

**Table of Contents/Skills for *Editor-in-Chief B1***  
Critical Thinking Books & Software

Grammar and Usage

- Adjectives and Adverbs
- Agreement
- Articles/Pronouns
- Comparative/Superlative
- Confused word pairs
- Double negatives
- Misplaced modifiers
- Verb tense: participate/linking/helping

Spelling and Punctuation

- Abbreviations
- Apostrophes/Colons/Comma Use/Periods/Hyphens
- Marks: exclamation/question/quotation
- Letter Format
- Possessives
- Sentences: run-on/fragments

Capitalization

- Proper nouns/Adjectives
- Sentences/Quotes
- Titles/Abbreviations