



## POWER WRITING TIPS



### Training in Washington D.C.

Julie and Jeff had the opportunity of providing training for the Washington D.C. Office of the State Superintendent in October.

We delivered training in business writing, technical writing, email writing, and grammar essentials review. Working with this team was a great experience. (Photo by Monte Levitt.)

**NOTE:** The topic for this edition the newsletter focuses one of our most frequently asked questions: "How do I avoid run-on sentences?"

## How to Avoid Run-on Sentences

**Definition.** A run-on sentence contains two separate sentences (or two independent clauses) written as one sentence. An independent clause contains a subject, a verb, and a complete thought.

**Note:** In all of the examples below, the subjects are underlined once, and the verbs are underlined twice.

- **Run-on Example:** Lee contacted 100 perspective participants donations increased 20 percent.

**Avoid run-on sentences.** Scan the sentences you have written. Look for subjects and verbs. If you have written two sentences as one, be sure to construct them in one of the following ways:

1. Make the two independent clauses two separate sentences with a period at the end of each one.
  - **Yes:** Lee contacted 100 perspective participants. Donations increased 20 percent.
  - **No:** Lee contacted 100 perspective participants donations increased 20 percent.
2. Join the independent clauses with a comma and an appropriate conjunction (*yet, or, but, and*).
  - **Example:** Lee contacted 100 perspective participants, and donations increased 20 percent.
3. If the two independent clauses are closely related, you can join them with a semicolon.
  - **Example:** Lee contacted 100 perspective participants; donations increased 20 percent.
4. If the independent clauses are closely related, you can also join them with a transitional phrase (such as *therefore, consequently, and furthermore*). Use the **punctuation** shown in the example below.
  - **Example:** Lee contacted 100 perspective participants; therefore, donations increased 20 percent.

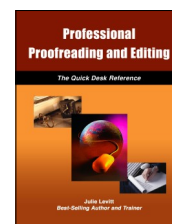
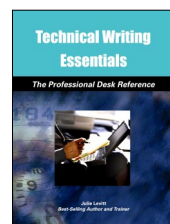
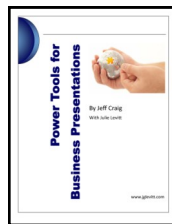
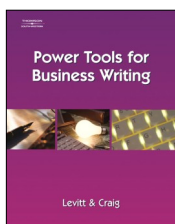
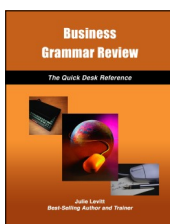
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