

“Let’s Eat, Grandma!”

or “Let’s Eat Grandma!” *use a comma, save a life...

COMMAS RULES

To separate elements in a series:

- He hit the ball, ran to first base, and eventually scored a home run.

Between a city and state:

- Birmingham, Alabama.

To avoid confusion:

- For most, the year is already finished.

When there is an interjection:

- Why yes, Lisa, you may come with me.

CAPITALIZE ON WORDS

For Dawson // Always capitalize...

- the Sanctuary • the Chapel
- the Church Office (location)

WASH BUT DON’T REPEAT

The following phrases are redundancies so please don’t use.

- Easter Sunday, down below, lift up, raise up, fall down, 8:00 p.m. at night.

BOOK OUT ORDINALS

Leave off the -st, -nd and -th in dates

Ex: May 1, July 22, October 8

INFINITIVES AND BEYOND

Infinitives are the “to” form of a verb (to sing, to jump) and shouldn’t be separated if possible. Write “Try not *to split* infinitives,” rather than “Try to not split infinitives.”

NEED A LITTLE SPACE?

Space can be a good thing. Always check. “What’s that in the road ahead?” vs. “What’s that in the road, a head?”

FINISH YOUR SENTENCE

Posters require incomplete sentences sometimes but written documents rarely do. Make sure that you write in complete sentences.

TWO FOR ONE

These terms are two words:

- all right • each other • a lot • every time

These terms are one word:

- everywhere • nevertheless • throughout

BRINGING IT HOME!

Use *bring* when an object is being transported toward you; use *take* when it is being moved away, as in: “Please bring me some water, then take these flowers to Mrs. Alice.”

CAN YOU READ THIS?

Aoccdrnig to a rscheearch at an Elingsh uinervtisy, it deosn’t mtttaer in waht oredr the ltteers in a wrod are, the olny iprmoetnt tihng is taht frist and lsat ltteer is at the rghit pclae. The rset can be a toatl mses and you can sitll raed it wouthit porbelm. Tihis is bcuseae we do not raed ervey lteter by t slef but the wrod as a wlohe.

Please make sure to have a colleague proof read your work before you distribute it to the public. Spelling errors are not easy to catch!