **ONLY** two parties are involved

Among – used when **MORE** than two parties are involved

EXAMPLE:

Incorrect:

*Divide the work **between** the staff members.*

Correct:

*Divide the work **among** the staff members.*

Preposition

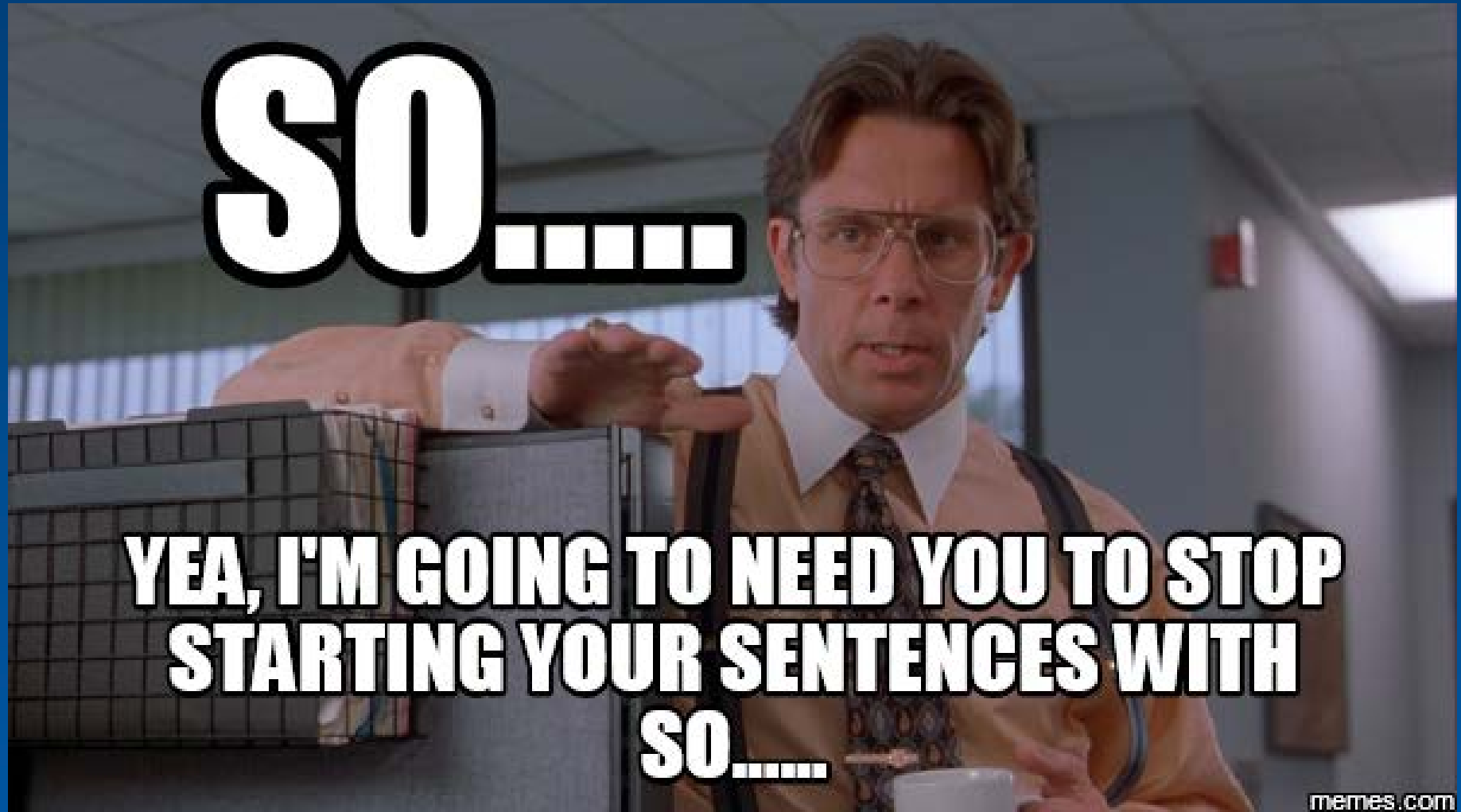
Used before a noun, pronoun, or gerund to show place, time, and/or direction in a sentence

