GMAT Sentence Correction Cheat Sheet

1. Do NOT ignore the non-underlined portion of the sentence; it may include key information.

2. Shorter = Better.

3. –ING, especially BEING, usually = wrong. (Exceptions: idioms and participles used to join clauses). *Subjects* + *conjugated verbs* & nouns usually = right.

4. Non-essential clauses are often used to distract from errors and "pad" sentences. Cross out to simplify.

5. Semicolons separate two complete sentences.

6. Singular/plural verb split = subject-verb agreement question. –S = singular verb; no –S = plural verb.

7. *It* vs. *they* splits = pronoun agreement. *It(s)* = singular, paired with singular noun. *They/their* = plural, paired with plural noun.

8. Collective nouns (*jury*, *agency*, *company*) = singular.

9. *This* and *that* should be followed by nouns.

10. All items in a list must be parallel: noun, noun, and noun; verb, verb, and verb; -ING, -ING, and -ING. If items are long, focus on the beginning of each item. Also: remember that constructions on either side of a conjunction or word pair must be parallel.

11. *Which* often = wrong. This word must refer back to the noun that immediately precedes it.

12. *Which* = comma, *that* = no comma.

13. *Where* = places, not times, books, works of art, etc.

14. *Whose* = both people and things. *Who* = people only; *which* = things only.

15. *Due to* = caused by, usually wrong.

16. Keep comparisons equivalent: people = people; things = things. Correct comparisons are often introduced by *(un)like*.

16. *Such as* = introduce examples; *(un)like* = introduce comparison.

17. Participial phrase (e.g. <u>*having gone*</u>, <u>*written by*</u>) at the start of a sentence often = dangling modifier

18. Make sure modifiers (adjectives, adverbs, prepositional phrases) are placed next to the words they are intended to modify.

19. Top word pairs: *not (only)...but (also)*; *both/ between...and*; *so/such...that*; *from...to, (n)either...(n)or*; *just as...so*.

20. *Amount*, *much*, *less* = singular nouns; *number*, *many*, *fewer* = plural nouns.