

Grammar and punctuation – all you'll ever need to know

Contents

A short self-test

What is grammar?

'Parts of speech', understanding the building blocks of grammar

An explanation of, advice on how to use, and do's and don'ts for:

- nouns
- pronouns
- capitals
- adjectives
- prepositions
- verbs
- adverbs
- conjunctions

Putting the building blocks together:

- sentences
- subjects
- objects
- 'active' verbs and 'passive' verbs

Problems with grammar

Grammatical mistakes and grammatical myths

Proofreading exercise

Punctuation – what does it do?

Punctuation marks and how to use them:

- commas
- full stops
- semi-colons
- colons
- exclamation marks
- question marks
- apostrophes

Commonly confused words

Answers to all the exercises