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Index to

SENTENCE
ESSENTIALS

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Composition," "The Stream of English Literature"

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Preface

“Index to Sentence Essentials” is designed to serve a double purpose. Its topical index—revealing at a glance the topic sought—makes reference a matter of seconds; and its material—rigidly exclusive of all but basic essentials—simplifies the work of both student and teacher. Thus the means of private study as well as of classroom teaching are provided. Whether the one or the other is undertaken, the most effective method of using the book is, first, deal with the comments and the illustrations relating to them, understanding thoroughly the grammatical or rhetorical situation involved; second, compose original comments and illustrations bearing upon the same situations; and third, adopt the usage, with the aid of the exercise sheets as a beginning.

It should be remembered that English usage is a living thing, changing with the passage of time to meet the varying demands made upon it by evolving society. We today no more speak the language of our ancestors than we think their thoughts or follow their habitual courses of action. Underlying our usage, however, is the same foundation that underlay theirs. We have not their regard for the formalities perhaps, splitting an occasional infinitive or ending a sentence with a preposition if necessary to make our thought clearer or more forceful; none the less we are just as much interested in maintaining the integrity of the language as they were. The chief difference lies in idiom, not in structure. Our subjects and predicates, like theirs, agree in person and number. Our modifiers, too, must be so placed as to prevent ambiguity. *Whom* is as difficult for us as it was for them; but we can not, therefore, disregard it. Punctuation with us is simpler, and pronunciation in many instances has shifted. Furthermore, we have thousands of words undreamed of a hundred years ago. Deep down none the less principle remains for the most part unaltered.

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HANDBOOK

Agreement

The principle of grammatical agreement specifies that predicates shall correspond with subjects and that pronouns shall correspond with antecedents in number.

1. When two or more singular substantives are joined by *and* to form a compound subject, the predicate is plural.

A drunken driver and a speeding car make a dangerous combination.

2. When both singular and plural substantives are joined by *or* or *nor* to form a subject, the predicate agrees with the substantive nearest.

The company or the men are responsible.

The members or the chairman was confused.

3. Parenthetical expressions placed between the subject and predicate have no effect upon the number of the predicate.

Our players, a team as yet undefeated, have a splendid chance to win the tournament

My grandfather, like most men of his generation, was a soldier.

4. The indefinite pronouns *each*, *each one*, *every one*, *everybody*, *anybody*, *any one*, *either*, *neither*, *no one*, and *nobody* require predicates to be singular.

Everybody present was asked to contribute.

Neither is to play next Saturday.

5. If the subject is the relative pronoun in such expressions as *one of the people who*, *one of those situations which*, *one of four men that*, the predicate is plural.

She is one of the girls who are always pleasant.

It was one of those affairs which are seldom amusing.

James will be one of the five officers that are sure of election.

6. If a collective noun is used as the subject, the number of the predicate depends upon whether the emphasis is upon the group as a unit or upon the individuals composing the group.

Agreement

The navy has distinguished itself again.
The class were at variance over the report.
Ten dollars is too much.
Four men are strong enough to move the safe.

7. When two or more substantives comprise the antecedent, the pronoun in reference is plural.

Six women, two men, and a number of children said that they would help.
Northwestern, Carnegie Tech, and Notre Dame should congratulate themselves and one another because of their excellent showing.

8. When both singular and plural substantives joined by *or* or *nor* form the antecedent, the pronoun in reference agrees with the substantive nearest.

The students or the dean must alter his views.
The president or the directors should receive the credit due them.

9. A pronoun referring to an antecedent composed of *each*, *each one*, *every*, *every one*, *everybody*, *any one*, *anybody*, *either*, *neither*, *no one*, or *nobody* is singular.

Every one has his own opinion on the subject.
Nobody like that should be permitted to have his freedom.

10. If a collective noun is the antecedent, the number of the pronoun in reference depends upon whether the emphasis is upon the group as a unit or upon the individuals composing the group.

The crew hurried to their stations.
The student body voiced its approval.
The cabinet seated themselves in order of rank.

Capitalization

1. Proper nouns and proper adjectives begin with capital letters.

Norway
English

Italian
Negro

Bible
Cape May

2. Every sentence begins with a capital letter; therefore, no sentence can begin with a number expressed in figures.

The year 1929 is usually considered disastrous.
Seven is a mystical number.

3. The initial letter of a direct quotation is capitalized.

As she turned to go, Jane remarked pleasantly enough, "Well, we had a good time in spite of the rain."

