

# Basic Grammar

## Eight Parts of Speech:

### 1. Nouns

Used as subjects, predicate nominatives, nouns of address, appositives, and objects in a sentence

#### Types of Nouns:

**Common** (names of general or non-specific persons, places, things)

**Proper** (names of specific persons, places, things; capitalized)

**Collective** (names of groups of persons, places, things)

**Abstract** (names things that cannot be seen or touched)

**Concrete** (names things that can be seen or touched)

### 2. Pronouns

Used as subjects, predicate nominatives, and objects in a sentence

Every pronoun has an *antecedent*, whether stated or understood. Its antecedent is the noun to which the pronoun refers or for which it stands in.

### 3. Verbs

Used as predicates in a sentence

#### Verb Tenses:

**Simple present tense** (I go)

**Simple past tense** (I went)

**Simple future tense** (I will go)

**Present progressive tense** (I am going)

**Past progressive tense** (I was going)

**Future progressive tense** (I will be going)

**Present perfect tense** (I have gone)

**Past perfect tense** (I had gone)

**Future perfect tense** (I will have gone)

**Present perfect progressive tense** (I have been going)

**Past perfect progressive tense** (I had been going)

**Future perfect progressive tense** (I will have been going)

### 4. Adjectives

Modify or describe nouns or pronouns in a sentence

#### Degrees of Comparison of Modifiers:

**Positive Degree:** No comparison

**Comparative Degree:** Comparison of two; formed by adding “er” to the end of the modifier if it is one syllable and in some cases two syllables (depending on whether it is awkward to pronounce), or by putting “more” before the modifier if it is three or more syllables and in some cases two syllables (depending on whether it is awkward to pronounce)

**Superlative Degree:** Comparison of three or more; formed by adding “est” to the end of the modifier if it is one syllable and in some cases two syllables (depending on whether it is awkward to pronounce), or by putting “most” before the modifier if it is three or more syllables and in some cases two syllables (depending on whether it is awkward to pronounce)

### 5. Adverbs

Modify verbs, adjectives, and other adverbs in a sentence

### 6. Conjunctions

Join words, phrases, and clauses in a sentence

#### Types of Conjunctions:

**Coordinate** (joins equal words, phrases, clauses; “and,” “but,” “or,” “nor,” “for,” “so,” “yet”)

**Correlative** (same as above but in pairs; “both ... and,” “not only ... but also,” “either ... or,” “neither ... nor”)

**Conjunctive Adverb** (connects dependent clauses)

### 7. Prepositions

Usually used as the first word in a phrase, but may be used singly as modifier

### 8. Interjections

Words expressing strong emotion; not part of the sentence (usually at the beginning or end); usually followed with an exclamation point

## Personal Pronouns:

	<u>First Person</u>	<u>Second Person</u>	<u>Third Person</u>
<u>Number:</u>			
<b>Singular:</b>	I, me	you	he, him, she, her, it
<b>Plural:</b>	we, us	you	they, them
<u>Gender:</u>			
<b>Masculine:</b>			he, him
<b>Feminine:</b>			she, her
<b>Neuter:</b>			it
<u>Case:</u>			
<b>Nominative:</b>	I, we	you	he, she, it, they
<b>Objective:</b>	me, us	you	him, her, it, them
<b>Possessive:</b>	my, mine, our, ours	your, yours	his, her, hers, its, their, theirs

## Indefinite Pronouns:

All, any, anybody, anyone, anything, both, each, either, everything, enough, everybody, everyone, few, many, most, much, neither, no one, nobody, none, nothing, several, some, somebody, someone, something

## Reflexive Pronouns: Show how the actions of an aforementioned person or group affects him or her or them.

Myself, yourself, herself, himself, itself, ourselves, yourselves, themselves

Example: I bought myself a new car.

## Intensive Pronouns: Intensive pronouns not only refer back to a previously mentioned person or people, but they also emphasize or intensify.

Myself, yourself, herself, himself, itself, ourselves, yourselves, themselves

Example: I myself was certain of the facts.

