Contents
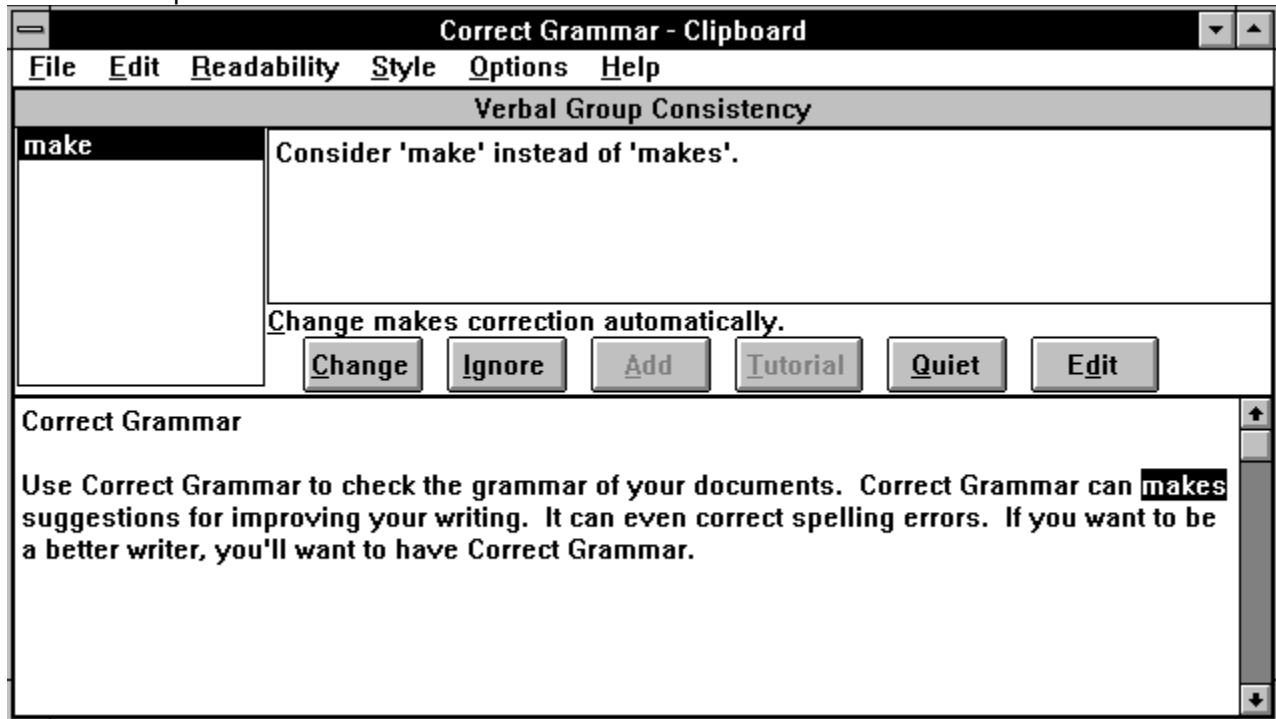
For Help on Help, Press F1

Correct Grammar Main Window

Click on the picture below to learn more about the Correct Grammar window.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▭           Correct Grammar - Clipboard                        ▼ ▲    │
├─────────────────────────────────────────────────────────────────────┤
│  File   Edit   Readability   Style   Options   Help                   │
├─────────────────────────────────────────────────────────────────────┤
│                     Verbal Group Consistency                          │
├──────────────┬────────────────────────────────────────────────────────┤
│ make         │ Consider 'make' instead of 'makes'.                    │
│              │                                                         │
│              │                                                         │
│              │                                                         │
│              │                                                         │
│              ├────────────────────────────────────────────────────────┤
│              │ Change makes correction automatically.                 │
│              │ ┌────────┐ ┌────────┐ ┌──────┐ ┌────────┐ ┌───────┐ ┌──────┐│
│              │ │ Change │ │ Ignore │ │ Add  │ │Tutorial│ │ Quiet │ │ Edit ││
│              │ └────────┘ └────────┘ └──────┘ └────────┘ └───────┘ └──────┘│
├──────────────┴────────────────────────────────────────────────────┬──┤
│ Correct Grammar                                                    │▲ │
│                                                                    │  │
│ Use Correct Grammar to check the grammar of your documents.  Correct Grammar can makes│
│ suggestions for improving your writing.  It can even correct spelling errors.  If you want to be│
│ a better writer, you'll want to have Correct Grammar.               │  │
│                                                                    │  │
│                                                                    │  │
│                                                                    │▼ │
└────────────────────────────────────────────────────────────────────┴──┘
```

Related Topics

Checking Your Documents

Dealing with Errors

Change Button

Choose this button to change the highlighted text to the selected suggestion. (You can also press Alt+C to choose this button.)

