

Grammar for People Who Hate Rules

	Page
WELCOME	
INTRODUCTION	
WORDS	
1 Active vs. Passive Voice: Keep Your Writing Lively and Readable	2
2 Your English Teacher Was Wrong: You <i>May</i> Start a Sentence with And, But, So.....	4
3 Don't Leave <i>As far as</i> Hanging: Anchor It With a Verb.....	6
4 You Had Better Read This!	8
5 Cement vs. Concrete and Other C-Words That Confuse	10
6 Grammar Stickler Banishes 'comprised of' From Wikipedia	12
7 Concerning and Disconcerting: Similar Sound, Different Meanings	14
8 Dangling Modifiers: Confusing to Downright Silly.....	16
9 Drunk, Snuck, Healthful: Usage Tips for the Pickiest Grammarians	18
10 Fact vs. Factoid: Don't Confuse the Two	20
11 What Do You Say: Lie or Lay?	22
12 What Was John Wayne's Maiden Name?	24
13 The Dilemma of Me, Myself and I	26
14 Meandering Modifiers Miscommunicate	28
15 Confusion About Myriad, Kudos	30
16 Grammar Accord: Help Nouns and Pronouns Agree..	32
17 One Word or Two: Use Care With Your Shortcuts....	34
18 Take a Peek and Be Piqued: Check Your Word IQ	36
19 Careless Qualifiers Can Diminish Your Credibility	38
20 Redundancy Rant: A Dozen Redundancies to Avoid..	40
21 What Do Similes Say? What's a Metaphor For?	42
22 That vs. Who: VIPs Share Grammar Faux Pas.....	44
23 There's Something You Should Know About There's	46
24 Fuzzy Reporting: Is It Titled or Entitled?	48
25 To s or Not To s: That Is The Question.....	50
26 Were vs. Was in <i>Fiddler on the Roof</i>	52
ABBREVIATIONS AND CAPITALIZATIONS	
27 Abbreviations vs. Acronyms: What's the Difference?	56
28 True or False: Always Capitalize Bible and God.....	58
29 Four Common Latin Abbreviations Clarified	60
30 Academic Degrees: Words or Letters?	63
31 Honor Parents, But Do It Right	64
32 Leave Postal Abbreviations Out of Your Prose.....	66
33 Seasons, Regions, Directions: Which To Capitalize? .	68

PUNCTUATION	
34	Accent Marks and Other Symbols..... 72
35	Avoid Apostrophe When Noun Is Descriptive, Not Possessive 76
36	Yours, Mine and Ours: How to Show Individual vs. Joint Possession 78
37	Using Apostrophes With Letters and Words 80
38	Using Apostrophes With Numbers..... 82
39	Brackets Add Clarity, Show Errors 84
40	Should You Capitalize the First Word After a Colon? 86
41	When Does a Sentence Need a Comma? 88
42	When Does But Need a Comma? 90
43	Multiple Adjectives Don't Always Need Multiple Commas..... 92
44	Should You Make a Dash For It?..... 94
45	Ellipsis Shows Omission or Thought Trailing Off..... 96
46	Exclamation Points Are Exciting!..... 98
47	Hyphens Join and Clarify 100
48	Anti, Multi, Non: Most Prefixes Don't Require a Hyphen 102
49	Suspended Hyphen Creates Shortcut..... 104
50	Interrobang: Punctuation With an Emotional Punch . 106
51	Parentheses Interrupt Readers, So Use Sparingly 108
52	The Period: The Ultimate Insider 110
53	The Question Mark: Inside or Out? 112
54	When is a Question Not a Question? 114
55	Italics vs. Quotation Marks for Books, Articles, Music, Plays, Websites 116
56	Semicolons Join, Separate, Clarify 118
57	Dump the Double Space!..... 120
3 BONUS TIPS	
	Tips for Better Emails..... 124
	The Power of Thank You 126
	No Problem? No Thanks. 128
APPENDIX	
	Parts of Speech..... 132
	Words With a Prefix That Don't Need a Hyphen..... 135
Quizzes	
	Quiz 1: Ruthless Editor's Top 10 Misused Words: Can You Make the Right Choice? 137
	Quiz 2: Test Your Knowledge: 12 Confusing Caps ... 139
	Quiz 3: Check Your Word and Punctuation IQ 141
	Index 143
	ACKNOWLEDGEMENTS 147
	ABOUT THE AUTHOR 148