## Demonstrative Pronouns: Specify a particular person or thing.

Such, that, these, this, those

Examples: Who's that? Such are the fortunes of war.

## Interrogative Pronouns: Question which individual referent or referents are intended by the rest of the sentence.

What, whatever, which, whichever, who, whoever, whom, whomever, whose

Example: Which of these is yours?

## Relative Pronouns: Introduce a dependent clause and refer to an antecedent.

As, that, what, whatever, which, whichever, who, whoever, whom, whomever, whose

Example: The car that has a flat tire needs to be towed.

## Parts of a Sentence (a group of words acting together to express a complete thought; first word capitalized; end punctuation at the end):

**Subject** (the key noun or pronoun; may be understood)

**Predicate** (a verb or verb phrase which expresses the action of the sentence or relates the subject to other words in the sentence)

**Transitive** (action) or **Intransitive** (linking)

**Active Voice** ("he killed") or **Passive Voice** ("he was killed")

**Direct Object** (the receiver of the action of the verb)

**Indirect Object** (the indirect receiver of the action of the verb)

**Predicate Nominative** (noun or pronoun following a linking verb renaming the subject)

**Predicate Adjective** (an adjective following a linking verb describing the subject)

**Appositive** (a noun or pronoun directly following another noun or pronoun and renaming it); usually set off with comas and may be in a phrase which includes adjectives modifying it.

**Phrase** (a group of words acting together but not expressing a complete thought; in other words not having a subject and a predicate)

**Prepositional** (begins with a preposition and has an object and possibly modifiers of the object)

**Verbals** (verb forms combined with an object and possibly modifiers of the object)

**Gerund** (an "-ing" verb used as a noun)

**Participle** (an "-ing" verb used as an adjective)

**Infinitive** ("to" plus a verb used as a noun or a modifier)

**Clause** (a group of words acting together; includes a subject and predicate; may or may not express a complete thought)

**Independent** (expresses a complete thought)

**Dependent** (does not express a complete thought but must be used in or with another clause; used as nouns, adjectives, and adverbs)

## Types of Sentences:

**Declarative** (states a fact)

**Interrogative** (asks a question)

**Imperative** (commands someone or something to do something)

**Exclamatory** (expresses strong emotion)

**Simple** (one clause; first word capitalized; period, question mark, or exclamation point at the end)

**Compound** (two or more independent clauses connected using a semicolon, a comma and a conjunction or a semicolon and a conjunction between each two clauses)

**Complex** (an independent clause and one or more dependent clauses used together in one sentence)

**Compound-complex** (two or more independent clauses and one or more dependent clauses used together in one sentence)

## Pseudo Sentences:

**Run-on** (two or more clauses joined improperly into what looks like a sentence)

**Fragment** (a group of words made to look like a sentence but not expressing a complete thought; usually lacks either a subject or predicate)

## Punctuation

### **Period**

Use a period at the end of a sentence. Example: "I enjoyed the movie."

Use a period after an initial. Example: "M. E. Kerr is a wonderful author."

Use a period after an abbreviation. Example: "We welcomed Mrs. Simmons to our team."

Use a period as a decimal point. Example: "The workers received a 2.1 percent raise."

Use a period to separate dollars and cents. Example: "The book cost \$4.95."

Use a period after each number in a list printed vertically. Example: "For the example, look at the lists on this page."

### **Exclamation Point**

Use an exclamation point at the end of sentence, phrase, or word to indicate strong emotion. (Never use more than one exclamation point.) Example: "Wow! I never thought Mom would let us go to the concert!"

### **Question Mark**

Use a question mark at the end of a question. Example: "Did Steven go with you?"

Use a question mark at the end of a declarative statement that you want to emphasize as not believing the statement.  
Example: "She's our new teacher?"

Use a question mark with parentheses to indicate that you are not sure of a spelling or other fact.

Example: "I have to visit an orthopedic (?) doctor next week."

### **Comma**

Use a comma after each item in a series (which is at least three) of words, phrases, or clauses, except the last item.

Example: "I still need to take a test, write an essay, and check out a book."

Use commas after each part of an address if there are two or more parts.

