

Grammer Lee

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LESSON 2

Lee to Insert Title Here

AP Stylebook Guidance on Serial (Oxford) Commas

Use commas to separate elements in a series, but do not put a comma before the conjunction in more simple series:

1. **His grandchildren are Vera, Chuck and Brad.**
2. **He would nominate Marquez, Bedi, Lyman or Walt**
3. **She goes to school, plays league soccer and takes private dance lessons.**

Chris Halas will explain why PUSH 22 keeps serial commas out of advertisements, presentations and proposals.

However, AP also says:

“When a conjunction such as *and*, *but* or *for* links two clauses that could stand alone as separate sentences, use a comma before the conjunction in most cases.”

As a rule of thumb, use a comma if the subject of each clause is expressly stated:

1. **We are visiting Washington, and we also plan a side trip to Williamsburg.**

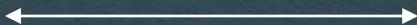
Best Practices for Bulleted Lists

- Generally, use periods if complete sentences; no periods if sentence fragments.
- Make sure everything is lined up with a paragraph space after each bullet
- Avoid wildly varying word counts if possible so it looks uniform.
- Avoid widow/orphan at the end of a sentence, where just one word is on the next line.

LAURA'S PET PEEVE

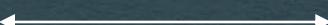
The Dashes

M

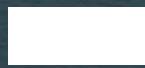


Em Dash

N



En Dash



Hyphen

The Dashes

Em Dash –

Em Dashes act like commas, parentheses or colons—to set off phrases or add emphasis.

Word: will automatically make an em dash if you type two hyphens next to each other—like this—with no spaces between the surrounding words.

Mac: Option + Shift + hyphen

En Dash –

En Dashes show ranges like 10 a.m.–2 p.m.

Word: type a space, a hyphen and another space for Word to convert it to an en dash

Mac: Option + hyphen

Hyphen -

Hyphens connect words—this is a well-known fact.

Key is located to the right of the “0” (zero) key on the top row.

Commonly Confused Words

Compose

MEANING:

To create or put together. It is commonly used in both the active passive voices:

EXAMPLES:

She composed a song.

The United States is composed of 50 states.

The zoo is composed of many animals.

Comprise

MEANING:

To contain, to include all or embrace. It is best used only in the active voice, followed by a direct object.

EXAMPLE:

The United States comprises 50 states.

The jury comprises five men and seven women.

The zoo comprises many animals.

Thank You!