4. The first and last words, all nouns, pronouns, verbs, adjectives, and adverbs used in the titles of books, plays, magazines, works of art, musical compositions, ships, and airplanes begin with capital letters.

The Last of the Mohicans
As You Like It
Princeton Alumni Weekly
The Spirit of St. Louis

The Dying Gaul
Hark! Hark! the Lark
Of Mice and Men
The Queen Mary

5. The words designated in the foregoing are capitalized also in the names of institutions and of organizations.

The University of Chicago
Republican Party
Phi Beta Kappa

Peabody High School
Erie Railroad
Baptist Church

Society for the Prevention of Cruelty to Animals

6. Words designating institutions or organizations without naming them specifically do not begin with capital letters.

He left high school after only two years.
Nobody worked harder for the party than you.

Mood

Order

Capitalization

7. Initial letters of personal titles are capitalized only when followed by personal names.

No matter what he became, president, general, or private citizen, he was always a simple gentleman.

While abroad she was presented to King George and Queen Elizabeth although she was but the wife of an obscure professor.

8. Names of months, days of the week (but not of the centuries or the seasons), holidays, and of points of the compass designating sections of the country begin with capital letters.

In 1937 the Fourth of July came on Sunday.

Next January they expect to spend some time in the South to avoid the extreme cold of our winter.

9. Words designating family relationship begin with capital letters only when accompanying personal names, or when used in place of such names.

Today we received a letter from Father saying that Cousin Sue's mother was slowly recovering.

10. All words referring to Deity are given initial capitals.

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty.

Capitalization

Case

Case has to do with the inflectional forms assumed by nouns, pronouns, and adjectives to indicate their relationship with other words in the sentence, as that of subject, object, possessor, or attribute. There are three cases, nominative, possessive, and objective.

1. The subject of a finite verb is in the nominative case.

I should like to see the Pacific Ocean some day.

They play tennis well.

2. The subject of a relative clause, in spite of intervening expressions like *he says* or *you think* and of verbs and prepositions preceding, is in the nominative case.

Choose whoever you think is best fitted.

Demand the key of whoever unlocks the door.

Release whoever was captured.

The responsibility lies between you and whoever brings up the question.

3. The substantive complement of *to be* is in the same case as its subject—although current practice tends to support the use of "It's me."

We are they for whom you sent.

The losers were he and she.

4. Substantives designating living beings require the possessive form to indicate possession.

Ponsonby's book

horse's head

athlete's foot

Moses' laws

Mood

Order

Pronunciation

Case

5. An *of*-phrase is preferred to a substantive in the possessive case when the receiver of an action is denoted.

shooting of the archduke

capture of Hoffman

6. An *of*-phrase is preferred to a substantive in the possessive case when possession by inanimate objects is denoted—although usage has established a number of expressions like the following:

the king of England's army

week's work

the girl across the street's hat

law's delay

7. A noun or pronoun preceding a gerund is in the possessive case.

We dislike his speaking over the radio.

His father is certain of their being able to win.

8. The object of a verb or of a preposition is in the objective case.

The implication affects them as well as us.

Between you and me, the end will come soon.

9. The subject of an infinitive is in the objective case.

We knew it to be them as soon as the bell rang.

10. A substantive following *as* or *than* is in the same case as such substantive would occupy if the clause were completed.

They like me better than he [likes me].

They like me better than [they like] him.

Horne's can buy as cheaply as we [can buy].

Capitalization

Case

Coherence

Coherence in the sentence concerns the articulation of the various parts so that the thought is expressed with the utmost clarity. The more specific items are to be found under "Order" and "Reference." General matters are listed here.

1. Although omissions and ellipses sometimes make for fluency of style, every expression necessary for clearness should be included in the sentence.

He could be an expert skater if he tried [to be].

As he has done in the past, so will he [do] in the future.

I hope you will find the surroundings more suitable than I [did].

2. *That* is included after expressions of saying, feeling, and thinking unless otherwise no ambiguity arises.

WRONG. John felt the pain would be too much for her.

BETTER. John felt that the pain would be too much for her.

3. All predicates are included in a compound sentence when the various subjects differ in number or person.

Stella is a lovely girl, and her brothers are handsome.

You were not invited, nor was Raymond.

4. The proper form of *to be* is repeated when that verb appears as both principal and auxiliary in the same sentence.

The house was picturesque but was completely ruined.

They were hard hit but were none the less brave.

Platoon commanders are well trained and are to be held strictly responsible.

