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| 0.3 | **Cross-references** |

Figures 1.1, 1.2, 1.3, 1.4 illustrate the various stages of the process, providing visual representations of key concepts discussed in the text.

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| 1.1 | **Punctuation: Serial comma** |
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Apples, pears, and bananas are all popular fruits that provide a variety of flavors, and nutritional benefits.

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| 1.2 | **Punctuation: Font** |

I bought some fruit from the store (apples, pears, and bananas) for a healthy snack.

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| 1.5 | **Spelling: Centuries** |
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The twentieth century saw significant advancements in technology, medicine, and social

change.

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| 1.10 | **Punctuation: Quotation marks** |
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She said, ‘Ill meet you at the park in ten minutes.’

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| 1.11 | **Style: Quotations** |

She said, “*The meeting will be postponed until next week*.”

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| 1.12 | **Punctuation: Single quotation marks** |

He whispered, ‘This is our secret.’

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| 1.13 | **Punctuation: Double quotation marks** |
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She whispered, “I can’t believe we finally made it,” as they reached the summit of the

mountain.

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| 1.55 | **Punctuation: Arabic words** |

The Quran is considered the holy book of Islam, guiding followers with its teachings, and principles

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| 1.15 | **Punctuation: Quotations** |
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Sanders (1986) asked police officers, ‘What is the central, and most important feature

of criminal investigations?’

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| 1.16 | **Punctuation: Colons** |
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I have three favorite hobbies : Reading, hiking, and cooking.

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| 1.56 | **Punctuation: Possessive for names ending in ‘s’** |
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Rawls’s philosophy emphasizes the importance of justice as fairness, advocating for

policies that benefit the least advantaged members of society.

The United State’s policy on climate change has been a subject of international debate in recent years.

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| 1.17 | **Punctuation: Acronyms** |

Learning the ABCs is the first step in developing reading, and writing skills for young children.

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| 1.18 | **Punctuation: Acronyms** |

The USA is known for its diverse culture, vast landscapes, and influence on global politics.

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| 1.19 | **Punctuation: Acronyms** |

The song’s upbeat tempo was set at 120 bpm, making it perfect for a lively dance routine.

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| 1.20 | **Punctuation: Time** |

I woke up at 6 : 30 am to start my morning workou

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| 1.22 | **Punctuation: Abbreviations spelled out in full** |

OTHER PAGE

|  |  |
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| 1.24 | **Punctuation: Abbreviations** |

The company, Tech Solutions Inc, specializes in providing innovative software

solutions.

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| 1.25 | **Punctuation: Abbreviation of number** |
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The instructions clearly stated that no3 on the list was the most important task to complete first.

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| 1.58 | **Punctuation: Abbreviation of qualifications and designations** |
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After completing his MBA, John was promoted to a senior management position at the company.

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| 1.59 | **Punctuation: Use of small caps for BCE, CE** |
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The ancient civilization of Egypt flourished around 500 bce, leaving behind

monumental structures like the pyramids.

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| 1.26 | **Style: Latinisms** |

She enjoys helping others, and vice versa, others enjoy helping her in return.

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| 1.28 | **Style: Latinisms** |

The researchers conducted an in vitro experiment to test the effects of the new drug on human cells.

1.30

You should eat more fruits, and vegetables, e.g., apples, carrots, and spinach, for a healthier diet.

1.31

The team focuses on specific tasks,: i.e.., improving customer service, and increasing product quality

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| 1.34 | **Punctuation after e.g.** |
|  |  |

You should eat more fruits, and vegetables, e.g., apples, carrots, and spinach, for a healthier diet.

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| 1.35 | **Punctuation after i.e.** |

He enjoys outdoor activities,: i.e., hiking, cycling, and swimming, to stay active during

the summer.

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| 1.36 | **Punctuation preceding e.g. and i.e.** |

She enjoys outdoor activities: i.e., hiking, and swimming

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| 1.37 | **Punctuation: etc.** |

I need to buy apples, etc. I need to buy apples, bananas.

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| 1.48 | **Style: Ampersands** |

She enjoys reading novels and poetry in her free time.

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| 1.50 | **Style: Percent and per cent** |

The discount on the shoes is 25%, making them much more affordable.

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| 1.52 | **Style: Cross-references** |

In this study, we will examine the key findings discussed in chapter 3, which

highlights the major trends observed in the data. For further details on the methodology, refer to Section 2.1. As Johnson explains in Chapter 4 of his research, the results align closely with our own observations.

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| 1.54 | **Punctuation: Nested parentheses** |

The project requires several materials ((paper), (ink), (scanners), etc.) to be completed efficiently.

