

Grammar Checklist for Writing

Compound Sentences Coordinating Conjunctions (FAN BOYS)	<ol style="list-style-type: none"> 1. I studied hard for the exam, but I still found it challenging. 2. She wanted to go for a walk, so she put on her shoes and left the house. 3. We can go to the beach, or we can visit the museum. 4. The project was due on Friday, yet they finished it ahead of time. 5. He loves to read books, and he often spends his weekends at the library.
Compound Sentences Conjunctive Adverbs	<ol style="list-style-type: none"> 1. I studied for hours; however, I still did not pass the test. 2. She didn't feel well; therefore, she stayed home from work. 3. The weather was terrible; nevertheless, we decided to go hiking. 4. He was late to the meeting; consequently, he missed the presentation. 5. The team played well; thus, they won the championship.
Complex Sentences with Adverb Clauses	<ol style="list-style-type: none"> 1. I will go to the gym after I finish my homework. 2. She sang beautifully even though she was nervous. 3. We stayed inside because it was raining. 4. Whenever he travels, he takes a lot of photos. 5. As soon as she arrives, we can start the meeting.
Complex Sentences with Noun Clauses	<ol style="list-style-type: none"> 1. I believe that she will succeed in her new job. 2. The teacher asked if anyone had any questions. 3. What he said was very insightful. 4. She explained why she could not attend the event. 5. They were curious about what would happen next.
Complex Sentences with Relative Clauses	<ol style="list-style-type: none"> 1. The book that you lent me was fascinating. 2. She met a scientist who discovered a new species. 3. The house, which is over a hundred years old, needs some repairs. 4. The students who study hard often achieve great results. 5. This is the place where we first met.

Reduced Adverb Clauses	<ol style="list-style-type: none"> 1. While waiting for the bus, she read a book. (While she was waiting for the bus) 2. After finishing dinner, he went for a walk. (After he finished dinner) 3. Although tired, she continued to work. (Although she was tired) 4. Feeling tired, he went to bed early. (Because he was feeling tired) 5. Seeing the results, they celebrated their success. (When they saw the results) 6. Living in the city, I get to experience a lot of cultural events. 7. Having done my homework, I decided to relax. (After I had done my homework)
Reduced Adjective Clauses	<ol style="list-style-type: none"> 1. The man standing by the door is my uncle. (The man who is standing by the door) 2. The woman wearing the red dress is a famous actress. (The woman who is wearing the red dress) 3. Books written by famous authors often become bestsellers. (Books that are written by famous authors) 4. The car parked outside belongs to my neighbor. (The car that is parked outside) 5. The song played at the wedding was beautiful. (The song that was played at the wedding)
Inversion	<ol style="list-style-type: none"> 1. Never have I seen such a beautiful sunset. 2. Rarely do we get the opportunity to travel abroad. 3. Not only did he finish the project on time, but he also exceeded expectations. 4. Seldom have I encountered such kindness. 5. Hardly had the meeting started when the fire alarm went off.
Conditional Sentences	<p>Zero Conditional (used for general truths or laws of nature.)</p> <ol style="list-style-type: none"> 1. If it rains, the grass gets wet. 2. If you touch a flame, you get burned. 3. If you don't water plants, they die. <p>First Conditional (describing real and possible scenarios and their likely outcomes.)</p> <ol style="list-style-type: none"> 1. If it rains tomorrow, we will cancel the picnic. 2. If you study hard, you will pass the exam. 3. If he works overtime, he will earn more money. <p>Second Conditional (describing hypothetical or unreal situations in the present or future.)</p> <ol style="list-style-type: none"> 1. If I were rich, I would travel the world. 2. If he studied more, he would get better grades. 3. If she knew the answer, she would tell us. <p>Third Conditional (describing hypothetical situations in the past that did not happen.)</p> <ol style="list-style-type: none"> 1. If I had known about the party, I would have gone. 2. If he had studied harder, he would have passed the exam. 3. If they had left earlier, they would have avoided traffic. 4. If she had brought her umbrella, she wouldn't have gotten wet.

