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1. To join two independent clauses, use a comma followed by a conjunction, a semicolon alone, or a semicolon followed by a sentence modifier. 2. Use commas to bracket nonrestrictive phrases, which are not essential to the sentence's meaning. 3. Do not use commas to bracket phrases that are essential to a sentence's meaning. 4. When beginning a sentence with an introductory phrase, include a comma. 5. To indicate possession, end a singular noun with an apostrophe followed by an "s". Otherwise, the noun's form seems plural. 6. Use proper punctuation to integrate a quotation into a sentence. If the introductory material is an independent clause, add the quotation after a colon. If the introductory material ends in "thinks," "saying," or some other verb indicating expression, use a comma. 7. Make the subject and verb agree with each other, not with a word that comes between them. 8. Be sure that a pronoun, a participial phrase, or an appositive refers clearly to the proper subject. 9. Use parallel construction to make a strong point and create a smooth flow. 10. Use the active voice unless you specifically need to use the passive. 11. Omit unnecessary words. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com