

In all required English classes, the following grammar skills and writing skills are taught.

Grammar skills:

1. parts of a sentence (subject/verb/complement)
2. phrases (verb, prepositional, participial, gerund, appositive, infinitive, avoidance of dangling)
3. clauses (dependent vs. independent, subordinating and coordinating conjunctions, relative pronouns)
4. agreement (subject/verb, pronoun/antecedent)
5. mechanics (comma, semi-colon, colon, parentheses, hyphen)
6. frequently misused words from *Writer's Inc.*

Writing skills:

1. appropriate verb tense (discussing literature-present, discussing history-past)
2. proper quote format
3. citation/works cited
4. outlining
5. thesis/topic sentences
6. transitions
7. appropriate use of first and second person pronouns in papers
8. meaningful introduction and conclusion
9. varied sentences
10. appropriate use of active versus passive voice