

*Welcome to*

# Grammar

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# Analyst Training

# **Grammar**

1. Review of Common Errors
2. Frequently Misused Words
3. Subject-Verb Agreement
4. Pronouns
5. Modifiers
6. Sentence Construction
7. Punctuation

# Choose the correct word

1. (Regardless, irregardless) of what you say, I am correct.
2. The boy went home and (lay, laid) down.
3. What is the (capital, capitol) of Alaska?
4. I think it is (all right, alright) to begin now.
5. He (implied, inferred) that he passed the test because he had completed the OSA class.

6. He can throw a ball (further, farther) than anyone else.
7. I ordered new (stationery, stationary).
8. The store lost (its, it's) lease so (its, it's) holding a big sale.
9. The value of houses and apartments (has, have) increased.
10. The president, as well as the senators, (is, are) here.

11. Everyone here (is, are) a good student.
12. Neither (was, were) correct.
13. Nobody brought (his, her, their) lunch.
14. Please keep this between you and (me, I).
15. Mary is a better player than (I, me).

16. (Who, whom) did you call?

17. (Who, whom) is calling?

18. They gave the assignment  
to Joe and (me, myself).

# Rewrite for clarity

19. A large piano was purchased by a woman with three legs.

20. I saw you shoveling snow through my window.

21. We rented a house for a family of four with a yard.

22. Let's get hot dogs at the ball game for lunch.

23. Mark enjoys his work as a contractor and going to ball games.

24. Poor writing costs money, wastes time and customers feel alienated.

25. Drain the apples, boiling the juice, and you should store the syrup in a cool place.



# Correct the punctuation

26. Math English and history  
were my favorite subjects.
27. After studying for several  
weeks I faced the exam  
with confidence.
28. Avoid commas, that are  
unnecessary
29. It may rain today take  
your raincoat.
30. Let's have hamburgers  
I'm tired of hot dogs.

Dear Ms. Spool,

My writing experience is extensive. I am currently employ as a P.A.A. II with the Department of Transportation. My past work experience include business and report writing and editing. At my current employer, I draft technical descriptions of engineering services for the agencies' website, and maintain any and all new hire documentation such as the employee handbook.

Additionally, I edit manuscripts for an online e-book publishing company specifically I edit for overall flow content grammar and spelling. I have regular interaction with authors and the publisher in my editing role.

I am applying for the Technical Writer position advertised in the May 2014, New York Times. My relevant experience is diverse and establish me as a first-class candidate for this opportunity.

I am available for an interview scheduled at your convenience. I may be reached at the telephone number above. Thank you for your consideration.

Sincerely,  
Bob Blank

# Clauses

Clauses contain a subject  
and a verb.

**Independent clauses** can stand  
alone:

*I enjoy ball games in the summer.*

**Dependent clauses** cannot stand  
alone:

*I won't go on vacation in June  
because I am taking an exam.*

# Conjunctions

Conjunctions connect words,  
phrases or clauses.

**and**

**as**

**because**

**but**

**since**

**when**

**why**

**while**

# Prepositions

Prepositions show the relationship between a noun or pronoun and other words in a sentence.

**at**

**between**

**by**

**for**

**of**

**on**

**through**

**with**

# Gerunds

Gerunds end in “ing”  
and function as nouns:

Smoking is bad for your health  
*(gerund as subject)*

A popular hobby in England is hiking.  
*(gerund as complement)*

I dislike shopping.  
*(gerund as object)*

# Pronouns

Pronouns are used in place of nouns.  
They are found in these cases:

**Nominative**

**Objective**

**Possessive**



# Nominative Case

Pronouns used as the  
subject of a sentence

**I**

**you**

**he**

**she**

**it**

**we**

**you**

**they**

**who**

# Objective Case

Pronouns used as the object of  
the verb or preposition

**me**

**you**

**him**

**her**

**it**

**us**

**you**

**them**

**whom**

# Possessive Case

Pronouns that show possession

**my**

**mine**

**your**

**yours**

**his**

**her**

**hers**

**its**

**our**

**ours**

**their**

**theirs**