Mood

Order

Pronunciation

Punctuation

Coherence

5. *To* is included with each infinitive in a series of infinitive phrases unless otherwise no ambiguity arises.

In spite of Margaret's wish to charm, to captivate, and to excel, she was forced to remain obscure, to live quietly, and finally to accept defeat.

6. The preposition is included with each object in a series of prepositional phrases unless otherwise no ambiguity arises.

A call went out for chauffeurs, for mechanics, and for automobile experts of all kinds.

We learned about Napoleon, about Bismarck, and about the ex-Kaiser from reading the works of Emil Ludwig.

To the companions of my youth, to the friends of my maturity, and to the intimates of my declining years, I send my best wishes.

7. An article accompanies each noun in a series unless otherwise no ambiguity arises.

The advertisement read: "Wanted, a nurse and a cook."
He asked for the clerk, the cashier, and the teller.

8. The possessive pronoun is repeated with each substantive in a series unless otherwise no ambiguity arises.

The audience applauded her singing and her dancing.

Capitalization

Case

Coherence

Comparison

Comparison refers to the change in the form of an adjective or an adverb to show degrees of quality, quantity, or relation.

1. Adjectives and adverbs not comparable in degrees of difference are not subject to change.

Our situation was unique; nothing like it had ever before existed.
The approval of the crowd was unanimous.

2. When *than* accompanies the comparative degree, whatever is compared is excluded by *other* from the class of objects or ideas which provides the standard of comparison.

Her voice ranges higher than any other I have heard.
The Bissell house is more beautiful than any other house in the block.

3. When the superlative degree is required, whatever is compared is included in the class which provides the standard.

Dan Patch was the greatest of all harness horses.
Purdon soon became the least useful man on the team.

4. The standard of comparison is always either expressed or obviously implied.

We soon learned the higher value of liberty.
They realized then the greater profits of peace.

Mood

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Punctuation

Reference

Comparison

5. Expressions of comparison are always complete.

The works of certain contemporary artists will some day be regarded as reverently as the works of antiquity are today.

General Lee's reputation as a military strategist, although he was defeated, is as faultless as General Grant's.

Smithers' business ability is more clearly shown in selling than in anything else; Sanderson's, however, is more apparent in office management.

6. In the comparison of two objects or ideas, only the comparative degree is employed.

Given my choice between Latin and French, naturally I registered for the one I thought easier.

She is the prettier of the twins.

Ralph or Erle, which do you think is the better man?

7. So . . . as rather than as . . . as is used in comparisons negatively expressed.

I was never so good a tackle as Bill.

Pittsburgh is not now so smoky as it used to be.

8. The first element of a double comparison should always be completed before the second is introduced.

Before the trouble began, the confusion was as bad as it later became, if not worse.

Capitalization

Case

Coherence

Comparison

Co-ordination

The principle of co-ordination concerns the relationship between elements of equal grammatical rank; that is, between independent clause and independent clause, dependent clause and dependent clause, phrase and phrase, and word and word.

1. When one idea serves as a continuation of another, the two are co-ordinated by *and*.

The sky darkened and the rain fell in torrents.
When all have eaten and the table is clear, we begin.
To conquer and to subjugate became their object.
Paper and kindling were next to be found.

2. *And* and *but* are improperly employed to connect elements of unequal grammatical rank. The following sentences are incorrect.

The site is good and which I am sure you will like.
The yachts were full rigged but which were too slow.

3. Contrasting ideas are co-ordinated by *but*, or their relationship is indicated by such words as *yet* and *however*.

Napoleon's power was immense, but his weakness fatal.
They tried repeatedly; yet failure pursued them.

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Co-ordination

4. Alternate ideas are co-ordinated by *or, nor, either, neither, and else.*

He must either make restitution or suffer the consequences.
The membership disapproves, else why the disorder?
He could neither read nor write.

5. When one idea is expressed as the consequence of another, the relation is indicated by *so, hence, therefore, etc.*

The lecturer was dull; hence the audience was listless and inattentive.
Australia seemed far away; therefore we decided to stop in England.

6. Ideas presented in repetition are frequently left unconnected.

They seemed always to be late: late for school, late for dinner, late in getting up, late in going to bed.

There is no refuge in your own strength, no refuge in your associates, no refuge in the general manner of living about you—the only refuge you have lies in the power and grace of Heaven.

Capitalization

Case

Coherence

Comparison

Co-ordination

Diction

Good diction may be said, in general, to be the usage followed by educated persons.

