

**Transitional Words and Phrases:**

**Addition, Sequence**  
 additionally, afterward, also, equally important, finally, first...second, further, furthermore, in addition, initially, last, later, likewise, meanwhile, moreover, next, overall, still

**Concession**  
 admittedly, certainly, conceding that, granted that, in fact, naturally, surely, undoubtedly, without a doubt

**Contrast**  
 alternatively, although, and yet, at the same time, but, conversely, despite, even so, even though, however, in contrast, instead, nevertheless, nor, nonetheless, on the contrary, on the other hand, otherwise, regardless, still

**Examples, Clarification, Emphasis**  
 after all, as an illustration, certainly, clearly, for example, for instance, in fact, importantly, indeed, in particular, in short, moreover, namely, of course, specifically, truly, undoubtedly

**Place or Direction**  
 above, adjacent to, below, beyond, close by, elsewhere, in the distance, nearby, under, underneath, wherever

**Purpose, Cause and Effect**  
 accordingly, as a result, consequently, for that reason, hence, since, therefore, thus, to this end, with this in mind

**Qualification**  
 frequently, often, time and again

**Result**  
 accordingly, as a result, consequently, hence, therefore, thus

**Subjective pronouns:** I, you, he, she, it, we, they  
**Objective pronouns:** me, you, him, her, it, us, them

**GRAMMAR 101**

Present Tense			Present Perfect Tense		
	Singular	Plural		Singular	Plural
1st Person	I hide	we hide	1st Person	I have hidden	we have hidden
2nd Person	you hide	you hide	2nd Person	you have hidden	you have hidden
3rd Person	he, she, it hides	they hide	3rd Person	he, she, it has hidden	they have hidden
Past Tense			Past Perfect Tense		
	Singular	Plural		Singular	Plural
1st Person	I hid	we hid	1st Person	I had hidden	we had hidden
2nd Person	you hid	you hid	2nd Person	you had hidden	you had hidden
3rd Person	he, she, it hid	they hid	3rd Person	he, she, it had hidden	they had hidden
Future Tense			Future Perfect Tense		
	Singular	Plural		Singular	Plural
1st Person	I will hide	we will hide	1st Person	I will have hidden	we will have hidden
2nd Person	you will hide	you will hide	2nd Person	you will have hidden	you will have hidden
3rd Person	he, she, it will hide	they will hide	3rd Person	he, she, it will have hidden	they will have hidden

**Similarity**  
 also, besides, for example, furthermore, in like manner, likewise, moreover, similarly

**Summary or Conclusion**  
 as a result, clearly, finally, in brief, in other words, in conclusion, in short, in summary, on the whole, in summary, therefore

**Time**  
 after a bit, after a few days, after a while, afterward, at first, at last, at that time, first, before, during, earlier, eventually, finally, formerly, further, hence, initially, in a few days, immediately, in the future, in the meantime, in the past, last, lately, later, meanwhile, next, previously, recently, simultaneously, subsequently, thereafter

**Punctuation Rules**

- Periods and commas go *inside* closing quotation marks; colons and semicolons go *outside* closing quotation marks. The question mark and exclamation mark go either *inside* or *outside* the closing marks depending on what's being quoted (e.g., if a question is being quoted, it goes *inside*).
- Single quotation marks are used for a quotation within a quotation. In the case of joint possession: Jim and Allison's car was stolen.
- Use a comma between two or more adjectives that modify a noun. If you have two independence clauses and they are joined by *but*, *or*, *yet*, *so*, *for*, *and*, or *not*, join the independent clauses with a comma.
- A colon is used to signal the reader a list will follow.
- A semicolon joins two sentences that are logically connected.
- A hyphen is used to connect compound adjectives (not nouns).
- A dash is used to introduce a change in thought or give more information.
- Parentheses provide additional information that isn't needed in the sentence.
- Brackets show you have capitalized something not capitalized in a quote.
- Ellipsis points are used to show that material from a quote has been deleted.
- A slash is used to mean *or*.

Present	Past	Perfect
begin	began	begun
bite	bit	bitten
break	broke	broken
bring	brought	brought
catch	caught	caught
choose	chose	chosen
come	came	come
do	did	done
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
fly	flew	flown
get	got	gotten
go	went	gone
know	knew	known
lead	led	led
lend	lent	lent
lie	lay	lain
lose	lost	lost
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
shake	shook	shaken
sing	sang	sung
sink	sank	sunk
sit	sat	sat
speak	spoke	spoken
steal	stole	stolen
take	took	taken
write	wrote	written

**Keys to Writing Well**

- write logically (if A = B and B = C, then A = C)
- answer the audience's questions
- use transitional words/phrases
- let someone else proofread

**Commonly Confused Words:**

<b>Affect</b>	<i>Affect</i> is usually a verb that means to change or shape.
<b>Effect</b>	<i>Effect</i> is usually a noun except when it means to achieve or cause.
<b>Annoy</b>	To pester or irritate.
<b>Aggravate</b>	To exaggerate or make worse.
<b>All right</b>	<i>All right</i> is always two words.
<b>Among</b>	If more than two people are dividing something, use <i>among</i> .
<b>Between</b>	If only two people are dividing something, use <i>between</i> .
<b>Bad</b>	When you are writing about how you feel, use <i>bad</i> .
<b>Badly</b>	When you are writing about how you did something, use <i>badly</i> .
<b>Can</b>	If you're physically able to do something, then you <i>can</i> do it.
<b>May</b>	If you <i>may</i> do something, you have permission to do it.
<b>Capitol</b>	The <i>capitol</i> is the building where the legislature meets.
<b>Capital</b>	Use <i>capital</i> for all other meanings.

<b>cite</b>	To <i>cite</i> is to make reference to a specific source.
<b>sight</b>	Your <i>sight</i> is your vision.
<b>site</b>	A <i>site</i> is a location.
<b>complement</b>	If something completes another thing, it <i>complements</i> it.
<b>compliment</b>	If you receive praise, you've received a <i>compliment</i> .
<b>desert</b>	A <i>desert</i> is a dry place; the verb means to leave.
<b>dessert</b>	The food that is sweet is a <i>dessert</i> .
<b>Discreet</b>	<i>Discreet</i> means cautious, careful, or guarded in conduct.
<b>Discrete</b>	<i>Discrete</i> means separate or disconnected.
<b>ensure</b>	To make certain of something.
<b>insure</b>	To <i>insure</i> a car.
<b>good</b>	Good is an adjective.
<b>well</b>	<i>Well</i> means in a high quality manner.
<b>imply</b>	A speaker <i>implies</i> something.
<b>infer</b>	A listener <i>infers</i> something.

<b>lay</b>	To put or place.
<b>lie</b>	To rest or recline.
<b>stationery</b>	Paper for a letter.
<b>stationary</b>	Lacks motion.
<b>that</b>	Clauses w/ no commas.
<b>which</b>	Clauses with commas.
<b>who, which</b>	Use who for people.

**Who and Whom**

- look only at the clause with *who* or *whom*
- scramble the words to form a statement
- substitute he or him for *who* or *whom*
- with linking verbs, use *who*