**Kennedy’s Dirty Dozen**   
Top 12 Grammatical Errors

1. **Commas is a series** (The oxford comma)

“Uncle David willed me all his property, houses, and warehouse.”

2. **Contractions** - Don’t use ‘em.

3. **Wordiness** – A sentence is wordy if it can tightened without loss of meaning.

4. **Clarity** – “What you mean is what you write.”

5. **You** – Avoid using they, it and you I the indefinite (anyone) sense; when not addressing readers directly (set of instructions).

“My most important value is to follow your dream.”

6. **Redundancy**

“But is able to” – can

“Every experience I go through teaches me”

“To be able to talk”

7. **Slang**. Cliché, Jargon these are the ones I see most often:

1) “The bottom line” – accounting jargon that’s migrated into everyday use where few can read a financial statement.

2) “In the end” – Which end is that?

3) “Looking to” – As in, looking to solve that problem. (Gazing into space for the answer?)

8. **Focus** – (Get to the point.)

9. **Ambiguity** “They’re always **there** for me.” Referring to family and friends (where is there?)

10. **Quotation marks**

According to Paul Elliott, Eskimo hunters “chant an ancient magic song to the seal they are after: ‘Beast of the sea! Come and place yourself before me in the early morning!”

11. **Pronoun ref**. “Mary told Sue she had won the lottery.”

12. “Brought up” – Vomited? No, raised.

13. Verbs and pronouns agree with their subject number.