1. Good diction requires that the words used in ordinary discourse convey the same meaning throughout the country. It avoids slang and colloquialisms like:

clever (pleasant)	grub (food)	reckon (suppose)
gadget (implement)	hefty (heavy)	spell (period)
good (well)	poke (bag)	tote (carry)

2. Good diction requires that words be used according to their traditional function: nouns as nouns, verbs as verbs, adjectives as adjectives, etc. It avoids improprieties like:

combine (noun)	fix (noun)	suicide (verb)
considerable (noun)	invite (noun)	suspicion (verb)
drunk (noun)	real (adverb)	tolerable (adverb)
film (verb)	some (adverb)	try (noun)

3. Good diction avoids unauthorized coinages from traditional words; that is, barbarisms like:

complected	jell	scrunch
enthuse	overly	tasty
flabbergast	preventative	umbrell

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Diction

4. Good diction avoids hackneyed expressions like:

abreast of the times	informed quarters
along these lines	in touch with
bite to eat	mass of humanity
breath of air	mother nature
give me a ring	these modern days

5. Good diction distinguishes carefully between words somewhat similar in form but quite different in meaning.

affect, to influence	its, possessive case
effect (n), result	it's, it is
effect (v), to accomplish	lay, transitive verb
beside, by the side of	lie, intransitive verb
besides, in addition to	less, denotes degree
	fewer, denotes number
disinterested, unbiased	raise, transitive verb
uninterested, unresponsive	rise, intransitive verb
farther, comparative distance	set, transitive verb
further, comparative degree	sit, intransitive verb

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Diction

Emphasis

Emphasis concerns the arrangement of sentence parts in such ways that the most important ideas are given the greatest prominence.

1. Important matter is emphasized by being placed at the beginning or at the end of the sentence.

"Peace," he said, "is life."

You must wait, however, for the effect.

2. Emphasis may be gained by the repetition of important words.

Robin was strong, strong in body, strong in mind, and strong with the strength of the spirit.

3. Unusual stress may be gained by reversing the natural order of the sentence.

Money they can have for the earning, but genius only as a gift from God.

Flashed all their sabers bare.

There is not, and there never can be honor in hypocrisy.

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4. Emphasis may be gained by arranging items in an order of climax.

At first we were pleased, then delighted, and finally almost overwhelmed by the warmth of our reception.

Yes, I avow the charge; I acknowledge it, I confess it, I proclaim it.

First in war, first in peace, first in the hearts of his countrymen.

5. Emphasis may be gained by giving similar form to ideas similar in effect.

On the rich and eloquent, on nobles and priests, they looked down with contempt.

They defended him when living, amid the clamors of his enemies; and praised him when dead, amid the silence of his friends.

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Errors Commonly Made

Certain errors occur frequently in popular usage. Following is a list of cautions concerning some of the most flagrant:

He don't should not be used for *he doesn't*.

In back of should not be used for *behind*.

Different than is a vulgarism for *different from*.

Due to should be used only adjectivally.

The adjective *most* should not be confused with the adverb *almost*.

Between is used in connection with two units; *among*, with more than two.

Consensus means "agreement in matters of opinion"; hence *consensus of opinion* is tautological.

Lay, *set*, and *raise* are transitive verbs and require objects.

Lie, *sit*, and *rise* are intransitive verbs and do not require objects.

Leave me go is a vulgarism for *let me go*.

Would of is a vulgarism for *would have*.

Hadn't of is a vulgarism for *hadn't*.

These kind and *those sort* should not be used for *this kind* and *this sort*.

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Unity

Errors

Like, when not a verb, is a preposition and requires an object; it should not introduce a clause. *As* and *as if* are expressions with which *like* is often confused.

Sure is an adjective. The adverb *surely* is the word which denotes polite acquiescence.

The reason is because is illogical; use *the reason is that*.

Mutual does not mean "held in common." The correct word is *common*.

I feel badly is illogical for *I feel bad*.

Gotten is almost an archaic usage; *got* is preferable.

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Errors Commonly Made

Manuscript

1. White paper, 8½ by 11 inches is preferred.
2. Blue or black ink or a black typewriter ribbon is preferred.
3. The first line of a paragraph is indented at least half an inch.
4. A margin of at least one inch is maintained at the right, at the left, and at the bottom of the page.
5. The pages are numbered in the upper right-hand corner with Arabic numerals.
6. Omissions are indicated by a line drawn through the matter to be omitted—not by inclosing it in parentheses.
7. Manuscript is left flat, or folded once.