Example: "The address is 1234 Apple Street, Midtown, Kansas 98765."

Use a comma after the day and the year in a date. Example: "Connie was born February 20, 1965, in Tulsa, Oklahoma."

Use a comma to clarify large numbers. Counting from right to left, a comma is needed after every three digits. (This rule does not apply to years, where no commas are used at all.) Example: "In 1998 the city's population was 23,899."

Use a comma to set off an interruption in the main thought of a sentence. Example: "Rosa, of course, will be here."

Use a comma to separate two or more adjectives that equally modify the same noun.

Example: "Jill was having problems with the unruly, disruptive children."

Use a comma after a dependent clause that begins a sentence.

Example: "If Mr. Wilson complains, we'll invite him for a snack."

Use a comma before the conjunction in a compound sentence.

Example: "We had a lot of fun, so I'll have another party soon."

When quoting, put a comma to the left of a quotation mark that does not already have a period, question mark, or exclamation point. Example: Ariel said, "I knew you would win the contest."

Use a comma after a mild interjection, such as *oh* or *well*. Example: "Oh, the test was not that difficult."

Use a comma after a noun of direct address. Example: "Kodi, didn't I ask you to clean your room?"

Use a comma after the greeting in a personal letter. Example: "Dear Aunt Sheila,"

Use a comma after the closing of a letter. Example: "Sincerely,"

Use a comma to indicate where a pause is necessary in order to avoid confusion. (Sometimes rewriting the sentence is a better choice.) Example: "After Kelly, Jennifer gets a turn." or "Maria came in, in quite a hurry."

Use a comma after an appositive. (An appositive is a noun or noun phrase that gives additional information about the noun that it follows. Do not use a comma after a restrictive appositive, which is one that cannot be removed from the sentence without changing the meaning of the sentence.) Example: "Wesley, my brother, is an optician."

Use a comma to set off the abbreviation *etc.* Example: "I went to the store to get napkins, plates, cups, forks, etc."

## Semicolon

Use a semicolon to join two independent clauses. (This eliminates the need for a comma and a conjunction.)

Example: "Casey read a book; he did a book report."

Use a semicolon to separate items in a series when those items contain punctuation such as a comma.

Example: "We went on field trips to Topeka, Kansas; Freedom, Oklahoma; and Amarillo, Texas."

## Colon

Use a colon between numerals indicating hours and minutes. Example: "School starts at 8:05 A.M."

Use a colon to introduce a list that appears after an independent clause. (Introductory words such as *following* precede the colon to help introduce the list.) Example: "You need the following items for class: pencil, paper, ruler, and glue."

Use a colon between the two items when mentioning a volume number and page number.

Example: "You will find information about Mexico in *Grolier Encyclopedia* 17:245."

Use a colon after the greeting of a business letter. Example: "Dear Sir:"

Use a colon between the title and subtitle of a book. Example: "*Reading Strategies That Work: Teaching Your Students to Become Better Readers* is an excellent resource."

Use a colon between the chapter and verse numbers for parts of the Bible. Example: "Please read *Genesis* 1:3."

## Apostrophe

Use an apostrophe in a contraction to show where letters have been omitted. Example: "I don't think I can do this."

Use an apostrophe when you leave out the first two numbers of a year. Example: "She was in the class of '93."

To form a possessive of any singular noun, attach apostrophe "s" ('s) to the noun.

Examples: "The lady's hand was trembling." "Today is my boss's birthday." "Mr. Ness's class is very interesting."

To form a possessive of a plural noun that ends in "s," add attach only an apostrophe.

Example: "The ladies' restroom was a mess."

If a plural noun does not end with an "s," form the possessive by attaching an apostrophe and an "s."

Example: "The mice's tails were caught in a trap."

To show possession of the same object by more than one noun, make only the last noun in the series possessive.

Example: "I'm looking for Mrs. Garcia, Mrs. Lee, and Miss Carter's office." (They all share the same office.)

Example: "I'm looking for Mrs. Garcia's, Mrs. Lee's, and Miss Carter's offices." (Each person has her own office.)