The Change button sometimes changes to one of the following:

Look Up   Choose this button to look up possible corrections for a misspelled word and display them in the suggestion pane.   If Look Up Correct Spellings Automatically on the Options menu is checked, this button isn't needed and isn't available. (You can also press Alt+L to choose this button.)

Check   Choose this button to start or resume checking the text. (You can also press Alt+C to choose this button.)

Ignore Button

Choose this button to ignore the suggestions and continue without changing the text. Correct Grammar won't check for this misspelling or error again in this session.   (You can also press Alt+I to choose this button.)

Add Button

Choose this button to add this word to the User Dictionary so that Correct Grammar won't report it again.   (You can also press Alt+A to choose this button.)

Tutorial Button

Choose this button to display a tutorial window containing more information about the apparent error and how to correct it. When you are finished reading the information in the tutorial window, click OK to close the window and then choose another button.   (You can also press Alt+T to choose this button.)

The Tutorial button sometimes changes to the following:

Ignore 1x   Choose this button to ignore the suggestions and continue without changing the text this time. Correct Grammar will report an error if it encounters this word again in this session. (You can also press Alt+1 to choose this button.)

Quiet Button

Choose this button to display the Style Guide dialog box. This box lets you turn off the rule that made Correct Grammar report an error.   (You can also press Alt+Q to choose this button.)

Edit Button

Choose this button to edit text in the region of the error. When you are finished editing the text, choose the Check button to restart.   (You can also press Alt+D to choose this button.)

Style Guide Dialog Box

This dialog box lets you disable the rule that made Correct Grammar report an apparent error.   The dialog box appears when you choose the Quiet button.

The dialog box has four options:
- **Disable this rule for this session only** disables the rule until you leave Correct Grammar by choosing the File
▸Exit command.
- **Disable this class of rules for this session only** disables an entire class of rules until you leave Correct Grammar by choosing the File
▸Exit command. For example, if Correct Grammar detected an archaic word, this button disables all rules concerning usage and style. Each rectangle within the Style Rules dialog box contains a class of rules.
- **Disable this rule permanently** disables the rule even when you start another Correct Grammar session.
- **Disable this class of rules permanently** disables the class of rules even when you start another Correct Grammar session.

File Menu

File menu commands open and save document files and perform related functions.

Click on the picture below to learn more about the File menu commands.

File
Open...
Check Clipboard
Begin Checking

Close
Save & Close
Save As & Close...

Exit

Open Command

Choose Open from the File menu to open a document. The Open dialog box appears. Select or type a filename.   You can also select a different drive and directory, if necessary.

Note   You cannot use the Open command to open a WSWin document.   Use the Correct Grammar command on the WSWin Tools menu to check the grammar of a story line in a document.

Check Clipboard Command

Choose Check Clipboard from the File menu to check text that you copied to the Clipboard from another application.

Begin Checking Command

Choose Begin Checking from the file menu to begin checking your document. Text appears in the main window when you begin checking it.

If Start Checking Automatically on the Options menu is checked, Correct Grammar starts checking as soon as you open a document or choose Check Clipboard from the File menu.

Related Topics

Dealing with Errors

Close Command

Choose Close from the File menu to close the Correct Grammar window. If you made changes and didn't save the text, Correct Grammar asks if you want to save your changes before closing.

If Minimize After Close on the Options menu is checked, Correct Grammar minimizes as soon as it finishes checking. If you made changes, it writes the changed text to the Clipboard or asks if you want to save the document file.

Save and Close Command

Choose Save and Close from the File menu to save the document, including any changes you made, and close it.

Save As and Close Command

Choose Save As and Close from the File menu to save the document with a different filename and close it. The version you opened remains unchanged. In the Save dialog box; select the directory and type the filename.

Exit Command

Choose Exit from the File menu to exit from Correct Grammar. If you made changes to a document and didn't save them, Correct Grammar asks if you want to save them before exiting.

Edit Menu

Use the Edit menu commands to cut or copy selected text to the Clipboard, and paste it into another location. The Edit menu commands are available when you choose the Edit button on the main window.

Click on the picture below to learn more about the Edit menu commands.

Edit	
Undo	Alt+BkSp
Cut	Shift+Del
Copy	Ctrl+Ins
Paste	Shift+Ins
Delete	Del

Undo Command

Choose Undo from the Edit menu to reverse the last editing action.   Choosing the command a second time restores the changes.

Cut Command

Choose Cut from the Edit menu to delete selected text from the document and place it on the Clipboard.

Copy Command

Choose Copy from the Edit menu to copy selected text to the Clipboard.   Copy does not delete the text from the document.

