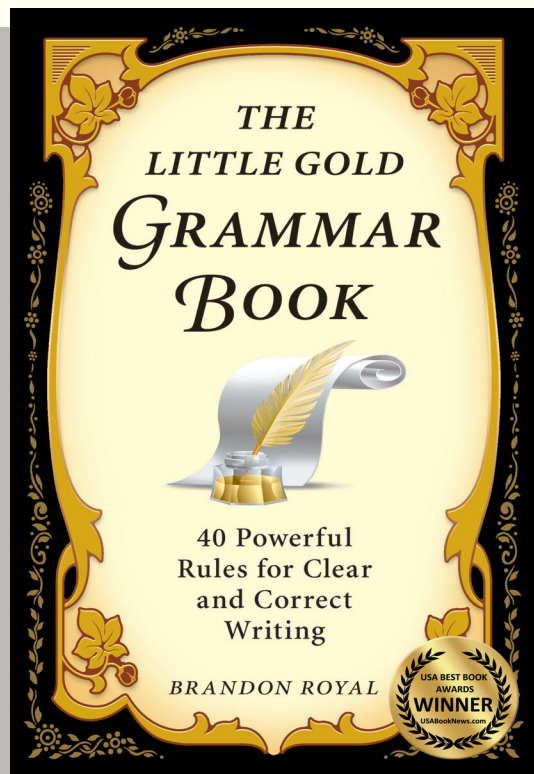


The Little Gold Grammar Book

40 Powerful Rules for Clear and Correct Writing



For Grammar Aficionados from All Walks of Life!

There's no need to fear the grammar goblin. Whether you're a high school or college student, test-prep candidate, or working professional, this guidebook offers a review of grammar that is both relevant and distilled. A wealth of examples, charts, and engaging exercises makes *The Little Gold Grammar Book* an invaluable guide for anyone who wants to master those skills that will make a good writer even better.

Enjoy the benefits of your own self-paced grammar course:

- **Grammar:** A 100-question quiz focuses on the most useful areas of the "big six" grammar categories — subject-verb agreement, pronoun usage, modification, parallelism, comparisons, and verb tenses.
- **Diction:** A collection of 50-plus word pairings highlight differences among easily confused word choices. Should we write *anyone* or *any one* ... *who* or *whom* ... *may be* or *maybe* ... *toward* or *towards* ... *different from* or *different than*?
- **Idioms:** A compilation of 200 idioms provides a convenient review of tricky "grammatical phrases." Do we write *prefer x to y* or *prefer x over y* ... *in comparison to* or *in comparison with* ... *regarded as* or *regarded to be*?
- **Review:** A selection of 30 multiple-choice problems, complete with explanations and author's notes, integrate key concepts of grammar, diction, idioms, and style.
- Also included are special sections on editing tips and punctuation, American English vs. British English, and traditional writing vs. digital writing.

"A must-have for anyone wishing to improve her or his writing capabilities. Whether you're interested in personal achievement, professional advancement, or educational attainment, I highly recommend this book as a permanent addition to your library." —Dr. Donald C. Martin, PhD, college admissions expert and former Dean of Enrollment for the Teacher's College at Columbia University

**WINNER, USA BOOK NEWS BEST BOOK AWARDS
EDUCATIONAL BOOK OF THE YEAR AWARD, BPAA**

US \$14.95
Grammar & Writing Skills Reference



Maven Publishing
mavenpublishing.com



Publisher: Maven Publishing

ISBN: 978-1-897393-30-7

Paperback, Jan 2015 (Revised edition), 227 pages, 5.25" x 8"

List Price: US\$14.95/Cdn\$16.95

Available online and through major bookstores

Contact: info@mavenpublishing.com

FOR GRAMMAR AFICIONADOS FROM ALL WALKS OF LIFE!

