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Grammar

And

Mechanics

Cool tools…

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C:\Users\Bill\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Y4PBIGF2\MC900088568[1].wmf1. INFORMAL WRITING

* is serious and polite
* often uses sophisticated words and longer sentences
* is grammatically correct

2. FORMAL WRITING

* Is more like conversation
* Uses simpler words, shorter sentences, and more contraction
* May contain slang or idioms

3. COMMONLY CONFUSED WORDS

* **a lot / a lot** -
* ***alot*** is not one word
* ***a lot*** (two words) is a vague descriptive phrase which should probably not be used too often.
* **accept / except** -
* ***accept*** means "to receive or believe"
* ***except*** means "other than"
* **affect / effect** -
* ***affect*** means "to influence"
* ***effect*** means "to produce"

**Continue using this format for the word pairs you will need to include in your toolkit:**

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4. PROPER NOUN - names a particular person, place, thing, or idea

* *I am a student at Pleasant Valley High School.*

5. COMMON NOUN - any noun that does not name a particular person, place, thing, or idea. Common nouns are

not capitalized.

* *Baseball is my favorite sport!*

6. CONCRETE NOUN - names a thing that is tangible (can be seen, touched, heard, smelled, or tasted). Concrete

nouns are either proper or common.

* *John Steinbeck wrote many novels.*

7. ABSTRACT NOUN - …

Hopefully, this example is helpful. This project will take a great deal of time to complete, but **be sure to pay attention to the little details** along the way. Personalize your project and make it something useful and practical.