Paste Command

Choose Paste from the Edit menu to paste the contents of the Clipboard in the document.

Delete Command

Choose Delete from the Edit menu to delete selected text from the document.

Readability Menu

Use the Readability menu commands to control the way Correct Grammar reports its summary of readability when it finishes checking the text.

Click on the picture below to learn more about the Readability menu commands.

Readability
- **Display Readability Summary**
- **Write Readability Summary**

Display Readability Summary Command

When this option is checked, Correct Grammar displays the summary.

Write Readability Summary Command

When this option is checked, Correct Grammar writes the summary to a file with the same filename as the document file, but with the extension SUM. If this file already exists, Correct Grammar adds the summary to the end of the file.   When checking WSWin documents or other text on the Clipboard, the summary report is called CGW.SUM.

Style Menu

The Style menu has one command, Select Style. When you choose Select Style, the Style Rules dialog box appears.   In the dialog box, you define the rules Correct Grammar will use to check your text.

Click on the picture below to learn more about the Style Rules dialog box.

Current Style

The current style is displayed in the upper-left corner of the Style Rules dialog box.   Select a set of style rules from the list; for example, Legal, Business, or Informal.

To create a new set of rules, type a name in the text box.   A rule set name can be up to 8 characters long.   You can then change the rules you want to save in the new rule set.

This Session/Permanent

Choose Permanent to save rule changes in the named rule set.   Choose This Session if you don't want to save the rule changes.

OK Button

Choose OK to accept the changes you've made and close the dialog box.

Undo Button

Choose Undo to discard the changes and keep the dialog box open.

Remove Button

Choose Remove to delete this rule set from the Current Style list.   Use this button with caution; removing a rule set deletes it permanently.

Cancel Button

Choose Cancel to discard the changes and close the dialog box.

Help Button

Choose Help to use the Correct Grammar on-line Help.

Grade Level Required

Select or clear this box to turn grade level checking on or off. You can type the grade level of reading skill that Correct Grammar will check for.

Words Per Sentence

Select or clear this box to turn sentence length checking on or off. You can type the maximum number of words in a sentence that Correct Grammar will accept.

Spelling & Punctuation

Select or clear these boxes to control checking types of spelling and punctuation errors.

Sentence

Select or clear these boxes to control checking types of errors in sentence structure.

Accept Split Infinitives Like

Select the manner in which to accept <u>split infinitives</u>. You can have up to 1, 2, 3, or any number of words between **to** and the verb. Select None to accept no split infinitives.

Accept Consecutive Nouns Like

Select the manner in which to accept strings of consecutive nouns. You can have up to 3, 4, 5, or any number of consecutive nouns.

Usage & Style

Select or clear these boxes to control checking for types of word <u>usage</u> and <u>style</u> associated with poor writing.

Accept Prepositional Phrases Like

Select the manner in which to accept strings of prepositional phrases. You can have up to 3, 4, 5, or any number of prepositional phrases.

Option Menu

Use the Option menu commands to influence the way Correct Grammar behaves.

Click on the picture below to learn more about the Option menu commands.

Setup Command

Choose Setup from the Options menu to specify the User Dictionary, the default Document Directory, and related options.   When you choose Setup, the Setup dialog box appears.   For more information, see Setup Options.

Backup Documents

When this option is checked, Correct Grammar makes a [backup](#) copy of the original document when it saves an edited version. You set the extension used for backup files in the [Setup dialog box](#).

Start Checking Automatically

When this option is checked, Correct Grammar begins checking as soon as you open a document. If the Clipboard contains text, Correct Grammar begins checking it as soon as you choose Check Clipboard from the File menu.

Minimize After Close

When this option is checked, Correct Grammar minimizes when it finishes checking the document (or Clipboard text) and closes the document.

Check Spelling

When this option is checked, Correct Grammar checks spelling.

Check Spelling Only

When this option is checked, Correct Grammar checks spelling only.

Note   Check Spelling must be on also.

Look Up Correct Spelling Automatically

When this option is checked, Correct Grammar looks up possible correct spellings for a misspelled word and displays them in the upper-left corner of the window. To correct a misspelled word, select the proper suggestion and click the Change button.

Capitalized Words Are Proper Nouns

When this option is checked, Correct Grammar assumes that any capitalized word not at the beginning of a sentence is a proper noun, and doesn't try to check its spelling.

Review Options

Only one of the following four options can be checked at any time:

Review Each Suggestion   Correct Grammar stops to let you review each suggestion. You can accept or reject a suggestion or edit the affected text yourself.

