



# CORRECT GRAMMAR IS IMPORTANT

## ATTACHMENT #4 CORRECT GRAMMAR IS IMPORTANT

Whether writing a letter to your congressman or an article for the newspaper, check your copy closely for grammatical errors before you send the message. If possible, have someone else check it, too. The list below includes common grammatical mistakes. The less flowery the language and the more straightforward, the more likely you'll communicate effectively.

Can you improve these statements? In the space provided, rewrite the statements.

### Common Grammatical Mistakes

**Too Many Prepositional Phrases** - Don't avoid these phrases completely; just remember too many make reading difficult.

**Poor:** The sales meeting was conducted by the sales manager of the company in the conference room.

**Better:**

### **Mixed Tenses-**

**Wrong:** He walked the dog and works with horses.

**Right:**

**Wrong:** The women cleared their tables, grabbed their coats, and were going home.

**Right:**

### **Dangling Modifiers-**

**Wrong:** Walking through the rows, the potato bushes nearly filled the rows.

**Right:**

**Wrong:** To benefit fully from a long concert, the seats must be comfortable.

**Right:**

### **Redundancy-**

**Wrong:** Mary was wearing the same identical hat as Sue.

**Right:**

**Wrong:** The two agencies cooperated together for a period of two weeks.

**Right:**

**Non-Agreement** - This can be tricky. To check, think: "Which one has correct noun-verb agreement?"

**Wrong:** A bowl of apples, peaches, and bananas make a nice centerpiece.

**Right:**

**Wrong:** Which one of the following sentences have the correct noun-verb agreement?

**Right:**

**Careless Repetition-**

**Wrong:** You want to emphasize a point, so you repeat it, using different words for emphasis.

**Right:**