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Grammer Lee

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Grammar Lee lessons are designed to raise awareness of common grammar issues among staff and generate discussion.

## Lessons Include:

- 1 Associated Press Style reminders for issues that come up frequently.
- 2 General grammar hot topics and pet peeves that challenge (and frustrate) us in our daily lives.
- 3 Examples of pairs of Commonly Confused Words (like **stationary** and **stationery**).
- 4 Examples of embarrassing grammar or spelling errors discovered in the media.....or during our commutes.

# AP Guidance on Noun/Verb Agreement

The verb doesn't always connect with the nearest noun. Read it out loud to see if it sounds correct.

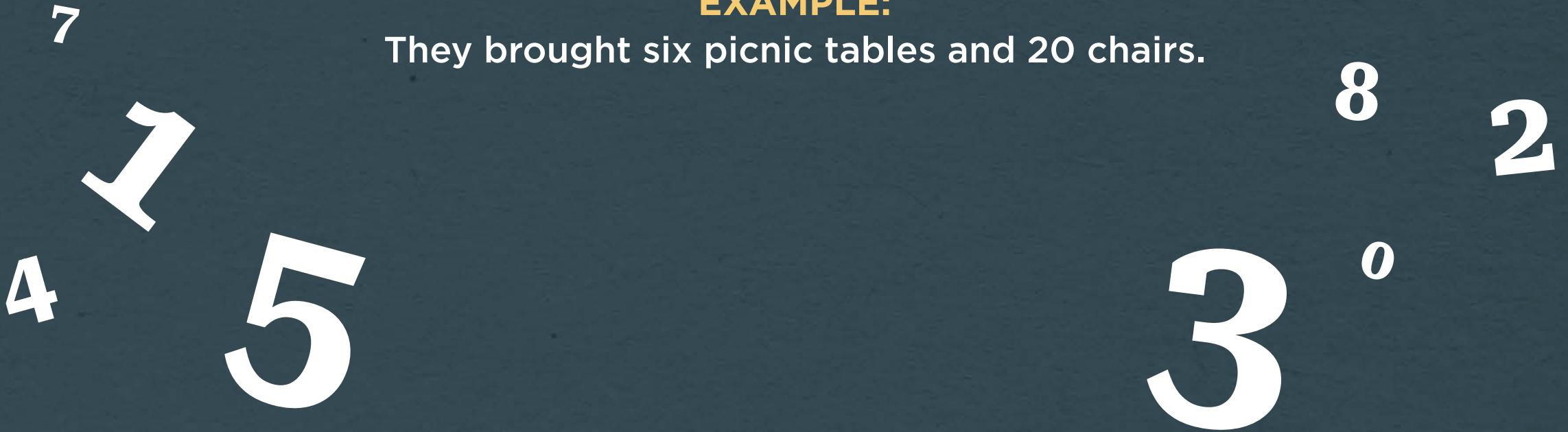
1. Everyone involved in your day care facility, including staff members, parents and children, need/**needs** to understand the types of behavior that won't be tolerated.
2. A world of immersive journeys **awaits**/await you.
3. This reporting speed and frequency **equip**/equips you to rapidly identify and respond to the real-world marketing tactics of your competition.

# AP Guidance on Numerals

Spell out one through nine in most uses and use figures for 10 or above.

## EXAMPLE:

They brought six picnic tables and 20 chairs.



**Use figures  
with million, billion  
or trillion in all except  
casual uses:**

The nation has **1 million** citizens.

I need **\$7 billion**.

The government ran a deficit of  
more than **\$1 trillion**.

I'd like to make **a billion** dollars.

**Use a  
comma with  
thousands**

\$1,000

\$25,000

\$333,333

**Do not  
go beyond two  
decimal places.**

**YES** – 7.51 million people,  
\$256 billion

**NO** – 7,542,500 people,  
\$2,563,750,000

# AP Stylebook Guidance on Serial (Oxford) Commas

Use commas to separate elements in a series, but do not put a comma before the conjunction in more simple series:

1. His grandchildren are Vera, Chuck and Brad.
2. He would nominate Marquez, Bedi, Lyman or Walt
3. She goes to school, plays league soccer and takes private dance lessons.



