

ACE Study Resource – Sentence Variety, Grammar, and Mechanics

Instructions: Click each link to learn more about useful writing concepts.

[Coordinating Conjunctions](#)

Commonly known as F.A.N.B.O.Y.S. (for, and, nor, but, or, yet, and, so), coordinating conjunctions are used with a comma to combine two complete sentences.

[Semicolon](#)

Learn how to use a semicolon (;) to connect two complete sentences or format a complicated list.

[Colon](#)

Learn how to use a colon (:) for either introducing or defining a concept, presenting a list, and other uses.

[Subordinating Conjunctions](#)

Subordinating conjunctions create specific meanings and logically connect sentence ideas. Examples conjunctions include “because, since,” or “when.”

[Conjunctive Adverbs](#)

Conjunctive adverbs show logical connections between sentences, such as cause and effect, and combine complete sentences. They are like coordinating and subordinating conjunctions but are usually more formal. Common conjunctive adverbs and their logical meanings include “Therefore (so); Also (and); Nevertheless (yet); Otherwise (or);” and “As a result (because).”

[Relative Clauses](#)

Relative clauses reveal additional information about a specific noun or object. A relative clause begins with a relative pronoun, such as *who*, *which*, or *that*, followed by a verb and often by other information.

[Relative Pronouns: Whose/Who's](#)

Learn to identify the difference between these two commonly confused terms and use them correctly in your writing.

[Appositives](#)

Appositives rename nouns and pronouns in a sentence. This handout covers non-restrictive appositives. They explain nouns differently and give extra information about them. Appositive phrases are punctuated with commas.

Appositives II

Learn more about appositives with further in-depth and detailed examples.

Participial Phrases

A participle is a verbal—a word created from a verb but functioning as an adjective. A participial phrase is a group of words made up of a participle as well as other complements and modifiers.

Absolutes

Absolutes add dynamic style to a sentence by using specific details in writing. They focus on a specific aspect of a noun or pronoun. Always separate an absolute from the rest of the sentence with either a comma or commas or dashes, depending on where the absolute is in the sentence—a comma after if it is introductory; a comma before if it is at the end of the sentence, or commas both before and after if it is within the sentence.

Correlative Conjunctions (Paired Coordinators)

Correlative conjunctions, also known as paired coordinators, help readers comprehend connections or relationships between the elements they join. The four most common pairs are *both/and*; *either/or*; *neither/nor*; and *not only/but*.

12 Ways to Cut Clutter From Writing

Clutter is unnecessary words, phrases, or sentences; they contribute little, if anything, to the written message. While a frequent issue for anyone who writes, clutter can be easily identified and removed by learning to recognize twelve of these most common symptoms of clutter.

Comma Usage

Commas have several uses, and this handout will explain 9 of the most popular uses for commas.

Dashes and Hyphens

Learn the difference between these two forms of punctuation and confidently use them in your next essay.

Identifying Run-ons and Comma Splices

Learn to avoid run-ons and comma splices and remain grammatically correct while maintaining sentence meaning and avoiding reader confusion.

Correcting Sentence Fragments

Learn to avoid a sentence fragment, which fails to express a complete sentence. A fragment either lacks a noun/subject or a verb/predicate, causing the sentence to feel unfinished. If it were a vocal statement, for example, it would not communicate a full thought.

Prepositions I

Prepositions create connections between a noun and other words in the sentence. When a preposition pairs with a noun, noun phrase, or pronoun, this produces a prepositional phrase.

Verb Forms I

Need help with “helping verbs?” This will help.

Verb Forms II

Here is even more help with verbs including modal and perfect tenses.

Disclaimer:

- Please use this document as a supplemental resource. You must follow class instructions and expectations set by your professor.
 - This guide does not substitute your class.
 - This guide does not cover the entire syllabus or course.