

Grammar Guide



Punctuation Rules

A period is used...

- at the end of declarative sentences and mild imperatives.
- after initials and abbreviations.
- only once for a sentence ending with an abbreviation.

A question mark is used...

- at the end of an interrogative sentence.

An exclamation mark is used...

- after a word, phrase, or sentence showing strong feeling.

A comma is used...

- to separate two or more adjectives of equal rank.
- to set off a direct quotation.
- to separate three or more words, phrases, or clauses in a series.
- to separate two independent clauses in a compound sentence.
- to set off a word, phrase, or dependent clause at the beginning of a sentence.

A semicolon is used...

- to separate independent clauses very close in meaning but not separated by *and*, *but*, *or*, *nor*, *for*, or *yet*.
- to separate items in a series when the series already contains commas.

A colon is used...

- before a list of items or details.
- before a statement that summarizes the original statement.
- before a long, formal quotation or statement.

Parentheses are used...

- to set off words, phrases, clauses, or sentences which are independent of the main part of the sentence.

Quotation marks are used...

- to set off a direct quotation. (Single quotation marks are used for quotes within quotes.)
- to set off words, phrases, or sentences referred to in the sentence.
- to set off slang and foreign words or phrases.

Pronoun-Antecedent Agreement

- A personal pronoun must agree with its antecedent in person, number, and gender.
- Collective nouns are singular when the group is acting as a single unit.
- Collective nouns are plural when the members of the group are acting independently.

Example:

The orchestra disagree on the selections for the concert.

Subject-Verb Agreement

- Normally, when two or more subjects are connected by *and*, the subject is plural and requires a plural verb.
Fred and Dave like this class.
- If the two subjects form a unit, the subject is then singular and requires a singular verb.
Chicken and dumplings is my favorite meal.
- Two singular subjects joined by *or* are considered singular and require a singular verb.
- When one of the subjects is singular and the other is plural, the verb agrees with the subject that is nearer.
- The subject of the sentence is never affected by intervening phrases that might come between it and the verb.
- A collective noun that is singular requires a singular verb.
- If the collective noun indicates by its usage that the individual members are acting separately, then a plural verb is required.
- A plural noun that shows *weight*, *extent*, or *quantity* is singular and takes a singular verb.
Ten dollars is the price of this tape.

Rules for Titles

- All principal words in titles are capitalized. Do not capitalize prepositions, coordinating conjunctions, and articles unless they begin the title.
- Underline the titles of books, magazines, newspapers, and films. (Italics may take the place of underlining if you are using a word processor capable of doing it.)
- Quotation marks are used to enclose the titles of magazine articles, chapters of books, names of songs, and titles of poems.

Capitalization Rules

- Capitalize names of particular persons, places, and things.
- Capitalize titles of rank when they come before a person's name.
- Do not capitalize the names of the seasons of the year unless they are personified.
- The words *north*, *south*, *east*, and *west* are capitalized only when they refer to sections of the country, not directions.
- The names of school subjects are not capitalized unless they are names of languages.
- All words that refer to a specific deity and sacred books are capitalized.

The "Of" Error

- Do not substitute the preposition *of* for the auxiliary verb *have*.
Common error forms are:
could of
should of
You should use:
could have
should have

Ninth Grade Grammar Guide

**Ionia Public Schools, Mich. Board of
education Ionia**



Ninth Grade Grammar Guide:

The New Manual and Guide for Teachers Jacob Maurer Berkey,1899 **Guide for High School English, Grades 9-12** Portland Public Schools (Or.),1963 **Research in Education** ,1966 **Catalogues, Courses of Study, Reports and Similar Publications...** Ionia Public Schools,Mich. Board of education Ionia,1893 *The School Journal* ,1895

1974-75 NCTE Guide to Teaching Materials for English, Grades 7-12 National Council of Teachers of English,1974

Public Documents Kansas,1888 Enriched Teaching of English in the Junior and Senior High School Maxie Nave Woodring,Ida Adele Jewett,Rachel Theresa Benson,1934 *School Rules, Etc* Oakland (Calif.). Board of Education,1880

Resources in Education ,1997 *New York Education* ,1899 Biennial Report of the Superintendent of Public Instruction Washington (State). Superintendent of Public Instruction,1890 **The Illinois Teacher** ,1869 Vol 1 3 15 17 18 contain Proceedings of the 1st 15th 17th 18th annual meetings of the Illinois State Teachers Association 1854 71 New York School Journal ,1895 **Annual Report of the Superintendent of Public Instruction of the State of Michigan** Michigan. Dept. of Public Instruction,1891 American Education ,1898 *Report of the superintendent ...* MI Dept Public Instruction,1891 **Documents Accompanying the Journal of the House** Michigan. Legislature,1897 *Report of the Superintendent of Public Instruction* Michigan. Department of Public Instruction,1897 **Joint Documents of the State of Michigan** Michigan,1891

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