

ACT English Cheat Sheet

Grammar

1. Period = Semicolon = Comma + *and/but* (ch. 2)
2. colon = dash; 2 commas = 2 dashes = non-essential clause, which can be crossed out (ch. 4, 6-7)
3. It's = It is; Its = Possessive form of *it* (ch. 1)
4. Colon = list or explanation. Need a complete sentence before but not necessarily after (ch. 6)
5. *-ING* (gerunds), especially *Being* usually = WRONG (ch. 2)
6. *Could/Would/Should/Might HAVE*, not *OF* (ch. 16)
7. No comma before or after a preposition, or the word *that* (ch. 5)
8. Comma before *it, he, she, they* usually = WRONG (ch. 3)
9. Singular verbs end in *-s*, plural verbs do not end in *-s* (e.g. *she reads, they read*) (ch. 8)
10. Keep pronouns consistent: one = one, you = you (ch. 9)
11. *Who* is for people, *which* is for things, *where* is for places (e.g. *the time/book where* = WRONG) (ch. 14)
12. Use *who* before a verb (*who went*, NOT *whom went*); use *whom* after a preposition (e.g. *by whom*, NOT *by who*) (ch. 14)
13. All items in a list must match (noun, noun, noun or verb, verb, verb)
14. Always underline NOT, LEAST, and EXCEPT

Rhetoric

1. Shorter is better (ch. 15)
2. Context is key: if you're not sure of the answer, read a sentence before and a sentence after.
3. OMIT/DELETE: check that option first because it's usually right. (ch. 18)
4. Transitions within/between sentences: **physically cross out** the original transition and determine the relationship (e.g. continue, contradict, emphasize) between the two sentences or halves of a sentence **BEFORE** you look at the answer choices. (ch. 17)
5. Transitions between paragraphs: read at least a few sentences of the paragraph that the transition is intended to begin. The end of the previous paragraph might not be important. (ch. 17)
6. Insert/Delete: reread the paragraph and state the topic in your own words before checking the answer choices. If the sentence is directly relevant to that topic, it belongs. If not, it doesn't. (ch. 18)
7. Purpose of a passage: determine whether the topic is **specific** or **general**, then "yes" or "no." (ch. 20)

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