Mark Up Document, Review Later   Correct Grammar marks up the document with suggestions. You can review suggestions by searching the document for each occurrence of the left square bracket character ([) that begins each one.

Review Each Sentence for Readability Only   Correct Grammar evaluates the readability of each sentence only. At least one Readability Menu option must be checked. The Check Spelling Only setting is ignored.

Calculate Document's Readability Only   Correct Grammar evaluates overall readability only. At least one Readability menu option must be checked. The Check Spelling Only setting is ignored.

Setting up Correct Grammar for Your Primary Application

To set up Correct Grammar for your <u>primary application</u>, choose Setup from the Options menu. Correct Grammar displays the Setup dialog box.

The controls in the dialog box are as follows:

- **Licensee's Name**   Correct Grammar will display your name each time you start it.
- **Favorite Application**   Select your primary application from the list. This sets the most frequently used defaults for the remaining fields.
- **User Dictionary Location**   The pathname of the primary application's <u>User Dictionary</u>. The Correct Grammar spelling checker uses this dictionary; words you store in it are recognized by your primary application's spelling checker, and vice versa**.**
  - For WSWin, the default dictionary is called PERSONAL.DCT and is located in your default document directory.
- **Document Directory**   The pathname of the default <u>document directory</u>.
- **Document Extension**   The default extension for document filenames. Correct Grammar puts this extension in the **Open File Name** text box in the File Open dialog box.
- **Backups Extension**   Correct Grammar saves backup files with this extension. If the Backups Extension is BAK, for example, Correct Grammar saves a backup of the file XYZ.DOC in the file XYZ.BAK.

Correct Grammar Keys

Use the following keys to navigate in the text pane of the main window:

Left / Right Arrow   Move left or right one character at a time.   Hold down the Shift key to select text as you move.

Ctrl + Left / Right Arrow   Move left or right one word at a time.   Hold down the Shift key to select text as you move.

Home / End   Move to the start or end of the line.   Hold down the Shift key to select text as you move.

Up / Down Arrow   Move up or down one line at a time.   Hold down the Shift key to select text as you move.

Page Up / Down   Move up or down one full window at a time.   Hold down the Shift key to alternately select the next or previous window of text and cancel the selection.

Ctrl + Home / End   Move to the start or end of text (in a long document, to start or end of the segment being checked).

Backspace   Delete the character preceding the cursor, or delete selected text.

Delete   Delete the character following the cursor, or delete selected text.

Procedures - Checking Your Documents

Checking an Entire Document

1   If you have made many changes to your document, save it first.

2   Make sure no text is selected in the current story line.   You should see a flashing insertion point.

3   Choose Correct Grammar from the Tools menu.

4   Click the **Check** button to start checking the file. (This step is unnecessary if Start Checking Automatically on the Options menu is checked.)

5   To return to your primary application, click the Minimize button to reduce Correct Grammar to an icon. (This step is unnecessary if Minimize After Close on the Options menu is checked.)

Related Topics

Checking Part of a Document

Dealing with Errors

Checking Part of a Document

1   Select the part of the document to check.

2   Choose Correct Grammar from the Tools menu.

3   Click the **Check** button to start checking the file. (This step is unnecessary if Start Checking Automatically on the Options menu is checked.)

4   To return to your primary application, click the Minimize button to reduce Correct Grammar to an icon. (This step is unnecessary if Minimize After Close on the Options menu is checked.)

Related Topics

Checking an Entire Document

Dealing with Errors

Dealing with Errors

When Correct Grammar finds an apparent error in text, choose one of the six buttons above the text area in the Correct Grammar window to handle the error.

The buttons' labels and functions depend on the type of error found.

If Look Up Correct Spellings Automatically on the Options menu isn't checked, click **Look Up** to look up possible correct spellings and display them in the suggestion pane.

To accept a Correct Grammar suggestion, select the suggestion and click **Change**.

To ignore a suggestion, click **Ignore** or **Ignore 1x**.

To add a word to the User Dictionary, click **Add**.

To disable a rule or class of rules, click **Quiet**.

To edit the error, click **Edit**. When you are finished, click **Check.** You also can click in the text to position the insertion point.

To learn more about the error, click **Tutorial** (if available).

Related Topics

Style Guide Dialog Box

Style Rules Dialog Box

Glossary

A
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U-Z

A

[acronym](#)

[active voice](#)

[adverb](#)

[archaic](#)

[article](#)

B

[backup document](#)

C

[clause](#)

[cliche](#)

[Clipboard](#)

[colloquialism](#)

[comparative](#)

[conjunction](#)

Acronym

A word composed of letters taken from a longer name. Two examples are **radar** (RAdio Detection And Ranging) and **laser** (Light Amplication by Stimulated Emission of Radiation). It is often considered incorrect usage to combine a acronym with certain suffixes.

