

German Grammar Checklist

1. Have you capitalized all nouns?

Remember all nouns and any nominalized adjectives (*im Voraus*), verbs (*das Laufen*) etc. are all capitalized.

2. Have you used correct grammatical cases?

Depending on the meaning of the sentence, all articles, nouns, pronouns, adjectives can be in either the nominative, genitive, dative or accusative case.

3. Have you placed your verbs in second position in your declarative sentences?

This means that the verb is always the second grammatical element in a declarative sentence. Remember, this does not necessarily mean that the verb is the second word. For instance: *Der kleine Junge will nach Hause gehen*. *Will* is the fourth word. Also, the verb is still the second element even if the first element of the declarative sentence is not the subject.

4. Did you put the second part of the verbal phrase last?

The second part of a verbal phrase is either the past participle, prefix or infinitive, such as *Sie trocknet ihre Haare ab* (She is drying her hair). Keep in mind as well that verbs are last in subordinate and relative clauses.

5. Are there any prepositions that can be contracted?

For example *an dem* => *am*.

6. Have you inserted commas before your dependent clauses? In numbers and prices?

Remember that the German language applies stricter rules in the use of commas.

7. Have you used German quotation marks?

Mostly two types are used. Commonly used are lower and upper quotation marks => „ “ In modern books you will also see chevron-style quotation marks => » «

8. Have you used formal forms of Sie as necessary?

That would include also *Ihnen* and *Ihr*.

9. Don't forget the proper word order in German sentences: time, manner, place.

For example: *Sie ist heute schnell nach Hause gefahren*. (time – *heute*, manner – *schnell*, place – *nach Hause*).

10. Check for “false friends” or false cognates.

These are words - either written exactly or similarly- that exist in both languages, but they have different meanings. For example *bald/soon*, *Rat/counsel*.