

	Guffey Study Materials <i>Business English, 9th Edition</i>	<i>HOW 11</i> References	<i>HOW 11</i> Workbook Pages*
Adjectives and Adverbs	Chapter 11	pages 152-160	pages 117-120
Appositives and Nonrestrictive Clauses and Phrases	Page 186, 263, 85, 253, 320, 225-226, and 255	pages 9-11 and 18-21	pages 21-22 and 35-36
Apostrophes (Possessives and Contractions)	Chapter 5 and page 84	pages 55-59	pages 96-100
Capitalization	Chapter 17	Chapter 2	pages 57-80
Conjunctions	Chapters 13	pages 12-14	pages 27-28
Misplaced Modifiers (Sentence Clarity)	pages 187-88		
Nouns and Pronouns	Chapters 4-7	pages 121-139 (The rules are the same for verbs and pronouns; if a singular verb is required, a singular pronoun (if used) is also required)	pages 93-95 and 101-108
Numbers	Chapter 18	Chapter 3	pages 83-92
Parenthetical Elements	pages 252	pages 6-8	pages 17-18
Sentence Construction (Semicolons, Periods, Run-on Sentences and Fragments)	Chapters 3 and 15	pages 25-29 and 118-121	pages 43-50
Series	pages 251 and 270	pages 5-6 and 27-28	pages 15-16 and 49-50
Similar Words		Chapter 7	pages 143-273
Subject-Verb Agreement	Chapter 10	pages 147-152	pages 111-112
Verbs (Irregular)	Chapter 9	pages 139-147	pages 109-116