

NOTES

- Use a period for declarative sentences.
- Start sentences with a capital letter.
- Separate list items with commas.
- Place a comma before "and" in compound sentences.
- Show possession with apostrophes.
- Avoid double negatives.
- Use "their" for possession, "there" for location.
- Use "its" for possession, "it's" for "it is."
- Use "who" for people, "whom" for objects.
- Match subjects and verbs in number.
- Use "fewer" for countable nouns, "less" for uncountable nouns.
- Avoid comma splices with semicolons or conjunctions.
- Use quotation marks for direct speech and titles of short works.
- Use a colon before lists or explanations.
- Use "me" as an object, "I" as a subject.
- Use hyphens for compound adjectives before nouns.
- Use "than" for comparisons, "then" for time.
- Place modifiers next to the words they modify.
- Maintain parallel structure in lists and comparisons.
- Avoid run-on sentences with proper punctuation.
- Prefer active voice for clarity.