Holistic Marking Guide Companion

**;** stronger than a comma

links short sentences

separates clauses in compound sentences

the next closest thing to full stop (period)

**:** used to introduce a series

Used to set off explanatory words & phrases that need a break greater than a comma, but less than a dash

**,** used to show a slight pause in a sentence

Separates a date & a year, & a city & state

Separates multiple adjectives in a sentences

**--**Do not use dashes to set apart material when commas would do the work for you. Use dashes as a super-comma

**()** enclose words, phrases, clauses or sentences that are placed within the sentence mainly for explanation or commentary.

**Echo transition**: words or phrases echo a previously mentioned idea

**Comma splice**: A comma splice is the use of a comma to join two independent clauses. For example:

It is nearly half past five, we cannot reach town before dark.

**Complex sentence**: A complex sentence is made from an independent clause and a dependent clause joined together. Some examples: After I came home, I made dinner.

**Compound sentence**: A sentence that contains at least two independent clauses.

**Parallel structure**: Parallel structure means using the same pattern of words to show that two or more words or ideas are of equal importance and to help the reader comprehend what is being written. For example: Ashley likes to ski, to swim and to jump. This is correct and uses parallel structure. An incorrect version of this sentence would read: Ashley likes to ski, to swim and jumping.

**Diction**: Your diction is simply your choice of words.

**Syntax**: Syntax in literature is simply how a sentence is worded and placed together