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Grammer Lee

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A < ; “ &
A C
A



LESSON 5

Who vs. That vs. Which

Who:

Refers to people and, according to AP, animals with a name.

EXAMPLE: The person who is in charge, not the person that is in charge.

EXAMPLE: The people who keep us moving, not the people that keep us moving.

EXAMPLE: The student who missed the exam will need to make it up.

That:

Refers to things/inanimate objects
(and animals without a name).

Introduces essential (restrictive) clauses—
information vital to identifying the noun.

Never use a comma before it.

EXAMPLE: Do you know the book that I recommended? (This specifies which book).

EXAMPLE: I remember the day that we met.

Which:

Refers to things.

Introduces non-essential (non-restrictive) clauses—extra information that can be removed without changing the main meaning of the sentence.

Preceded by a comma.

EXAMPLE: My car, which is parked outside, needs a wash.

EXAMPLE: The team, which finished last a year ago, is in first place.

AP Guidance on Numerals

Spell out one through nine in most uses and use figures for 10 or above.

EXAMPLE:

They brought six picnic tables and 20 chairs.

7
4 1 5

6
8 2
3 0 9

Use figures with million, billion or trillion in all except casual uses:

The nation has **1 million** citizens.

I need **\$7 billion**.

The government ran a deficit of more than **\$1 trillion**.

I'd like to make **a billion** dollars.

Use a comma with thousands

\$1,000

\$25,000

\$333,333

Do not go beyond two decimal places.

YES – 7.51 million people,
\$256 billion

NO – 7,542,500 people,
\$2,563,750,000

Commonly Confused Words

Toward vs. Towards

(NOT TOWARDS)

1

MEANING:

In the direction of.

EXAMPLE:

“I walked toward the front door.”

2

MEANING:

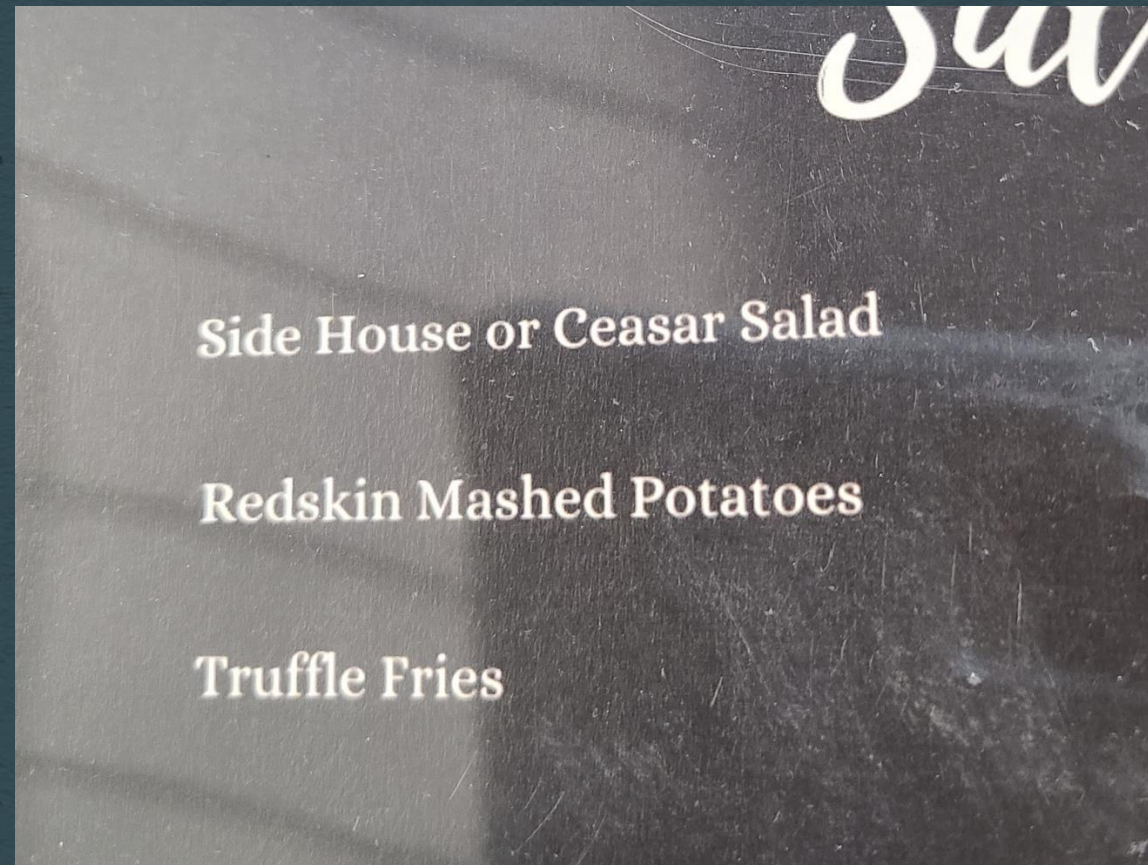
As regards; in relation to

EXAMPLE:

“He was warm and tender toward her.”

Oops in the Wild

CAESAR ON THE MENU



Thank You!