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Voice

Voice is the distinction in the form of the verb that indicates the subject as acting or as being acted upon.

1. The active voice is usually preferred when specific action is implied.

FAULTY. The concert was enjoyed by us.

IMPROVED. We enjoyed the concert.

PERMISSIBLE. The sound of the sea was heard faintly by all of us.

PREFERRED. We all heard faintly the sound of the sea.

WEAK. The report was received yesterday and carefully examined by me.

BETTER. Yesterday I received the report and examined it carefully.

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Voice

2. The passive voice is usually preferred when general agency is implied.

The Stars and Stripes is respected by all of us.

The danger of flood has been increased by recent unprecedented rainfall.

Many persons have been rendered liable to colds by lack of proper food and shelter.

3. The same voice is maintained throughout the sentence unless definite reason for a shift occurs.

INCORRECT. When our house was about to be refurnished, we found that the expense would be heavy.

IMPROVED. When about to refurnish our house, we found that the expense would be heavy.

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Unity

A sentence must contain all the elements necessary for the grammatical expression of one principal idea: a subject, predicate, sometimes an object or a predicate complement, together with their subordinate items, or multiples of these if needed for completeness. The following groups of words are not sentences; they lack one or more essential parts.

A long time before the ice age. (An adverbial phrase, requiring to be attached to a principal clause.)

Moving swiftly along. (A participial phrase, requiring to be attached to a principal clause.)

He won the race. And broke the record. (The second group of words contains part of the predicate of the first.)

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Unity

A sentence must contain only those elements necessary for the grammatical expression of one principal idea. The following groups of words contain too many elements. Properly punctuated the groups are shown to contain two independent clauses each.

INCORRECT. The car would not start there was no gas.

CORRECT. The car would not start; there was no gas.

INCORRECT. The score was tied in the fifth inning, not a man reached first base afterward.

CORRECT. The score was tied in the fifth inning, and not a man reached first base afterward.

INCORRECT. They did not come, the dam had broken.

CORRECT. They did not come. The dam had broken.

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Tense

Tense refers to the inflectional forms assumed by verbs to designate the time of action.

- 1. Universal truths are expressed only in the present tense.**

The poor you have always with you.

The sun rises in the east.

- 2. The tense of subordinate predicates and of infinitive phrases depends upon the tense of the principal verb.**

She knew that Jane had come. (Past and past perfect)

We shall be away when you are. (Future and present)

I was glad to see him. (Past tense and present infinitive)

- 3. The past tense is usually accompanied by an adverb if the time of the action is not otherwise clear.**

To account for the thousands of arrowheads found in this section, historians say that the Indians once fought a great battle here.

Capitalization

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Tense

4. An action represented as having occurred before another action in the past requires the past perfect tense.

They had all paid before you came.

The family did not arrive until a week after the apartment had been rented.

The referee signaled that a touchdown had been made.

5. The perfect participle expresses action as having occurred before that expressed by the principal verb; the present participle, action concurrent with that of the principal verb.

He died last Thursday, having been ill only two days.

The ship was overdue, having been driven out of her course by storms.

By following the advice of his lawyer he soon learns what he can and cannot do.

Laying his course due north, he reaches the pole.

Having laid his course due north, he reached the pole.

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Subordination

Subordination has to do with the relationship which exists between elements unequal in grammatical rank, chiefly between dependent and independent structures.

1. Dependent clauses may serve as substantives by being the subject of a verb, the object of a verb, the predicate complement, the object of a preposition, and the appositive of a noun.

What you tell me is good news.
Where we went remains a secret.

They say that we must proceed.
He was told that he might not go.

So this is what you bought?
The situation was not as you reported it.

Ask for whom you please.
Give it to whoever applies first.

The query, Who did it? came next.
His demand, "Where did this come from?" disturbed me.

Capitalization

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Subordination

2. Dependent clauses may serve as adjectives to modify nouns.

The man whom we elect will go far.

I remember the time when you had pneumonia.

3. Dependent clauses may serve as adverbs to modify verbs, adjectives, and adverbs in expressing (a) cause, (b) concession, (c) condition, (d) degree, (e) manner, (f) place, (g) purpose, (h) reason, (i) result, (j) time, etc.

(a) She could not remain away from home any longer because she grew worse.

(b) Although they promise much, they do little.

(c) Had the sun been hot, the grass would have faded.

(d) The sea as we sailed along the coast was not so rough as we had expected.

