

# How Good is Your Grammar?

Good grammar is a key component of effective reader-focused correspondence. To be respected and accepted as a credible professional, you must follow the rules of good grammar.



Are you confident that your grammar is correct? Or do you often wonder if you’ve made some mistakes? On the next few pages, you will find guidelines to help you review a few key grammar concepts.

This review is broken into five sections. Following each section is a review quiz and answer key. You will also find a grammar exercise on pages 24-25 to test your expertise with all the grammar concepts. At the very end, if your results show you need to improve your skills, you’ll find some resources to help you.

## Grammar Sections

- Section One: Punctuate it!..... 2
- Section Two: Subjects and verbs that get along! ..... 6
- Section Three: Choose the correct pronoun! ..... 10
- Section Four: I’m so confused! Which word do I use? ..... 13
- Section Five: Use adjectives and adverbs to add details!..... 20
- Grammar Exercise..... 24
- Grammar Resources ..... 29

## Section One: Punctuate it!

In this section you will learn how to use apostrophes, commas, and semicolons to help your reader get your message.

### Apostrophe

Use an apostrophe to...	Examples...
1. show possession.	<ul style="list-style-type: none"> <li>• operator's manual (singular noun — 's)</li> <li>• men's locker room (plural noun not ending in s — 's)</li> <li>• ladies' locker room (plural noun ending in s, — apostrophe only)</li> </ul>
2. fill in for missing letters when you write contractions.	<ul style="list-style-type: none"> <li>• can not = can't</li> <li>• they are = they're</li> <li>• it is = it's</li> </ul>

### TIP

*Possessive pronouns are already possessive — Do not add an apostrophe or an "s." For example: Shut down the boiler for its regularly scheduled maintenance.*



## Comma

Use a comma to...	Examples...
1. separate the items in a list or series containing three or more items.	<ul style="list-style-type: none"> <li>You will require a laptop, printer, cables and an LCD projector.</li> </ul>
2. separate an introductory modifying phrase or subordinate core from the main core of a sentence.	<ul style="list-style-type: none"> <li>After considering the alternatives, we chose to replace the bottle capper.</li> <li>When the light turns green, you can turn on the unit.</li> </ul>
3. set off a modifying phrase that interrupts the main core of a sentence and can be removed without changing the meaning of the sentence.	<ul style="list-style-type: none"> <li>The new software, which we ordered in May, was finally installed last week.</li> </ul>
4. separate the items in dates and addresses.	<ul style="list-style-type: none"> <li>We will need to replace the temperature probes in the storage facility on January 1, 2013.</li> <li>Please ship the five boxes to Receiving, XYZ Inc., 5552 Product Street, Somewhere, CA 99999.</li> </ul>

### TIP

*Remember to put commas and periods inside closing quotation marks.*

## Semicolon

Use a semicolon to...	Examples...
1. separate items in a series when you have already used commas.	<ul style="list-style-type: none"> <li>The Board consists of a Chairman, who is appointed; a Secretary, who is elected; and a Treasurer, who is also elected.</li> </ul>
2. link two complete sentences that are closely related and could otherwise stand alone.	<ul style="list-style-type: none"> <li>We focused on safety as our primary design goal; we viewed cost as secondary.</li> </ul>

### TIP

*Think of a semicolon as a comma with attitude. It indicates the separation of complete thoughts, not just items. A semicolon likes to be more forceful than a comma; it likes to act more like a period.*

## Section One: Review

**Instructions:** Add any required apostrophes, commas, or semicolons to the following sentences.

1. We are happy to send you the documents you require however we need more information. Specifically we require details about your spouses financial status.
2. In the keynote address by the Regulatory Board they announced that the disease has reached epidemic proportions they dont understand what toxin is causing it to run rampant.
3. Frank Burns who called you last Tuesday asked me to explain how to claim for prescription drugs eyeglasses including prescription sun glasses massage therapy treatments and dental visits.
4. Its vital that we regain market share with this new drug. Its low cost should make it a popular choice.
5. The Jones address changed to 2222 Pachappa Hill Minnesota PA on June 30 2004.

