

**THE  
ELEMENTS OF STYLE**

**BY**

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1. Form the possessive singular of nouns by adding 's	3
In a series of three or more terms with a single	
2. conjunction, use a comma after each term except the	4
last	
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^ Place a comma before a conjunction introducing a	^
co-ordinate clause	
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^ A participial phrase at the beginning of a sentence	^^
must refer to the grammatical subject	
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g Make the paragraph the unit of composition: one	^
paragraph to each topic	
^ As a rule, begin each paragraph with a topic	j^
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