

# Grammar Cheat Sheet

## SAT<sup>®</sup> & ACT<sup>®</sup>

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Shorter is better

Underline NOT & EXCEPT

Check DELETE/OMIT first

Period = Semicolon =  
Comma + and/but

Comma + (s)he, it, they usually  
= comma splice = WRONG

Its, their = possessive; it's = it is;  
they're = they are; there = place

2 commas = 2 dashes  
= 2 parentheses

List items must be parallel,  
e.g., noun, noun, noun

Comma before a  
preposition = WRONG

Colon = list or explanation;  
must follow a full sentence

Keep verb tense consistent

Singular verbs end in -s;  
plural verbs do not

Than = comparison;  
Then = next

ADD/DELETE/REVISE: is the  
information on- or off-topic?