### Section One: Answer Key

**Instructions:** You will find the required apostrophes, commas, or semicolons highlighted in the following sentences.

1. We are happy to send you the documents you require; however we need more information. Specifically, we require details about your spouse's financial status.
2. In the keynote address by the Regulatory Board, they announced that the disease has reached epidemic proportions; they don't understand what toxin is causing it to run rampant.
3. Frank Burns, who called you last Tuesday, asked me to explain how to claim for prescription drugs; eyeglasses, including prescription sun glasses; massage therapy treatments; and dental visits.
4. It's vital that we regain market share with this new drug. Its low cost should make it a popular choice.
5. The Jones' address changed to 2222 Pachappa Hill, Minnesota, PA on June 30, 2004.

## Section Two: Subjects and verbs that get along!

In this section you will learn about subject-verb agreement to ensure you do not confuse your reader.

### Subject/Verb Agreement

Use the singular form of the verb when...	Examples...
<ul style="list-style-type: none"> <li>your subject is a singular noun.</li> </ul>	The box contains our supplies.
<ul style="list-style-type: none"> <li>your subject is a noun that designates a group.</li> </ul>	The team meets every Monday to plan the week.
<ul style="list-style-type: none"> <li>your subject represents a singular person, group or thing.</li> </ul>	He (she) runs for exercise every day. There is one significant factor to consider. None of the team is available to meet.



Use the plural form of the verb when...	Examples...
<ul style="list-style-type: none"> <li>your subject is a plural noun.</li> </ul>	The boxes contain our supplies.
<ul style="list-style-type: none"> <li>your subject is a pronoun that represents more than one person, group or thing.</li> </ul>	<p>They run for exercise every day.</p> <p>There are three significant factors to consider. Some of the team members are available to meet.</p>
<ul style="list-style-type: none"> <li>your subject is a plural noun that designates more than one group.</li> </ul>	All teams meet every Monday to plan the week.
<ul style="list-style-type: none"> <li>your subject is compound (words joined by “and”).</li> </ul>	The lab and the sampling room are spotless.

**TIP**

*If a noun or pronoun is part of a prepositional phrase, it is not the subject of the sentence. For example, in the sentence; “One of the monitors is broken,” monitors cannot be the subject because it is part of the prepositional phrase “of the monitors.” Test the sentence without this prepositional phrase and you will quickly see that because the subject, one, is singular; you need the singular form of the verb.*

## Section Two: Review

**Instructions:** Circle the verb from each pair in parentheses that agrees in number with the subject of the sentence.

1. Each of these regulations (**applies, apply**) to your situation.
2. Frances, one of the brightest summer students, (**is, are**) joining our team.
3. Two technicians and one experienced Quality Assurance Evaluator (**is, are**) auditing the safety procedures in the sampling area.
4. Neither of the managers (**is, are**) coming to the meeting.
5. Everyone on the project teams (**attend, attends**) training.
6. Either the President or the Board of Directors (**is, are**) responsible for the lack of funds.
7. Negative differential pressure control and positive differential pressure control (**is, are**) included in the proposed system.
8. Pieces of the aircraft wing (**was, were**) scattered across the warehouse.

## Section Two: Answer Key

**Instructions:** The correct verb is highlighted in bold.

1. Each of these regulations **applies** to your situation.
2. Frances, one of the brightest summer students, **is** joining our team.
3. Two technicians and one experienced Quality Assurance Evaluator **are** auditing the safety procedures in the sampling area.
4. Neither of the managers **is** coming to the meeting.
5. Everyone on the project teams **attends** training.
6. Either the President or the Board of Directors **is** responsible for the lack of funds.
7. Negative differential pressure control and positive differential pressure control **are** included in the proposed system.
8. Pieces of the aircraft wing **were** scattered across the warehouse.

### Section Three: Choose the correct pronoun!

In this section, you will learn how to choose the correct pronoun. You can choose a subjective pronoun or an objective pronoun.