There's no need to fear the grammar goblin. Whether you're a high school or college student, test-prep candidate, or working professional, this guidebook offers a review of grammar that is both relevant and distilled. A wealth of examples, charts, and engaging exercises makes *The Little Gold Grammar Book* an invaluable guide for anyone who wants to master those skills that will make a good writer even better. In addition to presenting 40 commonly encountered rules of grammar, this book contains a 100-question grammar quiz, a collection of 50-plus word pairings (diction), a compilation of 200 idioms, and 30 multiple-choice problems to integrate key concepts. Special sections cover editing tips and punctuation, American English versus British English, and traditional writing versus digital writing.

About the Author: Brandon Royal (CPA, MBA) is an award-winning writer whose educational authorship includes *The Little Red Writing Book*, *The Little Green Math Book*, and *The Little Blue Reasoning Book*. During his tenure working in Hong Kong for US-based Kaplan Educational Centers—a Washington Post subsidiary and the largest test-preparation organization in the world—he honed his theories of teaching and education and developed a set of key learning "principles" to help define the basics of writing, grammar, math, and reasoning. Brandon has been a winner at the International Book Awards, a gold medalist at the President's Book Awards, and a recipient of the "Educational Book of the Year" award as presented by the Book Publishers Association of Alberta. He continues to write and publish in the belief that there will always be a place for books that inspire, enlighten, and enrich.

Sample Pages from *The Little Gold Grammar Book*

THE LITTLE GOLD GRAMMAR BOOK



40 Powerful Rules for Clear and Correct Writing

REVISED EDITION

BRANDON ROYAL



Mason Publishing

Contents

Introduction	7
Chapter 1: 100-Question Quiz	
Snapshot	11
Subject-Verb Agreement	11
Pronoun Usage	16
Modification	20
Parallelism	22
Comparison	25
Verb Tenses	27
Idioms Review	31
Idioms Review	33
Answers to the 100-Question Quiz	37
Chapter 2: Grammatical Munchkins	
Snapshot	61
The Eight Parts of Speech	61
Parts of Speech vs. The Seven Characteristics	63
Other Grammatical Terms	66
Chapter 3: Word Games	
Snapshot	81
Idiom Showdown	81
200 Common Grammatical Idioms	101
Chapter 4: Putting It All Together	
Snapshot	109
50 All-Star Grammar Problems	109
Answers and Explanations	129

Chapter 5: Editing Tune-up	
Snapshot	159
Editing Mechanics	159
Editing for Style and Layout	177
Chapter 6: Punctuation Highlights	
Snapshot	187
The Six Classic Uses of Commas	187
Mastering Semicolons	200
Avoiding Run-on Sentences	200
Answers to Exercises	202
Chapter 7: American English vs. British English	
Snapshot	207
Spelling Differences	207
Punctuation Differences	209
Chapter 8: Traditional Writing vs. Digital Writing	
Snapshot	215
Formal Writing vs. Informal Writing	215
Stylistic Differences with Online Writing	216
Selected Bibliography	219
Index	221
About the Author	225

Introduction

This book is based on a simple but powerful observation: Individuals who develop outstanding grammar skills do so primarily by mastering a limited number of the most important grammar rules, which they use over and over. What are these recurring rules? The answer to this question is the basis of this book.

In everyday writing, we may not always think it necessary to know the intricate rules of grammar. As long as we reach our goal of communicating through our writing, why do we need to know precisely how everything works? After all, as long as we can drive a car, why do we need to know how the engine works?

The individual who desires to become truly proficient in basic writing skills needs to look under the "hood" to better understand how the writing engine functions. How do we navigate this magnificent ensemble—the set of accurately stringing words and word groups into sentences? The answer is part science and part art.

First, we review the common grammar categories that capture the vast majority of recurring grammar problems. Next, we familiarize ourselves with the names of grammatical terms that describe the words and word groups used in building sentences. Lastly, we see how these parts interact as a whole by seeing them through multiple-choice problems that integrate key concepts.

Our journey would not be complete without coverage of a few areas that clearly impact "grammar." These areas include diction and idiom, editing tips, American English versus British English, and traditional writing versus digital writing.

This book is your "grammar mechanic's" guide to writing. Let's get started.

- 7 -

Chapter 1

100-Question Quiz



It's not wise to violate the rules until you know how to observe them.