(e) Ronald suddenly became mute, as if he never intended to speak again.

(f) Go over there, where you can help.

(g) Maebeth came a day early in order to trim my hat.

(h) Since we have spent so much, we shall have to borrow money to pay the bills.

(i) The train moved so slowly that we soon overtook it.

(j) The crowd caught him when he turned the corner.

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academy
accommodate
across
advice
advisable
analogous
analysis
appropriate
athlete
balance
battalion
belief
candidate
carriage
characteristic
choosing
chosen
civilize
Colorado
column
competition
Connecticut
co-operate
correspondence
cylinder
deceive
definitely
description
desperate

dining room
disappoint
discipline
ecstasy
embarrassed
equaled
equipped
existence
explanation
familiar
flexible
foreign
freshman (ad
gauge
guarantee
hindrance
humorous
hurriedly
immediately
independence
invitation
kimono
laboratory
laid
library
Massachusetts
Macaulay
maintenance
material

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mathematics
medicine
miscellaneous
misspelled
muscle
mysterious
narrative
necessary
Negroes
noticeable
occasionally
occupied
operation
opinion
opponent
original
particular
perceive
persuade
preparation
privilege
professor
pursuit
quantity
quite
rarefy
receive
recognize
recommend

representative
ridiculous
railroad
resistance
rhythm
sacrilegious
safety
separate
separation
skillful
sophomore
southwestern
specimen
stupefy
suffering
supersede
suspicion
symmetrical
temperature
Thackeray
tonight
tragedy
tranquillity
undoubtedly
until
visible
weigh
welfare
written

Mood

Order

Pronunciation

Punctuation

Reference

1. The antecedent is repeated or an equivalent substantive employed if the reference of a pronoun is not obvious.

When building a house, one should choose a location that will make his home easy of access.

Many artists prepare careful preliminary sketches before attempting a picture; others, however, plunge immediately into what they hope will be the final work.

We had no idea where the Staffords lived, but our orders were to deliver the groceries or not come back; hence, we asked all sorts of people for directions until we discovered that our destination was a large house on Locust Avenue.

2. If the reference of *this*, *that*, or *which* to an antecedent is not clearly apparent, these words are used as adjectives rather than as pronouns.

The Senate can hardly have approved the bill, or it would not have given out this story for publication.

Vincent's speech about the impending labor trouble was almost a demand for immediate wage increases, but we are entirely unprepared to make that adjustment.

We have asked them to postpone the strike—which request they seem inclined to grant.

3. The antecedent of a pronoun is in the nominative or the objective case rather than the possessive unless the thought conveyed by the latter is unmistakable.

INCORRECT. This road leads to the man's house, who knows the whole story.

CORRECT. This road leads to the house of the man who knows the whole story.

Their success was a foregone conclusion; they fairly towered above all other contestants.

Capitalization

Case

Coherence

Reference

4. A participial phrase introducing a sentence refers logically as well as grammatically to the subject of the principal clause.

AMBIGUOUS. Having been caught in the act, the policeman took the culprit to jail.

CLEAR. Having been caught in the act, the culprit was taken to jail by the policeman.

CONFUSED. Having done my best to overtake him, he gradually outstripped me.

CLEAR. Having done my best to overtake him, I found myself being gradually outstripped.

5. A gerund preceded by a preposition or an adverb refers both logically and grammatically to a substantive, unless a generality is denoted.

OBSCURE. When interviewing me, his manner was offensive.

CLEAR. When interviewing me, he was offensive in manner.

GENERAL IDEA. When driving, your eyes should never leave the road.

6. The subject omitted from an introductory elliptical clause becomes the subject of the principal clause.

Although easy enough for a genius like Keats, writing is anything but easy for me.

Mood

Order

Pronunciation

Punctuation

1. A period is used after a declarative or an imperative sentence and after an abbreviation.

2. A question mark is used after a direct question.

3. An exclamation mark is used after an exclamation.

4. A colon is used (a) before a formal quotation; (b) before an enumeration; and (c) after the salutation of a letter.

(a) I quoted Shakespeare's line:

"Who steals my purse steals trash."

(b) We read two books: *Ivanhoe* and *Kenilworth*.

(c) Dear Sir:

5. A dash is used (a) when a thought sequence is broken; and (b) when informal parenthetical matter is included.

(a) It was not his idea—or mine either.

(b) War Admiral—but we knew that he would win—came first.

