How to Avoid 10 Common Grammar Mistakes

Script

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http://englishforcommunicationsandcustomercare.wordpress.com/2012/02/01/writing-skills-how-to-avoid-10-common-grammar-mistakes/

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Video Transcript

How to avoid 10 common grammar mistakes. Impress even the pickiest grammarians by avoiding these 10 most common grammar errors.
You´ll need a general understanding of English.

Step 1: Ensure your verb tenses always match whether you are speaking about the past, present or future. For example if *Sally wears a dress*, make sure *she goes to the concert* if *she wore a dress*, make sure *she went to the concert*.

Minute 00:30 to Minute 00:51

Step 2: Be aware of subject verb and subject pronoun disagreement. Whether subject and verb and subject pronoun both must agree in number. For example. Say *Jenny is going to the beach*, not *Jenny are going to the beach*. Likewise, say *Jenny is going to the beach and she will have fun.* Not *They will have fun.*

Minute 00:51 to Minute 1:15

Step 3: Do not incorrectly join two independent clauses with a comma, such as *Jane and I ate dinner, I enjoyed chicken.* This is called a "comma splice". Instead use a period, conjunction or semicolon. A run-on sentence like *I am not sad I am happy* is also an incorrect way of joining two independent clauses. Separate the clauses with a period or a semicolon.

Minute 1:15 to 1:34

Step 4: Use a comma to separate independent clauses joined by a conjunction after an introductory independent clause, in a non restrictive clause, to separate three or more words or phrases when setting off geographical names, when shifting between main discourse and quotations and to avoid confusion.

Text on the slide: When I was studying in for my exam, it was terribly noisy. I wanted to study, but I could not. Mr Harlin, who is my teacher, recommended the library. So I grabbed my book, grabbed my laptop and headed for the library. I am from South Bend, Indiana [sic, there should be a comma here] so when Mr. Harling said , " Go to the Harold Washington Library, " I had no idea where that was.

Minute 1:34 to 2:04

Step 5: Correctly use apostrophes to illustrate possession or when omitting letters such as in contractions.

Step 6: Beware of sentence fragments or incomplete sentences missing a verb or subject.

For example in *I am good at several things. Such as painting and cooking*, the second sentence is incomplete because it is a dependent clause. Connect it to the independent by replacing the period with a comma after the word "things".

Minute 2:04 to 2:30

Step 7: Don't misuse your relative pronouns *that*, *who*, *whom*, *whose*, *which*, *where*, *when* and *why*.   Relative pronouns join clauses to create complex sentences. The most common misuse of a relative pronoun is between *that* and *which*. Use "that" with restrictive or defining clauses and "which" with non restrictive clauses. Surround *which* phrases with commas.

Minute 2:30 to 2:52

Step 8: Don't let your modifiers dangle. A modifier describes a word or phrase. Put in the wrong place, it can change your meaning. For example: *At two my sister taught me Spanish"* is incorrect unless I mean *when my sister was two she taught me Spanish.* The correct way is *When I was two my sister taught me Spanish.*

Minute 2:52 to 2:59

Step 9: Don't be afraid to use pronouns. A common mistake is the overuse of a proper name when a pronoun would suffice. /səˈfaɪs/

Text on video: Mr. Harlin gives a lot of homework. He is a good teacher however. (This is correct as "he" substitutes Mr. Harlin)

Minute 2:59 to 03:11

Step 10: Proofread everything. This is your key to detecting unnecessary errors. If you check and double check your work, you will be a grammatical superstar in no time.

Minute 03:11 till end

Did you know June 2009, marked a milestone in the English language. Web 2.0 was officially added to the language, making it English's one million word.