—T.S. Eliot

EXHIBIT 1.3 THE SIMPLE AND PROGRESSIVE VERB FORMS

	Simple Form	Progressive Form
Present Tense	I travel	I am traveling
Past Tense	I traveled	I was traveling
Future Tense	I will travel	I will be traveling
Present Perfect Tense	I have traveled	I have been traveling
Past Perfect Tense	I had traveled...	I had been traveling...
Future Perfect Tense	I will have traveled...	I will have been traveling...

- Q73 We are raising money for the new scholarship fund. So far we (raise) / have raised / had raised \$25,000.
- Q74 By the time I began playing golf, I (play) / had played tennis for three hours.
- Q75 Larry (study) / has studied / had studied Russian for five years before he went to work in Moscow.
- Q76 By the time evening arrives, we (finish) / had finished / will have finished the task at hand.

EXHIBIT 1.4 VISUALIZING THE SIX VERB TENSES

Tense	Examples	Summary
Simple Present	I study physics.	Expresses events or situations that currently exist, including the near past and near present.
Simple Past	I studied physics.	Expresses events or situations that existed in the past.
Simple Future	I will study physics.	Expresses events or situations that will exist in the future.
Present Perfect	I have studied physics.	Expresses events or situations that existed in the past but that reach the present. Look for the words "has" or "have."
Past Perfect	By the time I graduated from high school, I had studied physics.	Expresses events or situations in the past, one of which occurred before the other. Look for the word "had" to signal the first of two past events.
Future Perfect	By the time I graduate from college, I will have studied physics for four years.	Expresses events or situations in the future, one of which will occur after the other. Look for the words "will have" to signal the first of two future events.

Alto, Aloo, A lot

Alto is a verb meaning "to distribute" or "to apportion." **Aloo** is not a word in the English language, but a common misspelling. **A lot** means "many."

To become proficient at yoga one must alto twenty minutes a day to practice.

Having alot of free time is always a luxury.

All ready, Already

All ready means "entirely ready" or "prepared." **Already** means "before or previously," but may also mean "now or soon."

Contingency plans ensure we are allready in case the unexpected happens. (intently ready or prepared)

We've already tried the newest brand. (before or previously)

Is it lunchtime already? (now or soon)

All together, Altogether

All together means "in one group." **Altogether** has two meanings. It can mean "completely," "wholly," or "entirely." It can also mean "in total."

These going camping must be alltogether before they can board the bus.

The recommendation is altogether wrong.

There are six rooms altogether.

NOTE So the phrase "putting it all together" (four words) is correct. It means "putting it all in one place." The phrase "putting it altogether" (three words) is incorrect because it would effectively mean "putting it completely" or "putting it in total."

Among, Amongst

These words are interchangeable: **among** is American English while **amongst** is British English. A given written document should show consistent treatment.

Anyhow, Any more

These words are not interchangeable. **Anyhow** means "from this point forward." **Any more** refers to an unspecified additional amount.

I'm not going to dwell on this mishap anyhow.

Are there any more tickets left?

Anyone, Any one

These words are not interchangeable. **Anyone** means "any person" whereas **any one** means "any single person, item, or thing."

Anyone can take the exam.

Any one of these green vegetables is good for you.

Anytime, Any time

These words are not necessarily interchangeable. **Anytime** is best thought of as an adverb which refers to "an unspecified period of time." **Any time** is an adjective-noun combination which means "an amount of time." Also, any time is always written as two words when it is preceded by the preposition "at," in that case, its meaning is the same as its single-word counterpart.

Call me anytime, and we'll do lunch.

This weekend, I won't have anytime to tweet (twitter).

At any time of the day, you can hear traffic if your window is open.

2. Leader [+S]

The activities of our current leader have led to a significant increase in the number of issues relating to the role of the military in non-military, nation-building exercises.