6. Quotation marks are used (a) with direct address; (b) with quoted material; (c) with titles of articles when written with the name of the magazine or book containing them—which is italicized—single marks (d) being used with quoted quotations.

(a) He said, "I'm going now."

(b) I heard, "A thing of beauty is a constant joy."

(c) "An Awakening" appeared in the *Little Review*.

(d) We heard him say, "They shouted, 'Not guilty.'"

7. Marks of parenthesis are used with material formally introduced as (a) explanation or comment; and (b) translation.

(a) What could we do (only three of us) among so many?

(b) *Ceteris paribus* (other things being equal).

Capitalization

Case

Punctuation

8. Brackets are used (a) with editorial matter added to a text; and (b) with parenthetical matter included in parentheses.

(a) Two blocks farther [Penn Avenue] we found it.

(b) *Ecclesiasticus* appears in the Douay Bible (the Catholic [from the Latin Vulgate] version), issued in France.

9. An apostrophe is used (a) before *s* to indicate the possessive case of singular nouns; (b) after *s* to indicate the possessive case of plural nouns; and (c) in contractions.

(a) The boy's bicycle is in the basement.

(b) Who presented the employers' side?

(c) We couldn't have helped even if we'd been there.

10. A semicolon is used to separate independent clauses when (a) a connective is lacking; (b) the connective is a conjunctive adverb like *so*, *then*, or *however*; and (c) the clauses bear commas within themselves.

(a) Crops were scant that year; frost came early.

(b) There was nothing left to do; so we came home.

(c) If I were you, I should go; but as it is, I stay.

11. Commas set off (a) expressions in series; (b) slightly parenthetical matter; (c) introductory dependent clauses; (d) non-restrictive expressions; (e) co-ordinate clauses joined by *and*, *but*, or *for*; (f) elements which might otherwise become confused; (g) the year as a part of a date; and (h) appositives.

(a) The children bought candy, pop, and ice cream.

(b) All ex-soldiers, however, were exempt.

(c) When the house required paint, we moved.

(d) My mother, who had heard the shriek, ran in.

(e) No food was left over, for we had all been hungry.

(f) Ever since, the flood has been a constant danger.

(g) On October 10, 1935, the meeting convened.

(h) Mr. Reynolds, our new neighbor, came from Chicago.

Mood

Order

Pronunciation

Following is a list of words frequently mispronounced. The standard of correctness used is *Webster's New International Dictionary*, Second Edition, 1934.

abdomen	ǎb dō'měn; ǎb'dō měn
acclimate	ǎ klí'mīt; ǎk'li māt
address	ǎ drēs'
adult	a dūlt'; ǎd'ŭlt
adversary	ǎd'ver sēr ĭ
alias	ā'li ǎs
ally	ǎ lī'
alternate	al'ter nāt
amenable	a mē'na bl; a mēn'a bl
apparatus	ǎp a rāt'ūs; ǎp a rāt'ūs
applicable	ǎp'li ka bl
aviation	a vi ā'shŭn
biography	bī ōg'ra fi; bī ōg'ra fī
column	kōl'ŭm
columnist	kōl'ŭm ĭst
comparable	kōm'pa ra bl
contrary	kōn'trēr ĭ
coupon	kōō'pōn (not kŭ'pōn)
data	dā'ta; dā'ta (not dǎ'ta)
defect	de fēkt'; dē'fēkt
demonstrate	dēm'ŭn strāt
despicable	dēs'pī ka bl
detail	de tāl'; dē'tal
detour	de tōōr'; dē'tōōr
dirigible	dīr'ĭ jī bl
discourse	dīs kōrs'; dīs'kōrs
eczema	ĕk'ze ma; ĕk'se ma
entire	ĕn tīr'
exquisite	ĕks'kwī zīt
February	fēb'rōō ĕr ĭ
finale	fē nā'la; fē nā'le
formidable	for'mī da bl
foyer	fwa yā'
gauche	gōsh
gondola	gōn'do la

