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Nota di contenuto	Cover; Title Page; Copyright; Contents; Preface and Acknowledgments; About the Authors; Introduction; Chapter 1 Grammar; Finding Nouns, Verbs, and Subjects; Definitions; Noun; Verb; Subject; Subject-Verb Agreement; Singular vs. plural verbs; Finding subjects before phrases beginning with of; With or, either/or, and neither/nor; Two singular subjects; One singular and one plural subject; With such portions as percent, fraction, part, etc.; With here or there; With distances, periods of time, sums of money, etc.; With collective nouns; The subjunctive mood; Clauses and Phrases; Definitions ClauseIndependent clause; Dependent clause; Phrase; Pronouns; Definition: Pronoun; Subject pronouns; As the subject of the sentence; Renaming the subject; When who refers to a personal pronoun; Object pronouns; Subject and verb agreement with who, that, and which; Who vs. Whom; He/him method; Common whom pitfall; Whoever vs. Whomever; Who, That, Which; Who, that, and which with people, groups, and things; That with essential clauses; Which with nonessential clauses; When which can be used with essential clauses; Adjectives and Adverbs; Definitions; Adjective; Adverb; When to add -ly

Sense verbs: taste, smell, look, feel, etc. Good vs. well; Well as an adjective when referring to health; Comparisons, such as -er vs. -est and more vs. most; This, that, these, and those; Prepositions; Definition: preposition; Ending a sentence with a preposition; As, as if, as though, the way; Of vs. have; Different from vs. different than; In vs. into; Effective Writing; Overuse of there is, there are, it is, it was, etc.; Double negatives; Parallel construction; Dangling modifiers; Misplaced modifiers; Fragments; Chapter 2 Punctuation; Periods; With complete sentences

With abbreviations at the end of a sentence Replacing periods with question marks and exclamation points; Commas; To separate three or more items; To separate adjectives; With two independent clauses; Run-on sentences or comma splices; Joined by connectors such as and, or, but, etc.; When the subject does not appear in front of the second verb; With introductory words; To set off interrupting expressions; With names; With dates; With city and state; With Jr. and Sr.; With degrees and titles; Starting a sentence with a dependent clause vs. an independent clause

With nonessential words, clauses, and phrases With quotations; To introduce or interrupt quotations; Following quotations; To separate statements from questions; To separate contrasting parts of a sentence; With certain introductory words; When followed by a series of items; When the series of items ends with etc.; Semicolons; To replace a period in two closely linked sentences; With such words as namely, however, therefore, etc., when they; introduce a complete sentence; With sufficiently identified noun; To avoid confusion where commas already exist; With sentences that have multiple clauses  
Colons

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## Sommario/riassunto

A revised and updated new edition of the bestselling workbook and grammar guide *The Blue Book of Grammar and Punctuation* is a concise, entertaining workbook and guide to English grammar, punctuation, and usage. This user-friendly resource includes simple explanations of grammar, punctuation, and usage; scores of helpful examples; dozens of reproducible worksheets; and pre- and post-tests to help teach grammar to students of all ages. Appropriate for virtually any age range, this authoritative guide makes learning English grammar and usage simple and fun. This updated Elevent

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