



		"Formulas"
Simple sentence with compound verb	My family goes camping every summer and usually has fun.	SV V
Compound sentence	My family goes camping every summer, and we usually have fun.	S V, and S V
Simple sentence with compound verb	Last year we went camping but had a terrible time.	SV V
Compound sentence	Last year we went camping, but everyone had a terrible time.	S V, but S V
Simple sentence with compound verb	Next year we will go to the beach or perhaps stay at home.	SV V
Compound sentence	Next year we will go to the beach, or perhaps we will stay at home.	S V, or S V

### Complex Sentences

Simple sentence (independent clause)	SUBORDINATING CONJUNCTION	Simple sentence (dependent clause)
<u>Water boils if the temperature is 100°C.</u>		
SUBORDINATING CONJUNCTION	Simple sentence (dependent clause),	Simple sentence (independent clause)
<u>if the temperature is 100°C, water boils.</u>		

<b>Time Subordinators</b>	
after	<u>I will go</u> straight to bed after <u>I finish</u> writing this paragraph.
as soon as	<u>She felt</u> better as soon as <u>she took</u> the medicine.
before	<u>Wait</u> for a green light before <u>you cross</u> a street.
since	<u>It has been</u> a year since <u>I left</u> home.
until	<u>We can't leave</u> the room until <u>everyone finishes</u> the test.
when	Where <u>were you</u> when <u>I called</u> ?
whenever	Whenever <u>I don't sleep</u> well, I <u>feel sick</u> the next day.
while	<u>My neighbors were having</u> a party while <u>I was trying</u> to sleep.

## CAPITALIZATION

Rules	Examples
Capitalize:	
1. The first word in a sentence.	My neighbor is a mechanic.
2. The pronoun I.	My friends and I often study together.
3. Names of people and their titles.  <b>BUT NOT</b> a title without a name.  <i>Exception:</i> A title without a name is sometimes capitalized if it refers to a specific person.	King Charles, Mr. and Mrs. Homer Simpson  He's a king. Have you met your math professor?  The President of the United States had dinner with the Emperor of Japan.

<p>4. Nationalities, languages, religions, and ethnic groups.</p>	<p>Swedish English Asian Muslim Native American</p>
<p>5. Names of school courses with numbers.</p> <p><i>Note:</i> Don't capitalize school subjects except names of nationalities, languages, religions, and college classes with numbers.</p>	<p>Psychology 101</p> <p>history</p> <p>Russian history</p>
<p>6. Specific places you could find on a map.</p>	<p>England the North Pole Lake Superior First Street New York City</p>
<p>7. Names of specific structures such as buildings, roads, and bridges.</p>	<p>the White House Highway 395 the Hilton Hotel State Route 15 the Kremlin the Brooklyn Bridge</p>
<p>8. Names of specific organizations such as businesses, schools, and clubs.</p>	<p>Sears, Roebuck &amp; Co. City College of New York United Nations Irish Students' Club</p>

<p>9. Names of the days, months, holidays, and special time periods.</p> <p>BUT NOT the names of seasons.</p>	<p>Monday</p> <p>New Year's Day</p> <p>January</p> <p>Ramadan</p> <p>spring, summer</p>
<p>10. Geographic areas.</p> <p>BUT NOT compass directions.</p>	<p>the Middle East</p> <p>Southeast Asia</p> <p>the Southwest</p> <p>Eastern Europe</p> <p>Drive south for two miles and turn west.</p>

## PUNCTUATION

Rules	Examples
<p><b>Use a comma:</b></p>	
<p>1. After listing-order and time- order signals (EXCEPT <i>then</i>).</p>	<p>First, put four cups of rice into a pan. After that, fold the paper in half again. After the test, go out and celebrate.</p>
<p>2. Before coordinating conjunctions in a compound sentence.</p> <p><i>Exception:</i> Sometimes writers omit this comma in very short sentences.</p>	<p>Some people like to travel, and others like to have an adventure. Cook the steak over high heat for six minutes, but don't let it burn.</p> <p>Dogs bark and cats meow.</p> <p>Turn left and drive one block</p>

<p>3. In a complex sentence when a dependent adverb clause comes before an independent clause.</p>	<p>While you are waiting for the pizza dough to rise, make the sauce.</p> <p>After you take the pizza out of the oven, cut it into eight pieces.</p>
<p>4. To separate items in a series. A series is three or more things. These may be words or phrases (groups of words).</p>	<p>One dog, one cat, two goldfish, a bird, and four humans live at our house.</p> <p>Every morning I get up early, run a mile, take a shower, eat breakfast, and feed my pets.</p> <p>Turn left at the stoplight, go one block, and turn right.</p>