



Grammar and Choice Feedback Chart

Grammar Skill	Questions You Might Pose (Research) 	Choices 
Punctuation	<p>"What were you hoping your reader was thinking/feeling in this part?"</p> <p>"When did you want the reader to pause? Slow down? Stop? Read it like that out loud for me."</p>	<p>Use a semicolon (;) when two sentences are closely related and you don't want to use a conjunction.</p> <p>Use exclamation points sparingly. Too much excitement ends up making nothing feel exciting. Vary your periods and exclamation points for the right effect.</p> <p>The ellipsis shows something exciting is about to happen . . .</p> <p>When reworking sentences, you may want to try out some different comma rules:</p> <ul style="list-style-type: none"> • around an appositive (inserted bonus information midsentence) • when combining two simple sentences into a complex sentence • after a transitional word or phrase • in a trio of adjectives, using a comma between them
Sentence structure	<p>"Let's revisit your goals and study your sentence structure to see if it is supporting your goals."</p> <p>"Have you considered the sentence types you are using?"</p> <p>"What are you hoping the reader thinks/feels/learns here? Do your sentences fit that goal?"</p>	<p>Simple sentences can be very effective for:</p> <ul style="list-style-type: none"> • grabbing a reader's attention • summing up an argument • stating something simply and clearly • creating balance if the rest of your sentences are too long and lengthy <p>Compound sentences are effective when:</p> <ul style="list-style-type: none"> • you are looking to create a sense of balance or contrast between two (or more) equally important pieces of information • you have used lots of simple sentences and it is time to mix them up a bit • you want to show how two ideas are connected or related <p>A complex sentence is most effective when:</p> <ul style="list-style-type: none"> • you want to create the effect of long, flowing, wordy language • you want to end a sentence with your idea and build your idea into the first part of the sentence • it takes many words to express your ideas precisely
Verb tense and voice	<p>"Let's consider the verb tense you have chosen. Does it meet with your goals?"</p> <p>"Let's make sure the verbs are fitting your overall purpose."</p>	<p>Use the present tense to make the reader feel like they are going through the moment with you.</p> <p>Use the past tense to help the reader feel a bit reflective on what has already happened.</p> <p>Use the future tense to help the reader imagine what will or can happen.</p> <p>Use the active voice most of the time. Choose the passive voice when you want to be vague about the subject of the sentence ("Issues arose").</p>