

Fundamentals of Business Communication © 2012

Chapter 6: Improving Grammar Mechanics

Tools:

- Printer
- 8.5" x 11" paper
- Scissors

Directions:

1. Print
2. Fold paper in half vertically
3. Cut along dashed lines

abbreviation

A shortened form of a word or letters used to stand for a word or term.

- FOLD -

01 of 22 E-Flash Cards



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apostrophe

A punctuation mark used to form possessive words and contractions.

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capitalization

An uppercase letter (B) rather than lowercase (b); capital letters signal the beginning of a new sentence and identify important words in titles and headings.

- FOLD -

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colon

An internal punctuation mark that introduces an element in a sentence or paragraph.

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comma

A punctuation mark used to separate elements in a sentence.

- FOLD -

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contraction

A shortened form of a word or term or a combined form of two separate words.

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dash

A punctuation mark that separates elements in a sentence or signals an abrupt change in thought; also known as an em dash.

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exclamation point

A punctuation mark used to express strong emotion and appears at the end of a sentence or after an interjection that stands alone.

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homonym

A word that sounds the same as another word, but the meaning and spelling of the two words differ.

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hyphen

A punctuation mark used to separate parts of compound words, numbers, or ranges.

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internal punctuation

Punctuation marks used within a sentence.

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parallel structure

A method of writing in which similar elements are expressed in a consistent way or using the same pattern.

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parentheses

Punctuation marks used to enclose words or phrases that clarify meaning or give added information.

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period

A punctuation mark used at the end of a declarative sentence, or a sentence that makes a statement.

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permanent compound

Compound words that always have a hyphen.

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proper noun

A word that identifies a specific person, place, or thing.

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punctuation

Marks used to show the structure of sentences.

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question mark

Punctuation used at the end of an interrogative sentence, or a sentence that asks a question.

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quotation marks

Enclose short, direct quotes and titles of some artistic or written works; can also be used to show irony or nonstandard use of words.

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semicolon

An internal punctuation mark used to separate clauses or some items in a series; it provides a stronger break than a comma.

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temporary compound

Compound words that can be created
by the writer as needed.

- FOLD -

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terminal punctuation

Punctuation marks used at the end of
a sentence.

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- FOLD -

- FOLD -