

5 Ways to Correct Run-Ons (review)

Correcting Sentence Fragments

1. Make a **separate sentence** out of each main clause:
2. Combine the clauses with a **comma and a coordinating conjunction**.
3. Make one clause a **subordinate clause**.
4. Combine the clauses with a **semicolon (;)**.
5. Combine the clauses with a **semicolon and a transition word followed by a comma**.

Correcting Sentence Fragments

- Every sentence must have a *subject* and a *verb* and express a *complete thought*.
- A sentence that lacks a subject or a verb or does not express a complete thought is a *fragment*.
- **4 Common Types of Fragments:**
 - Subordinate clause
 - *-ing* and *to*
 - Added detail
 - Missing subject

Change the following run-on using
5 different ways:

- Today is board game dress-up day only four people dressed up.

Subordinate Clause Fragments

- A clause that begins with a *subordinating word* such as **when, because, although, while, or if** cannot stand on its own as a sentence.
- It must be attached to a main clause so it is part of a complete sentence.

Subordinate Clause Fragments

- **Incorrect:** Even though hiring attractive people is not illegal. Discrimination is.
 - (“Even though” is a subordinating phrase that introduces a subordinate clause. The subordinate clause forms a fragment unless it is joined to a main clause.)
- **Correct:** Even though hiring attractive people is not illegal, discrimination is.

3. But some people think that companies should be able to hire to promote their image. If customers see an attractive person wearing the store's brand. They want to buy it too.

- But some people think that companies should be able to hire to promote their image. If customers see an attractive person wearing the store's brand, they want to buy it too.
- *(A sentence can begin with a coordinating word such as “but” in all but very formal writing. Beginning a sentence with a coordinating word never creates a fragment.)*

Underline the subordinate clauses in each selection. Then correct the fragments by attaching them to the appropriate sentence.

1. Although the company says it does not discriminate. Some of its Hispanic, Asian, and black job applicants maintained otherwise. They said they were not allowed to work on the sales floor.
 - Although the company says it does not discriminate, some of its Hispanic, Asian, and black job applicants maintained otherwise. They said they were not allowed to work on the sales floor.

4. Stores are businesses. When it comes to making a profit. Stores have to think about the bottom line.

- Stores are businesses when it comes to making a profit. Stores have to think about the bottom line.
- *(There is no comma because the subordinate clause follows the main clause. Note the use of the indefinite “it” in the idiom “when it comes to [something].” This phrase means “with respect to [something].”)*

2. Legal issues are involved. Businesses run the risk of discriminating. When they start hiring based on looks or gender. They need to focus instead on hiring people who can get the job done.
 - Legal issues are involved. Businesses run the risk of discriminating when they start hiring based on looks or gender. They need to focus instead on hiring people who can get the job done.

(There is no comma because the subordinate clause follows the main clause.)

Correcting *-ing* and *to* Fragments

- When an *-ing word* or a *to* phrase appears at or near the start of a word group, a fragment may result.
- To correct these fragments, you can sometimes add the fragment to a complete sentence.

Correcting *-ing* and *to* Fragments

- **Incorrect:** Hiring people who can be “brand enhancers.” That is necessary and smart.
 - (“Hiring” is a noun formed from the verb “hire.” It is a subject and needs to be connected to the sentence that follows, which provides the verb “is.” Eliminate “that” because it refers to “hiring.”)
- **Correct:** Hiring people who can be “brand enhancers” is necessary and smart.

Underline the fragments in the following items. Rewrite the sentences to eliminate any fragments.

1. Wanting to increase sales, store managers were told. To recruit people with pretty faces.

– Wanting to increase sales, store managers were told to recruit people with pretty faces.

or

– Store managers, wanting to increase sales, were told to recruit people with pretty faces.

Correcting *-ing* and *to* Fragments

- **Incorrect:** The human resources manager spent two weeks. Trying to find the best person for the job.
 - (“Trying” is a verbal adjective formed from the verb “try.” It needs to be joined to the sentence that comes before since it completes the verb “spent.”)
- **Correct:** The human resources manager spent two weeks trying to find the best person for the job.

2. Having the best-looking college kids working in the store. That would make everyone want to shop there.

– Having the best-looking college kids working in the store would make everyone want to shop there.

Correcting *-ing* and *to* Fragments

- **Incorrect:** Restaurants sometimes adopt a young, trendy look. To attract customers.
 - (*To attract* is an infinitive. It must be connected to a sentence with a subject and verb.)
- **Correct:** Restaurants sometimes adopt a young, trendy look to attract customers.