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| 1.60 | **Style: Cross-references** |

The results of the experiment are summarized in the following section; for a detailed breakdown, see the next Table.

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| 2.13a | **Punctuation: Ellipses** |
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The was unsure of what to say, so she just paused, and said, “I don’t know. …. maybe

we should talk later.”

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| 2.1 | **Punctuation: Apostrophes in decades** |

The fashion trends of the 1940s were heavily influenced by World War II, with many

people opting for practical, and modest clothing.

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| 2.2 | **Style: -fold** |

The company’s profits increased 10 – fold over the past year, while customer satisfaction improved twofold after the new service was introduced.

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| 2.3 | **Style: Numerals** |

The ratio of teachers to students in the classroom is one:four, ensuring each student

gets plenty of individual attention.

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| 2.4 | **Style: Numerals and %** |

The company reported a 5% increase in sales during the first quarter of the

year.

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| 2.5 | **Punctuation: Thin space between value and unit** |

The weather is perfect for a walk, with the temperature sitting comfortably at 15 °C.

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| 2.6 | **Punctuation: Degree symbols for location** |

The coordinates of the tropical island are 45°S, located just south of the equator.

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| 2.7 | **Punctuation: Scientific units** |

The package weighs 5 kg., making it easy to carry on the plane as carry – on luggage.

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| 2.8 | **Punctuation: Scientific units** |

The suitcase weighed 45 kgs, making it difficult to lift without assistance.

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| 2.9 | **Punctuation: Scientific units** |

The Bag weighed 15 kg, making it difficult to lift without assistance.

The hike to the summit was 10 km, offering breathtaking views along the way.

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| 2.10 | **Style: Scientific units** |

The battery stores 200 J (joules) of energy, enough to power the device for several

hours.

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| 2.13b | **Punctuation: Ellipses (maths)** |

The sequence of numbers was as follows: 1, 2, 3, . …., 100, showing a simple progression from 1 to 100

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| 2.15 | **Style: Numbers below 10** |

The teacher welcomed 5 children into the classroom, each eager to start their first day of school.

She lifted the box, which weighed five kg, with ease, and placed it on the shelf.

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| 2.16 | **Style: Numbers 10 and greater** |

2 million years ago, early hominids started to walk upright, marking a significant step in human evolution. Around two – and–a – half million years ago, early human ancestors began to develop tools, and adapt to their environments.

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| 2.17 | **Style: Number ranges** |
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For the recipe, you will need Nine to Twelve eggs, depending on the size of the batch

you want to make. In the backyard, there were three oak trees, and five maple trees, creating a beautiful, and shaded area.

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| 2.19 | **Style: Numerical value starting a sentence** |

4 kilograms of flour are required to make enough bread for the entire bakery’s daily orders.

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| 2.20 | **Style: Commas in numerical values** |

The charity event raised over $1,000for the local animal shelter.

She completed the 1000 – piece puzzle in just two days, impressing everyone with her patience.

|  |  |
| --- | --- |
| 2.21 | **Style: Thin spaces in numerical values** |

The charity event raised over $2000 for the local animal shelter.

She completed the 1000 – piece puzzle in just two days, impressing everyone with her

patience.

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| 2.22 | **Style: Thin spaces in numerical values** |

The marathon had over 10000 participants, making it one of the largest events of the

year.

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| 2.24 | **Style: Decimal points** |
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The project is expected to take 4∙5weeks to complete, with all tasks scheduled

accordingly.

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| 2.25 | **Style: Zero before decimal point** |

The recipe calls for 0.86 cups of sugar to achieve the perfect sweetness

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| 2.26 | **Style: No omission of digits in ranges** |

The historical records from 1155–66 provide valuable insights into the political, and social structure of the medieval period.

The economic growth during the period of 1971–74 helped transform the country into a global manufacturing powerhouse.

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| 2.27 | **Style: Repetition of units in ranges** |

The plant requires 30%–40% sunlight for optimal growth, with its roots needing to be buried 10 – 15 cm deep in the soil.

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| 2.28 | **Style: Ordinal numbers** |
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The 3rdoption seems the most reasonable. She was the 1stperson to arrive at the meeting. The Twenty first century has seen many technological advancements.

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| 2.29 | **Style: Ordinal numbers** |

The firstchapter is the most important. She placed secondin the competition

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| 2.30 | **Style: Ratios** |

The ratio of students to teachers in the classroom is 4 : 8, ensuring that each teacher c

give more attention to each student.

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| 2.31 | **Style: Abbreviation of currencies** |

·The laptop costs1200 dollars, which is a great deal for its specifications.

·She spent £50 on groceries this week.

·The concert tickets were priced at €75 each