2. Conjunctions

Conjunctions - *A connecting word or phrase that introduces a dependent clause*

Timing	Comparison	Condition	Cause/Effect
after/before	although	as long as	as if
once	as	as though	because
since	even though	except	in order to
till/until	like	if	now that
when	rather than	in order for	so
while	though	provided that	whether
whenever	whereas	unless	why

Is this an epidemic? An interjection?



3. Pronouns

Pronouns - A word that replaces a noun

ENGLISH PRONOUNS					
	Subject Pronouns	Object Pronouns	Possessive Adjectives	Possessive Pronouns	Reflexive Pronouns
1st person	I	me	my	mine	myself
2nd person	you	you	your	yours	yourself
3rd person (male)	he	him	his	his	himself
3rd person (female)	she	her	her	hers	herself
3rd thing	it	it	its	(not used)	itself
1st person (Plural)	we	us	our	ours	ourselves
2nd person (Plural)	you	you	your	yours	yourselves
3rd person and thing (Plural)	they	them	their	theirs	themselves

I vs. Me

General Rule of Thumb

I → used before the verb (subject)

Me → used after the verb
(direct/indirect object)

Pronouns

A word that replaces a noun

I vs. Me

EXAMPLE:

Incorrect: Suzy and **me** ate lunch at the restaurant.



Trick:

Remove the other people and re-read the sentence.

Me ate lunch at the restaurant. **WRONG**

Correct: Suzy and *I* ate lunch at the restaurant.

Pronouns

A word that replaces a noun

I vs. Me

EXAMPLE:

Incorrect: The boss invited Suzy and **I** to lunch.

Trick:

Remove the other people and re-read the sentence.

*The boss invited **I** to lunch.* **WRONG**

Correct: The boss invited Suzy and **me** to lunch.

Pronouns

A word that replaces a noun

3. Excessive Capitalizing

Capitalize your M.I.N.T.S.



M - Months

My birthday is in November.

I - The letter I

I can't wait to open the presents I receive!

N - Names

Proper nouns - specific people, places, and things.

T - Titles

I really enjoyed reading Firegirl.

S - Start of Sentences

The first letter is always capitalized in every sentence.

**Excessive
Capitalizing**

General Rule of Thumb

- I. Capitalize references to **specific parts** of a document.

EXAMPLES:

- *Act II*
- *Appendix B*
- *Chapter 3*
- *Chart 2*
- *Table 5*
- *Exhibit A*
- *Figure 7*

Excessive Capitalizing

Titles or headings in documents

General Rule of Thumb

2. Do not capitalize **minor** subdivisions such as page, line, paragraph, and verse.

EXAMPLE:

- See *page 6, line 48*.

Excessive Capitalizing

*Titles or headings in
documents*

General Rule of Thumb

3. Do not capitalize words referring to parts of a book when they are used in a **general sense**.

EXAMPLES:

- The conclusion is in the next *section*.
- The *appendix* provides other tables.
- All the research and website links are in the *bibliography*.

Excessive Capitalizing

Titles or headings in documents

5. Lack of Parallel Structure



General Rule of Thumb

1. Read each item separately as an individual sentence.

EXAMPLE:

Incorrect:

He wanted to learn more about careers in programming, engineering, and *biochemist*.

Correct:

He wanted to learn more about careers in programming, engineering, and *biochemistry*.

Lack of
Parallel
Structure

General Rule of Thumb

2. Words and phrases should match in structure and **tense** (i.e. **verb** should be in same form).

EXAMPLE:

Incorrect:

The key directives of his boss were clear:

- **Meet** monthly sales quotas.
- **Aggressive** marketing techniques
- **Reporting** in every day.

