Writing Essentials: Part 2
Beyond Spell and Grammar Checks

• Spell check, grammar edits, and auto correct features in software programs are helpful in reducing spelling errors.
• These features need to be used regularly to reduce errors.
• However, even these features will not prevent all errors.
Words Used Incorrectly

• There are several words that sound alike and are incorrectly substituted for one another.
  – Accept/Except
  – Affect/Effect

• Definitions
  – Accept: receive, agree to, take on
  – Except: excluding, apart from
  – Affect: touch, move, influence
  – Effect: result, consequence, cause
Practice Exercises

• The new health care policy may ____________ consumers and providers.
• Please _______ this token of our appreciation
• All of the paramedics went on strike ____________ John.
• Before prescribing that medication, providers need to know the long-term ____________ of the drug.
Practice Exercise Answers

• The new health care policy may **affect** consumers and providers.
• Please **accept** this token of our appreciation
• All of the paramedics went on strike **except** John.
• Before prescribing that medication, providers need to know the long-term **effect** of the drug.
More Words Used Incorrectly

Then/Than
• "Then" is typically an adverb indicating a sequence in time. "Than" is a conjunction used for comparison.

Your/You're
• "Your" is a possessive.
• "You're" is a contraction of "you are."
Practice Exercises

• ______ the new nurse practitioner.

• The clinical experience was more stressful _____ the simulation.

• We went to class, __________ we drove to the hospital.

• Is that _____ address?
Practice Exercise Answers

• **You’re** the new nurse practitioner.
• The clinical experience was more stressful **than** the simulation.
• We went to class, **then** we drove to the hospital.
• Is that **your** address?
Independent and Dependent Clauses

• Clauses are the building blocks of sentences.

• While a single independent clause can be a sentence, dependent clauses make sentences more complete and interesting.

• Use conjunctions and proper punctuation to join together dependent and independent clauses.

• This results in interesting and complex compound sentences that are engaging to read.
Independent Clauses

• An independent clause stands on its own. It does not need to be joined to any other clauses, because it contains all the information necessary to be a complete sentence.

• Independent clauses have three components:
  1. Subject- tells what or whom the sentence is about.
  2. An action or predicate - tells what the subject is doing.
  3. Express a complete thought – tells what happened or was said.

• Example: Lisa studied in the library for her nursing test.

• Lisa is the subject and studied is the verb (action). A complete thought was expressed.
Joining Two Independent Clauses

• Independent clauses can be joined to other independent clauses, if they are related. However, they must be joined using the proper punctuation.

• Example: Lisa studies every day. She really wants to do well in her nursing classes.

• The independent clauses are related, so they can be joined to create a complex sentence. They are correctly joined by a semicolon.

• Example: Lisa studies every day; she really wants to do well in her nursing classes.
Dependent Clauses

• Examples of Dependent Clauses:
  - *Because I forgot my homework.*
  - *After Lisa studied in the library*

• The thought is incomplete:
  - What happened because you forgot your homework?
  - What happened after Lisa studied in the library?
Dependent Marker Words

• Dependent clauses are often marked by a dependent marker word.

• Example: After Lisa studied in the library for her nursing test, she felt well-prepared for the test.

• Some common dependent markers are:
  o after, although, as, as if, because, before,
  o even if, even though, if, in order to,
  o since, though, unless, until,
  o whatever, when, whenever, whether, and while.
Sentence Fragments

• Sentence fragments happen when a dependent clause or incomplete thought are treated as a complete sentence.

• Sentence Fragment: Because I forgot my homework.

• Solution: Combine the sentence fragment with another sentence or remove the dependent marker.