Subjective	Objective
I	me
you	you
he	him
she	her
we	us
they	them
it	it

### Pronouns

Use a subjective pronoun when...	Examples...
<ul style="list-style-type: none"> <li>the pronoun is used as the subject of the verb.</li> </ul>	<p>I recommend we hire three engineers.            Jean and I designed the new workshop.            He and she are late.            We agree on the recommendations.            The form is long. It is not customer-friendly.</p>
<ul style="list-style-type: none"> <li>the pronoun follows a form of the verb "be."</li> </ul>	<p>Was it they who attended the meeting?            It is I who requested the report.</p>



<b>Use an objective pronoun when...</b>	<b>Examples...</b>
<ul style="list-style-type: none"><li>the pronoun is used as the object of the verb.</li></ul>	The committee is recommending me. The union e-mailed Jean and me. The new regulations affected them. The form is long. Customers dislike it.
<ul style="list-style-type: none"><li>the pronoun follows and is the object of a preposition.</li></ul>	The team brainstormed with Tom and me. The manager depended on Glenna and him. On account of her, we delayed the meeting.

### **Section Three: Review**

**Instructions:** Rewrite any of the following sentences that have incorrect pronouns.

1. Her and me are going to the conference.
2. On behalf of my colleague and I, thank you.
3. The equipment failed for both the experienced operator and me.
4. The proposed project schedule depended on Gabriella and she.
5. They have chosen she, he and I as the project team.

### Section Three: Answer Key

**Instructions:** Below you will find corrected versions of sentences 1, 2, 4 and 5.

- |   |   |   |
|---|---|---|
| 1. Her and me are going to the conference.                        | ⇒ | 1. She and I are going to the conference.                       |
| 2. On behalf of my colleague and I, thank you.                    | ⇒ | 2. On behalf of my colleague and me, thank you.                 |
| 3. The equipment failed for both the experienced operator and me. | ⇒ | 3. Correct as is.   |
| 4. The proposed project schedule depended on Gabriella and she.   | ⇒ | 4. The proposed project schedule depended on Gabriella and her. |
| 5. They have chosen she, he and I as the project team.            | ⇒ | 5. They have chosen her, him and me as the project team.        |

## Section Four: I'm so confused! Which word do I use?

In this section you will learn about words that are commonly misused. Let's try to minimize the confusion, so you can get your message across clearly to your reader.

### Assure/Ensure/Insure

All three words mean "to make sure or certain, or to guarantee..."	Examples...
Use assure: <ul style="list-style-type: none"><li>• when you refer to people.</li></ul>	I will assure the client that the supplies will be shipped on time.
Use ensure: <ul style="list-style-type: none"><li>• when you want to guarantee something happens.</li></ul>	I will ensure (guarantee) the supplies are shipped on time by packing the boxes today.
Use insure: <ul style="list-style-type: none"><li>• when you want to protect something (usually financial).</li></ul>	Savings bonds will insure (protect) you from income loss in your retirement.

## Principal/Principle

<b>One word can be a noun <i>or</i> an adjective; the other only a noun...</b>	<b>Examples...</b>
Use principal: <ul style="list-style-type: none"> <li>• as a noun when you mean a person.</li> <li>• as an adjective when you mean main or chief.</li> </ul>	The principal of the school attended the meeting. Frank and Angelica are the principal shareholders.
Use principle: <ul style="list-style-type: none"> <li>• when you mean belief, moral standard or a governing law.</li> </ul>	We applied the principles of combustion when we designed the boiler. If they had principles, they would not have sold damaged product.

## Fewer/Less

<b>Both are comparative forms of words...</b>	<b>Examples...</b>
Use fewer (comparative of few): <ul style="list-style-type: none"> <li>• when you want to refer to items you can count.</li> </ul>	We needed fewer bolts to secure the new safety handles. We hired fewer operators during the shutdown this year.
Use less (comparative of little): <ul style="list-style-type: none"> <li>• when you want to refer to mass items that you cannot count.</li> </ul>	We needed less cement to secure new safety handles. We spent less time completing the shutdown this year.