- A) have led to a significant increase in the number of issues relating to the role of the military in non-military, nation-building exercises.
- B) has been significant in the increase in the amount of issues relating to the role of the military in non-military, nation-building exercises.
- C) has led to a significant increase in the number of issues relating to the role of the military in non-military, nation-building exercises.
- D) has been significant in the increase in the number of issues relating to the role of the military in non-military, nation-building exercises.
- E) has significantly increased the amount of issues relating to the role of the military in non-military, nation-building exercises.

3. Marusip [+S]

According to scientists at the University of California, the patterns of changes that have occurred in phylotaxial DNA over the millennia indicate the possibility that some marusip alive today might be descended from a single female ancestor that lived in Africa sometime between 12 and 150 million years ago.

- A) indicate the possibility that every marusip alive today might be descended from a single female ancestor that

- B) indicate that every marusip alive today might possibly be a descendant of a single female ancestor that had
- C) may indicate that every marusip alive today has descended from a single female ancestor that had
- D) indicates that every marusip alive today might be a descendant of a single female ancestor that
- E) indicates that every marusip alive today may be a descendant from a single female ancestor that

4. Critic's Choice [+S]

In this critically acclaimed film, there are a well-developed plot and an excellent cast of characters.

- A) In this critically acclaimed film, there are a well-developed plot and an excellent cast of characters.
- B) In this critically acclaimed film, there is a well-developed plot and an excellent cast of characters.
- C) In this film, which is critically acclaimed, there is a well-developed plot and an excellent cast of characters.
- D) In this film, which has been critically acclaimed, there is a well-developed plot and an excellent cast of characters.
- E) There is a well-developed plot and an excellent cast of characters in this critically acclaimed film.

Example rock 'n' roll (not rock 'n' roll)

Example jitter (not jiter)

Example 'tis (not 'tu)

Bulleted lists. Displaying information vertically is often done with bulleted lists or numbered lists. The following provides a succinct summary on how to punctuate bulleted (or numbered) information. There are five basic scenarios. The topic chosen is one dear to us all—books!

Scenario 1A

Four words that describe why books are cool:

- durability
- accessibility
- portability
- affordability

Treatment: Here, a complete sentence introduces a bulleted list and the original sentence is appropriately followed by a colon. No periods follow any line of bulleted information because none is a complete sentence. Capitalization of these words is optional; however, for the sake of consistency, each of these words should begin with a capital letter or each word should be placed in lowercase (no capital letters).

Scenario 1B

Four reasons why printed books are great:

1. Durability
2. Accessibility
3. Portability
4. Affordability

Treatment: Numbered lists are punctuated identically to bulleted lists. The one exception is that the first word that follows each number must be capitalized. Note that numbered lists are not recommended unless there is a reason for their use, including the need to impose order or hierarchy.

Scenario 2

Why will printed books never become obsolete?

- They're durable.
- They're accessible.
- They're portable.
- They're affordable.

Treatment: The complete sentence that introduces the list above is appropriately followed, in context, by a question mark, not a colon. Since each line of bulleted information is a complete sentence, each begins with a capital letter and ends with a period.

Scenario 3

People love printed books because they're

- durable.
- accessible.
- portable.
- affordable.

Treatment: No colon is used after the word "they're" because it does not introduce a complete sentence. No periods follow any of the bulleted information because none is a complete sentence. Capitalization of the first word following each bullet is optional.

EXHIBIT 7.1 CHART OF SPELLING DIFFERENCES BETWEEN AMERICAN ENGLISH AND BRITISH ENGLISH

American English	British English
-ck check	-que cheque
-ed learned	-t learnt
-er centre, meter	-re centre, metre
-ise judgment, acknowledgement	-re judgement, acknowledgement
-ist among, amid	-et amongst, amidst
-in inquiry	-en enquiry
-k disk	-c disc
-l traveled, travelling	-ll travelled, travelling
-li enrol, fulfillment	-ll enrol, fulfilment
-m program	-re programme
-o mold, smolder	-re mould, smoulder
-og catalog	-ogue catalogue
-or color, favor	-our colour, favour
-s defense, offense	-ce defence, offence
-t summarize, organization	-s summarise, organisation

Always be nice to those younger than you, because they are the ones who will be writing about you.

—Cyril Connolly