

# Using Grammar & Style Checker

## Making Corrections to Sentences



# Introduction...



- Grammar & Style is designed to recognize most common errors in writing –
  - It does NOT catch all mistakes
  - Mistakes caught are not always necessary to fix
  - The system design evaluates and offers solutions to the problems.
  - Review your suggestions to determine if changes are necessary.

# Instructions -

- Enable Grammar and Style Checker in MSWord Options.
- Place the example sentence into an MSWord file, click on Spelling and Grammar checker.
- See the notes, make the same corrections, click again on the Spelling and Grammar checker.

# Example 1:

- “Generally speaking education may be defined as an act or an experience which formatively impacts the character, mind and/or physical capability of a person.”
- MSWord says:
  - “Education” and highlights “Generally Speaking education” in green. Click “change.” Now the checker shows a comma after “experience and before “which.” Click “change.” Now the checker shows other options for “impacts” – “affects” or “influences” select the most appropriate option and click “change.” Now the checker shows a comma after “mind” which is a series, click “change.” Click “ignore once” for the passive sentence suggestion. Your new sentence is rated at 14.9 Flesch Kincaid Grade Level.

# New Sentence:

- Education may be defined as an act or an experience, which formatively influences the character, mind, and/or physical capability of a person.

# Example 1 - Notes

- “Generally speaking” where this term is necessary it can be noted “Numerous researchers define education...”
- Comma before “which” but not before “that”
- Series can have a comma before the word “and” and “or,” but are not required to have this. In most cases, it is a good policy to add the comma.

# Passive Sentences

- Passive Sentences are:
  - Defined as “A verb form or voice in which the grammatical subject receives the verb's action. Contrast with active voice.”  
(<http://grammar.about.com/od/pq/g/pasvoiceterm.htm>)
  - Passive sentences are acceptable in written dissertations and thesis work; however, should be limited to one per paragraph.
  - Fix be changing word content or word organization within the paragraph. (more on Passive Sentences will be developed in another PowerPoint).

## Example 2:

- “The procedure **by which teachers ensure that the lessons taught within the classroom are smoothly** run and are fully understood by the students is referred to as classroom management.”
- MSWord only recognizes that passive phrases are in the sentence. Other problems exist within this sentence. Read the sentence aloud.
- The word phrases, when read aloud, read as if commas should be placed within a series. Remove the awkward aspects of this sentence by moving the sentence phrases.



# New Sentence:

- “The procedure **by which teachers ensure that the lessons taught within the classroom are smoothly** run and are fully understood by the students is referred to as classroom management.”
- “Classroom management is referred to as the procedure designed to manage lessons, including the methods that enhance ease of learning and understanding.”

# Active Voice -

- Dissertation and thesis work should focus on Active Voice – in contrast to Passive voice.
- Defined as “The verb form in which the subject of the sentence performs or causes the action expressed by the verb. Contrast with passive voice.”  
(<http://grammar.about.com/od/ab/g/activevoiceterm.htm>)
- Review examples from the above link.

## Example 3:

- “The importance of classroom management in the optimization of students’ academic performance cannot be overemphasized and it is necessary that every academic institution works towards optimizing the classroom management strategies applied so as to optimally achieve the basic objective of education which is the transference of accumulated knowledge.”
- Read this sentence aloud, then use MSWord Spelling and Grammar checker.

## Example 3 (cont.)...

- MSWord finds disagreement with the word “works” and recommends “work”; however, when read aloud, “work” is not an appropriate replacement. We can use other words for “works” – including “strive”.
- The verb confusion is the case of the verb – read aloud, the verb must include an “s”; however, this is not the case. Redesign the sentence to fit the needs of the correct usage of both verbs and nouns.

# Correcting Example 3a:

- When completing the options of the MSWord Spelling and Grammar checker, it identifies – “so as”, a comma before “which”, and a “split infinitive” (not covered in this PowerPoint).
- Rewrite the sentence after reading aloud, remember where you speak a pause, there should be a comma.

# Correcting Example 3b:

- “The importance of classroom management (pause) in the optimization of students’ academic performance (pause) cannot be overemphasized and it is necessary that every academic institution works towards optimizing the classroom management strategies applied so as to optimally achieve the basic (awkward) objective of education (pause) which is the transference of accumulated knowledge.”

# Correcting Example 3c:

- “The importance of classroom management, in the optimization of students’ academic performance, cannot be overemphasized and it is necessary that every academic institution works towards optimizing the classroom management strategies applied so as to optimally achieve the basic (awkward) objective of education, which is the transference of accumulated knowledge.”
- After adding the commas for pauses, return to the checker –
  - “to optimally achieve” is identified as a “split infinitive” at this time we will only reword the sentences – not evaluate this term.

# Correcting Example 3d:

- “The optimization of students’ academic performance cannot be overemphasized as a necessary aspect of classroom management; additionally, it is necessary that every academic institution develop strategies designed to works towards the goals of optimization as a primary factor in the transference of accumulated knowledge.”
- Click on the checker, you have included all your words and the **Flesch-Kincaid Grade level is 20.3.**



# Practice Instructions:

- Use the following examples by copy and paste into your MSWord file.
- Run the Spelling and Grammar Checker on each individually.
- Make Corrections and submit those corrections to a note in Base Camp for Review.

# Practice Sentence 1:

- “It is very important to ensure that education is provided under conditions that do not annihilate the self esteem of the students.”

## Practice Sentence 2:

- “This method of discipline is generally perceived as a method that is very simple to understand.”

# Practice Sentence 3:

- “Skinner developed the Behavior Modification model which applies rewards and punishments as a means of controlling the behaviors of students.”

## Practice Sentence 4:

- “There is therefore an indication that the success of a particular approach to classroom management is dependent on factors like the learning environment, the students’ personal behaviors and the personal participation and dedication of the students in the classroom as a result of the classroom management approach applied.”

# Resources:

- <http://grammar.about.com/od/ab/g/activevoiceterm.htm>
- [http://grammar.about.com/od/terms/Glossary\\_of\\_Grammatical\\_Rhetorical\\_Terms.htm](http://grammar.about.com/od/terms/Glossary_of_Grammatical_Rhetorical_Terms.htm)
- <http://grammar.about.com/>
- <http://grammar.ccc.commnet.edu/grammar/index2.htm>