## Affect/Effect

One word is a verb and the other is a noun...	Examples...
Use affect (verb): <ul style="list-style-type: none"> <li>when you mean to produce a change or influence something .</li> </ul>	When you came in late, you affected our chances to win the proposal. Extreme temperatures affect the quality of the drug.
Use effect (noun): <ul style="list-style-type: none"> <li>when you want to refer to a result or consequence.</li> </ul>	What effect do extreme temperatures have on the quality of the drug? The manager analyzed the effects of the training.

## Complement/Compliment

Both words are positive...	Examples...
Use complement: <ul style="list-style-type: none"> <li>when you want to complete or supplement something.</li> </ul>	The feedback you provided complements our experiences with the supplier. You complement the team by providing subject-matter expertise.
Use compliment: <ul style="list-style-type: none"> <li>when you want to express praise or flatter someone.</li> </ul>	Human Resources passed on a compliment from the line manager who had attended your presentation. Please compliment Hannah on her ability to overcome objections.

## Its/It's

One word is a contraction and the other is a possessive pronoun...	Examples...
<p>Use its:</p> <ul style="list-style-type: none"> <li>when you want to show ownership or possession.</li> </ul>	<p>The control panel is malfunctioning again. Its warning light continues to flash.</p> <p>The crane caused an accident because its signal light was not working.</p>
<p>Use it's:</p> <ul style="list-style-type: none"> <li>when you mean "it is."</li> </ul>	<p>It's going to be a long day.</p> <p>It's imperative we win the bid.</p>

### TIP

*Spelling is either its, or it's as shown above - never its'. And remember, only use an apostrophe when you mean "it is." It's that simple.*



**There/Their/They're**

<b>An adverb, a possessive pronoun and a contraction that all sound the same...</b>	<b>Examples...</b>
Use there (adverb): <ul style="list-style-type: none"> <li>when you mean “at that place.”</li> </ul>	I left the wrench there on the workbench. I left the ratchet set over there.
Use their (possessive pronoun): <ul style="list-style-type: none"> <li>when you want to show possession.</li> </ul>	Their wrench is in the toolbox. I asked them for their opinion.
Use they're (contraction): <ul style="list-style-type: none"> <li>when you mean “they are.”</li> </ul>	They're going to validate the protocol this week. If you need the printers, they're ready.

**TIP**

To help ensure you use these confusing words properly, here are three strategies:

1. Use a different word if you can.
2. Use a dictionary, thesaurus or other reference to look up the word.
3. Learn/memorize the differences between the words that always confuse you.

**Section Four: Review**

**Instructions:** Below you will find six pairs of sentences. Place an “x” in the box beside the sentence in each pair that you feel is correct.

- |  |  |
|--|--|
| <input type="checkbox"/> 1a) The project team will be <i>effected</i> by the Manager’s decision to retire.   | <input type="checkbox"/> 1b) The project team will be <i>affected</i> by the Manager’s decision to retire.   |
| <input type="checkbox"/> 2a) Car companies are making <i>fewer</i> and <i>fewer</i> V8 engines in order to conserve fuel.                                  | <input type="checkbox"/> 2b) Car companies are making <i>less</i> and <i>less</i> V8 engines in order to conserve fuel.                                    |
| <input type="checkbox"/> 3a) The upset customer felt he deserved free car mats on <i>principle</i> because he waited an extra week to receive his new car. | <input type="checkbox"/> 3b) The upset customer felt he deserved free car mats on <i>principal</i> because he waited an extra week to receive his new car. |
| <input type="checkbox"/> 4a) The training workshop she chose was a nice <i>complement</i> to the company’s overall training plan.                          | <input type="checkbox"/> 4b) The training workshop she chose was a nice <i>compliment</i> to the company’s overall training plan.                          |
| <input type="checkbox"/> 5a) The physician <i>ensured</i> his patient that the diagnosis was correct.  | <input type="checkbox"/> 5b) The physician <i>assured</i> his patient that the diagnosis was correct.  |
| <input type="checkbox"/> 6a) <i>Its</i> time to rewrite the job aid. <i>It’s</i> references are outdated.  | <input type="checkbox"/> 6b) <i>It’s</i> time to rewrite the job aid. <i>Its</i> references are outdated.  |

