

Parallel Structure with Correlative Conjunctions

Incorrect:

You are either for us or you are against us.

Correct:

You are either for us or against us.

Either you are for us or you are against us.

Incorrect:

Mary is neither a Democrat nor is she a Republican.

Correct:

Mary is neither a Democrat nor a Republican.

Incorrect:

The show is both enjoyable and it is educational.

Correct:

The show is both enjoyable and educational.

Incorrect:

The author not only wants fame but also money.

Correct:

The author not only wants fame but also wants money.

The author wants not only fame but also money.

Correct the following sentences

1. Either ask Ben or Marianne to prepare the agenda for tonight's meeting.
2. The director for special projects not only visited our regional center in Baltimore but also our main office in New York.
3. The exercise both toned my muscles and it helped me to lose weight.
4. At my training session, I was not only taught how to work the register, but also how to treat customers courteously.
5. Either work today, or you will have to work tomorrow.
6. My friends are neither anxious to see the items in the museum nor are they happy about the admission price.

7. She is both happy about the raise and she is nervous about the extra responsibility.
8. They not only ate all the food in the house but they also didn't clean up their mess.
9. Bert will meet us either at the restaurant or he will be at the taxi stand.
10. The doctor promised neither to cause pain during the procedure nor leave a scar.
11. In a deposition, Barto explained that his duties as shift manager at Hardee's included not only the supervision of the other two employees in the restaurant, but also required him to assist in preparing and serving food when the number of customers warranted his participation.

Parallel Structure with Lists

This is non-parallel, and must be changed:

I am responsible for:

- * editing copy
- * Supervised layout
- * I have three years experience as a news writer.

This is better, but emphasizes the number of years only in the last item:

I have:

- * Edited copy
- * Supervised layout
- * Spent three years writing news.

This is better but is still not completely balanced:

I have:

- * Edited copy
- * Supervised layout
- * Written news for three years.

These are much better:

I have:

- * Edited copy (one year)
- * Supervised layout (two years)
- * Written news (three years).

or

I have experience

- * editing copy (one year),
- * supervising layout (two years) and
- * writing news (three years).

Make the following lists parallel:

1.

To restrict your salt intake, you should:

- * not add salt at the table;
- * use only a little salt in cooking
- * do not use bicarbonate of soda or baking powder in cooking
- * avoid salty food like tinned fish, roasted peanuts, olives

2.

* You should check that the details on the medical certificate match those on the person's information card.

* You should check that the certificate has been completed correctly and conforms to the rules on validity.

* Also, that the certificate covers the period of absence.

3.

When the committee's work began, it established the following aims:

- * make the regulations simple to understand and up to date in structure and layout
- * to update forms and leaflets when necessary with details of current fees
- * the creation of a document summarising details of the regulations

* recent changes in legislation should be taken into account

4.

- Ordered office supplies
- Appointment scheduling
- Certificate renewal

5.

- Coordination of schedules
- Supplies distributed
- Phone follow-up with clients

6.

- Staff training
- The development of policy
- Profit and loss reconciliation