

BE CONSISTENT	INCORRECT	CORRECT
verb tense Q42	After he <u>broke</u> his arm, he <u>is</u> home for weeks.	After he <u>broke</u> his arm, he <u>was</u> home for weeks.
shift of pronoun Q38	If <u>one</u> is tense, <u>they</u> should try to relax.	If <u>one</u> is tense, <u>one</u> should try to relax.
Parallelism Q8	She likes <u>to ski</u> , <u>to play tennis</u> , and <u>flying hang gliders</u> .	She likes <u>to ski</u> , <u>to play tennis</u> , and <u>to fly hang gliders</u> .
noun agreement [sing./pl.]	<u>Carmen and Sarah</u> want to be a <u>pilot</u> .	<u>Carmen and Sarah</u> want to be <u>pilots</u> .
pronoun agreement [sing./pl.] Q31	Several <u>people</u> wanted the job, and <u>he or she</u> filled out the required application.	Several <u>people</u> wanted the job, and <u>they</u> filled out the required applications.
subject-verb agreement [sing./pl.] Q3	There <u>is</u> eight people on the shore.	There <u>are</u> eight people on the shore.
BE LOGICAL	INCORRECT	CORRECT
and, but, or, nor, for, so, yet Q4 Q37	Tara has a rash, <u>but</u> she is allergic to something.	Tara has a rash, <u>for</u> she is allergic to something.
logical comparison	<u>Nathan</u> grew more vegetables than <u>his neighbor's garden</u> .	<u>Nathan</u> grew more vegetables than his <u>neighbor</u> grew.
misplaced/dangling modifier	<u>Barking loudly</u> , <u>the tree</u> had the dog's leash wrapped around it.	<u>Barking loudly</u> , <u>the dog</u> wrapped its leash around the tree.
BE CLEAR AND PRECISE	INCORRECT	CORRECT
ambiguous, vague, or unspecific word choices and details Q14 Q28	In the newspaper, <u>they</u> say that few people did <u>it</u> .	In the newspaper, <u>the reporter</u> says that few people <u>voted</u> .
diction Q13 Q21	<u>There</u> in big trouble as they <u>circumcise</u> the globe.	<u>They're</u> in big trouble as they <u>circumnavigate</u> the globe.
redundancy & wordiness [shorter is better!] Q1 Q19 Q30 Q36	There are many problems in the contemporary world <u>in which we live</u> .	There are many problems in the contemporary world.
BE CORRECT	INCORRECT	CORRECT
pronoun case	He sat near you and <u>I</u> at the stadium.	He sat near you and <u>me</u> at the stadium.
proper (or idiomatic) word choices Q9 Q10 Q24 Q41	Natalie was angry not only <u>towards</u> Jill <u>and</u> also towards Jack.	Natalie was angry not only <u>at</u> Jill <u>but</u> also at Jack.
degree of comparison	Of the 16 bosses, Naomi makes <u>more</u> money.	Of the 16 bosses, Naomi makes <u>the most</u> money.
sentence fragment	<u>Fred having to go home early</u> .	<u>Fred has to go home early</u> .
comma-splice run on Q14 Q20	John is my friend, <u>he</u> is a lot of fun to be around.	John is my friend; he is a lot of fun to be around.

PUNCTUATION

semi-colons	I like you; you like me
colons / dashes	I like three flavors: vanilla, chocolate, and strawberry. I like three flavors--vanilla, chocolate, and strawberry.
Apostrophes Q29	That is my dog's collar. Those are my four dogs' footprints. What's your name? Isn't it Jake?
quotations [direct]	He wrote, "The wild west is unknown." He wrote, "The...west is [largely] unknown" (Smith 24). "The short story 'An Occurrence at Owl Creek Bridge' is set in the west," he said, "but I live in the east."
quotations [indirect]	Smith wrote that "the wild west is unknown" in his latest novel. <i>Note that no comma or capital letter is used prior to the quote when the quote is worked indirectly into the context of the student's own sentence.</i>
consistency of Q12 parentheses/ dashes/ commas	Jack loves Jill (as everybody knows) but they won't get married. Jack loves Jill-- as everybody knows --but they won't get married. Jack loves Jill, as everybody knows , but they won't get married.
Commas: Q23	<i>As a general rule, do not use commas if you hear no pauses.</i>
Series Q43	I like vanilla, chocolate, and strawberry
Double descriptors	I like long, slow walks.
Compound	I like you, and you like me.
Appositive / re-namer	I like Jake, your oldest brother, about as much as I like you.
Direct address	Jake, look here!
Interjections	Golly, I even like Jake's momma.
Dates and places	Jake was born on July 23, 1999 in Pittsburgh, Pennsylvania.
Misc. words	Jake is a guy. However, he throws like a girl.
Introductory clauses	Because I like Jake, he likes me.
Introductory verbals	Swimming in the moonlit creek, Jake lost his trunks.
Introductory phrases	Under the floor-mat of his '68 Chevy, Jake found his ID card.

