

Grammar At-A-Glance

Prepositions

about	at	beyond	excepting	of	round	under
above	before	but	for	off	regarding	underneath
across	behind	by	from	on	since	up
after	below	concerning	in	onto	to	upon
against	beneath	despite	inside	out	toward	with
along	beside	down	into	outside	through	within
among	besides	during	like	over	throughout	without
around	between	except	near	past	until	

Phrasal Prepositions

according to	as to	due to	in lieu of	on account of	with reference to
along with	because of	except for	in place of	out of	with the exception of
apart from	by means of	in addition to	in regards to	up to	
as for	by reason of	in case of	in spite of	with regard to	
as regards	by way of	in front of	instead of	with respect to	

Coordinating Conjunctions (BOYFANS)

but	or	yet	for	and	nor	so
-----	----	-----	-----	-----	-----	----

He frowned, but she laughed.

Subordinating Conjunctions

after	because	inasmuch as	no matter how	supposing (that)	what	whether
although	before	in case (that)	now that	than	whatever	while
as	even if	in order that	once	that	when	why
as (far/soon) as	even though	insofar as	provided (that)	though	whenever	
as if	how	in that	since	unless	where wherever	
as though	if	lest	so that	until	whereas	

Relative Pronouns

who	whose	which	that	whom	whomever	whoever
-----	-------	-------	------	------	----------	---------

Personal Pronouns

	<i>Subject</i>	<i>Object</i>	<i>Possessive</i>		<i>Subject</i>	<i>Object</i>	<i>Possessive</i>
<i>Singular</i>				<i>Plural</i>			
<i>1st Person</i>	I	me	my, mine	<i>1st Person</i>	we	us	our, ours
<i>2nd Person</i>	you	you	your, yours	<i>2nd Person</i>	you	you	your, yours
<i>3rd Person</i>	he, she, it	him, her, it	his, hers, her, its	<i>3rd Person</i>	they	them	their, theirs

Indefinite Pronouns

ALWAYS SINGULAR

anybody	anything	either	everyone	neither	no one	one	someone
anyone	each	everybody	everything	nobody	nothing	somebody	something

ALWAYS PLURAL

both	few	many	several
------	-----	------	---------

DEPENDS ON USAGE

all	any	more	most	none	some
-----	-----	------	------	------	------

Sentence Transitions (Conjunctive Adverbs)

also	consequently	hence	indeed	meanwhile	next	still	thus
anyway	finally	however	instead	moreover	nonetheless	then	
besides	furthermore	incidentally	likewise	nevertheless	otherwise	therefore	

Phrasal Transitions

after all	at any rate	by the way	in addition	in other words	on the contrary
as a result	at the same time	for example	in fact	in the first place	on the other hand

Forms of To Be

Present:	I am	you are	he/she/it is (<i>singular</i>)	we are	you are	they are (<i>plural</i>)
Past:	I was	you were	he/she/it was (<i>singular</i>)	we were	you were	they were (<i>plural</i>)

Helping Verbs

be	was	have	do	will	should	must	used to
am	were	has	does	shall	could	has to	
are	been	had	did	can	may	have to	
is	being	having	doing	would	might	ought to	

Comma Do's and Don't

Use Commas:

1. To separate **items in a list** (including coordinating adjectives)
 - a. My favorite hobbies are reading, watching movies, and writing sentences.
 - b. The angry, disgruntled, muttering student edged closer to the teacher. [*note: commas are needed only between adjective belonging to the same general descriptive category. Adjectives from different categories should **not** have commas between them—six, old, wooden stools stood before the bar*]
2. To set off a variety of **introductory words** (transitions, terms of direct address), **phrases** (transitional phrases, modifying (*-ing or -ed*) phrases), and **clauses** (subordinate or adverb clauses) to show where the main clause begins
 - a. Next, we'll study diagrams.
 - b. In the meantime, keep reading the material.
 - c. Baffled by diagrams, the students went ton strike.
 - d. After we study diagrams, we'll move on to trees.
3. To set off **interrupters**, whether words (transitions and adverbs), phrases (transitional phrases, modifying phrases, appositives, states after cities, years after dates, terms of direct address), or nonrestrictive clauses
 - a. I happen to love grammar. (However,) My students (, however,) don't' seem to appreciate it (, however).
 - b. (On the other hand,) My students (, on the other hand,) don't' seem to appreciate it (, on the other hand).
 - c. My aunt, a very talented woman, has written 25 novels.
 - d. My aunt, who is a very talented woman, has written 25 novels.
4. Before a coordinating conjunction between two independent (main) clauses (ie. Sentences)
 - a. The light is on, but nobody is home. [*note: **NOT** The light is on and shining brightly.*]

DO NOT Use Commas:

1. After **conjunctions** and **prepositions**
 - a. Although, the cake looks good, there's something growing on, the frosting
 - b. Let's plug the lamp into, the microwave.
2. **Between** a **subject** and its **verb** without an interrupter in between
 - a. Many people living in the United States these days, wonder why we, have to listen to Rod Stewart on the radio.
 - b. The child, threw a temper tantrum.
3. Before a **prepositional** phrase or **subordinate** phrase
 - a. The chef poured the prune sauce, over the duck.
 - b. My dog whines, because she hears Rod Stewart on the radio.
4. Around any modifier that **restricts** what it modifies, primarily restrictive clauses
 - a. The chair, that has a big wad of gum on it, belongs to the teacher.
 - b. The chair, with a big wad of gum on it, belongs to the teacher.
5. **Between** an **adjective** and the **noun** that it follows
 - a. I enjoy a cold, crisp, apple on a hot, day.