

Grammar Checksheet

Every piece of writing you complete for this course should be proofread before it is turned in. That means, that you read over your writing to make sure as many errors have been fixed as possible.

The more work you do before turning it in - the less work you will have to do after. Use this sheet as a reference to remind yourself of what errors you might look for in your paper.

☐ Capital Letters

- The first word of a sentence should always be capitalized
- "I" on its own should always be capitalized
- Make sure you capitalize all proper nouns (names of people/places).
 - I went to the city yesterday with a friend.
 - I went to Bangor with my my friend Sandy.

☐ Paragraphs

- Always indent the first line of a paragraph. If you are typing, do not use the spacebar - use the "Tab" key.
- Paragraphs should include at least five sentences.

☐ Punctuation

- Sentences should end with a period.
- Use commas when needed.

☐ Abbreviations

- In formal writing never use abbreviations. Common errors which appear in papers are use of: "u" instead of "you", "r" instead of "are".
- Texting and chat abbreviations are not proper English.

☐ Contractions

- Contractions are the words formed from two abbreviated words, such as "don't", "can't" and "won't". Please write the full words: "do not", "cannot", and "will not".

☐ Apostrophes

- We use an apostrophe to show ownership or possession (John's car)
- Never use an apostrophe when forming a plural (wrong: your's)
- Remember "it's" always means "it is" and "its" always means belonging to

☐ Numbers

- As a general rule, you should write out numbers using letters (three).

☐ Sentence Variety

- Adding sentence variety will do three things: enhance the flow of ideas, intensify points, and sustain the interest of your reader. Varying the length and structure of sentences are two ways to create variety and interest in your writing.