ENGLISH
CORNER

Advanced Grammar Guide

Professional English Accuracy Checklist

Use this checklist to eliminate common grammar errors and improve clarity in advanced professional writing.

Sentence Structure

- ■ Are my sentences complete and free of fragments?
- ■ Have I avoided run-on sentences?
- ■ Do my sentences vary in length and structure?

Verb Accuracy

- ■ Are verb tenses consistent and accurate?
- ■ Have I used active voice where appropriate?

Punctuation

- ■ Are commas, semicolons, and colons used correctly?
- ■ Have I avoided unnecessary punctuation?