Correct:

The key directives of his boss were clear:

- **Meet** monthly sales quotas.
- **Practice** aggressive marketing techniques
- **Report** in every day.

Lack of Parallel Structure

Lists after a colon

General Rule of Thumb

3. Words and phrases should match in structure and **tense** (i.e. words ending in “**ing**”).

EXAMPLE:

Incorrect:

Engineers like *planning*, *computing*, and *design*.

Correct:

Engineers like *planning*, *computing*, and *designing*.

Lack of Parallel Structure

Lists within a sentence

6. Wrong Word Usage

Assure, Insure, Ensure

Whom, Who

Effect, Affect

Then, Than

**Wrong
Word Usage**

Assure – to remove someone's doubts

Example: I **assure** you, we will get to the meeting on time.

Ensure – to make sure it happens; to guarantee it

Example: I need to study more to **ensure** I get a passing grade.

Insure – to cover with an insurance policy

Example: The insurance company said they won't **insure** our house against floods.

General Rule of Thumb

If you can replace the word with “he” or “she”, use **who** (before verb).

If you can replace it with “him” or “her”, use **whom** (after verb).

**Wrong
Word Usage**

Whom vs. Who

What's the difference? ^{who} _{whom}

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WHO

= subject

Maria is the youngest teacher.

She is the youngest teacher.

Who is the youngest teacher?

WHOM

= object

Oscar threw the ball to Nell.

Oscar threw the ball to **her/him**.

Oscar threw the ball to **whom?**

To whom did Oscar throw the ball?



subject

object

Amy teaches Jim.

She teaches him.

Who teaches whom?



**Wrong
Word Usage**

Whom vs. Who

General Rule of Thumb

Affect → impact or change (usu. a **verb**)

Effect → result of a change (usu. a **noun**)

Example:

If the lightning **affects** the tree, the tree will feel the lightning's **effect**.



**Wrong
Word Usage**

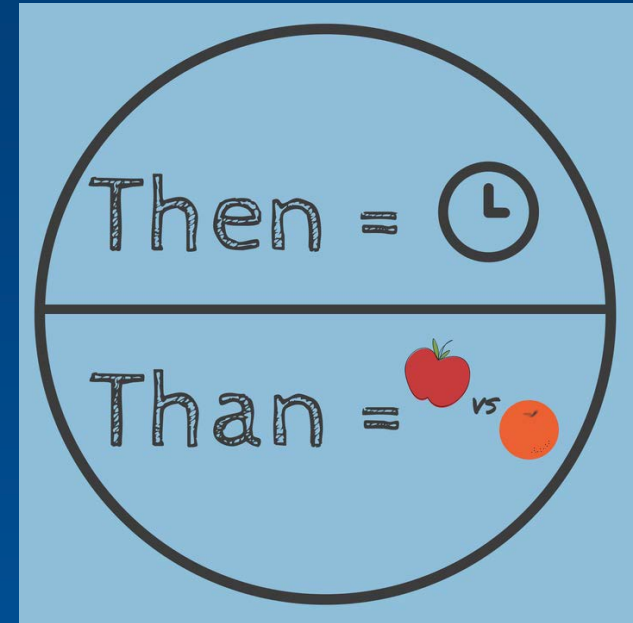
Affect vs. Effect

Wrong Word Usage – *Then vs. Than*

General Rule of Thumb

Then → time or sequence

Than → comparison



<http://texasrangershub.com/education/than-vs-then/>

Example:

If the car costs more **than** your budget, **then** you should not buy the car.

7. Contractions



General Rule of Thumb

If you can say the contraction as **2 words** (i.e. you are, they are, etc.), then use the contraction.



