

*Welcome to*

**Grammar**

**O  
S  
A**



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) he passed the test because he 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).**
- 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 at the lunch stand.**
- 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.**

**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.**

# Prepositions

Introduce phrases

at

between

by

for

in

of

on

through

with

# Conjunctions

## Introduce clauses

and

as

because

but

since

when

who

why

while

# Gerunds

Are nouns made from a verb by adding “-ing.”

Smoking is bad for your health.

*(gerund as subject)*

A popular hobby in England is stamp-collecting.

*(gerund as complement)*

I dislike shopping.

*(gerund as object)*



# Pronouns

They are found in all three cases

**Nominative**

**Objective**

**Possessive**

# Nominative Case

## Subject

I

You

He

She

It

We

You

They

who

# Objective Case

Object of the verb or preposition

Me

You

Him

Her

It

Us

You

Them

Whom

# Possessive Case

## Shows Possession

My

Mine

Your

Yours

His

Her

Hers

Its

Our

Ours

Their

Theirs

## Using Quotes

**“The only thing we have to fear is fear itself.”**

**Roosevelt said, “The only thing we have to fear is fear itself.”**

**In FDR’s inaugural address he announced:  
“The only thing we have to fear is fear itself.”**

# Using Quotes

The student wrote that  
World War II “finally  
ended in 1950” !

He announced, “The end of  
the Pledge Allegiance reads  
‘freedom and justice for all.’ ”

**Ellipses**

**or**


**dot, dot, dot**

**I pledge allegiance  
to the flag of the  
United States of  
America and to the  
republic for which it  
stands, one  
nation...indivisible  
with liberty and  
justice for all.**

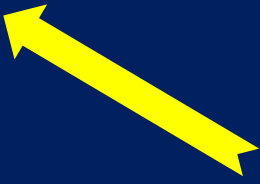
# Ellipses

or

dot, dot, dot, dot --sorta



“[W]e...highly resolve  
that these dead shall  
not have died in vain—  
that this nation, under  
God, shall have a new  
birth of freedom...”



The last dot is the period.



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 agencys' 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 Techncial Writer position advertised in the May 2014, New York Times. My relevent 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 consiedration.

Sincerely, Bob Blank