

**ENC0027 “Cheat Sheet” for
Grammar, Spelling, and Punctuation**

I. Parts of Speech

Part of Speech	Use	Examples
article	Define a noun as specific or unspecific	a, an (indefinite) the (definite)
noun	A person place or thing; proper (specific names of things) and common (everyday objects and things)	Proper: <i>Valencia, Robert, Orlando, Toshiba</i> Common: <i>school, man, city, laptop</i>
pronoun	A word that replaces a noun or refers to another pronoun in the sentence; (singular and plural pronouns)	Singular: <i>I, me, you, it, he, she</i> Plural: <i>we, us, you, them, they</i> Reflexive: <i>myself, ourselves, yourself, yourselves, him/her/itself, themselves</i> <i>who, who, that</i>
preposition	A word governing, and usually preceding, a noun or pronoun and expressing a place or time.	<i>on, before, after, under, over, while, behind</i>
verb	An action; past, present, or future tense.	<i>run, walk, jump, eat, ran, walked, jumped, ate will run, will eat, ...</i>
adverb	A word that modifies an adjective, verb, or other adverb, expressing a relation of place, time, circumstance, manner, cause, or degree.	<i>here, now, quickly, because, completely</i>
adjective	A word that modifies a noun or pronoun and names an attribute of that noun or pronoun.	<i>pretty, creative, intelligent, smart, joyful, sweet, unique, original</i>
conjunction	A word that connects independent clauses or connects an independent clause to a phrase or dependent clause.	<i>and, but, or, for, yet, so, nor</i>
interjection	An abrupt remark, made especially as an aside or interruption (not commonly used in formal writing.)	<i>Wow! Ouch! Incredible!</i>

II. Commonly Confused / Misspelled Words

Contraction (2 words connected by an apostrophe)	Possessive Pronouns	Other
they're (they + are)	their	there (adverb, noun, pronoun, interjection, adjective)
you're (you + are)	your	-
who's (who + is)	whose	-
it's (it + is)	its	-

Adjective	Adverb
good	well
real	really
bad	badly / poorly
quick / fast	quickly
slow	slowly

Word	Part of Speech	Use
who	pronoun	Used when the <i>subject</i> of the sentence: "Who is it?"
whom	pronoun	Used when the <i>object</i> of a verb or preposition: "I am speaking to whom?"
lie	verb (pres. tense)	To remain, or to be kept in a horizontal position: "The man tells her to lie down."
lay	verb (pres. and past tense)	To put something down (pres.): "Go lay that notebook on the table." Past tense of <i>lie</i> ; to have lied down: "Henry chose to lay down."
raise	verb (pres. tense)	To lift something (an object) to a higher position or level: "Raise that sign."
rise	verb (pres. tense)	To get up from lying, sitting, or kneeling: "Rise to your feet."
off	preposition, adverb, adjective	- Moving away and often down from: "He rolled off the bed." - Being at a distance or removed: "The man ran off." or "He took off his coat." - Feeling ill or inadequate: "He felt a bit off about the event."
of	preposition	Expressing the relationship between a part and the whole: "The sleeve of his coat."
affect	verb (pres. tense)	To make a difference to; to impact: "You have affected my decision."
effect	noun	A change that is a result or consequence of an action: "This is a direct effect from your actions."
accept	verb (pres. tense)	To consent to receive something: "I accept your apology."
except	preposition, conjunction	- Not including; other than: "I wore everything except for my coat." - Used before a statement that forms an exception to one just made: "I paid, except I used coins instead of cash."
loose	adjective, verb (pres. tense)	- Not firmly fixed in place: "The screw on the door was loose." To set free, release: "To loose your anger upon others will cause harm."
lose	verb (pres. tense)	To become unable to find: "I lose my car keys every time I put them down."
choose	verb (pres. tense)	To pick out or select something: "I choose vanilla ice cream every time."
chose	verb (past tense)	(past tense of <i>choose</i>): "I chose...poorly."
then	adverb	Used to indicate time; next, afterward: "She won, and then she celebrated."
than	conjunction	Used when comparing adjectives and adverbs: "She is taller than I am."

III. Punctuation

Mark	Symbol	Use	Example
period	.	To end a sentence; a full stop.	I am hungry.
comma	,	a) To separate independent clauses when they are joined by a coordinating conjunction. b) To use after an introductory clause or phrase c) To use separate three or more words in a series. d) To set off clauses or phrases that interrupt the sentence.	a) I am hungry, and I am thirsty. b) Before I eat, I'd like to wash my hands. c) I like potatoes, eggs, and cheese. d) My favorite dish, ratatouille, is French.
semicolon	;	To separate independent clauses when no coordinating conjunction is used.	I enjoy cooking dinner; I also like making dessert.
colon	:	To set off a final phrase or clause that illustrates the preceding thought; can only be used after an independent clause.	They say love is a mystery: elusive, destructive, and majestic.
apostrophe	'	a) To create a contraction. b) To make a possessive noun.	a) It's been a cold winter. b) That coat is Sherrie's.
exclamation point	!	To express intense emotion in a sentence.	This chicken is disgusting!
question mark	?	To express a question.	Have you tried our specialty dishes?
quotation marks	“ ”	To show a direct quote from another person or source.	Henry said, “I hate this restaurant.”
parentheses	()	a) To set off a small thought within a sentence. b) To add an afterthought outside the sentence.	a) Chris is a great student (and a great brother). b) The president died January 1 st of 1963. (Although some speculate that he died the night before, December 31 st .)