CONTRACTION LIST in ENGLISH

Are not - Aren't
Can not - Can't
Could not - Could't
Did not - Didn't
Does not - Doesn't
Do not - Don't
Had not - Hadn't
Has not - Hasn't
Have not - Haven't
He had - He'd
He would - He'd
He will - He'll
He shall - He'll
He is - He's
He has - He's
I had - I'd

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I would - I'd
I will - I'll
I shall - I'll
I am - I'm
I have - I've
Is not - Isn't
Let us - Let's
Might not - Mightn't
Must not - Mustn't
Shall not - Shan't
She had - She'd
She would - She'd
She will - She'll
She shall - She'll
She is - She's
She has - She's

Should not - Shouldn't
That is - That's
That has - That's
There is - There's
They had - They'd
They would - They'd
They will - They'll
They are - They're
They have - They've
We had - We'd
We would - We'd
We are - We're
We have - We've
Were not - Weren't
What will - What'll
What shall - What'll

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What are - What're
What is - What's
what has - What's
What have - What've
Where is - Where's
Where has - Where's
Who had - Who'd
Who would - Who'd
Who will - Who'll
Who shall - Who'll
Who are - Who're
Who is - Who's
You are - You're
You will - You'll
You have - You've

#1 Mistake

Incorrect:

Your welcome.

Correct:

You're welcome.  *You are* welcome.

Contractions

Your vs. You're

YOU'RE going to be so bold as to make YOUR own meme?

Please make sure that YOU'RE checking YOUR grammar before you post.



someecards
user card

It's / Its

It's = contraction of "it is"

Its = possessive pronoun or adjective

It's a filthy animal"



Its name is Bob!"

Contractions

It's vs. Its

8. Punctuation

Punctuation is important.

It is the difference
between "let's eat,
Grandma!" and "let's
eat grandma."



somee cards
user card

Punctuation

Commas

- A pause in a sentence
- Separates items in a sentence

Oxford Comma

- Final comma in a list of three or more items
- Before the “and” or “or”
- **Be consistent**



Punctuation



COLON & SEMICOLON

Punctuation
Mark

COLON

The colon (:) is a punctuation mark consisting of two dots one over the other.

USAGE:

- Introduce a list of things.
- Introduce a dependent clause that helps to emphasize or illustrate the idea in the preceding clause.

EXAMPLES:

- A man needs three things to survive: air, water, and food.
- I have packed my cricket kit with the equipment I need: bats, gloves and pads.



SEMICOLON

The semi-colon (;) consists of a dot above a comma.

USAGE:

- Separate sentences where the conjunction has been left out.
- Link sentences which also use words such as otherwise, however, therefore, as connectors.

EXAMPLES:

- Sumit likes to play cricket; Amit likes to play soccer.
- I drank lemonade; Manish drank tea.
- I did not finish reading the text; instead, I watched the news.

9. Possessive Nouns

General Rule of Thumb

Possessive noun = ownership

Names ending in “s”

1. Add the apostrophe

Example:

*The meeting is at **Charles'** office.*

2. Add an apostrophe and the “s”

Example:

*The meeting is at **Charles's** office.*

Possessive Nouns

10. Plural Nouns

Plural Nouns – *More than one name*

General Rules of Thumb

Singular Last Name	Plural Last Name	Signature
Waldman	Waldmans	The Waldmans
Kennedy	Kennedys	The Kennedys
Reich*	Reichs	The Reichs
Marsh	Marshes	The Marshes
Jacobs	Jacobses	The Jacobses
Sanchez	Sanchezes	The Sancehezes

Add “**s**”

Most names and names that end in ch, but it sounds like a hard “k”

Add “**es**”

Names that end in ic, s, sh, x, and z



Plural Nouns

#1 Mistake



Signing your family name

apostrophe is for a
possessive noun

Incorrect: *The Twigg's*

Correct: *The Twiggs*

When in Doubt: *The Twigg Family*

1. Prepositions
2. Conjunctions
3. Pronouns
4. Excessive Capitalizing
5. Lack of Parallel Structure
6. Wrong Word Usage
7. Contractions
8. Punctuation
9. Possessive Nouns
10. Plural Nouns

Top 10 Grammar Mistakes

Questions?



A Major
Grammy Award