Active Voice

A type of sentence construction in which the active noun is in the subject and the noun acted upon is in the predicate. An example is "John drove the car." The opposite is passive voice, in which the active noun is in the predicate: "The car was driven by John." Frequent use of the passive voice often makes text seem indecisive or stilted.

Adverb

A part of speech; a word that modifies a verb. Most adverbs end with the suffix "ly." **Loudly, quickly,** and **thoughtfully** are adverbs.

Explanation Pane

A pane in the upper-right part of the Correct Grammar window in which Correct Grammar displays an explanation when it finds an error.

Archaic

Old-fashioned; no longer in use. Examples of archaic words and usages are **whence** (now usually **from which**), **thrice** (now **three times**), and **if it be** (now **if it is** or **if it should be**).

Article

A part of speech; one of the words **the, a,** or **an,** used to modify a noun. In the sentence "A bird sat on the fence," **a** and **the** are articles.

Backup Document

An old version of a document file that is saved when a new version is created. You can customize Correct Grammar to create a backup document with the same filename as the document file and with any extension you specify.

Clause

A group of words containing a subject and a verb. An independent clause can stand alone as a sentence or occur as part of a larger sentence. A dependent clause must appear as part of a sentence. In "You found the answer before I did," "before I did" is a subordinate clause.

Cliche

A word or phrase which has been used so often that it has become trite. Some examples are "on the cutting edge," "slow as molasses," and "deep blue sea." Writing that uses more than a very few cliches tends to become hackneyed and dull.

Clipboard

A feature of Windows that you can use to transfer data within or between applications by copying or cutting from one place and pasting to another. You can use the Clipboard to transfer data from a document processing application to Correct Grammar and back.

Colloquialism

A word or type of usage that is accepted only in casual conversation or informal writing, and often only in a limited region. Some examples are "reckon" ("guess" or "estimate"), "a whole 'nother" ("a completely different"), and "awful" or "awfully" (in the sense of "very").

Comparative

An adjective or adverb that indicates a greater or lesser degree of some quality. Comparatives of most short words are formed by adding the suffix "er" (**harder, faster**) and from long words by adding the auxiliary word **more** ("more appropriate," "more satisified").

When two comparatives are used together, they should always be separated by a comma. An example is the sentence, "This is a smaller, quieter printer than mine."

Compound

Composed of two or more similar parts. In the sentence "You and I can agree," "You and I" is a compound subject. "The teachers waited but the children never arrived" is a compound sentence.

Conjunction

A word that can join two clauses or sentences, such as **and, or,** or **but.**

An example of a conjunction in a clause is, "Your sister and I went to school together."

An example of a conjunction in a sentence is, "I'm good with tools, but I don't know how to fix a car."

Contraction

A word formed by replacing letters in one or more other words with an apostrophe. For example, **can't** is a contraction of **cannot; they're** is a contraction of **they are.** Informal writing styles use contractions freely; very formal styles use none. Intermediate styles use some contractions - chiefly the ones involving the word **not** - but avoid others.

Control Menu

Also called the **System menu.** A menu that performs control functions for an application or system component, such as closing the application or switching to another application. To display a Control menu, click the Control-menu box in the upper-left corner of the application window's frame.

Correct Grammar Window

The window that is your primary means of communicating with Correct Grammar. Its parts include the suggestion pane (upper left corner), the explanation pane (upper right), the text pane (bottom) and the file-checking buttons (between the explanation pane and the text pane).

Dash

A punctuation mark used to mark a discontinuity of thought, as in "I couldn't find the key---there was no light." It is usually represented by an em dash.

Definite Article

The word **the,** which indicates a specific object ("the desk," "the idea"). Indefinite articles are the words **a** and **an,** which indicate any object of a certain type ("a desk," "an idea").

Document Directory

The directory that contains the document you're using. An application's default document directory is the directory the application uses unless you specify a different one. You can customize Correct Grammar to use the same default document directory as your primary application.

Double Negative

A phrase in which two negative words modify the same object. Two examples of double negatives are "There isn't no water left" (modifying a noun, **water**) and "He doesn't never smile" (modifying a verb, **smile**). Double negatives are used in some dialects of English, but they are considered bad grammar even in the most informal speech.

Ellipsis

A series of periods used to indicate an incomplete thought, an incomplete quotation, or an incomplete series. Here are three examples of ellipses:

- "If this doesn't work..." (an incomplete thought)
- "Some men...have greatness thrust upon them." (an incomplete quotation with words omitted in the middle)
- "The elements in the periodic table are hydrogen, helium, lithium..." (an incomplete series)

An ellipsis that follows an incomplete sentence should consist of three periods, as in the examples above. An ellipsis that follows a complete sentence, as in some quotations, should consist of four periods.

