**Active Voice**

The subject is the thing doing or being.

In active voice sentences, the subject is the thing doing or being:

*Upstream dischargers impact reaches.*

The dischargers are the subject and doing to the reaches.

**Asyndeton**

*Similar to parataxis. However, asyndeton removes fanboys completely*

*from a sentence or parts of a sentence.*

**Antecedent**

**The pronoun to which the noun refers:**

A pronoun takes the place of a previously mentioned noun (Ante” means before):

*Jerry lost* ***his*** *wallet during the crash.* His refers to Jerry*.*

**Anthropomorphisms**

Any attribution of human characteristics assigned to non-living things

*The statistics argued in favor of adding new guidelines.*

Obviously, statistics cannot argue.

**Clauses**

Are groups of related words containing a subject and a verb.

Clause Clause

*She had a great job, but she was ready to retire.*

**Cliché**

**An excessively familiar, trite expression that is often overused:**

*Making waves, Pandora’s Box, a diamond in the rough.*

**Collective Noun**

Refer to a plural noun as a single unit. When expressed as a unit, use ***it***. When stated as individuals, use ***they***:

*The team was thrilled with its winning season.*

The noun “team” becomes a single unit in the sentence.

**Coordinating Conjunctions (transitional words)**

Seven words used to connect words, phrases, or clauses.

**for, and, nor, but, or, yet, so**

*John likes tea,* ***but*** *Sara* ***and*** *Mike like pop.*

**Dangling Modifiers**

Words, phrases, or clauses that do not have a clear term to modify—often found at the beginning or end of a sentence.

They frequently include “ing” or “to” words and render the sentence nonsensical: *Going seaward, the boulders became smaller.*

**Em dash**

Used instead of a comma, colon, semicolon or parentheses, to indicate added emphasis, or an abrupt interruption in thought:

*He was the one—the only one—who came to my rescue!*

**En dash**

Longer than a hyphen, roughly the size of an **n**, (often meaning *through*) is used primarily for periods of time, inclusive dates &

numbers, and between words of equal weight.

*The conference is scheduled for January 6–11.*

**Expletives**

Are words that serve a grammatical function in a sentence but have no meaning.

*It is, there is, there are*, and related phrases.

**Hyphens** are used to join *closely related words* or *written & related*

*numbers*:

*Their divorce was a real eye-opener.*

*His phone number is 973-224-8164.*

**Logorrhoea**

Intentional use of long sentences or overly abstract wording

**Misplaced Modifiers**

Similar to dangling modifiers, these are found in the sentence, but the reader is left unsure as to which part of the sentence it refers:

*A coelacanth was caught in the Indian Ocean that was considered extinct.*

**Nominalizations**

Nominalized verbs are verbs that have been changed into nouns.

*The destruction of the building spread dust for miles.*

Destruction is clearly the noun but derived from the verb destruct.

**Parataxis**

Using simple phrases or sentences that hold an equal relationship with minimal use of subordinating or coordinating conjunctions.

*“In the bed of the river were pebbles and boulders, dry and white*

*in the sun… —Hemingway*

**Phrases**

Are a group of related words that do not contain both a subject and a verb.

**Passive Voice**

The subject is not doing or being, but acted upon:

*Reaches are impacted by upstream dischargers.*

The dischargers are still doing but the reaches, which is the

subject, are receiving the action.

**Phrases**

Are a group of related words that do not contain both a subject and a verb.

**Prepositions**

Are words that link a noun, pronoun, or phrase to another part of the sentence.

Since many show direction, think of a tree:

*Around the tree, behind the tree, under the tree, through the tree,* etc.

**Pronoun**

**A noun replacement:**

*He, she, I, we, it, they, you*, etc.

**Redundancy**

The placing together unnecessary words with similar meaning:

*Merge together, absolutely certain, close proximity*

**Subordinating Conjunctions (transitional words)**

Words that connect a dependent clause to the main clause of a sentence.

Since the dependent clause does not express a complete thought, it joins the complete thought part of the sentence by a connecting word:

These examples precede the main clause and need a comma:

***Although*** *he won, he received no trophy.*

***After*** *class, she took a nap.*

This example is after the main clause and does not need a comma:

*Sara took a nap* ***after*** *she returned from class.*

**Stock Phrases**

**Like clichés, familiar expressions; perhaps not quite as corny:**

*In the end, at this point in time, for the purpose of*

**Words to Know:**

**Affect” and “Effect”**

Determine if the usage calls for a verb or a noun.

As a VERB:

If a verb, MOST of the time, the word will be *affect* because it means to alter or change:

*The weather affects our moods.*

*Nutrition affects our health.*

*The quality of your work affects your grade.*

**Effect as a noun:**

Power to produce results:

*His protest had no effect.*

The verb *effect* is rarely used when it means to cause or bring about:

…to **effect** a change; …to **effect** an arrest

**Compliment: Complement**

**Compliment** is praise or commendation.

**Complement** is something that completes or makes perfect.

*The best compliment to your paper is good organization; but a good complement to that would be good transitions.*

**Ensure; Insure**

**Ensure:** to guarantee an event or condition: To *ensure* there would be food for winter, they did a lot of canning.

*Ensure with an “****e****” is to guarant****ee***

**Insure** can be done to a person, place, or thing but is reserved for limiting financial responsibility; most commonly, by obtaining an insurance policy.

*We insure to protect our income.*

**Principal; Principle**

**Principal** refers to the *main, chief.*

*The bus was his principal mode of transportation.*

**Principle** implies an abstract *doctrine* or *truth*.

*Pirating the video movies would violate most people’s principles.*