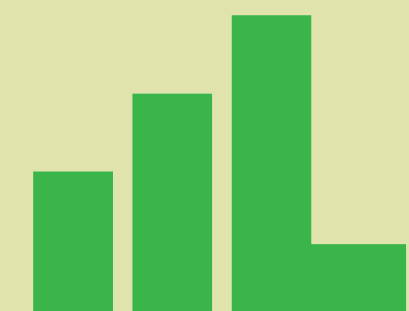


# SECTION 2: GRAMMAR AND USAGE

- Punctuation
- Keep/Change/Delete
- Pronoun Usage
- Verb Tense
- Direction Questions
- Shortest is Best
- Combining Sentences
- Word Choice





KEEP/CHANGE/  
DELETE





**THE 5 C'S:**  
COMPLETE  
CLEAR  
CONCISE  
CONSISTENT  
CORRECT

WHICH ANSWER CHOICE DOES THIS THE BEST.

WHICH CHOICE MAKES THINGS:

MOST Complete, MOST Clear, MOST Concise, MOST Consistent



# PRONOUNS

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Your logo



## **SUBJECT PRONOUNS**

I

YOU

HE/ SHE/ IT

WE

YOU

THEY

## **POSSESSIVE PRONOUNS**

MY/ MINE

YOUR/YOURS

HIS/ HER/ HERS/ ITS

OUR/ OURS

YOUR/ YOURS

THEIR/ THEIRS

## **OBJECT PRONOUNS**

ME

YOU

HIM/ HER/ IT

US

YOU

THEM

Note: WHOM is an object pronoun



# VERBS



VERB QUESTIONS ARE ABOUT TENSE OR NUMBER.

TENSE IS PAST, PRESENT OR FUTURE.

NUMBER IS SINGULAR OR PLURAL.

THE CORRECT FORM COMES FROM THE NON-UNDERLINED

INFORMATION SURROUNDING THE QUESTION





# DIRECTION



Direction Questions ask:

Are we going in the same or different directions?

To what extent?



# Types of Transitions

Continuers: Indicate that two sentences are expressing similar ideas.

Contradictors: Indicate that two sentences are expressing different ideas.

Cause-and-Effect: Indicate that one action is the result of another.



## **Continuers:**

- Add information
- Give an Example
- Define or Clarify
- Emphasize
- Compare
- Sequence of Events



## **ADD INFORMATION**

And, Also, Furthermore, In Addition, Moreover

## **GIVE AN EXAMPLE**

For Example, For Instance

## **DEFINE OR CLARIFY**

Effectively, Essentially, In Other Words, That Is

## **EMPHASIZE**

In Fact, Indeed

## **COMPARE**

Likewise, Similarly

## **SEQUENCE OF EVENTS**

Finally, Next, Previously, Subsequently, Then, While



## CONTRADICTION

Alternatively	Otherwise
Although	Rather
But	Regardless
Conversely	Still
Despite	Whereas
Even So	While
Even Though	Yet
However	
In Any Case	
In Spite Of	
Instead	
Meanwhile	
Nevertheless	
Nonetheless	

## CONTRAST

Alternatively  
Alternately  
In Contrast  
On The Contrary  
On The Other Hand



# CAUSE AND EFFECT

Accordingly

As a Result

As Such

Because

Consequently

For

Hence

Since

So

Thus

Therefore

To That End





SHORTEST IS BEST



If the Shortest answer is grammatically correct, it will always be the credited response





# COMBINING SENTENCES



# When Combining Sentences Look for:

- The shortest answer
- Grammatically Correct
- Properly punctuated
- Concise (non-repetitive)





# WORD CHOICE



WORD CHOICE IS A CATCH ALL THAT COVERS DETAIL  
QUESTIONS, VOCABULARY IN CONTEXT, IDIOMS, AND  
PARALLEL CONSTRUCTION.

IF THERE IS ANY DOUBT, RELY ON THE 5 C'S:  
COMPLETE, CLEAR, CONSISTENT, CONCISE, AND CORRECT.