Basic Parts of Speech

 Noun, pronoun [antecedent], verb [gerund, infinitive], adjective, adverb, preposition

Basic essay structure – 5 part based on 3 – 3 magic number (assertion, evidence, importance)

Harvard Outline structure to prewrite/organize essay

Subjects, verbs, objects

Phrases

Clauses – Dependent, Independent (important for commas and sentence structure)

 Avoid Sentence fragments, comma splices, and run ons (and fused sentences)

Comma Use – 8 basic rules….3-4 major ones

Subject/Verb Agreement

Scream List for style and Grammar:

 1. No first or second person language (I, you, we, us, our, etc).

2. No contractions

3. No sentence fragments

4. No rhetorical questions

5. Avoid the vague “this” / put a noun after vague words to anchor them

6. Use transitional expressions to make your writing clearer to your audience and show logical

progression of thoughts.

7. No Clichés (avoid overused, semi-vague, hollow, generic phrases).

Basic MLA paper formatting:

 1” margins all around, name and page number, header on first page

How to write numbers in formal writing

Parallel Structure

Using Formal Words

Misplaced Modifiers

Capitalization

Use of numbers