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## BACK TO BASICS - GRAMMAR GUIDE

Grammar rule	Examples
<b>Nouns:</b> Names a person, thing, idea, action or quality.	House, Sarah, pen, decision, summer
<b>Adjectives:</b> These are describing words. Describes either a noun or a pronoun.	Tall, long, green, heavy
<b>Verbs:</b> These are doing words. Expresses an action or state of being.	Run, go, walk, help, write, dance, eat
<b>Pronouns:</b> Stands in place of a noun to avoid repeating it.	He, him, it, they, them, you, anyone, who, whom
<b>Prepositions:</b> Introduces a phrase and is followed by a noun or a pronoun.  Rule: Try not to end a sentence with a preposition.  Certain words are linked to set prepositions.	On, by, over, between, to  Accompanied by, agree with (a person), agree to (a proposal or plan), answer to (a person), answer for (actions), anxious about, compare to (liken), compare with (contrast), different from, comply with (a request), similar to.

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<p><b>Conjunctions:</b></p> <p>Joins or shows a relationship between words, phrases and clauses.</p>	<p>And, but, or, although</p>
<p><b>Subject and verb agreement:</b></p> <p>A verb must agree with its subject.</p> <p>A singular subject needs a singular verb.</p> <p>A plural subject needs a plural verb.</p> <p>Sometimes it's difficult to decide whether the subject is singular or plural.</p> <p><b>The rules:</b></p> <ol style="list-style-type: none"> <li>1. Singular subjects joined by 'and' require a plural verb</li> <li>2. Singular subjects joined by 'or' require a singular verb.</li> <li>3. Plural subjects joined by 'and' require a plural verb.</li> <li>4. The opposite expressions are singular and require singular verbs.</li> <li>5. Company names are singular so should be followed by a singular verb.</li> <li>6. Collective nouns are words that imply more than one person but are considered singular and take a singular verb, such as: group, team, committee and family.</li> </ol>	<p>My favourite drinks are beer and wine. My favourite food is pizza.</p> <p>The car was amazing.</p> <p>The cars were clean.</p> <p>Sarah and Nicola <b>are</b> hard working.</p> <p>Sarah or Nicola <b>is</b> going to attend the meeting.</p> <p>Clothes and shoes <b>are</b> on sale.</p> <p>Each, either, anyone, none, everybody, no one. e.g. Everybody was pretty</p> <p>ReadCopy <b>has</b></p> <p>The group <b>is</b> big.</p> <p>My family <b>is</b> happy.</p>
<p><b>Numbers:</b></p> <p>Zero to ten should be written in words 11 upwards should be written in figures</p> <p>Always use words when the number comes at the beginning of a sentence</p> <p>First, second and third etc should be written and not shown as 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></p>	<p>A total of <b>eight</b> projects have been completed this month, we expect another 15 next month.</p> <p><b>Twenty-five</b> people entered the competition.</p> <p>ReadCopy came <b>first</b></p>
<p><b>Capitalisation:</b></p> <p>Names and places</p> <p>Names of products</p> <p>Titles</p> <p>Days, months and public holidays</p>	<p>Janine, Mum, Paris, Hyde Park, Middle East Rover, Getaway Breaks, Hoover Mr, Mrs, Miss Friday, October, Christmas, Ramadan</p>

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<p>Departments Nationalities and regions, languages, religions and ethnic groups</p> <p>Compass points Abbreviated motorways, road numbers, junctions</p>	<p><b>Marketing, Sales, Membership</b> <b>English, Yorkshire, Christian, Aboriginal</b></p> <p><b>North, East, South, West</b> <b>J28, M1, A27</b></p>
<p><b>Affect or effect:</b></p> <p>Affect– to influence or to produce a change.</p> <p>Effect– to bring something about.</p>	<p>The decision <b>affects</b> all subsequent operations.</p> <p>The changes will <b>effect</b> an improvement in performance.</p>
<p><b>Exclamation marks:</b></p> <p>Used to indicate that the sentence is dramatic or sensational.</p> <p>Rule: never overdo it!</p>	<p>Sales end tomorrow, buy now!</p>
<p><b>Apostrophes:</b></p> <p>Denotes possession.</p> <p>Use an apostrophe after the 's' of a plural to denote possession.</p> <p>To indicate that letters have been omitted from a word.</p> <p>Note: possessive pronouns do NOT take an apostrophe.</p>	<p>The company's policy. (it's the policy of the company)</p> <p>Managers' offices</p> <p>Don't, can't, isn't, we'll</p> <p>Ours, yours, its, theirs</p>
<p><b>Commas:</b></p> <p>Separates a list of items or details in a sentence.</p> <p>May be used in pairs to off set any information which is unessential, but which may add detail to the sentence.</p> <p>Comes between a list of two or more adjectives.</p> <p>Gives a natural pause when a passage is read.</p> <p>If there are too many commas in the sentence then generally the sentence is too long.</p>	<p>The company has offices in Milan, New York and London.</p> <p>The man, aged 65, died last year.</p> <p>She was friendly, capable and enthusiastic.</p> <p>Thank you for your time, I hope to hear from you soon.</p>

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<p><b>Semicolon:</b></p> <p>Separates phrases or lengthy items in a list.</p> <p>Links small sentences which are closely connected, where 'and' is not used.</p>	<p>We have three options: we could re-structure the management; we could merge with another company; or we could sell the company.</p> <p>The director was pleased with her performance; it surpassed all her previous efforts.</p>
<p><b>Colons:</b></p> <p>Introduces a list, which can be bulleted or not.</p> <p>Is used after a statement to introduce further information more sharply.</p> <p>Used before a complete sentence, which is in quotation marks.</p>	<p>Please send me the following items: a calendar, a diary and a dictionary.</p> <p>The director was pleased with her performance: she was promoted to the board.</p> <p>Sarah said: "We need to consider an alternative solution to a problem".</p>
<p><b>Hyphens:</b></p> <p>Place names. Hyphenate place names that are made up of more than one word</p> <p>Written numbers should be hyphenated.</p> <p>Other common words that are hyphenated.</p> <p>The following common words are not hyphenated.</p>	<p>Newcastle-upon-Tyne, Stoke-on-Trent, Stratford-upon-Avon</p> <p>Twenty-seven, thirty-two, eighty-one</p> <p>Air-conditioning, award-winning</p> <p>Thank you, en suite</p>
<p><b>Ampersands (&amp;)</b></p> <p>Joins two names when the names form the complete name of a company. If the company name is legally registered with an ampersand then it must be written like this.</p> <p>Not to be used as the short form of and.</p>	<p>Holland &amp; Barrett</p>