Use an apostrophe to form the plural of a number, letter, sign, used as a word; or a word being spoken of as a word and not used for what it means.

Example: "Check to see that you used the +'s and -'s correctly."

## Quotation Marks

Use quotation marks before and after a direct quote. If the speaker tag interrupts the quoted material, then two sets of quotation marks are needed. However, do not put quotation marks around the speaker tag.

Examples: "I think my leg is broken," Jesse whimpered. Did Mrs. Steele just say, "We are going to have a test today"? "I can't move." Maria whispered, "I'm too scared."

Put quotation marks around the titles of short works, such as articles, songs, short stories, or poems.

Example: Have you heard the song "Love Me Tender," by Elvis Presley?

Place quotation marks around words, letters, or symbols that are slang or are discussed or used in a special way. (Underlining or italics may be used for the same purpose.)

Example: I have a hard time spelling "miscellaneous." I have a hard time spelling *miscellaneous*.

Use single quotation marks for quotation marks within quotations.

Example: "Have you read the poem, 'The Raven,' by Edgar Alan Poe?" I asked Chris.

Any punctuation used goes to the left of a quotation mark, unless the punctuation is used to punctuate the whole sentence and not just what is inside the quotation marks; then it goes to the right.

Example: Have you read the poem, "Anabel Lee"?

## Ellipsis

Use an ellipsis to indicate omitted words in a quotation.

Example: "Then you'd blast off ... on screen, as if you were looking out ... of a spaceship."

If the ellipsis comes at the end of your sentence, you still need end punctuation, even if it is a period.

Example: I listened carefully as the teacher read Lincoln's inaugural address. "Four score and seven years ago ...."

## Hyphen

Use a hyphen in compound numbers from twenty-one to ninety-nine. Example: "The score is seventy-eight to sixty-two."

Use a hyphen to form some compound words, especially compound adjectives that appear before the nouns they modify.

Example: "The court took a ten-minute recess."

Use a hyphen to join a capital letter to a word. Example: "I had to have my arm X-rayed."

Use a hyphen to show a family relationship, except with respect to the words "grand" and "half."

Example: "My sister-in-law takes care of my great-aunt." Example: "We are going to go visit my grandparents."

Example: "Connie just found out that she has a half sister."

**Dash**

Use a pair of dashes to indicate a sudden interruption in a sentence. (One handwritten dash is twice as long as a hyphen. One typewritten dash is one hyphen followed by another.)

Example: “There is one thing--actually several things--that I need to tell you.”

Use a dash to attach an afterthought to an already complete sentence.

Example: “Sarah bought a new pet yesterday--a boa constrictor.”

Use a dash after a series of introductory elements.

Example: “Murder, armed robbery, assault--he has a long list of felonies on his record.”

**Parentheses**

Use a set of parentheses around a word or phrase in a sentence that adds information or makes an idea more clear. (Punctuation is placed inside the parentheses to mark the material within the parentheses. Punctuation is placed outside the parentheses to mark the entire sentence. When the material in parentheses is longer than one sentence [such as this information], then the punctuation for the final sentence is placed inside the parentheses.)

Example: “Your essay (all nine pages of it) is on my desk.”

Do not use parentheses within parentheses. Use brackets in place of the inner parentheses.

Example: “Please refer to Julius Caesar (Act IV, scene i [page 72]).”

**Brackets**

Use brackets around words of your own that you add to the words of someone you are quoting.

Example: “The news anchor announced, ‘It is my sad duty to inform our audience that we are now at war [with Iraq].’”

**Italics (or Underlining if Italics is not available)**

Italicize titles of long works such as books, magazines, albums, movies, etc. (Do not underline end punctuation.)

Example: “We use *The Language Handbook* to study grammar.”

Italicize foreign words which are not commonly used in everyday English.

Example: “If you look closely, you'll see *e pluribus* on most U.S. currency.”

Italicize a word, number, or letter which is being discussed or used in a special way. (Quotation marks may be used for the same purpose.)

Example: “Remember to dot every *i* and cross every *t*.”