    Because I forgot my homework, I received a zero on the assignment.

    or

    I forgot my homework.
Exercises: Sentence Fragments

• Identify the sentences that include sentence fragments.
  – The clinic was filled with hope. Such as young, pregnant women excited about becoming new mothers and families with chattering children.
  – She lectured for 90 minutes without pausing for questions. Like other faculty, she felt compelled to cover as much material as possible.
  – Working quickly, Jason administered the sedative. Hoping that it wouldn’t interact with the other drugs.
  – We were all having a good time. Until one of my friends had a little too much to drink.
Answers: Sentence Fragments

– (F) The clinic was filled with hope. Such as young, pregnant women excited about becoming new mothers and families with chattering children. (dependent clause)

– She lectured for 90 minutes without pausing for questions. Like other faculty, she felt compelled to cover as much material as possible. (complete sentence)

– (F) Working quickly, Jason administered the sedative. Hoping that it wouldn’t interact with the other drugs. (dependent clause)

– (F) We were all having a good time. Until one of my friends had a little too much to drink. (dependent clause)

(F)=fragment
Corrected Sentence Fragments

– The clinic was filled with hope. Young, pregnant women who were excited about becoming new mothers and families with chattering children contributed to the feeling of hope.

– Working quickly, Jason administered the sedative, hoping that it wouldn’t interact with the other drugs.

– We were all having a good time until one of my friends had a little too much to drink.
Comma Splices

• When a comma is used between two independent clauses, a comma splice occurs. Fix the error by:

(1) changing the comma to a period which results in two separate sentences,

(2) changing the comma to a semicolon, or

(3) Insert a dependent marker so that one clause becomes dependent.
Example: Comma Splices

• Sentence with a comma splice:
  – I like this food, it is very spicy.

• Corrected sentence.
  – I like this food. It is very spicy.
    or
  – I like this food; it is very spicy.
    or
  – I like this food because it is spicy.
Fused Sentences

• Fused (run-on) sentences happen when two independent clauses are not separated by punctuation.
• Add a period, semicolon, or colon to separate the two sentences.
• Examples of fused sentences:
  – My preceptor is excellent I've learned a lot from her.
  – The community embraced the concept of a healthy living environment they have walking trails and healthy food establishments.
Corrected Fused Sentences

Examples of corrected fused sentences:

• My preceptor is excellent. I've learned a lot from her.

• The community embraced the concept of a healthy living environment; they have walking trails and healthy food establishments.
Compound Sentences

Run-ons, comma splices, and fused sentences describe compound sentences that are not punctuated correctly.

Punctuate compound sentences correctly by:

• connecting the two independent clauses with one of the coordinating conjunctions (and, but, for, or, nor, so, yet), and placing a comma before the connecting conjunction.

  ______________, and ______________.

• using a semicolon (;) when there is no connecting conjunction (or when using a connecting word not listed above) between two independent clauses

  ______________; ______________.
Prepositions

- Connect nouns and pronoun to other words
- Show the relationship between words
- Prepositions should not be used at the end of a sentence.
- However, prepositional phrases may be used at the end of a sentence
### Commonly Used Prepositions

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Prepositional Phrases

- contain a preposition and a noun.
- act like nouns, adjectives, or adverbs
- add description and detail to written work
- “In the writing center” is an example of a prepositional phrase.

Examples of prepositional phrases in sentences
- The tutor, in the writing center, reviewed the paper with the student.
- **Upon further review**, the referee determined the player had stepped out of bounds.
- You’ll find the door **down the hall** and **to the left**. (two prepositional phrases)
Eliminating Wordiness

• Revise these sentences to state their meaning in fewer words. Avoid passive voice, needless repetition, and wordy phrases and clauses.

1. Although Bradley Hall is regularly populated by students, close study of the building as a structure is seldom undertaken by them.

2. He dropped out of school on account of the fact that it was necessary for him to help support his family.

3. It is expected that the new schedule will be announced by the bus company within the next few days.

4. There are many ways in which a student who is interested in meeting foreign students may come to know one.

5. It is very unusual to find someone who has never told a deliberate lie on purpose.
Eliminating Wordiness

• These revised sentences state their meaning in fewer words.

1. Bradley Hall is usually filled with students who do not study the building as a structure.

2. He dropped out of school to support his family.

3. The bus company will probably announce its schedule during the next few days.

4. Any student who wants to meet foreign students can do so in many ways.

5. Rarely will you find someone who has never told a deliberate lie.
Acknowledgement

• Sample exercises were modified from those provided on the Purdue Online Writing Lab (OWL).

• Please visit the Purdue OWL website for more information on grammar and compound sentences

• [https://owl.english.purdue.edu/owl/resource/604/01/]