

# GRAMMAR 101



*Editorial Inspirations*

Editing. Indexing. Proofreading.



Welcome to Grammar 101.

We are glad you decided to take this course, and we hope you greatly benefit from it. This class will provide detailed discussions about grammar, such as the parts of speech, clauses, phrases, parallel structure, comparisons, double negatives, modifiers, punctuation, spelling, and more. If at any time you have a question, feel free to email us at [classes@editorialinspirations.com](mailto:classes@editorialinspirations.com). Relax and Enjoy!

Upon completion of the course, after all instructor-graded exercises and the post-test have been submitted, a certificate of completion may be requested.

### **Time Limit**

You have one year to complete this course. During that time, you can email us with any questions to help you better understand the material. Emails are generally responded to within 24 hours of receiving them.

### **Submitting assignments**

By email: Scan and email your assignments to [classes@editorialinspirations.com](mailto:classes@editorialinspirations.com).

By mail: Mail your assignments to 15086 Brown Pleasants Road Montpelier, VA 23192-2642.



Introduction.....	7
Lesson 1: Parts of Speech: Introduction, Nouns, and Pronouns.....	9
Lesson 2: Parts of Speech: Verbs.....	27
Lesson 3: Subjects and Verbs.....	34
Lesson 4: Parts of Speech: Adjectives, Adverbs, Conjunctions, and Prepositions.....	43
Lesson 5: Clauses and Phrases.....	57
Lesson 6: Parallel Structure, Comparisons, Double Negatives, and Modifiers.....	69
Lesson 7: Apostrophes, Brackets, and Commas.....	89
Lesson 8: Colons, Ellipses, Em Dashes, En Dashes, and Hyphens.....	101
Lesson 9: Parentheses, Quotation Marks, Semicolons, and Slashes.....	116
Lesson 10: Spelling.....	127
Post-Test.....	145
Further Reading.....	147





## Introduction



April Michelle Davis is a freelance editor, indexer, and proofreader. She is the coordinator for the Virginia chapter of the Editorial Freelancers Association (EFA), the Social Media Marketing Expert for the National Association for Independent Writers and Editors (NAIWE), and a lifetime member of the American Copy Editors Society (ACES). She teaches courses through her own company, Editorial Inspirations, as well as for associations and colleges on topics such as editing, indexing, grammar, writing, and creating macros.

Before founding Editorial Inspirations in 2001, April Michelle was an assistant editor at the National Society of Professional Engineers and a program assistant for the American Prosecutors Research Institute. Her credentials include a master's degree in publishing from George Washington University and a bachelor's degree in English from Messiah College, as well as certificates in editing (University of Virginia), book publishing (University of Virginia), and professional editing (EEL Communications).

April Michelle is an expert in the publishing industry. She takes this honor seriously and pays it forward by sharing her knowledge with others. In the past few years, she has had the

privilege to present sessions on various editorial topics, such as what an editor does and the steps to becoming an editor, tips for and the benefits of working with an editor, indexing, creating macros, grammar, marketing, and Microsoft Word to many groups, including the Communication Central conference, Randolph-Macon College, the Christian PEN: Proofreaders and Editors Network, the EFA, *Copyediting* newsletter, RavenCon, and the Hanover Book Festival.

April Michelle also has shared her insights about her career development by contributing quotes and vignettes to several books: *When Talent Isn't Enough: Business Basics for the Creatively Inclined*; *Ease into Writing*; *The Indie Author Revolution: An Insider's Guide to Self-Publishing*; and *Juggling on a High Wire: The Art of Work-Life Balance When You're Self-Employed*. In addition, she was mentioned in the ACES Tracking Changes winter 2015 newsletter and quoted on branding and interviewed for the Editor Spotlight.

April Michelle has taken her role full circle by publishing her own books, *A Guide for the Freelance Indexer*, *Choosing an Editor: What You Need to Know*, and *A Princesses in Disguise*, and she is currently writing a third technical book.

April Michelle Davis is originally from northern Virginia and has lived in Richmond, Virginia, since 2007.