File-Checking Buttons

The six buttons that represent the responses you can make when Correct Grammar finds an apparent error in text. They appear in a row above the text area in the [Correct Grammar window](#).

Formal

Adhering strictly to the rules of correct grammar and usage. Different degrees of formality are appropriate to different types of writing. Personal letters are usually informal; business letters are moderately formal; academic papers and legal documents are very formal. Writing considered correct in an informal context may be incorrect in a formal one, and writing considered correct in a formal context may seem stuffy or pretentious in an informal one.

Grade Level

A measure of the readability of a piece of text, expressed as the level of education needed to understand it. Text whose readability is at the 8th grade level can be understood by an average person with an 8th grade education.

Hyphenation

The practice of inserting a hyphen in a word.

When a word runs past the right margin, your text processing application moves it to the next line. If the word is long, the preceding line can look too short (or make its word spaces too wide, if the right margin is justified). To correct this problem, insert a hyphen in the word so that part of it can appear on the first line.

Most text processing applications have a distinct **soft hyphen** that prints as a hyphen only when a word must be hyphenated.

You should insert a hyphen or a soft hyphen only between syllables of a word. For example, **election** is correct; **election** is not. The Correct Grammar spelling checker warns you if you use a hyphen or a soft hyphen incorrectly.

Indefinite Article

The words **a** and **an,** which indicate any object of a certain type ("a desk," "an idea"). The definite article is the word **the,** which indicates a specific object ("the desk," "the idea").

Infinitive

A phrase that consists of the word **to** followed by a verb. A split infinitive has one or more other words after **to,** as in "to quickly find." Split infinitives are usually considered incorrect usage.

Informal

Not adhering strictly to the rules of correct grammar and usage. Different degrees of formality are appropriate to different types of writing. Personal letters are usually informal; business letters are moderately formal; academic papers and legal documents are very formal. Writing considered correct in an informal context may be incorrect in a formal one, and writing considered correct in a formal context may seem stuffy or pretentious in an informal one.

Interrogative Pronoun

A pronoun that introduces a question. In the sentence "Whose is this wallet?" **whose** is an interrogative pronoun.

Intransitive Verb

A verb that takes no object, such as **look** ("They look for errors"). A transitive verb is one that takes an object, such as **see** ("I see few errors").

Many verbs can be either transitive or intransitive, depending on how they are used. In "I wake every morning at dawn," **wake** is an intransitive verb. In "Wake me before you leave," it is a transitive verb taking the object **me.**

Jargon

Language that is complicated, confusing, and often vague. Some examples of jargon are "at this point in time" (meaning "now"), **author** used as a verb (it means **write**), and **productize** (not a word at all; it could mean **design, package, release,** or many other things).

Main Clause

A clause that can stand alone as a sentence. In "You found the answer before I did," "You found the answer" is the main clause; "before I did" is the subordinate clause.

Mark Up

To suggest corrections for apparent errors in text by inserting comments [- - like this - -]. Correct Grammar can mark up text for later correction. To correct marked-up text, edit it with your document processing application and search for the square brackets that enclose the notes.

Maximize

To enlarge a window to fill the entire application area. To maximize a window, click its Maximize button in the upper-right corner of the frame. To restore a maximized window, click the Maximize button again.

Minimize

To reduce a window (such as Correct Grammar) to an icon. To minimize a window, click its Minimize button, just to the left of the Maximize button in the upper-right corner of the frame. To restore a minimized window, double-click its icon.

Modal Verb

An auxiliary verb that is used with another verb to indicate possibility, desire, potentiality, and so on. In the sentence "I could leave, but I might miss something," **could** and **might** are both modal verbs.

Negative

A word that indicates the absence or the opposite of something, such as **no, not,** or **never.**

A double negative is a pair of of negatives applied to the same object, as in "There isn't no chair here." Double negatives are used in some dialects of English, but are considered bad grammar even in informal speech.

Noun

A part of speech; a word that identifies an object or an abstraction, such as **keyboard, money,** or **wisdom.**

Numbers

Numbers may be written in numerals (for example, **12**) or spelled out (for example, **twelve**).

A number at the beginning of a sentence must always be spelled out. If this is awkward or inappropriate, reword the sentence to move the number away from the beginning.

Numbers from 21 to 99 are written out as compounds: **twenty-one, ninety-nine.**

Object

A noun or pronoun that receives the action of a verb, or is governed by a preposition. In the sentence "I found a book behind the couch," **book** is the object of the the verb **found; couch** is the object of the preposition **behind.**

Participle

A form of a verb. English has two types: present participle and past participle.

