1. Form the possessive singular of nouns by adding ‘s.

2. Use the serial comma.

3. Enclose parenthetical expressions between commas, parentheses, or em-dashes.

4. In a compound sentence, separate the two parts by a comma, followed by and.

5. Do not join independent clauses by a comma.

6. Use a colon to introduce a list of particulars, an appositive, an amplification, or an illustrative quotation. If you can eliminate the colon and get a sentence that is grammatically correct and means the same thing, then eliminate the colon.

7. A participial phrase at the beginning of a sentence must refer to the grammatical object.

8. Use exclamations sparingly.

9. Hyphenate compound adjectives.

10. Use parentheses and punctuation correctly.

11. Use between for two and among for three or more.

12. Use can for ability and may for permission.

13. Compare with and compare to are different.

14. Comprise does not mean compose, and you don’t use comprise in the passive form.

15. There is no such phrase as different than.

16. Affect is different from effect.

17. Try to avoid using etc.

18. Farther refers to physical distance, and further does not.

19. Hopefully means “with hope.”

20. The worst place to use however is at the beginning of a sentence.
21. Use fewer for countable objects and less for quantities that are not discretely countable.

22. Use such as when your example is one of the things, and use like when your example is not one of the things.

23. Use as for verbs and like for nouns.

24. Avoid using one to mean a generic person.

25. Try to avoid using they, their, and them to refer to just one person.

26. Avoid wimpy expressions such as one of the most.

27. Avoid secondly, thirdly, and so forth. Also, avoid lastly.

28. Use shall for belief and will for determination.

29. Use Latin abbreviations correctly.

30. That is restrictive, and which is not.

31. None of this, that, these, or some is, on its own, a noun phrase.

32. Do not use aforementioned.

33. Try takes the infinitive.

34. Use very sparingly.

35. While refers to time or duration.

36. Only modifies only the term that follows it.

37. When enclosing a colloquialism in quotation marks, make sure that it’s really a colloquialism.

38. Commas and periods go inside quotation marks. Colons and semicolons go outside quotation marks. Exclamation marks and question marks go inside our outside, depending on the context.

39. Know when to write out numbers and when to use digits.