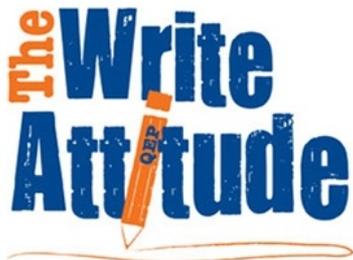


# Grammar Extravaganza

“what’s wrong with this sentence?”



We will learn the rules of capitalization and identify commonly misspelled, misspoken and misused words.



# Session I: Capitalization Rules

# Basic Capitalization

- The first word of every sentence
  - Calculators are lifesavers.
- The first word of a quoted sentence
  - He said, “You don’t look well.”
- Proper nouns
  - Sarah, Atlanta, Africa, Burger King, Samsung
- Points of the compass only when they refer to specific regions
  - The North gets much colder than the South.

# Capitalize Proper Nouns:

- Savannah State University
- Savannah, Georgia
- Times Square
- Specific Titles
  - The Coldest Winter Ever
  - Love and Basketball
- Specific periods of time
  - The Great Depression
  - The Gulf War

# Basic Capitalization

- Capitalize the first word of a salutation and the first word of a complimentary close.
  - Dear Ms. Jenkins
  - Sincerely
- Capitalize the names of specific course titles.
  - College Algebra II
  - math
  - Survey of U.S. History Post-Civil War
  - history

# Job Titles

- Capitalize one's title when it precedes the name. Do not capitalize when the title is acting as a description following the name.
  - President Dozier
  - Dr. Dozier, the president, is well-educated.
- Capitalize one's title when it follows the name on the address or signature line.
  - Sincerely,
  - Ms. Hall, Chairperson

# Job Titles

- Capitalize the titles of high-ranking government officials when used before their names. Do not capitalize the civil title if it is used instead of the name.
  - President Obama is the leader of the nation.
  - The president lives in Washington, D.C.
- Capitalize any title when used as a direct address.
  - My back hurts, Doctor.

# Publication Titles

- Always capitalize the first and last words of titles of publications regardless of their parts of speech.
  - Capitalize other words within titles, including the short verb forms Is, Are, and Be.
    - Exception: do not capitalize little words within titles such as a, an, the, but, as, if, and, or, nor, or prepositions, regardless of their length.
- ❖ Gone With the Wind
- Practice: Write the names of three movies and/or book titles.

# Recap

## When do I capitalize?

- The first word of every sentence should be capitalized.
- Publication titles should be capitalized but not small words such as a, an the, etc.
- Job titles to include government officials as well as titles before and after names.
- Proper Nouns

# Correct the capitalization

1. senator, john james is speaking about the great depression.
2. have you ever been to leesburg?
3. walt disney said, “if you can dream it, you can do it.”
4. John Boehner, speaker of the house, told Jay leno that he favors Jeb Bush in 2016’s Election.
5. Jeb Bush is the Son and Brother of two former U.s. Presidents.

# Questions



“Whats Wrong with this Sentance?”

# Objective

To familiarize students with words that are commonly misspelled, misused and misspoken.



# Commonly Misspelled Words

- Misspelled
- Believe
- Calendar
- Cemetery
- Committed
- Conscience
- Embarrass
- Foreign
- Harass
- Judgment
- Leisure
- Liaison
- License
- Maneuver
- Rhythm
- Separate
- Vacuum
- Weather

# Commonly Misused Words

- Advice or Advise
  - Advice = (a noun); a recommendation
    - My grandmother gives the best advice.
  - Advise = (a verb); to give advice
    - I would advise you not to bother her right now.
- All ready or Already
  - All ready = completely prepared
    - I am all ready for the party.
  - Already = describing that something has happened before the present time
    - I finished my homework already.

# Commonly Misused Words

- Complement or Compliment
  - Complement = they go well together
    - Yellow complements blue very well.
  - Compliment = a flattering comment
    - I love giving and receiving compliments.
- Loose or Lose
  - Loose = (an adjective); the opposite of tight
    - Do you have any loose change?
  - Lose = (a verb); to no longer possess
    - I have nothing to lose, so let's do it.

# Commonly Misused Words

- Accept or Except
  - Accept = to receive
    - I accepted his proposal.
  - Except = to exclude or to object
    - I love all colors except red.
- Affect or Effect
  - Affect = (verb); to influence
    - Interest rates affect stock prices.
  - Effect = (noun); the result
    - Interest rates have an effect on stock prices.

- Past or Passed

- Past = (a noun); the time before the present

- That was the past. I'm a better person now.

- Passed = the past tense of the verb “pass”

- He passed the ball to his friend.

- Principal or Principle

- Principal = (an adjective); highest rank OR (a noun); the head of the school

- My principal complaint is my headache.

- The principal of this school is very nice and professional.

- Principle = (a noun); a law or doctrine

- It's not about the money. It's the principle of the matter.

# Commonly Misspoken Words

- Supposably → Supposedly
- For all intensive purposes → For all intents and purposes
- Irregardless → Regardless
- I could care less. → I couldn't care less.
- Pacifically → Specifically
- Ex Cetera → Et Cetera
- I seen it. → I saw it.
- Of upmost importance → Of utmost importance
- I need to lay down. → I need to lie down.

# Correct the Spelling:

- Amatuer
- Amateur
- Athiest
- Atheist
- Calander
- Calender
- Colum
- Column
- Comited
- Committed
- Dicipline
- Discipline
- Embbarass
- Embarrass
- Exccedd
- Exceed
- Jewellry
- Jewelry
- Seperate
- Separate

# Fill in the Blank

- He doesn't (accept, except) late homework.
- The weather tends to (affect, effect) my mood.
- I (advice, advise) you to listen to your heart.
- She is (all ready, already) in Atlanta by now.
- That haircut (compliments, complements) her face well.
- I wore a halter top and (loose, lose) pants.
- I (past, passed) the class with an A.
- The new (principal, principle) is a woman.

# Identify What's Wrong

Your first assignment is to call the chief. That is of utmost importance. Supposably, he's sick. That might or might not be true, but irregardless of how you feel about him being your superior, you still got to do your job. As long as the company is ran adeqautely and my check is ready at the end of the week, then I could care less if he's really sick or not.

Q & A

You have

Questions

We have

Answers



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