

## GRAMMAR AND STYLE SUPPLEMENTS

### Subject/Verb and Pronoun Agreement

If the verb does not agree with its subject, cross through the verb and write the correct one over it. If a pronoun does not agree with its antecedent, mark through the pronoun and write the correct one. If the sentence is correct, write C before the number of the sentence. Five sentences are correct. See PowerPoint for answers.

1. Neither the team nor the coach are here yet.
2. Each of the students are responsible for keeping the area orderly.
3. None of the students are going to the seminar. Note: all, any, none, some—the object of the preposition determines whether these subjects are singular or plural.
4. None of the pie is left.
5. A Christian always should do their best.
6. Everyone should bring his playbook to the team meeting.
7. The odor of those perfumed ads interferes with my enjoyment of a magazine.
8. Each of the child's thirty-four stuffed animals have a name and an entire life history.
9. Somebody left her shoulder bag on the back of a chair.
10. Could someone volunteer their services to clean up after the party?

## Using the Comma

**I.** Use a comma after the following introductory material: (1) adverbial clauses, (2) verbal phrases, and (3) long prepositional phrases or a series of phrases;

(1) Although Dave had been first in the checkout line, he let an elderly woman go ahead of him.

(2) Having lost our way, we stopped to ask directions.

(3) During those long-ago childhood days, time seemed to pass slowly.  
At the entrance to the cave, the explorers held a council.

**II.** Use a comma to separate three or more items in a series: (1) words, (2) phrases, or (3) clauses.

(1) The street vendor sold watches, necklaces, and earrings.  
The pitcher adjusted his cap, pawed the ground, and peered over his shoulder.  
We walked carefully down the dingy, dark hallway. (Two adjectives require a comma if and inserted between the words sounds natural or if the order of the adjectives can be reversed. In the following sentence, no comma is needed between the adjectives: Tony wore a pale green tuxedo.)

(2) His hobbies include building model airplanes, playing chess, and collecting dust.

(3) I did all the driving, Ellen navigated by reading the road maps, and Will maintained a running commentary on the scenery.

**III.** Use commas around words interrupting the flow of thought.

A. Set off parenthetical elements such as (1) parenthetical expressions, (2) contradictory phrases, (3) nouns of direct address and other isolates such as yes and no, and (4) tag questions.

(1) Used-car dealers were, on the whole, regarded with some suspicion. (split verb)  
Other expressions: other the other hand, however, of course, in fact, for example, that is, by the way, after all, perhaps, indeed, also, too, and nevertheless.

(2) It was Erica, not Eric, who dropped the typewriter.

(3) Tell me, Dan, are you with us?

(4) You are not going to use the fishing line as dental floss, are you?

B. Set off nonrestrictive modifiers with commas: (1) clauses, (2) appositives, and (3) phrases.

(1) Sue Dodd, who goes to aerobics class with my wife, was in a serious car accident.  
Compare: The woman who goes to aerobics with my wife was in a serious car accident.  
In the first sentence, the clause does not tell us which woman; we already know. The clause only gives additional information and, therefore, is non-restrictive or non-essential and needs commas. However, the clause in the second sentence does identify the woman. That clause is restrictive or essential and needs no commas.

(2) Watership Down, a novel by Richard Adams, is a thrilling adventure story.  
Compare: Richard Adam's novel Watership Down is a thrilling adventure story.

(3) Our new car, delivered last week, is a pleasure to drive.  
Compare: The boy peering through the window is my son.

**IV.** Use a comma to separate complete thoughts connected by and, but, or, nor, for, so, or yet.

Sam closed all the windows, but the predicted thunderstorms never arrived.

Compare: The doctor stared over his bifocals and lectured me about smoking. (compound verb, not a compound sentence)

**V.** Use a comma or commas to set off direct quotations, except when the sense of the sentence requires some other mark.

The carnival barker cried, "Step right up and win a prize!"

"I believe," he replied, "that you know the facts."

**VI.** Use commas with dates and addresses.

I was born in Clarkdale, Mississippi, on February 12, 1953. February 1953 was a good month.

