



## GRAMMAR 101

Instructor: Erin K. Brown

### COURSE OUTLINE

Grammar is the backbone to proofreading and copyediting; therefore, every editor must have a solid understanding of grammar—how and when to use each word or mark of punctuation. Troublesome sentences often require editors to break them down into phrases and parts of speech to discover the problem. Only then can the editor rebuild them to correctly convey the author’s intent. Grammar 101 students will develop the ability to edit sentences and paragraphs for clarity, interest, and precision.

Grammar 101 is divided into six easy-to-understand lessons. Using *The Chicago Manual of Style*, 17th edition, as our guide (required text), this quickly moving review of grammar covers punctuation, spelling, capitalization, italics, parts of speech, usage, parallelism, and more. Each lesson provides examples of common errors and then the correct form. The assignments following each lesson provide practice to solidify the correct use of grammar.

#### Lesson One: Punctuation I

- Introduction: The Importance of Knowing Grammar
- Period
- Comma
- Commas and Clauses
- Commas and Coordinating Adjectives
- Commas and Phrases
- Commas and Introductory Words
- Commas, Correlatives, and Extras
- Semicolon
- Colon
- Question Mark
- Exclamation Point

#### Lesson Two: Punctuation II

- Hyphen

- En and Em Dashes
- Parentheses
- Brackets
- Virgule
- Apostrophe
- Ellipsis Points
- Quotation Marks—Single and Double

### **Lesson Three: Spelling, Capitalization, Italics**

- Improving Spelling Ability
- Homophones
- Nonstandard and Variant Spelling
- British Spelling
- Plurals and Possessives
- Capitalization
- Italics

### **Lesson Four: Parts of Speech I**

- Nouns
- Pronouns
- Adjectives

### **Lesson Five: Parts of Speech II**

- Verbs
- Tense Sequence
- Adverbs
- Prepositions
- Conjunctions

### **Lesson Six: Correcting Common Errors in Grammar**

- Dangling Participles
- Dangling Modifiers
- Misplaced Modifiers
- Squinting Modifiers
- Usage
- Parallelism