

Index of Grammatical Items for Grammar Keepers

Common Errors & Proofs

there = here their = our they're = they are	too = so, also two = three to = so, also, three
it's = it is its = his/her	who's = who is whose = his
you're = you are your = our	lie = sit lay = put
we're = we are were = are where = here	already = by now all ready = all prepared
our = your are = were	accept = take except = but
who = he whom = him	everyday = ordinary every day = each day
lose = find loose = tight	effect (noun) = an effect, the effect, some effect
then = now than = (more)	affect (verb) = I __, you __, he __s
less = uncountable fewer = countable	a lot = a whole lot should've = should have
me/I - someone and I/me (Drop the other person, which makes sense?)	used to = in the past

Punctuation

Apostrophes:

- Contractions
- Possessives, singular
- Possessives, plural
- No apostrophe- plurals
- No apostrophe- verbs ending in "s"

Commas:

- Letter salutations & closings
- In a series of items
- Dates
- Compound sentences
- Complex sentences
- To set off words, phrases, clauses
- Nonrestrictive phrases & clauses

Quotations:

- Period inside/period outside
- Comma inside/comma outside
- Question mark inside/outside

Semicolons

Colons

Hyphens

Parentheses