

Style and Usage Guide

SCOPE OF HANDBOOK

This *Style and Usage Guide* was originally developed as a supplement to the National PASS Center English III courses. It is designed to strengthen students' skills in writing, grammar, punctuation, capitalization, usage and documentation of sources. The guide serves as a handy reference whenever students need to check on standard mechanics and usage, as well as how to document sources properly. Students may also refer to the Style and Usage Guide for information and exercises to check on or polish their writing skills.

SEQUENCE OF SKILLS

Elements covered in this handbook include:

Grammar and Usage (with practice exercises and activities)

- Parts of Speech – Nouns
- Usage – Plurals
- Parts of Speech – Pronouns
- Antecedents
- Commonly Confused Pronouns
- Parts of Speech – Verbs
- Commonly Confused Verbs
- Commonly Confused Past Tenses
- Parts of Speech – Adjectives
- Commonly Confused Adjectives
- Parts of Speech – Adverbs
- Commonly Confused Adjectives and Adverbs
- Parts of Speech – Prepositions
- Parts of Speech – Conjunctions
- Usage – Conjunctions versus Prepositions
- Parts of Speech – Interjections
- Parts of a Sentence – Phrases and Clauses
- Complete Sentences
- Subject and Predicate Exercises
- Parts of a Sentence – Direct Objects
- Parts of a Sentence – Objective and Subjective Complements
- Usage – Completing the Verb *to Be*
- Types of Sentences
- Sentence Fragments
- Sentence Structure
- Mechanics – Punctuation and Capitalization
- Punctuation within Sentences
- Special Marks of Punctuation
- Capitalization

Effective Writing Guidelines

Documenting Sources

Works Cited Format

Internal Documentation