MC + TEI COMPONENT  
**Punctuation**

**End marks:** All sentences need an end mark: a period, question mark, or exclamation point.

**Commas:**

1. FANBOYS (before a FANBOYS if combining two complete sentences)
2. Quotation marks inside them if it is before other words or before them if it is after other words

(Ex: “Stop pushing me, “Susie said, “Cut it out.”)

1. In a sentence City, State,
2. After day of month (Ex. Beyoncé was born in Houston, Texas, on September 4, 1981.)
3. After an introductory phrase
4. Before and after an appositive (descriptive phrase)
5. Words in a series
6. When directly addressing someone (Sandy, please do the dishes.)
7. Separating two adjectives when *and* could be used (The silly, pretty girl)

**Colon:** Use a colon after a complete sentence that comes before a list as well as to separate an explanation, rule, or example from a complete sentence.

**Apostrophes**

1. When someone/something belongs to someone/something

a. Peter's chair broke. (One owner = apostrophe before the s.)

b. Most chairs’ legs are stronger than that. (More than one owner = apostrophe after the s.)

2. Contractions

a. I don’t have to go!

b. If you won’t go, we’ll have to go to the Grand Ol’ Opry alone!

3. Plural numbers or time periods, and plural acronyms

a. Back in the 1950’s, guys wore more suits.

b. All the POW’s were released after the war.

**Semicolon:**

* + Use a semicolon to join two complete sentences that do not have coordinating conjunctions (and, or, but, nor, for, so, yet) and commas as connectors.
  + Before transition words like *however, moreover, thus,* and *therefore* when they are combining two complete sentences
  + You can also use semicolons to separate long or complicated items in a series that already includes commas

**Writing etc.**

**Parallel structure: i**t occurs when writers properly create sentences so that each part of the sentence has the same grammatical structure.

          Examples:

Wrong: I like to eat chili and drinking soft drinks.

Correct: I like to eat chili and to drink soft drinks.

Wrong: I would eat chili, drink soft drinks, and would talk to my friends.

Correct: I would eat chili, drink soft drinks, and talk to my friends.

**Subject-Verb agreement**:

Singular subjects + singular verbs (these have an s) [the girl runs, the squirrel dances]

Plural subjects + plural verbs (they have no s) [the girls run, the squirrels dance]

Is, am, was= singular Are, were=plural

**Capitalization**

Proper nouns At the beginning of a sentence I

Titles States, Cities, Countries

Watch out for these homophones:

To, two, too their, they’re, there your, you’re

Multiple Choice reminders:

-Read the passage first

-Read the directions to the questions (how many answers?)

-Read the choices to yourself out loud (mouth them)

-Read all of the choices before deciding on your answer

-Take your time!

ESSAY COMPONENT  
**10 STEPS – ABCMDWWWTR**

1. Attack and rewrite the prompt (in your own words)
2. Brainstorm (t-chart, web, list)
3. Choose a side
4. Make a 4-square
5. Draw the graphic organizers
6. Write the introduction (HAT)
7. Write the body paragraphs (TRREEET)
8. Write the conclusion (TOSSS IT)
9. Type it up
10. Read OUT LOUD and revise

**Introduction Paragraph:** Set up your argument so it is easy for your reader to follow the rest of your paper.

HOOK (question, short story, quote, movie reel, bold statement, wishful thinking)  
ACKNOLWEDGE the opposing view (what the other side thinks / why they think that / disagree respectfully)

THESIS(respond to the prompt – NOT JUST I AGREE OR I DISAGREE / This is because + your 3 reasons)

**Body Paragraphs (TRREEETS x3):** These are the meat of your paper. They drive home your side and give the reader reasons and SPECIFIC examples of why you are right. They should mirror the ideas from your thesis statement (1st body paragraph about first reason, 2nd body paragraph about second reason, etc.)

Transition + Response + Reason (in different words)

Example

Elaborate and explain example

Example 2

Tie it together (why do your example prove your reason?)

**Conclusion (TOSSS IT):** Wrap everything up and restate your main ideas. End with a thought-provoking image.

T O – Transition + restate your Opinion (response to prompt)

Summarize reason 1 (in different words)

Summarize reason 2 (in different words)

Summarize reason 3 (in different words)

Imagine if…. Then….

**Remember:**

-DO NOT WRITE until you have attacked the prompt and brainstormed / made a 4 square

-Ask yourself questions if you are stuck when brainstorming

-Be sure to take one side and stick with it!  
-TURN ON YOUR SPELL CHECK!  
-Indent or put a line space for every new paragraph!

-Look over your essay for conventions (especially capitalization, misspelling, run-ons, opener commas)  
-Read your essay OUT LOUD to yourself before submitting it!

-Take your time: you have ALL DAY!