### Section Four: Answer Key

**Instructions:** Below you will find an  beside the correct sentence in each pair.

- |   |  |
|---|--|
| <input type="checkbox"/> 1a) The project team will be <i>effected</i> by the Manager's decision to retire.  | <input checked="" type="checkbox"/> 1b) The project team will be <i>affected</i> by the Manager's decision to retire.                                      |
| <input checked="" type="checkbox"/> 2a) Car companies are making <i>fewer</i> and <i>fewer</i> V8 engines in order to conserve fuel.                                  | <input type="checkbox"/> 2b) Car companies are making <i>less</i> and <i>less</i> V8 engines in order to conserve fuel.                                    |
| <input checked="" type="checkbox"/> 3a) The upset customer felt he deserved free car mats on <i>principle</i> because he waited an extra week to receive his new car. | <input type="checkbox"/> 3b) The upset customer felt he deserved free car mats on <i>principal</i> because he waited an extra week to receive his new car. |
| <input checked="" type="checkbox"/> 4a) The training workshop she chose was a nice <i>complement</i> to the company's overall training plan.                          | <input type="checkbox"/> 4b) The training workshop she chose was a nice <i>compliment</i> to the company's overall training plan.                          |
| <input type="checkbox"/> 5a) The physician <i>ensured</i> his patient that the diagnosis was correct.   | <input checked="" type="checkbox"/> 5b) The physician <i>assured</i> his patient that the diagnosis was correct.   |
| <input type="checkbox"/> 6a) <i>Its</i> time to rewrite the job aid. <i>It's</i> references are outdated.   | <input checked="" type="checkbox"/> 6b) <i>It's</i> time to rewrite the job aid. <i>Its</i> references are outdated.                                       |

## Section Five: Use adjectives and adverbs to add details!

In this section you will learn to use adjectives and adverbs to add descriptive details that your reader needs to understand your message.

### Adjectives

Use an adjective to...	Examples...
1. describe a noun.	<p>Here is the <b>new steel</b> door. It is stronger than the <b>old wood</b> door.</p> <p>The auditor wrote a <b>good</b> report.</p> <p>The <b>cautious</b> technician documented each detail.</p> <p>You will receive <b>pink</b> copies of the <b>initial</b> agreement that outlines the <b>current</b> terms of your mortgage.</p>
2. provide a detail about a noun or pronoun that completes a linking verb (be, seem, appear, smell, taste, feel, sound, look).	<p>Here is the new steel door. It is <b>stronger</b> than the old wood door.</p> <p>The report looks <b>good</b>.</p> <p>The technician was <b>cautious</b> about documenting each detail.</p> <p>He is the <b>most competitive</b>.</p>
3. define what kind, which one, or how many people or things you are writing about.	<p>I made <b>three</b> recommendations.</p> <p>You will need to respond to <b>one major</b> objection.</p> <p>Focus on the <b>second</b> bullet point.</p>

### TIP

When comparing two or more people or things, use the comparative form of the adjective (e.g. stronger, more competitive). When comparing more than two people or things, use the superlative form of the adjective (e.g. strongest, most competitive).

Adjectives typically precede nouns but follow verbs.



## Adverbs

Use an adverb to...	Examples...
1. describe the extent of an action (verb)	<p>The high fever was <b>clearly</b> lacking in the primary test group.</p> <p>He was <b>obviously</b> the subject-matter expert.</p> <p>The physician <b>seriously</b> studied the x-rays.</p> <p>The engineer <b>completely</b> rejected the manager's theory.</p>
2. answer how, where or when about an action (verb)	<p>The temperature dropped <b>more quickly</b> than anticipated.</p> <p>He parked the forklift <b>close</b> to the skid.</p> <p>They <b>never</b> appeared at the meeting.</p> <p>The auditor writes <b>well</b>.</p>

### TIP

"ONLY" is an adverb that we often misplace. You need to keep it as close as possible to the word it is modifying. For example, say: "The auditors examined only two branches." Do not say: "The auditors only examined two branches."

