

- letters, 133–46
  - formal, 136–9, 142–3, 145
  - personal, 134–6, 141, 144
- metaphors, 88–9
- negatives, 91–2
- nouns, 3–5, 77
  - abstract, 4–5
  - collective, 3–4
  - common/concrete, 3
  - proper, 3
- novels, 8
- objects, 6, 78–80
- paragraphing, 43–6
- passive voice, 91
- personal statement, 149
- personification, 89
- person
  - first, 7, 10
  - second, 8, 10
  - third, 7–8, 10
- phrases, 25, 93
- plagiarism, 100
- play form, 50
- plurals, 53–5
- prepositions, 2, 8–9
- profiles, 150–1
- pronouns, 7–9
  - demonstrative, 9
  - interrogative, 9
  - personal, 7–9, 78
  - possessive, 69–70
  - relative, 24–5
- prose, 89
- punctuation, 32–40, 76
- question marks, 39
- quotation marks, 48–9, 100–1
- referees, 157
- reports, 111–15
- semicolons, 37–8
- sentences, 21–5, 83–4
- short story, 105–7
- similes, 88–9
- spelling, 53–64, 80
- style, 76–95
- subjects, 6, 78–80
- summary, 109–11, 115
- synonyms, 65
- tautology, 90–1
- thesaurus, 65
- titles, 5
- topic sentences, 44–5
- verbs, 10–17, 55, 77
  - active voice, 91
  - finite, 11
  - infinitive, 12, 14
  - intransitive, 11, 64
  - irregular, 14
  - non-finite, 12–14
  - passive voice, 91
  - participles, 13–16
    - present 13–15
    - past, 13–15
  - tenses