# What is a Colon?

A colon, which resembles two vertical periods, is typically used to introduce a sentence that clarifies, explains or elaborates on the sentence that came before it.

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.

## EXAMPLE:

He promised this: The company will make good on all the losses.

There were three considerations: expense, time and feasibility.

# What is a Semicolon?

A semicolon, which resembles a dot over a comma, is used to indicate a “greater separation of thought and information than a comma can convey but less than the separation that a period implies.”

## **EXAMPLE:**

Sunny loves eating vanilla ice cream; it was her favorite flavor when she was a kid.

## **ALSO USE A SEMICOLON TO SEPARATE ITEMS IN A LIST WITH COMMAS:**

The train travels to Miami, Florida; Atlanta, Georgia; and Birmingham, Alabama.



# Plural Names

When addressing a family or couple, don't use an apostrophe — just make the last name plural. In most cases, just add an s.

If the name ends in s, x, z, ch or sh, add -es to make it plural.

## EXAMPLES:

The Hogan family → **The Hogans** *NOT* The Hogan's

The Smith family → **The Smiths** *NOT* The Smith's

The Jones family → **The Joneses** *NOT* The Jones' or Jone's

The Lopez family → **The Lopezes** *NOT* The Lopez' or Lopez's

# The Dashes

M

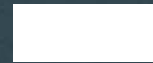


Em Dash

N



En Dash



Hyphen

# The Dashes

## Em Dash —

Em Dashes act like commas, parentheses or colons—to set off phrases or add emphasis.

**Word:** will automatically make an em dash if you type two hyphens next to each other—like this—with no spaces between the surrounding words.

**Mac:** Option + Shift + hyphen

## En Dash –

En Dashes show ranges like 10 a.m.–2 p.m.

**Word:** type a space, a hyphen and another space for Word to convert it to an en dash

**Mac:** Option + hyphen

## Hyphen -

Hyphens connect words—this is a well-known fact.

**Key is located to the right of the “0” (zero) key on the top row.**



# Commonly Confused Words

## Stationary

**MEANING:**  
Not moving

**EXAMPLE:**  
*"The car was stationary."*



## Stationery

**MEANING:**  
Office or school supplies

**EXAMPLE:**  
*"She bought new stationery."*

# Commonly Confused Words

## Affect (as a verb)

**MEANING:**  
To influence

**EXAMPLE:**  
*The game will  
affect the standings.*

## Effect (as a verb)

**MEANING:**  
To cause

**EXAMPLE:**  
*He will effect  
many changes  
in the company.*

## Effect (as a noun)

**MEANING:**  
Result

**EXAMPLES:**  
*The effect was overwhelming.*  
  
*He miscalculated the effect  
of his actions.*  
  
*It was a law of little effect.*

# Commonly Confused Words

## Ensure vs. Insure vs. Assure

### Ensure

#### MEANING:

to make certain that something will happen or guarantee a result.

#### EXAMPLE:

We must ensure everyone is safe.

### Insure

#### MEANING:

to arrange for compensation in case of loss or damage.

#### EXAMPLE:

The company insured its new fleet.

### Assure

#### MEANING:

to remove doubt or give confidence.

#### EXAMPLE:

She assured us the statement was accurate.



# Commonly Confused Words

Its vs. It's

**Its** = Possessive form of “it”

**EXAMPLE:**

The tree lost its leaves.

The company changed its policy.

**It's** = “It is” or “It has”

**EXAMPLE:**

It's up to you. (It is up to you.)

It's been a long time. (It has been a long time.)

# Commonly Confused Words

## Advice vs. Advise

**Advice** (noun – listen for s):

A suggestion or recommendation about what someone should do.

