# Cheat Sheet 6: Grammar and Accuracy

| Point | Rule | Example |
|---|---|---|
| a, an | First mention of one countable thing | a washing machine, an appointment |
| the | The listener knows which one | the manager, the unit I rented |
| no article | General plural or uncountable | Dogs need exercise. Rent is expensive. |
| Past simple | A finished time: yesterday, ago, last year, in 2022 | I bought it two weeks ago. |
| Present perfect | No finished time, or a link to now: since, for, already, yet, ever | I have lived here since 2023. |
| Uncountable | No plural, no a: information, advice, furniture, equipment, homework, traffic, money, luggage, feedback, news | some advice, a piece of furniture |
| at, on, in | at 3 p.m. / on Tuesday, on April 14 / in May, in the winter | The meeting is on Monday at nine. |
| by, until | by = not later than; until = up to that time | Reply by Friday. Open until nine. |
| for, since | for + length; since + starting point | for two weeks, since Monday |
| Agreement | Each, everyone, the list of... take a singular verb | Each of the units has a balcony. |
| Sentences | Never join two full sentences with only a comma | The heater broke, so we called the landlord. |

**Word forms:** complaint (noun), complain (verb); decision, decide; recommendation, recommend; convenience, convenient; responsibility, responsible.

**Canadian spelling:** colour, neighbour, favourite, centre, metre, cheque, travelled, cancelled, practice (noun) and practise (verb), licence (noun) and license (verb), program, analyze, organize.

**Your last 3 minutes in Writing:** read once for verbs (tense and agreement), once for nouns (plurals and articles), once for spelling and missing words.

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