

Grammar Essentials



Proofreading, Copyediting
& Business Writing

Ashan R. Hampton

*Grammar Essentials
for Proofreading,
Copyediting &
Business Writing*

Boost Your Writing Skills



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Chapter One

Sentence Fragments



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What is a Fragment?

A sentence fragment is an incomplete sentence that does not express a complete thought. Although a fragment might contain a subject and a verb, the sentence is still missing some important information. The missing part makes the sentence sound unfinished or strange. Since fragments are unclear, you must fill in the missing information to correct the sentence and to relieve the reader's frustration.

Example: Fell to the ground.

In the above example, more information is required to make the action of the sentence clear to the reader. What fell to the ground? Who or what is the subject? If someone spoke this sentence to you and stopped talking, you would immediately start asking questions as a natural need for clarity.

Correction:

- Ashan's corndog fell to the ground.

Even Better:

- Ashan's footlong corndog, drenched in mustard, rolled off the picnic table at the state fair and fell to the ground.

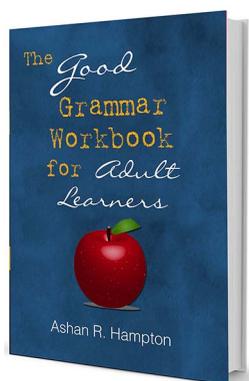
How to Correct Fragments:

- Read your writing aloud.
- Find the subject.
- Find the verb.

More Grammar Resources:

For fully detailed explanations of all the grammar concepts in this book, (and more challenging exercises), add **"The Good Grammar Workbook for Adult Learners"** to your collection.

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Fragments Exercise

Directions: Write **complete sentence** or **fragment** in the space provided.

1. _____ Since Jean was not at the meeting, I took notes in her absence.
2. _____ When my cousin moved to Dallas, Texas, after he graduated.
3. _____ Regina forgot.
4. _____ The largest source of revenue for the organization.
5. _____ Larry deserves great praise and recognition for his teamwork.
6. _____ Before you leave, get your parking pass validated.
7. _____ Is an important part of a healthy lifestyle.