3. To try to sell more merchandise. Stores require attractive sales associates to project their brand with energy and enthusiasm.

– To try to sell more merchandise, stores require attractive sales associates to project their brand with energy and enthusiasm.

4. Experts say there is a growing trend. To hire workers who are sexy, sleek, or simply good-looking.

- Experts say there is a growing trend to hire workers who are sexy, sleek, or simply good-looking.

Correcting Added Information Fragments

- Added information fragments lack a subject and a verb.
- They usually add a detail to the preceding sentence and often begin with one of the following words:
 - such as
 - including
 - except
 - for example
 - especially
- **Punctuation note:** If the added information follows the main clause, you will usually need to use a comma at the end of the main clause.

5. Hiring for looks. That has caused some companies to end up facing lawsuits.

- Hiring for looks has caused some companies to end up facing lawsuits.

1. You can correct an added detail fragment by attaching the fragment to the complete sentence preceding or following it.

- **Incorrect:** The company uses an aggressive approach. For example, recruiting attractive customers as they shop.
- **Correct:** The company uses an aggressive approach, for example, recruiting attractive customers as they shop.

6. Hiring for looks is necessary and smart. At least according to retailers.

- At least according to retailers, hiring for looks is necessary and smart.

2. You can embed the fragment in the preceding sentence, changing words as necessary.

- **Incorrect:** They recruited employees based on looks, not on retail experience. Including some of the most popular stores.
- **Correct:** Stores, including some of the most popular ones, recruited employees based on looks, not on retail experience.

3. You can add a subject, a verb, or both to the fragment to make it a complete sentence.

- **Incorrect:** Image seemed very much in evidence at Water Tower Place. One of Chicago's most upscale malls, attracting a trendy crowd.
- **Correct:** Image seemed very much in evidence at Water Tower Place. It is one of Chicago's most upscale malls and attracts a trendy crowd.

2. Some stores have hired employees to project their image. Especially high-end retailers. They believe they need to hire for looks in order to be competitive.

- Some stores, especially high-end retailers, have hired employees to project their image. They believe they need to hire for looks in order to be competitive.
- **(Embed the fragment.** *The fragment has to be inserted next to the word that it modifies to avoid a dangling modifier.*)

• Sometimes a subordinate clause with a subject and verb follows a noun that is part of the added information. A fragment is still the result.

- **Incorrect:** The company uses an aggressive approach. An effort that officials proudly acknowledge.
 - (The added information is not part of a main clause. It needs to be joined to the preceding sentence.)
- **Correct:** The company uses an aggressive approach, an effort that officials proudly acknowledge.

3. Some businesses have gone too far. For example, a hotel chain that ordered managers to hire trendier workers.

- Some businesses have gone too far. For example, a hotel chain ordered managers to hire trendier workers.
- **(Make a new sentence.** *In this case, we could make a new sentence by removing the subordinate word "that."*)

Underline the fragment in each of the following items. Use one of the techniques described above to eliminate the fragments. (You should be able to use one of each.)

1. Some chain stores have been accused of discriminating. By race, by age, and by gender. The accusations have provoked a wave of lawsuits.

- Some chain stores have been accused of discriminating by race, by age, and by gender. The accusations have provoked a wave of lawsuits.
- **(Attach the fragment.** *We simply connected the fragment to the sentence that preceded it.*)

Correcting Missing Subject Fragments

- In this type of fragment, the sentence is missing a subject.
- 1. To correct the fragment, you can attach the fragment to the preceding sentence (if the verb goes with the subject of the preceding sentence).
- **Incorrect:** The director denied discriminating. But admitted that the company liked to hire people who "looked great."
- **Correct:** The director denied discriminating but admitted that the company liked to hire people who "looked great."

2. You can add a subject to the fragment.

- **Incorrect:** The director denied discriminating. But admitted that the company liked to hire people who “looked great.”
- **Correct:** The director denied discriminating, but he admitted that the company liked to hire people who “looked great.”

3. Stores have to change their hiring practices. And focus on competence instead of appearance.

- Stores have to change their hiring practices and focus on competence instead of appearance.

Underline the fragment in each of the following items. Use one of the techniques described above to make complete sentences. (You should be able to use both.)

1. Employees who don't fit “the look” have been assigned to back rooms. However, are asserting their rights and filing lawsuits.

- Employees who don't fit “the look” have been assigned to back rooms; however, they are asserting their rights and filing lawsuits.

2. Some young men say that they like to go to stores that hire good-looking gals. And see nothing wrong with hiring for looks.

- Some young men say that they like to go to stores that hire good-looking gals. They see nothing wrong with hiring for looks.