

Embarrassing Grammar Mistakes You Must Avoid

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Congratulations – you’ve taken the first step

Congratulations on taking the first step towards improving your grammar and becoming a better communicator. You now have access to some of the best grammar advice available.

Confident Grammar’s targeted strategy is an easy way to rapidly improve your grammar. This course is the result of years of extensive research from some of the best grammar experts. Through analysis of hundreds of authority grammar sources, the most important information has been distilled into a concise and powerful learning system.

You don’t need to waste your time filtering through hundreds of pages of grammar definitions and rules to develop good grammar. That’s why we have developed this concise and digestible guide that will maximise your time without boring you to tears. Confident Grammar’s system will teach you how to avoid the most embarrassing mistakes and eliminate them from your communication. You’ll be given tips and tricks that will aid your memory and really deliver improved results.

How to use this book

Here is a suggested study pathway:

You should read **one lesson** of this course and complete the test questions every day for the next 9 days.

Each lesson should take approximately 10 minutes to read.

On day 1 read the “Introduction” and “Lesson 1: Learn the Rules of the Game”. This covers the only ground rules you really need to know. Our team has found that you’ll benefit from this initial refresher when more complex examples are covered in later chapters.

On days 2 – 8 spend 2 minutes reviewing the lesson from the previous day’s reading. Then spend 10 minutes reading the next lesson.

On day 9 - refresh your knowledge by writing your own summary of Confident Grammar’s tips and rules along with some examples. This will aid your memory retention. Review all the “Test Yourself” questions.

It’s that simple!

Remember you’ll get maximum value from this guide if you find a quiet place to work without distractions. Learning to improve your grammar has never been easier.

Introduction: Why bother with grammar

"The greater part of the world's troubles are due to questions of grammar."
- Michel de Montaigne

Montaigne, one of the greatest thinkers and writers of the Renaissance, realized the importance of good grammar. Grammar is important because it allows you to express yourself clearly and precisely – to communicate your ideas in the best way possible. Many people overlook the importance of grammar and decide that it's just not worth bothering about. Nothing could be further from the truth.

You're probably reading this guide because you want to improve your communication. You've made a good decision. In seven grammar lessons we will show you how to correct and enhance your writing style so that you can communicate with more persuasion and confidence.

Poor grammar is like a pair of bad shoes that ruin a great outfit. While you may have brilliant ideas and all the creativity of Einstein, if you can't express yourself clearly and concisely using correct and confident language, your credibility is at stake. Whether you like it or not, people judge you by the words you use and the way that you speak and write. Good grammar is necessary if you are to reach your potential whether it is in your career, grades or personal communication.

Think about the different styles of language that you use in different situations. Let's call them informal chat, conversational style and formal English. This guide will teach you about formal English grammar - the type of grammar that is most important. You need good formal grammar to get ahead – for example in job applications, letters to officials, business presentations and assignments. If you have a solid foundation in formal grammar you will find that your writing and speech will dramatically improve.

This guide will teach you how to improve your grammar so that you can express yourself with more confidence. You should find it stimulating by focusing on the 'common blunders' that, with a bit of attention, can be avoided. Each lesson will focus on a common problem area and provide you with useful tips and advice. There are lots of real examples, which will help you recognize errors and correct them. Get answers to questions that you've always wondered about, like when to use *affect* or *effect*.

Develop a confident grammar and eliminate embarrassing mistakes from your communication.

Lesson 1: Learn the rules of the game

Learning grammar does not require memorizing lots of rules. However, there are a few important rules and definitions that you need to be familiar with to be good at spotting errors. The definitions covered might refresh your existing knowledge or be something new. Whatever the case, covering these basics is essential.

Parts of speech

Parts of speech are the basic building blocks of language. You need to be able to recognize the eight parts of speech that are summarized in the table below. You might find it helpful to refer to this later on.

Part of speech	Explanation - examples are in bold
Nouns	Refer to people, places, things, ideas, concepts or events. Concrete nouns refer to definite objects (<i>apple, chair</i>). Abstract nouns refer to concepts or ideas (<i>love, justice</i>). Eg: Bill enjoyed the comedy .
Pronouns	Take the place of nouns in a sentence. Eg: He enjoyed the comedy.
Verbs	Express action or a state of being. Action verbs show action (<i>run, laugh</i>). Linking verbs express a state of being (<i>seem, sound</i>). Eg: Bill enjoyed the comedy. (action) Eg: Bill seems happy. (linking)
Adjectives	Provide precision and add interest by describing nouns. They are words that tell you about "what kind", "how many", "which one", "how much". Eg: Bill arrived in a red car.
Adverbs	Modify verbs, adjectives and adverbs to tell "when", "where", "how" or "how much". Many can be identified by their characteristic "ly" suffix. Eg: Bill quickly bought a ticket for the next show. (when)
Prepositions	Are words that show the relationship between a noun and some other word. They give information about things like time, place and direction (<i>to, at, in</i>). Eg: The tickets are in his wallet.
Conjunctions	Are the "joining words" that link words or other constructions (<i>and, but, if</i>). Eg: Bill enjoyed the first act and the second.
Interjections	Exclamation typically expressing emotion that is inserted without grammatical connection (<i>oh, wow, ouch, hey</i>). Eg: Oh , I like this show.