### EXAMPLES:

“She gave me good advice about studying.”

“Can you give me some advice on buying a new car?”

“The professor’s advice helped me make the right choice.”

**Advise** (verb – listen for z):

To give a suggestion or recommendation to someone.

### EXAMPLES:

“She advised me to study harder.”

“I strongly advise you to check the reviews first.”

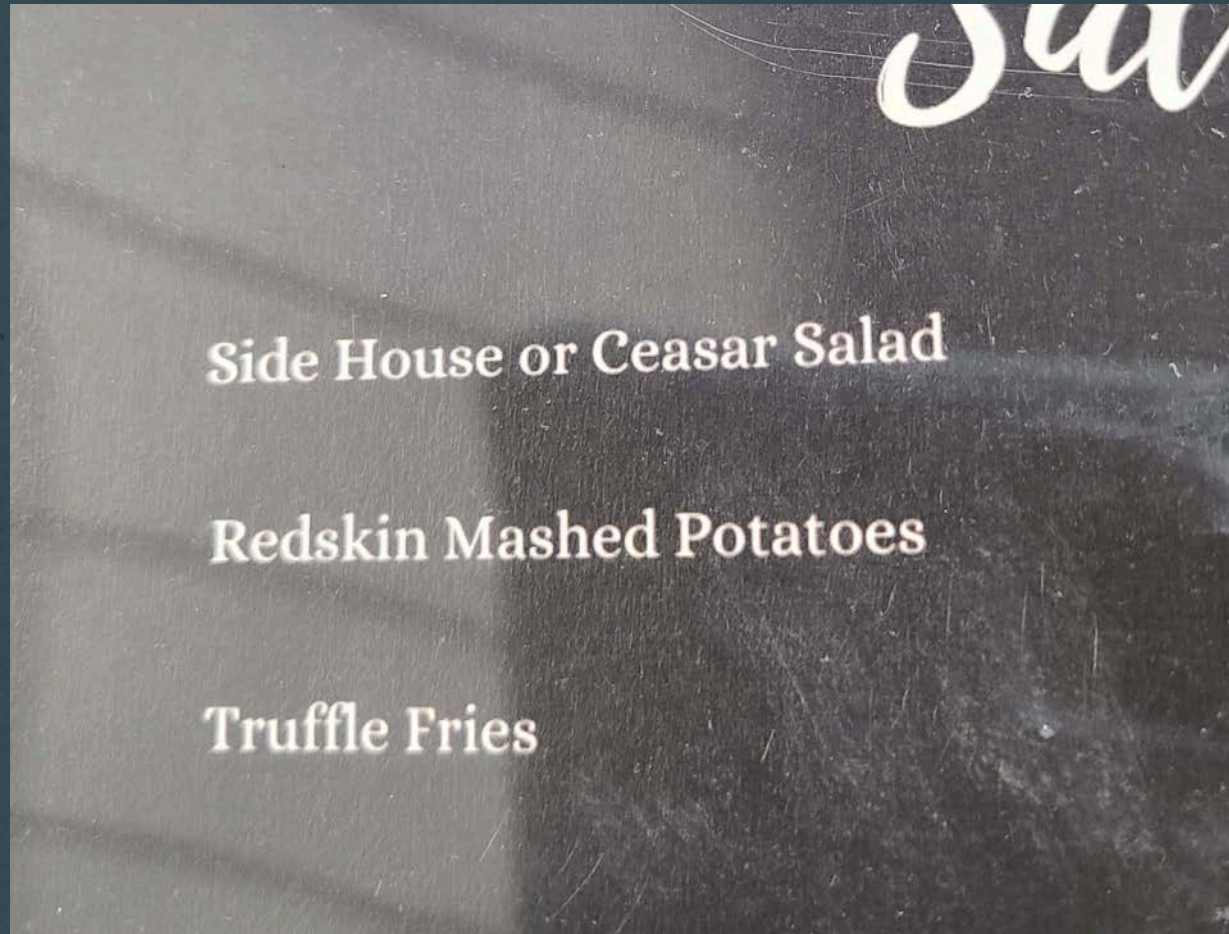
“The doctor advised him to rest.”

