

## 20 Tips from **The Elements of Style Book**

- ✓ Form the possessive singular of nouns with 's.
- ✓ In a series of three or more terms with a single conjunction, use a comma after each term except the last.
- ✓ Enclose parenthetical expressions between commas.
- ✓ Place a comma before and or but introducing an independent clause.
- ✓ Do not join independent clauses by a comma.
- ✓ Do not break sentences in two.
- ✓ A participial phrase at the beginning of a sentence must refer to the grammatical subject.
- ✓ Divide words at line-ends, in accordance with their formation and pronunciation.
- ✓ Make the paragraph the unit of composition.
- ✓ Begin each paragraph with a topic sentence, end it in conformity with the beginning.
- ✓ Use the active voice.
- ✓ Put statements in positive form.
- ✓ Omit needless words.
- ✓ Avoid a succession of loose sentences.
- ✓ Express co-ordinate ideas in similar form.
- ✓ Keep related words together.
- ✓ In summaries, keep to one tense.
- ✓ Place the emphatic words of a sentence at the end.
- ✓ Sentences in parentheses should be punctuated outside of the marks of parentheses.
- ✓ Formal quotations are introduced by a colon and enclosed in quotation marks.

# The Elements Of Style

**JL Elias**



## **The Elements Of Style:**

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