CAPITALIZATION

I / 1 st word of sentence	<u>I</u> like you.
Titles / names	Jack likes <u>The Adventure of Huckleberry Finn</u> as well. (Except a news/mag. title: " <u>L</u> ocal man dead in crash")
Places	Let's go to <u>C</u> hicago.
Times	On a <u>S</u> unday in <u>A</u> pril we will have <u>E</u> aster eggs.
Buildings, planes	I sailed the cruise ship <u>E</u> xplorer to <u>T</u> rumph <u>T</u> owers.
Businesses/ products	I drink <u>P</u> epsi and work for <u>G</u> eneral <u>M</u> otors.
Deities	They worship <u>A</u> llah, not <u>S</u> atan.
1 st word of quotes	She asked, " <u>W</u> here are the hot dogs?" (Except when the quote is a fragment: I replied, " <u>o</u> n the top shelf.")
Specific (not general) events	He fought in the <u>C</u> ivil <u>W</u> ar and was a <u>n</u> ineteenth- <u>c</u> entury hero.
Specific (not general) official titles	Take <u>P</u> resident Obama, for example. I would never want to be a <u>p</u> resident.
Specific (not general) course titles	I love <u>A</u> lgebra 2. I am no good at geography or <u>m</u> usic, however.

USAGE/STYLE BASICS	INCORRECT	CORRECT
Use Active vs Passive Voice Verbs	The ball <u>was kicked by</u> the boy.	The boy <u>kicked</u> the ball.
Adverbs [-ly] vs. Adjectives	I ate <u>quick</u> while you walked <u>slow</u> .	I ate <u>quickly</u> while you walked <u>slowly</u> .
Awkwardness Q20	<u>Being that he was</u> elected, he was above the law.	<u>Because</u> he was elected, he was above the law.
Informality vs Formality Q2 Q19 You/I/slang/numerals/double-negatives/abbreviations	<u>You see, it's cool</u> to smoke <u>3 doobies</u> especially if you <u>do not have no</u> <u>1st</u> -hand cash, dough, greenbacks, <u>etc.</u>	Most teenagers understand that it is not advisable to smoke three marijuana cigarettes, especially if they lack the firsthand cash with which to purchase them.
Well vs. Good	I ate <u>good</u> .	I ate <u>well</u> . I am a <u>good</u> eater.
Who vs. Whom Try replacing the words "who/whom" with "he/him" to test which is correct. When "him" sounds better than "he", choose whom. Both words end with an <u>m</u> .	I know <u>whom</u> [him?] did it. <u>Whom</u> [Him?] passed the ball to <u>who</u> [he]?	I know <u>who</u> [he] did it. <u>Who</u> [He] passed the ball to <u>whom</u> [him]?
Between vs. Among	<u>Between</u> the four of us, I don't care.	<u>Among</u> the four of us, I don't care. <u>Between</u> the two of us, I'll tell you why.
Clichés	I <u>took the bull by the horns</u> and studied.	I <u>showed the initiative</u> to study.
Purple vs. Simple, Straightforward Style Q39	I harbor amorous inclinations toward your personage.	I love you.

TRANSITIONAL AND ORGANIZATIONAL SKILLS	RULE TO FOLLOW	SAMPLE QUESTION STEMS
<p>Transition Logic: single-word or full-sentence transitions that create logical flow between paragraphs and ideas</p> <p>Q5 Q25 Q26 Q35 Q40</p>	<p>Read the entire sentence or paragraph for context clues that indicate the most logical transitional word or sentence.</p> <p>EXAMPLE: I love you. [<u>Therefore/However</u>], I give you this rose. In this case, <u>Therefore</u> makes logical sense because it shows the cause-effect relationship between the feeling of love and the practice of rose-giving. The transition <u>However</u> would imply that giving roses is a sign of hatred, not love, in our culture.</p>	<p>A. NO CHANGE (Because of) B. Regardless of C. In contrast to D. In addition to</p> <p>To make this paragraph most logical, sentence 3 should be placed</p> <p>A) where it is now. B) before sentence 1. C) after sentence 1. D) after sentence 4.</p>
<p>Concluding Sentences</p> <p>Q11 Q22 Q32</p>	<p>Make sure the concluding sentence summarizes or focuses on the main idea of the entire passage—not just one isolated part of it.</p>	<p>The writer wants a concluding sentence that restates the main argument of the passage. Which choice best accomplishes this goal?</p> <p style="text-align: center;"><i>or</i></p> <p>The writer wants a conclusion that addresses the future of efforts to combat C.C.D. Which choice results in the passage having the most appropriate concluding sentence?</p>
<p>Main Idea and Relevant Supporting Sentences or Examples</p> <p>Q6 Q7 Q18 Q33 Q34 Q44</p>	<p>Make sure every supporting sentence or example illustrates and is relevant to the main idea, tone, logical flow, or purpose of the entire passage.</p>	<p>Which choice provides a supporting example that reinforces the main point of <u>sentence 4 of paragraph 3</u>?</p> <p style="text-align: center;"><i>or</i></p> <p>At this point, the writer is considering adding the following sentence.</p> <p style="padding-left: 40px;">“Even fifteen-minute power naps improve alertness, creativity, and concentration.”</p> <p>Should the writer make this addition here?</p>
<p>Introductory or Opening Sentences Q17 Q27</p>	<p>Make sure the introductory sentence is relevant to and consistent with the supporting ideas that follow it.</p>	<p>Which choice most smoothly and effectively introduces the writer’s discussion of studies of C.C.D. in this paragraph?</p>
<p>Graph Interpretation (related or unrelated to the text) Q15 Q16</p>	<p>Make sure the text and the graphic data are consistent.</p>	<p>Which choice offers the most accurate interpretation of the data in the chart?</p>

