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## **Editing, Correcting, and Proofreading a document**

In this tutorial we will discuss the correct punctuation of a complete sentence. The meaning for each type of comma splice, coordinating conjunction, dependent clause, fragment, fused sentences, independent clause, and run-on sentences will also be given. For each term an example will be provided inshaAllah.

### **A complete sentence**

A complete sentence contains both a subject and a verb. It expresses a complete thought which refers to a free standing and self contained idea.

**A Fragment** – *Jamillah found a cat. Which she promptly took home.*

A fragment is a group of words that has been punctuated as a complete sentence, but does not stand alone as a self contained idea. Most fragments are a continuation of the preceding sentence and must be correctly attached to make sense.

**A Run-on** – *The teacher liked my idea, she said she would take it to the principal.*

A run-on sentence contains two or more complete sentences that have been joined together incorrectly and punctuated as though they were a single sentence.

### **A Comma Splice**

A comma splice is a comma that has been incorrectly placed between two sentences to join them together.

### **A Fused Sentence**

Fused sentences are two sentences put together without any punctuation at all.