	<p>Mixed Conditional (These combine elements of second and third conditionals to talk about past events and their effects in the present.)</p> <ol style="list-style-type: none"> 1. If he had studied harder, he would be more successful now. (past event affecting present) 2. If she had gone to bed earlier, she wouldn't be tired now. (past event affecting present) 3. If I were you, I would have handled the situation differently. (present hypothetical situation affecting past) 4. If we had saved more money, we could be traveling now. (past event affecting present) 5. If they were more experienced, they would have avoided the mistake. (present hypothetical situation affecting past)
Perfect Modal Verbs (mostly used in Integrated Writing Task)	<ol style="list-style-type: none"> 1. He must have missed the bus. 2. She might have left her keys at home. 3. They could have finished the project earlier. 4. He may have forgotten the appointment. 5. She must have been very busy yesterday. 6. They might have taken the wrong train. 7. You should have told me about the problem. 8. I would have called you, but I lost your number.
Indirect Speech	<ol style="list-style-type: none"> 1. Direct Speech: She said, "I am going to the store." Indirect Speech: She said that she was going to the store. 2. Direct Speech: He said, "I have finished my homework." Indirect Speech: He said that he had finished his homework. 3. Direct Speech: They said, "We will come to the party." Indirect Speech: They said that they would come to the party. 4. Direct Speech: She said, "I can help you with your project." Indirect Speech: She said that she could help me with my project. 5. Direct Speech: He asked, "Do you like ice cream?" Indirect Speech: He asked if I liked ice cream.
Verb Tenses	<ol style="list-style-type: none"> 1. Present Simple: He reads books in his free time. 2. Present Continuous: He is reading a book right now. 3. Present Perfect: He has read three books this month. 4. Present Perfect Continuous: He has been reading for two hours. 5. Past Simple: He read a book last night. 6. Past Continuous: He was reading a book when the phone rang. 7. Past Perfect: He had read the book before the exam. 8. Past Perfect Continuous: He had been reading for an hour when the phone rang. 9. Future Simple: He will read a book tomorrow. 10. Future Continuous: He will be reading a book at this time tomorrow. 11. Future Perfect: He will have read the book by the end of the week. 12. Future Perfect Continuous: He will have been reading for two hours by the time you arrive.

Parallel Structure	<p>She likes reading, writing, and jogging.</p> <p>The teacher asked the students to write their essays, to submit them online, and to review their feedback.</p> <p>In the meeting, we discussed the budget, the timeline, and the deliverables.</p> <p>The company values honesty, integrity, and dedication.</p> <p>To succeed in life, you need to be patient, persistent and positive.</p> <p>She wants to travel to Europe to learn new languages and (to) experience different cultures.</p> <p>The car was old, rusty, and unreliable.</p> <p>He is not only a talented musician but also a skilled painter and an excellent writer.</p>
Avoid sentence fragments.	<p>Fragment: Because I was late.</p> <p>Correction: Because I was late, I missed the beginning of the meeting.</p> <p>Fragment: Although he was tired.</p> <p>Correction: Although he was tired, he stayed up late to finish his work.</p> <p>Fragment: If they had more time.</p> <p>Correction: If they had more time, they would have completed the task.</p>
Avoid run-on sentences and comma splice.	<p>Examples of Run-On Sentences</p> <p>Run-On Sentence: I went to the store I forgot to buy milk.</p> <p>Correction: I went to the store, but I forgot to buy milk.</p> <p>Run-On Sentence: She loves to read she finishes a book every week.</p> <p>Correction: She loves to read; she finishes a book every week.</p> <p>Run-On Sentence: It's raining heavily I don't want to go out.</p> <p>Correction: It's raining heavily, so I don't want to go out.</p> <p>Run-On Sentence: He is very talented he plays the piano beautifully.</p> <p>Correction: He is very talented; he plays the piano beautifully.</p> <p>Examples of Comma Splice</p> <p>Comma Splice: I went to the store, I forgot to buy milk.</p> <p>Correction: I went to the store, but I forgot to buy milk.</p> <p>Alternative Correction: I went to the store; I forgot to buy milk.</p> <p>Another Alternative: I went to the store. I forgot to buy milk.</p> <p>Comma Splice: She loves to read, she finishes a book every week.</p> <p>Correction: She loves to read, and she finishes a book every week.</p> <p>Alternative Correction: She loves to read; she finishes a book every week.</p> <p>Another Alternative: She loves to read. She finishes a book every week.</p> <p>Comma Splice: It's raining heavily, I do not want to go out.</p> <p>Correction: It's raining heavily, so I do not want to go out.</p> <p>Alternative Correction: It's raining heavily; I do not want to go out.</p> <p>Another Alternative: It's raining heavily. I do not want to go out.</p>

<p>Avoid choppy sentences.</p>	<p>Choppy Sentence: She went to the store. She bought some milk. She came back home. Improved: She went to the store, bought some milk, and came back home.</p> <p>Choppy Sentence: I like to read. I like to write. I like to draw. Improved: I like to read, write, and draw.</p> <p>Choppy Sentence: He is tired. He wants to sleep. He has a headache. Improved: He is tired, wants to sleep, and has a headache.</p>
<p>Avoid stringy sentences.</p>	<p>Stringy Sentence: She went to the store and she bought some groceries and then she went home and cooked dinner and watched TV. Improved: She went to the store, bought some groceries, and then went home to cook dinner before watching TV.</p> <p>Stringy Sentence: He woke up early and he had breakfast and he went to the gym and he worked out for an hour and then he went to work. Improved: He woke up early, had breakfast, went to the gym for an hour, and then headed to work.</p> <p>Stringy Sentence: They planned a trip and they packed their bags and they left for the airport and they checked in their luggage and boarded the plane. Improved: They planned a trip, packed their bags, left for the airport, checked in their luggage, and boarded the plane.</p>