Capitalization

Pronunciation

gratis	grā'tis; grā'tis
grievous	grēv' ūs
grimace	grī mās'
handkerchief	hāng' ker chīf
hospitable	hōs' pī ta bl
illustrate	il' ūs trāt; ĭ lūs' trāt
incomparable	in kōm' pa ra bl
indisputable	in dīs' pū ta bl
inexplicable	in ěks' plī ka bl
inquiry	in kwīr' ĭ; in kwī rī
irrelevance	ir rēl' e vāns
irreparable	ĭ rēp' a ra bl
lamentable	lām' ěn ta bl
mediocre	mē' dī ō ker; mē dī ō' ker
mischievous	mīs' chī vūs
municipal	mū nīs' ĭ pāl
obligatory	ōb lig' ā tō rī
often	ōf' ěn
on	ōn
orchestral	or kēs' trāl
penalize	pē' nāl ĭz; pē' nĭz
pianist	pī ān' ĭst; pē' a nĭst
positively	pōz' ĭ tīv lī
precedence	prē sēd' ěns
presentation	prēz' ěn tā shŭn; prē' zěn tā shŭn
primarily	prī' mēr ĭ lī
program	prō' grām (not prō' grŭm)
quintuplets	kwīn' tū plěts
radio	rā' dī ō
research	rē surch'; rē' surch
respiratory	re spīr' a tō rī; rēs' pī ra tō rī
romance	ro māns'; rō' māns
route	rōōt
sacrilegious	sāk rī lē' jŭs
status	stā' tūs (not stā' tŭs)
theater	thē' a ter
version	vur' shun
xylophone	zī' lo fōn
zoology	zō ōl' o jī

Mood

Order

The order in which words and sentence elements are placed is of basic importance. It is often the only means by which the thought intended to be communicated can be conveyed clearly and unmistakably.

1. Adverbs such as *only, almost, even, nearly, just, hardly, scarcely, merely, quite, and already* usually appear immediately before the expressions they qualify.

Although our family is large, we have only one car.

The work was almost done when the explosion occurred.

Johnson had already arrived.

Even sugar is packed in boxes nowadays.

2. *Not* immediately precedes the expression qualified.

Not everybody who wants to can become an expert golfer.

Many persons have tried to swim the English Channel, but not all have succeeded.

3. Correlative conjunctions like *both and, either or, neither nor, not only but also, and not because but because* are placed immediately before the expressions they connect—which are parallel in structure.

The builders worked hard to have both the track and the grandstand completed at the same time.

You must make up your mind at once either to go or to resign your commission.

Neither a borrower nor a lender be.

He is not only a good student but also an excellent athlete.

They came, not because they wanted to, but because they were unhappy at home.

The drivers hurried not only because they enjoyed speeding, but also because they wanted to reach home.

Capitalization

Order

4. Relative clauses are usually placed immediately after the expressions to which they refer.

A soldier whom I did not know pointed out to me the commanding officer.

A soldier pointed out to me the commanding officer, whom I did not know.

5. Subordinate clauses are placed so that their relationship with independent clauses is unmistakable.

She was sure when the call came that she would go.

When the call came, she was sure that she would go.

They gained a reputation—which not everybody would envy—for having a certain reckless swagger.

They gained a reputation for having a certain reckless swagger which not everybody would envy.

6. Subordinate clauses are placed so that their predicates cannot become confused with the predicates of main clauses.

As we left the city, the flood came and completely destroyed it.

The cat came in and purred as we opened the milk.

7. Co-ordinate subordinate clauses are placed one after another.

If the day is dark and unless my cold is better, I shall be unable to come.

When everything is ready and when everybody has found his seat, give the signal.

Wherever you go, whatever you do, there shall I go and that shall I do.

8. Qualifying phrases are placed so that the expressions they limit are clearly evident.

WRONG. We asked permission to run from the coach.

BETTER. We asked permission from the coach to run.

Mood as a grammatical distinction applies to the form assumed by a verb in representing the manner in which the action or state is conceived, whether factual, suppositional, optional, conditional, or potential. Three moods obtain: indicative, subjunctive, and imperative.

1. All statements of objective fact as distinct from matters entertained in thought require the indicative mood.

The train is ten minutes late.

2. Expressions of volition, wish, improbability, or condition contrary to fact are more effective when given subjunctive form.

I wish I were going.

If it were my business, I should see it through.

It is necessary that every telephone be in order.

3. Expressions of simple futurity or of expectation require *shall* or *should* on the part of the speaker, *will* or *would* in connection with the person spoken to and the person spoken of.

I shall be glad to hear from you later.

We were afraid that you would not be ready.

He will be hurt unless he tightens that bolt.

4. Expressions of determination, desire, promise, or willingness require *will* or *would* on the part of the speaker, *shall* or *should* in connection with the person spoken to and the person spoken of.

I will go; you cannot stop me.

They shall not pass.

5. *Should* is required with all persons to express obligation; *would* with all persons to express customary action.

The jury should never have convicted him.

His mother would read to him every night.

