

Communication Skills- Study Guide

These are the rules that you will need to know for Quiz:

Lesson 1- Capitalization

1. First word of a sentence
2. Proper nouns (Asia, Mississippi River, Buick)
3. Personal or Professional title (Mayor Walsh, Dr. smith)
4. Days of the week, months of the year, holidays, & historic events (Monday, February, Labor Day)
5. Specific parts of the country but NOT compass points that show direction (the South, east of town)
6. Family Relationships (Uncle Bob, my dad)
7. First and main words of side headings, titles of books, and works of art
8. Names of organizations and specific departments
9. The salutation of a letter & the first word of the complimentary closing

Lesson 2- When to Spell out Numbers

When to SPELL OUT...

1. Numbers under 10
2. ALL numbers at the beginning of a sentence
3. Fractions

When NOT to spell out (use numerals)...

1. Numbers 10 and above
2. Dates & Years
3. Percentages
4. Decimals

Either Way...

1. Decades
2. Time
3. Large whole numbers

Lesson 3: Subject/Verb Agreement

Use a singular verb with...

1. A singular subject
2. Indefinite pronouns (another, anybody, everything, etc.)
3. With a collective noun (family, herd, jury)
4. With phrases that express periods of time, weights, measurements, or amounts of money

Use a plural verb with...

1. A plural subject
2. A compound (two or more) subjects joined by and
3. Some, all, most, none- when these words refer to more than one item