When comparing two actions, use the comparative form of the adverb (e.g. faster, more successfully). When comparing more than two actions, use the superlative form of the adverb (e.g. fastest, most successfully).

**Section Five: Review**

**Task A**

**Instructions:** Below you will find three versions of a sentence. In each sentence the word “only” is positioned differently. Place a checkmark beside the version that means the latest report does not include any recommendations that are not cost-effective.

- \_\_\_\_\_ The latest report only recommended cost-effective solutions.
- \_\_\_\_\_ Only the latest report recommended cost-effective solutions.
- \_\_\_\_\_ The latest report recommended only cost-effective solutions.

**Task B**

**Instructions:** On the left below are some sentences that are missing an adjective or an adverb. Draw a line to connect the most appropriate adjective or adverb from the list on the right.

Sentence	Adjective/Adverb
The technician _____ placed the probes.	confident
The _____ technician placed the probes.	more confidently
The technician placed the probes _____ than her supervisor.	confidently
The experienced technician placed the probes _____.	confident
The technician is _____ when placing the probes.	most confidently

### Section Five: Answer Key

#### Task A

**Instructions:** Below you will find three versions of a sentence. In each sentence the word “only” is positioned differently. The checkmark indicates the version that means the latest report does not include any recommendations that are not cost-effective.

- The latest report only recommended cost-effective solutions.  
*(Means the report did nothing but recommend the solutions.)*
- Only the latest report recommended cost-effective solutions.  
*(Means that no previous report recommended cost-effective solutions.)*
- The latest report recommended only cost-effective solutions.

#### Task B

**Instructions:** On the left below are some sentences that are missing an adjective or an adverb. The lines connect the most appropriate adjective or adverb from the list on the right.

Sentence	Adjective/Adverb
The technician _____ placed the probes.	confident
The _____ technician placed the probes.	more confidently
The technician placed the probes _____ than her supervisor.	confidently
The experienced technician placed the probes _____.	confident
The technician is _____ when placing the probes.	most confidently

## Grammar Exercise

**Instructions:** Circle and correct any grammar errors you see in the following e-mail. Check your responses with the Answer Key that follows to help you score your results.

SUBJECT: Getting your scangear XX-Y to work

Date:

To: **csmith@office.com**

From: **miright@product.com**

The organization and me are sorry your having difficulty getting your scangear XX-Y to work proper. Because we realize how frustrating new equipment can be we would like to offer these suggestions to help you get your scanner to work.

There is two conditions you should check first. They are:

1. Unlock the scanner if its locked. You will find it's lock switch at the back and you will find directions in your owners manual.
2. If you are using a USB expansion card you will have to remove it. The scanner will not work with this card. If you are unsure call your computer manufacturer they will be able to tell you if you have the card and assure you remove it correctly. Connect the scanner direct to the back of your PC. If it's connected through a USB hub disconnect from the hub and create a direct connection to your PC.

Second, if you have met all the above conditions and the scanner still doesnt work, we suggest you uninstall and reinstall the drivers. You needs to remove all traces of the drivers and you will find a utility called "XXXdrv.exe" in the self-help section of our web site at **www.ourproduct.com**. Their you will find the following steps to access the utility:

1. Enter the web site at <http://www.driver.ca> .
2. Click on "English."
3. Click on "Customer Support."



4. Select your products' model number
5. Select the "Self Help" link.
6. Select the XXXdrv.exe and follow the instructions. There on the screen.

Third, if your scanner still refuses to work, we suggest you test it on another computer if you can. Then you will know if the scanner is not working or if it is not only working with your computer. If the scanner works with another computer, we suggest you contact you're computer manufacturer for further instructions.

The scangear XX-Y is a good product and we want to insure you enjoy it. Please e-mail us again if you are still having difficulty if you have further questions or if you want information about other compatibly products. You will always get a quicker response from one of my colleagues or I.

