**Style and grammar rules you should know. Use your *Quick Access* book or websites like the OWL to find the information.**

**MLA Format**

What should the top of your first page look like? Header? Page Number?

How do you refer to the author of the book or article you are writing about?

**Italics vs. quotation marks:**

When should you use underlining?

When should you use italics?

When should you use quotation marks?

How should you identify the following types of works in print?

Novels

Epics

Songs

Short stories

Magazines

Magazine article

Albums

Books (non-fiction)

Articles within a book

TV Series

Poems

TV episodes

Chapter of a book

**In-Text Citations:**

Write an example when the author’s name is in the sentence.

Write an example when the author’s name is not in the sentence.

Explain what happens with the citation in a block quote.

**Passive vs. Active Voice:**

Explain what each means.

Write the same sentence from each perspective.

**Clauses:**

What is a dependent clause?

What is an independent clause?

**Conjunctions/Adverbs:**

What are coordinating conjunctions? Give examples.

What are conjunctive adverbs? Give examples.

**Semicolons:**

Write a sentence in which you correctly use a semicolon. Explain why it is a correct usage.

Write another sentence using a semicolon in a different way. Explain why it is a correct usage.

**Apostrophes:**

How do you use an apostrophe with words ending in –*s*?

How do you use an apostrophe with a plural subject?

How do you use an apostrophe with a possessive pronoun?

**Commas:**

Put commas in the following sentences as necessary and specify the rule that governs each comma from the 10 comma rules I gave you earlier in the year.

1. If you have had the opportunity to observe any of these affable deep-sea clowns you have I

am sure been amused by their graceful swimming high spirits and grinning faces.

2. At aquariums along our coasts you will find dolphins leaping several feet above the surface of

the water to grab a proffered fish playing tag with one another or nuzzling up to a human

diver who has plunged into their tank.

3. Seen from ship or shore a school of dolphins provides a delightful exhibition of speed grace

and sheer playfulness.

4. As a result of research scientists now believe that dolphins communicate by means of a

special language.

5. Did you know that the whistles and clicks which are sounds used to scan the dolphin’s

surroundings are created in the animal’s blowhole?