

Shertzer:
The Elements of Grammar

Sarah Augusta

ing Company, a

may be reproduced
electronic or
writing, or by any
without permission

Data

Contents

CHAPTER ONE

Recognizing Good Grammar 1

CHAPTER TWO

Some Grammatical Terms 4

The Parts of a Sentence, 6

CHAPTER THREE

Points of Grammar 8

Formation of Noun Plurals, 8 Pronouns, 14
Verbs, 22 Adjectives and Adverbs, 35
Prepositions, 41 Conjunctions, 44 Subordinate
Clauses, 46

CHAPTER FOUR

Capitalization 48

CHAPTER FIVE

Punctuation 75

The Period, 75 The Comma, 79
The Semicolon, 88 The Colon, 92
The Question Mark, 94 The Exclamation Point,
96 The Apostrophe, 96 Quotation Marks, 100
The Dash, 104 Parentheses, 105 Brackets,
108 Ellipsis Dots, 108 Hyphenation and
Compounds, 109 Guide to Compounding, 114
Division of Words, 116 Use of Italics, 118

CHAPTER SIX

Expressing Numbers 124

CHAPTER SEVEN

Spelling and Choosing Words 132

Rules for Spelling, 133 Final Consonants, 113
Using the Dictionary, 139 Choosing the
Correct Word, 141 Words Often Confused,
141 Foreign Words and Phrases, 151
Pronunciation, 157

CHAPTER EIGHT

Signs and Symbols 158

Sources Consulted 160

Index 161

Eler