

## SENTENCE WRITING SIMPLIFIED

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# Contents

Preface ix

## PART I

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### GRAMMAR

#### 1 • Verbs, Subjects, and Complements 3

Subjects and Predicates 3

Recognizing Verbs 4

Action Verbs/Linking Verbs/Auxiliary Verbs 4-6

Recognizing Subjects 7

Recognizing Compound Subjects and Compound Verbs 9

Recognizing Complements 10

Direct Objects/Indirect Objects/Predicate

Nominatives/Predicate Adjectives 10-16

#### 2 • Parts of Speech 18

Nouns 18

Pronouns 19

Adjectives 20

Verbs 21

Regular and Irregular Verbs/Tense/Voice/Person and  
Number/Mood 21-28

Adverbs 29

Prepositions 30

Conjunctions 32

Interjections 34

Identifying Parts of Speech 34

**3 • Phrases 36**

Prepositional Phrases 36

Verbal Phrases 37

Infinitives/Participles/Gerunds 37-41

**4 • Clauses 44**

Main Clauses and Subordinate Clauses 44

More About Subordinate Clauses 47

Adjective Clauses/Adverb Clauses/Noun Clauses/

Misplaced Subordinate Clauses 48-53

**5 • Sentence Types and Sentence Variety 54**

Sentence Types 54

Simple Sentences/Compound Sentences/Complex

Sentences/Compound-Complex Sentences 54-58

Sentence Variety and Improvement 59

Sentence Variety/Parallelism/Avoiding Excessive Main

Clauses/Avoiding Excessive Subordination 59-65

**6 • Agreement 66**

Subject-Verb Agreement 66

Pronoun-Antecedent Agreement 75

**7 • Identifying and Correcting Sentence Fragments 79**

Types of Sentence Fragments 80

Phrases as Fragments 80

Subordinate Clauses as Fragments 81

Noun Followed by Modifier as Fragment/Fragments

Caused by Beginning Sentences with *And* or *But* 82

Correcting Sentence Fragments 83

**8 • Identifying and Correcting Fused Sentences and  
Comma Splices 85**

Fused Sentences 85

Comma Splices 86

Conjunctive Adverbs and Transitional Phrases	87
Ways to Correct Comma Splices and Fused Sentences	89

## 9 • Pronoun Case and Reference 92

### Case 92

Nominative Case/Objective Case/Who/Whom/

Possessive Case 92-97

### Reference 98

## 10 • Adjectives and Adverbs 102

Forming Adjectives and Adverbs 102

Using Adjectives and Adverbs Correctly 103

Degrees of Adjectives and Adverbs 105

Using Nouns as Modifiers 106

## PART II

# PUNCTUATION AND MECHANICS

## 11 • Commas 111

Main Clauses 112

Introductory Elements 112

Items in a Series and Coordinate Adjectives 114

Nonessential, Parenthetical, and Contrasting

Elements 115

Dates, Degrees, Place Names, and Long Numbers 118

Unnecessary Commas 119

## 12 • Semicolons 121

## 13 • Apostrophes 123

Possession 124

Omission 126

Plurals 127

**14 • Quotation Marks 129**

Direct Quotations 129

Titles 132

To Indicate Special Sense 133

With Other Marks of Punctuation 133

**15 • Capitalization and Italics 135**

Capitalization 135

Mechanics/Places, Times, and Kinds/Government and  
Social, Publishing and Personifying 135-141

Italics (Underlining) 143

**16 • Abbreviations and Numbers 145**

Abbreviations 145

Numbers 150

**17 • Other Marks of Punctuation 155**

Periods 155

Leaders and Ellipses 157

Brackets 159

Colons 160

Exclamation Points 162

Question Marks 162

Dashes 163

Parentheses 165

Slashes (Virgules) 167

Hyphens 168

Compound Words/Word Division 168-170

**Index 173**

# Preface

*Sentence Writing Simplified* is a brief yet thorough grammar and punctuation guide for students of composition, office personnel who need an easy-to-use desk reference, or anyone else who wants to ensure that his or her written communications are clear and correct.

Part I presents the basics of grammar—the parts of speech, phrases, and clauses—in a logical way. Definitions and explanations are repeated when necessary; readers who don't go through the text from front to back will not be lost. Four chapters, Chapters 5 through 8, show how to construct sentences that are not only grammatically correct but also are interesting and varied.

In Part II, punctuation is explained in clear-cut rules, offering a concise yet complete guide to all of the major punctuation rules of Standard English. Each of the most confusing marks of punctuation is covered in a separate chapter.

Clear explanations, numerous examples, and a comprehensive index make *Sentence Writing Simplified* an ideal reference to grammar and punctuation.

**Norwood Selby**