Good luck

## Grammar Exercise: Answer Key

**Instructions:** We noted 25 opportunities to improve the grammar in this e-mail. Please see our grammar corrections underlined below.

SUBJECT: Getting your scangear XX-Y to work

Date:

To: **csmith@office.com**

From: **miright@product.com**

The organization and I are sorry you're having difficulty getting your scangear XX-Y to work properly. Because we realize how frustrating new equipment can be, we would like to offer these suggestions to help you get your scanner to work.

There are two conditions you should check first. They are:

1. Unlock the scanner if it's locked. You will find its lock switch at the back and you will find directions in your owner's manual.
2. If you are using a USB expansion card you will have to remove it. The scanner will not work with this card. If you are unsure, call your computer manufacturer; they will be able to tell you if you have the card and ensure you remove it correctly. Connect the scanner directly to the back of your PC. If it's connected through a USB hub, disconnect from the hub and create a direct connection to your PC.

Second, if you have met all the above conditions and the scanner still doesn't work, we suggest you uninstall and reinstall the drivers. You need to remove all traces of the drivers and you will find a utility called "XXXdrv.exe" in the self-help section of our web site at **www.ourproduct.com**. There you will find the following steps to access the utility:

1. Enter the web site at <http://www.driver.ca> .
2. Click on "English."
3. Click on "Customer Support."



4. Select your **product's** model number
5. Select the "Self Help" link.
6. Select the XXXdrv.exe and follow the instructions. **They're** on the screen.

Third, if your scanner still refuses to work, we suggest you test it on another computer if you can. Then you will know if the scanner is not working or if it is not working **only** with your computer. If the scanner works with another computer, we suggest you contact **your** computer manufacturer for further instructions.

The scangear XX-Y is a good product and we want to **ensure** you enjoy it. Please e-mail us again if you are still having difficulty, if you have further questions or if you want information about other **compatible** products. You will always get a **quick** response from one of my colleagues or **me**.

Good luck

**Check your score on the next page.**

## What's Your Score?

Score one mark for each grammar error you correctly identified and changed. Of the 25 possibilities underlined in the Answer Key, how many did you identify correctly? \_\_\_\_\_

## What your score means

- 20 to 25** If you scored between 20 and 25, congratulations! You have a good working knowledge of grammar and punctuation.
- 10 to 19** If you scored between 10 and 19, we suggest that you would benefit from some self-study to polish your grammar skills. Consult the resources below.
- Below 10** If you scored below 10, we strongly recommend that you consider using some additional resources to improve your grammar skills. You may work independently on improving these skills. If you have not already reviewed the five sections in this grammar review, you can start there. Also, consult the resource list below, especially *Grammar for Grownups*, for some good grammar exercises and tips.

## Grammar Resources

As language continues to evolve, grammar changes at a much slower pace. Below you will find some reliable grammar resources.

### Books

Straus, Jane. The Blue Book of Grammar & Punctuation Today. Josey-Bass, ISBN 978-0-470-22268-3

Burchfield, R.W., ed., The New Fowler's Modern English Usage. Oxford: Clarendon Press, 1996, ISBN 0-198691262.

Chan, Janis Fisher, and Diane Lutovich. Grammar for Grownups: A Self-Paced Training Program. San Anselmo, CA: Advanced Communication Designs, Inc., 1992, ISBN 0-963745514.

Truss, Lynne. Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation. Great Britain, 2003, ISBN 1592400876

### Websites

Grammar Book, [www.grammarbook.com](http://www.grammarbook.com)

Gandy Associates, English as a Second Language (ESL) experts, [www.gandy.ca](http://www.gandy.ca)

© **Copyright, Wavelength Ltd., 2013**

All rights reserved. This guide is intended for the personal use of those who attend a Wavelength Ltd. workshop, and no part of it may be reproduced in any form without written permission from the copyright holder.

**Published by**  
Wavelength Ltd.

Web site: [www.wavelength.training](http://www.wavelength.training)

Printed in Canada