Printable Grammar and Punctuation Rules Reference Sheet

Parts of Speech

Reference table of the eight parts of speech with the source examples.

Part of speech	Definition	Examples
Noun	Names people, places, things, or ideas	teacher, city, book, freedom
Verb	Expresses actions or states of being	run, is, seem, become
Adjective	Describes nouns or pronouns	happy, blue, three, careful
Adverb	Modifies verbs, adjectives, or other adverbs	quickly, very, well, yesterday
Pronoun	Replaces nouns	he, she, it, they, we
Preposition	Shows relationships between words	in, on, under, between, with
Conjunction	Connects words, phrases, or clauses	and, but, because, although
Interjection	Expresses emotion	wow, oh, hey, alas

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Subject-Verb Agreement

Reference table of agreement rules with source examples.

Rule	Example
Singular subject takes a singular verb	The cat sleeps.
Plural subject takes a plural verb	The cats sleep.
Compound subjects joined by 'and' take a plural verb	The cat and the dog play.
Subjects joined by 'or' or 'nor' take a verb agreeing with the nearest subject	Neither the cat nor the dogs are outside.
Collective nouns usually take a singular verb when acting as one unit	The team wins.
Indefinite pronouns like everyone, each, nobody are singular	Everyone is ready.

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Punctuation Rules

Reference table of punctuation marks with source examples.

Mark	Use	Example
Period	Ends declarative sentences	The book is on the table.
Question mark	Ends direct questions	Where is the book?
Exclamation mark	Shows strong emotion or emphasis	Watch out!
Comma	Separates list items, sets off introductory phrases, joins independent clauses with a conjunction	I bought apples, bananas, and oranges.
Semicolon	Joins closely related independent clauses without a conjunction	The rain stopped; we went outside.
Colon	Introduces lists or explanations	She brought three items: a pen, a notebook, and a ruler.
Apostrophe	Shows possession or contraction	the dog's bone; it's raining.
Quotation marks	Enclose direct speech	She said, 'I will help.'

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Quick-Check List

Yes/no review checklist from the source.

Check	Yes/No
Does every sentence have a subject and a verb?	
Do subjects and verbs agree in number?	
Are periods, question marks, or exclamation marks used correctly at sentence ends?	
Are commas used in lists and after introductory phrases?	
Are semicolons used only between independent clauses?	
Are colons used before lists or explanations?	
Are apostrophes correct for possession and contractions?	
Are quotation marks used for direct speech?	

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Common Mistakes and Fixes

Reference table of common mistakes with fixes.

Mistake	Fix
Using a plural verb with a singular subject, such as 'The cat sleep.'	Match the verb to the subject: 'The cat sleeps.'
Joining two independent clauses with only a comma (comma splice).	Use a period, semicolon, or conjunction: 'The rain stopped; we went outside.'
Placing an apostrophe before the 's' for a plural noun, such as 'apple's' when meaning more than one apple.	Use 'apples' for plural and 'apple's' only for possession or contraction.
Putting quotation marks around indirect speech, such as She said that 'she was tired.'	Use quotation marks only for direct speech: She said, 'I am tired.'

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Frequently Asked Questions

Reference table of source FAQs.

Question	Answer
What is the difference between a semicolon and a colon?	A semicolon joins two closely related independent clauses. A colon introduces a list, explanation, or example.
When do I use a comma before 'and'?	Use a comma before 'and' in a list of three or more items (the Oxford comma) and when joining two independent clauses with 'and'.
How do I know if a collective noun takes a singular or plural verb?	If the group acts as one unit, use a singular verb. If members act individually, use a plural verb. Example: The team wins (as one unit). The team are arguing among themselves (individuals).
Can I use an exclamation mark in formal writing?	Use exclamation marks sparingly in formal writing; they are more common in informal or creative contexts.

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Worked Example

Source worked example shown before the practice tasks.

Correct the following sentence: 'The dogs runs quickly and jumps over the fence.'

Answer: The dogs run quickly and jump over the fence.

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Rubric

Source rubric criteria for evaluating the practice tasks.

Criterion
Subject-verb agreement is correct in all sentences.
Punctuation marks are used correctly at sentence ends.
Commas are used appropriately in lists and after introductory phrases.
Semicolons and colons are used correctly.
Apostrophes are correct for possession and contractions.
Quotation marks are used correctly for direct speech.
The quick-check list is applied to identify and fix errors.