

# Rules of Grammar: Workshop #1

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Rule #1: don't write stand-alone dependent clauses (sentence fragments).

Rule #2: ask yourself if your non-essential clauses add to your meaning—and if they don't add meaning to your sentences, consider omitting them.

Rule #3: do not commit spelling errors regarding plurals, possessives, plural possessives, and homophones.

Rule #4: do not use plural pronouns to substitute for singular nouns.

Rule #5: use a comma and a coordinating conjunction—for, and, nor, but, or, yet, so—to join two independent clauses.

Rule #6: use a comma to set apart non-essential phrases or clauses.

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Rule #7: omit commas with essential phrases and clauses.

Rule #8: use a comma to separate an introductory or dependent clause from an independent clause that follows.

Rule #9: do not use a comma join two independent clauses.

Rule #10: do not use a semi-colon to join dependent and independent clause.

Rule #11: a complete statement (independent clause) must precede a colon.

Rule #12: avoid run-on sentences (which try to fit multiple independent ideas into a single sentence without proper coordination or punctuation)