

Mechanics Review Checklist

COMMAS

- Coordinating Conjunctions
- Items in a Series
- Introductory Elements
- Parenthetical Expressions
- Direct Address
- Dates, Addresses, and Geographical Items
- Degrees and Abbreviations
- Numerals
- Contrasting Statements
- Clarity
- Short Quotations

SEMICOLONS

- Independent Clauses Separated by Conjunctive Adverbs
- Independent Clauses Without a Coordinating Conjunction or a Conjunctive Adverb
- Series Containing Internal Commas or Complete Thoughts

COLONS

- Formally Listed Items
- Quotations
- Explanatory Sentences
- After the salutation of a business letter
- In expressions of time to separate hours from minutes.
- Between titles and subtitles
- Between place of publication and name of publisher

PERIOD

- To Punctuate Statements, Commands, and Indirect Questions.
- To Punctuate Polite Requests
- To Punctuate Abbreviations
- To Punctuate Numerals

QUESTION MARK

- To Punctuate Direct Questions
- To Punctuate Questions Appended to Statements
- To Indicate a Doubt

EXCLAMATION POINT

- To Express Strong Emotion

DASH

- To Set Off Parenthetical Elements
- To Indicate an Interruption
- To Set Off a Summarizing Statement
- To Attribute a Quotation

PARENTHESES

- To Set Off Nonessential Sentence Elements

QUOTATION MARKS

- To Enclose Direct Quotations
- To Enclose Quotations within Quotations
- To Enclose Short Expressions
- To Enclose Definitions
- To Enclose Titles
- Additional Punctuation Considerations

BRACKETS

UNDERScore AND ITALICS

CAPITALIZATION

Proper Nouns
 Proper Adjectives
 Beginning of Sentence
 Geographic Locations
 Organization Names
 Academic Courses and Degrees
 Seasons
 Title of People
 Numbered and Lettered Items
 Points of the Compass
 Departments, Divisions, and Committees
 Governmental Terms
 Product Names
 Published and Artistic Titles
 Beginning Words
 Celestial Bodies
 Ethnic References
 Words Following *Marked* and *Stamped*
 Special Uses of Personal Titles and Terms

POSSESSIVE NOUNS—**APOSTROPHES****SUBJECT VERB AGREEMENT**

Locating Subjects
 Prepositional Phrases.
 Intervening Elements
 The Adverbs *There* and *Here*
 Inverted Sentence Order
 Subjects Joined by *And*
 Company Names and Titles
 Subjects Joined by *Or* or *Nor*
 Indefinite Pronouns as Subjects
 Collective Nouns as Subjects
 The Distinction Between *The Number* and *A Number*
 Quantities, Measures
 Fractions, Portions
 Who Clauses
 Phrases and Clauses as Subjects

PRONOUNS AND ANTECEDENTS

Making Pronoun References Clear
 Making Pronouns Agree with the Antecedents in Number
 Making Pronouns Agree with Their Antecedents in Gender
 Choosing Alternatives to Common-Gender Antecedents
 Antecedents Joined by *Or* or *Nor*
 Indefinite Pronouns as Antecedents
 Collective Nouns as Antecedents
 Company and Organization Names as Antecedents
 The Antecedents *Each*, *Every*, and *Many A*
 The Challenge of *Who* and *Whom*
 How to Choose Between *Who* and *Whom*
 The Use of *Whoever* and *Whomever*

PERSONAL PRONOUNS

Nominative Case
 Subjects of Verbs
 Comparatives
 Subject Complement
 Objective Case
 Object of a Verb
 Object of a Preposition
 Possessive Case
 Compound Subjects and Objects
 Appositives
 Reflexive (or Compound Personal) Pronouns
 Infinitive *To Be* Without a Subject
 Infinitive *To Be* With a Subject
 Types of Pronouns