## Cliches

Down but not out	cool as a cucumber
Gone but not forgotten	light as a feather
Last but not least	neat as a pin
Sadder but wiser	quick as a wink
Slowly but surely	sharp as a tack
Dyed in the wool	better later than never
Method in your madness	easier said than done
Nip in the bud	take the bull by the horn
Skeleton in the closet	beat around the bush
Soft place in my heart	no sooner said than done
All work and no play	bitter end
Few and far between	broad daylight
Hustle and bustle	fatal flaw
Pride and joy	knock the socks off
Short and sweet	happy medium
Crack of dawn	high noon
Facts of life	proud father
Sigh of relief	sorry sight
Twinkling of an eye	sweet sixteen
Walks of life	vicious circle

## Style and Grammar Exercise

1. Tom's brother is looking for a job in the field of science.
2. The presence of smoke in a house usually means fire.
3. The preacher made mention of his previous surgery.
4. The scientist did a study of the effects of ultraviolet rays upon car seats.
5. It was Richard who damaged the car.
6. While riding the bicycle, the dog bit the boy's ankle.
7. There are some people who will take advantage of the poor.
8. Cars that are sold after January will not have a seven-year warranty.
9. The skunk, which is also known as the polecat, has a unique defense against predators.

10. It is difficult to skin a cat.
11. The process of industrialization has served to help raise the GNP of many of the countries of the world.
12. The new law will serve to make reductions in income taxes.
13. The teacher told her students to quietly leave the building.
14. Many baptist leave their bibles at home on Sunday mornings.
15. The correspondences between the two domains allows the metaphor to have multiple meanings.
16. Cattle branding was practiced by the ancient Egyptians over two thousand years ago.

## How to Present Quotations

According to Wayne Booth, Gregory Colomb, and Joseph Williams, a researcher has three options in presenting quotations. First, the writer may introduce quotations with an introductory phrase. [See Wayne Booth, Gregory Colomb, and Joseph Williams, *The Craft of Research* (Chicago: University of Chicago Press, 1995), 172]. The introduction may also establish the relevancy of the quotation:

Plumb describes the Walpole administration in terms that remind one of the patronage system in U.S cities: “Sir Robert was the first English politician to understand how to use the loyalty of people whose only qualification was his sponsorship.”<sup>1</sup>

In the preceding example, the researcher identified the author of the quotation and made an observation. You may introduce a quotation with the author’s name and the appropriate verb followed by a comma (a colon on longer quotations). See the list of lead-in verbs below.

Second, Booth also advised that the researcher can “weave the quotation” into his or her own sentences. The grammar of the quoted material and the researcher’s own writing should match.

Jameson was never comfortable with the decisions of the Tribunal and he often “complain[ed] . . . that something had to be changed.”<sup>2</sup>

A third method is to use block quotations. Booth, Colomb, and Williams advised that “when you use a block quote, be sure that the quotation connects to what has gone before, and that just before or just after the quote you make clear why you are quoting it” (Booth, Colomb, and

Williams, 172-3).

Lead-in Verbs (taken from John Hodges and others, Hodges' Harbrace Handbook, 13<sup>th</sup> ed. (Fort Worth: Harcourt Brace, 1998), 483.

acknowledged	complained	explained	reasoned
added	conceded	expressed	refuted
admitted	concluded	found	rejected
advised	concurred	granted	remarked
agreed	confirmed	illustrate	replied
allowed	considered	implied	reported
analyzed	contended	insisted	responded
answered	criticized	interpreted	revealed
argued	declared	listed	saw
asked	denied	maintained	show
asserted	described	noted	speculated
believed	disagreed	objected	stated
charged	discussed	observed	suggested
claimed	disputed	offered	supposed
commented	emphasized	opposed	thought
compared	endorsed	pointed out	wrote

## Turabian Tutorial 8<sup>th</sup> Edition

### Chapter 20 Plurals, Possessives, Compound Words

- 1.) Write out the correct pluralized spelling of the following names. 20.1.1

Jones \_\_\_\_\_  
Kelly \_\_\_\_\_

Dominguez \_\_\_\_\_  
Garrett \_\_\_\_\_

Choose the correct answer.

