

# Journalistic Grammar Quick Sheet

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<b>Numbers</b>	Spell out numbers One – Ten, use numerals for 11+
<b>Your vs. You're</b>	Your = Possessive (your blog, your cat, your jokes) You're = You are (you're funny, you're nice)
<b>There vs. Their vs. They're</b>	There = Opposite of here, place (What's over there?) Their = Possessive (It's their car.) They're = They Are (They're at Showit United, being cool.)
<b>It's vs. Its</b>	It's = It is or It has (It's the best place ever.) Its = Possessive (I can see its merit.)
<b>Colon vs. Semicolon</b>	Colon: Introduces new information about the subject (I had a hard day: my phone crashed and my dog got lost.) Semicolon; Joins two thoughts that relate. (It was too cold; Ali couldn't find a hat or gloves.)
<b>Affect vs. Effect</b>	Affect – <i>verb</i> To change or influence something (The rain really affected Ali's hairdo.) Effect – <i>noun</i> The result of an action (Courtesy of an umbrella, rain had no effect on Liz's hair.)
<b>Pronouns vs. Names</b>	Using he, she or they is acceptable if it is obvious to whom the pronoun is referring. When using multiple names, be sure to refer to the specific person by using their name or, bride, groom, maid of honor, etc...
<b>Dangling/Misplaced Modifiers</b>	This happens when a sentence's adjectives describe a situation that can be taken two ways. Example: <i>Covered in wildflowers, the bride and groom strolled through the mountain valley.</i>
<b>^^Con't</b>	So, were the bride and groom covered in wildflowers, or was the valley? Here's a better way: <i>The mountain valley was covered in wildflowers as the bride and groom strolled through.</i>
<b>Who vs. Whom</b>	Two tricks: Think of the words as he/she or him/her, if you would use he/she use <i>who</i> , if you use him/her, use <i>whom</i> . Also, think of <u>who</u> as the <u>subject</u> and <u>whom</u> as the <u>object</u> .