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LOOK for a punctuation mark [it’s] ☺ or where it might go [as in its].

✓ AN APOSTROPE OR ☺ NOT
   #1 ☺ it’s OR its
   2 ☺ plurals
   3 ☺ singular possessives
   4 ☺ plural possessives

✓ A PAIR OF COMMAS OR ☺ NOT
   #5 ☺ “pair-enthetical” OR embedded elements
   6 ☺ that OR which
   7 ☺ who OR whom

✓ A HYphen, ☺ A COMMA, OR ☺ NEITHER
   #8 ☺ modifiers before a noun

✓ QUOTATION MARKS OR ☺ NOT
   #9 ☺ dialogue and “markers”

✓ A COMMA OR ☺ NOT; ☺ A SEMI-COLON
   #10 a simple or complex series

✓ A COLON OR ☺ NOT
   #11 internal gates

✓ A COMMA OR ☺ A PERIOD
   #12 conjunctions

✓ A SEMI-COLON, ☺ A COMMA, OR ☺ A PERIOD
   #13 comma splice

✓ A PERIOD OR ☺ NOT
   #14 full stop

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❖ LOOK backwards
   from the pronoun to the base-word
   or from the verb to the real subject.

✓ THE TRUE ANTECEDENT
   #15 base-noun--pronoun
   16 subject--verb

❖ LOOK for misplaced clauses and phrases.

✓ STRUCTURAL DAMAGE
   #17 parallel construction
   18 sentence fragments
   19 misplaced modifiers
   20 transitions
   21 missing information
   22 ☺ me, myself, or I;
       ☺ him and me OR ?

ROUGH ROAD
   #23 GRAMMAR REVIEW AND QUIZ

❖ indicates a new approach

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### COMPARE general and journalism stylebook rules.

- **THE STYLEBOOK**
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  - 25 jobs
  - 26 honorifics
  - 27 short or long names
  - 28 ☼ months
  - 29 ☼ addresses
  - 30 ☼ quotes or italics
  - 31 ☼ numbers
  - 32 word choice
  - 33 ☼ gender neutrality
  - 34 spelling
  - 35 ☼ expanded "said"

### ROUGH ROAD

- #36 STYLEBOOK REVIEW AND QUIZ

### BUMP

- **DISCOUNTS AND MARKUPS**
  - #37 ☼ percentages

### LEGAL AND ETHICAL ISSUES

- #38 errors of fact
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### PAPER AND PENCIL TOOLS;
KEYBOARDING PROCEDURES

- #43 editing symbols; delete and add

### THE ALPHABETICAL WAY

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- ☼ indicates a new approach

#### Want more help? Check online exercises at examples.newsplace.org

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