# Oops in the Wild

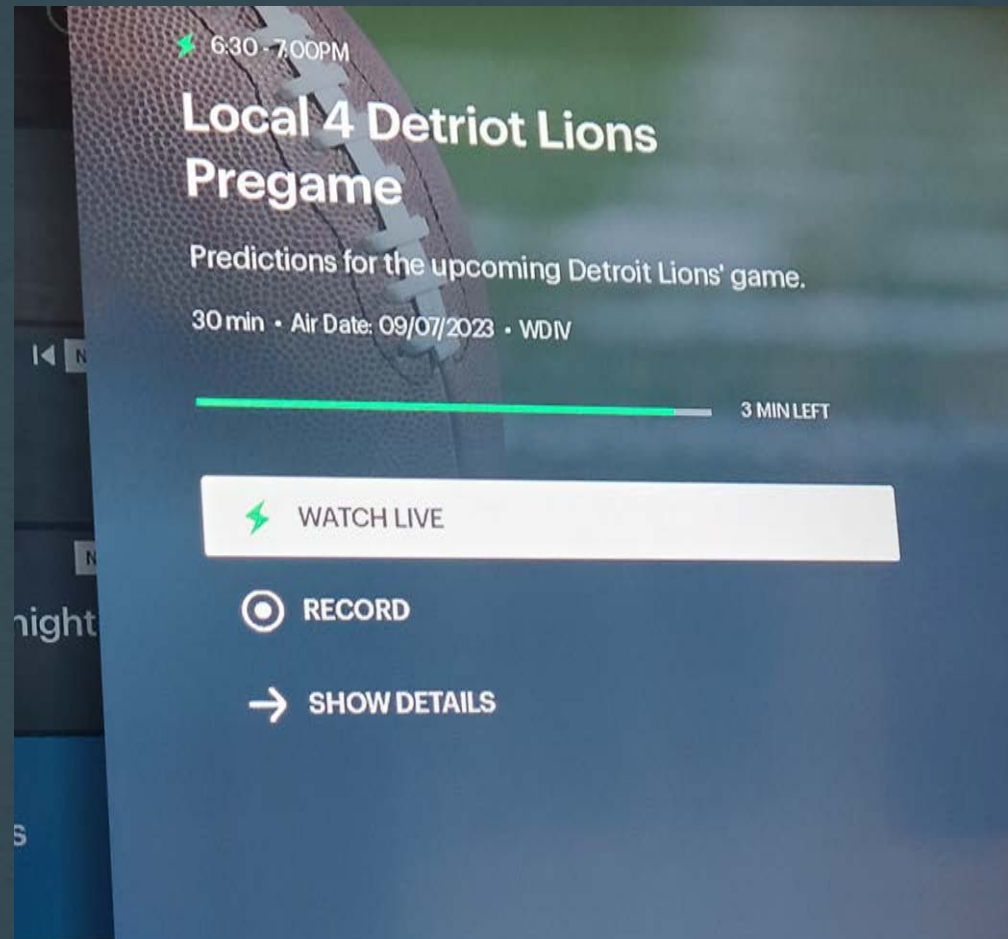




# Oops in the Wild



# Oops in the Wild



# Oops in the Wild





# Oops in the Wild

## MOZZARELLA STICKS      \$8

*Mozzarella cheese, coated in a flavorful batter and deep-fried to a crispy perfection.*

## SPINACH AND ARTICHOKE DIP      \$12

*Spinach and artichokes blended with creamy cheeses served bubbly hot with house tortilla chips*

## LOADED HOUSE POTATO CHIPS      \$11

*House potato chips topped with melted cheese, sour cream, bacon bits, and jalapenos.*