

# Grammar and Punctuation

## 1. GRAMMAR: a set of rules governing the composition of words, phrases, and clauses in any given language

### concrete language vs. vague language

concrete states the facts without leaving the reader with questions

vague raises questions

### active voice vs. passive voice

in active voice the subject performs the action

in passive voice the subject receives the action

### sentence fragments vs. run-on sentences

if only a phrase or dependent clause is present and an independent clause is missing, the result is a sentence fragment

a run-on sentence exists when two or more independent clauses or sentences are joined without the use of a conjunction

### word order

when starting a sentence with an incomplete phrase or clause, it must be followed as closely as possible by the person or thing it describes

participles (adding -ing to a word) can be used as nouns, adjectives, or adverbs; if used at the beginning of a sentence, it MUST be immediately followed by the actor

### modifiers

descriptive words

place them as close as is practical to the word/phrase they describe