The present participle of a verb is formed by adding "ing." In "We are speaking to the clients tomorrow," **speaking** is the present participle form of **speak.**

The past participle of a verb is formed by adding "ed" or "en." In "We have spoken to the clients already," **spoken** is the past participle form of **speak.**

Parts of Speech

Classes of words that play specified roles in the construction of sentences. The parts of speech in the English language are nouns, pronouns, adjectives, verbs, adverbs, prepositions, conjunctions, and articles.

Passive Voice

A type of sentence construction in which the active noun is in the predicate and noun acted upon is in the subject. An example is "The car was driven by John." The opposite is active voice, in which the active noun is in the subject: "John drove the car." Frequent use of the passive voice often makes text seem indecisive and stilted.

Past Participle

A form of a verb created by adding "ed" or "en." In "We have spoken to the clients already," **spoken** is the past participle form of **speak.**

Plural

Indicating a quantity of two or more; the opposite of "singular." In the sentence "They live in the suburbs," **they** is a plural pronoun; **live** is plural form of the verb **to live; suburbs** is a plural noun.

Possessive

Indicating possession or ownership. In the sentence "Our loss is the school's gain," **our** is the possessive form of the pronoun **we,** and **school's** is the possessive form of the noun **school.**

Predicate

One of the two major parts of a sentence, the other being the subject. In "All of his friends play cards," the predicate is "play cards."

Preposition

A word that can begin a prepositional phrase, such as **in, under, toward, after,** or **with.**

Prepositional Phrase

A phrase that begins with a preposition and ends with a noun. Some examples are "in school," "over the river," and "after ten more days."

Present Participle

A form of a verb. The present participle of a verb is formed by adding "ing." In "We are speaking to the clients tomorrow," **speaking** is the present participle form of **speak.**

Pretentiousness

Words or phrasing intended to make an idea seem more important or more impressive than it is. Two examples are **sanitary engineer** (when used to describe a garbage collector) and **prognostication** (a prediction).

Primary Application

The document processing application that you use most often. You can customize Correct Grammar to use your primary application's User Dictionary for spelling checks and to use your primary application's document directory as its own default directory.

Pronoun

A part of speech; a word that is equivalent to a noun, and refers to a nearby noun. **I, you,** and **she** are examples of pronouns.

Proper Noun

A name of a person, product, organization, place, or object, such as **George, WordStar, London,** or **Vatican.** Proper nouns are always written with a capital letter at the beginning of each significant word.

Punctuation

The use of punctuation characters, such as periods and commas, in text. Correct Grammar can check text for correct punctuation and suggest alternatives when it finds an apparent error.

Quotation Mark

The symbol " . Pairs of quotation marks are used to enclose quotations and some other kinds of text, such as technical terms.

When a comma or a period occurs at an ending quotation mark it usually goes inside the quotation. Other punctuation marks go outside the quotation:

correct: **Shakespeare wrote that "the child is father to the man."**

incorrect: **Shakespeare wrote that "the child is father to the man".**

correct: **Read "Before You Begin"; then skip to Chapter Two.**

incorrect: **Read "Before You Begin;" then skip to Chapter Two.**

Readability

The ease with which a piece of text can be read and understood. Correct Grammar can evaluate the readability of a document sentence by sentence or as a whole.

Redundancy

Repetition of an idea, particularly within a single sentence. Two examples of redundant usage are "past history" and "these same."

Reflexive Pronoun

A pronoun that refers back to the subject of a sentence or phrase. In "She spoke to the teacher herself," **herself** is a reflexive pronoun.

Relative Clause

A subordinate clause that refers to an antecedent in the same sentence. In "I like apples that squirt when you bite them," "that squirt when you bite them" is a relative clause that refers to the subject, **apples.**

Relative Pronoun

A word that introduces a subordinate clause, such as **which** or **that.** In the sentence "The book that you lost is here," **that** is a relative pronoun introducing the subordinate clause "that you lost."

Restrictive Relative Clause

A relative clause that restricts the class of objects referred to. In "We need dishes that won't break," "that won't break" is a restrictive relative clause: it restricts the type of dishes referred to.

In contrast, a non-restrictive relative clause describes the object(s) referred to. In the sentence "We need plastic dishes, which won't break," "which won't break" is a non-restrictive relative clause: it describes plastic dishes.

Traditional rules of grammar require a restrictive relative clause to begin with **that,** but many modern writers use **that** and **which** interchangeably. A non-restrictive relative clause always begins with **which,** and is preceded by a comma.

