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# GRAMMAR DEMYSTIFIED (BASICALLY)

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# Grammar Demystified (Basically)

## GRAMMAR BASICS

- Parts of Speech
- Parts of Sentences
- Types of Sentences
- Clauses and Phrases
- Voices

## DIAGRAMMING A SENTENCE

## PUNCTUATION

- Comma
- Dashes
- Colon
- Semicolon
- Quotation marks
- Parentheses
- Bulleted Lists

## MISUSED WORDS

## TWENTY MOST COMMON GRAMMATICAL ERRORS

## FIVE GRAMMATICAL FINGERNAILS ON A BLACKBOARD

## CC GAPS

- Proofing for CC GAPS

## TEN TECHNICAL ERRORS

## TEN PROOFREADING TIPS

## WRITING FOR POWERPOINT

## THE WEB—WRITING AND PROOFING

## E-MAIL

- Basics
- “Netiquette”
- Tips

## REFERENCES

## SUGGESTED FURTHER READING