- 2.) A. 1990s  
B. 1990's 20.1.2.2
- 3.) A. The three Joneses' house  
B. The three Jones's house 20.2.1
- 4.) A. Gus's book  
B. Gus' book 20.2.1
- 5.) A. a well-known actor  
B. The actor was well-known. 20.3.1

- 6.) A. He is all-knowing.  
B. He is all knowing. 20.3.1
- 7.) A. They found 20-percent growth.  
B. They found 20 percent growth. 20.3.2.2
- 8.) A. Who was Jesus' mother?  
B. Who was Jesus's mother?

## Chapters 21 & 22

- 1.) A. He needs: a pencil, a calculator, and an eraser.  
B. He needs several items: a pencil, a calculator, and an eraser. 21.4
- 2.) A. The meeting adjourned at 5:30 p.m.  
B. The meeting adjourned at 5:30 p.m.. 21.12.1
- 3.) A. He told his customers, "Keep on going."  
B. He told his customers, "Keep on going". 21.12.2.1
- 4.) A. The New Orleans motto is *laissez les bon temps rouler*.  
B. The New Orleans motto is laissez les bon temps rouler. 22.2.1
- 5.) A. Have you ever read *The People of God: Essays on the Believer's Church*?  
B. Have you ever read *The People Of God: Essays On The Believer's Church*? 22.3.1
- 6.) A. Chapter 6 is entitled "Capitalization and Italics."  
B. Chapter 6 is entitled *Capitalization and Italics*. 22.3.2.2
- 7.) A. His dissertation was entitled "Running with Perseverance."  
B. His dissertation was entitled *Running with Perseverance*. 22.3.2.2
- 8.) A. The article defended the King James Version of the Bible.  
B. The article defended the "King James Version" of the *Bible*.
- 9.) A. She found a copy of the Mona Lisa on *Facebook*.  
B. She found a copy of the *Mona Lisa* on Facebook. 22.3.2

## Chapter 23 Numbers

- 1.) A. Last Tuesday, 100,000 people attended chapel.  
B. Last Tuesday, one hundred thousand people attended chapel. 23.1.1
- 2.) A. They walked six miles to deliver ninety-nine newspapers.  
B. They walked six miles to deliver 99 newspapers. 23.1.1
- 3.) A. On the 114<sup>th</sup> day of our trip, we entered the seventh century.  
B. On the 114<sup>th</sup> day of our trip, we entered the 17<sup>th</sup> century. 23.1.1
- 4.) A. You must submit 5,000 papers and 1,500 book reviews to graduate.  
B. You must submit five thousand papers and fifteen hundred book reviews to graduate. 23.1.2.3
- 5.) A. About seventy-five percent of the population hates Turabian.  
B. About 75 percent of the population hates Turabian. 23.1.3
- 6.) A. The business office will credit 135 dollars to his account.  
B. The business office will credit \$135 to his account. 23.1.4
- 7.) A. We will gather at 10:30 a.m.  
B. We will gather at 10:30 A.M. 23.1.5
- 8.) A. James Smith Jr. will be the guest speaker tonight.  
B. James Smith, Jr., will be the guest speaker tonight. 23.1.6
- 9.) A. Have you read chapter 2?  
B. Have you read Chapter Two? 23.1.8

## Chapter 24 & 25 Abbreviations & Quotations

- 1.) A. Dr. McNeal is really an F.B.I. agent.  
B. Dr. McNeal is really an FBI agent. 24.2.4
- 2.) A. Was he born in the US?  
B. Was he born in the United States? 24.3.1
- 3.) A. Senatobia, Mississippi is my hometown  
B. Senatobia, MS, is my hometown. 24.3.1
- 4.) A. He was born in 12 B.C.  
B. He was born in B.C. 12. 24.4.3

- 5.) A. Can you quote Jer. 42:1  
B. Can you quote Jeremiah 42:1 24.6

True or False

6.) Block quotations should be five or more lines of text. \_\_\_\_\_  
25.2.2

7.) All quotations should be integrated into your own words. \_\_\_\_\_  
25.2.1

8.) Block quotations should be single spaced with one blank line before and after it. Do not add quotations marks at the beginning or end. \_\_\_\_\_  
25.2.2

9.) Ellipses are four spaced dots that show an omission within a sentence. \_\_\_\_\_  
25.3.2.2

9.) Only one space should come after punctuation. \_\_\_\_\_  
A.1.3