Restore

To return a minimized or maximized window to its former size. To restore a minimized window, double-click its icon. To restore a maximized window, click the Maximize button again.

RTF (Rich Text Format)

A way of encoding formatted text that can be used to exchange data among many document processing applications. Correct Grammar can check text on the Clipboard and return it with its formatting intact for any application that can copy and paste text in Rich Text Format.

Rule

A principle that Correct Grammar uses to identify possible errors in usage. An example of a rule, expressed in ordinary English, is: "A split infinitive with no more than three words between **to** and the verb is an error."

Run-On Sentence

A string of two or more sentences that have been combined into a single, incorrect "sentence" by missing punctuation.

An example of a run-on sentence is "Did you say you were tired I can't remember." This "sentence" should be split into two: "Did you say you were tired? I can't remember."

Semicolon

The punctuation character "**;**", sometimes used to separate the parts of a compound clause or compound sentence when a comma would not emphasize the separation enough.

Sentence

A unit of text that is ended by a period, question mark, or exclamation mark, and that is grammatically complete. With rare exceptions, a sentence must have a subject (what it's about) and a predicate (what the subject does, or what is done to it).

Sentence Fragment

A unit of text that is ended by a period, question mark, or exclamation mark, but that is not a grammatically complete sentence. An example is "Plays chess well." This phrase could be turned into a sentence by adding a subject, as in "George plays chess well."

Singular

Indicating a quantity of one; the opposite of "plural." In the sentence "He lives in the city," **he** is a singular pronoun; **lives** is singular form of the verb **to live; city** is a singular noun.

Split Infinitive

A phrase that contains the word **to** and a verb, separated by at least one other word. An example is "to quickly find." Split infinitives are usually considered incorrect usage, especially when they have only one or two other words after **to.**

Summary File

A file in which Correct Grammar can store summary reports on a document's readability. A document's summary file has the same filename as the document itself, but has the extension **SUM.**

Style

Those properties that determine the readability and "feel" of a piece of text, such as sentence length, use of archaic words, and use of passive voice. Correct Grammar can check text for conformity to a great variety of styles.

Subject

One of the two major parts of a sentence, the other being the predicate. In "All of his friends play cards," the subject is "All of his friends."

Subjunctive

A form of a verb that expresses desire, possibility, or hypothesis. In "We could swim if the water were warmer," **were** is the subjective form of **to be.**

Subordinate Clause

A clause that can't stand alone as a sentence. In "You found the answer before I did," "before I did" is the subordinate clause; "You found the answer" is the main clause.

Suggestion

An example of correct spelling or usage that Correct Grammar proposes as an alternative to an apparent error.

Suggestion Pane

A pane in the upper-left part of the [Correct Grammar window](#). When Correct Grammar can suggest one or more corrections for an error, it displays its suggestion(s) in this pane. You can adopt one by selecting it and then clicking the **Change** button.

Superlative

An adjective or adverb that indicates the most extreme form of some quality. Superlatives of most short words are formed by adding the suffix "est" (**hardest, fastest**). Superlatives of long words are formed by adding the auxiliary word **most** ("most beautiful," "most quietly").

When two superlatives are used together, they should always be separated by a comma. An example is the sentence, "This is the newest, fastest computer that is sold."

Tense

The form of a verb that represents time. The tenses of English verbs are as follows:

- present (**is, see, pull**)
- past (**was, saw, pulled**)
- future (**will be, will see, will pull**)
- perfect (**has been, has seen, has pulled**)
- past perfect (**had been, had seen, had pulled**)
- future perfect (**will have been, will have seen, will have pulled**)

Text Pane

A pane in the lower part of the <u>Correct Grammar window</u> in which Correct Grammar displays the document or Clipboard text being checked.

Title Bar

The bar across the top of a window's frame. It identifies the application that owns the window and often the file that the application is processing in the window. You can move a window around the desktop by dragging its title bar.

Transitive Verb

A verb that takes an object, such as **see** ("I see few errors"). An intransitive verb is one that takes no object, such as **look** ("They look for errors").

Many verbs can be either transitive or intransitive, depending on how they are used. In "I wake every morning at dawn," **wake** is an intransitive verb. In "Wake me before you leave," it is a transitive verb taking the object **me.**

Usage

A set of rules that determine whether a piece of text is correct or not. Incorrect grammar is one type of incorrect usage; two others are redundancy and inappropriate words.

User Dictionary

A spelling dictionary in which you can store proper nouns, technical terms, and other unusual words. You can customize Correct Grammar to use any of several popular document processing application User Dictionaries for its own spelling checks.

Verb

A part of speech; a word that represents an action or state of being. In the sentence "We solved that problem," **solved** is the verb.