Monday Notes

PARTS OF SPEECH

NOUN (n) and (N): person, place, thing, idea

Types:
- common (n): names a general noun; begins with a lower case letter (city)
- proper (N): names a specific noun; begins with a capital letter (Atlanta)
- possessive (pos n, pos N): shows ownership (girl’s, Roger’s)

PRONOUN (pro)
- takes the place of a noun

Refer to the **PRONOUN CHART** at the end of this handout.

Types:
- personal pronouns
  - 1st person: pronouns having to do with “me”
  - 2nd person: pronouns having to do with “you”
  - 3rd person: pronouns having to do with everyone else
  - singular nominative (nom): I, you, he, she, it
  - plural nominative (nom): we, you, they
  - singular objective (obj): me, you, him, her, it
  - plural objective (obj): us, you, them
  - singular possessive (pos): my, your, his, her, its, mine, yours
  - plural possessive (pos): our, your, their, ours, yours, theirs
- interrogative pronouns (int): ask questions

- demonstrative pronouns (dem): demonstrate which one
  - this, that, these, those
- indefinite pronouns (ind): don’t refer to a definite person or thing
  - each, either, neither, few, some, all, most, several, few, many, none, one, someone, no one, everyone, anyone, somebody, nobody, everybody, anybody, more, much, another, both, any, other, etc.

ADJECTIVE (adj)
- modifies nouns (*I have a green pen.*) and pronouns (*They are happy.*)
- tells: Which one? How many? What kind?
- proper adjective: proper noun used as an adjective (*American flag*)
- Articles: a, an, the {label these as articles, even though they function somewhat like adjectives}

PREPOSITION (prep)
- shows relationship between a noun or pronoun and some other word in the sentence
- *We went to school. We went up the stairs.*

Examples:

<table>
<thead>
<tr>
<th>across</th>
<th>between</th>
<th>of</th>
<th>under</th>
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INTERJECTION (intj)
- Shows emotion or intensity, but has no real connection with the rest of the sentence
- Usually punctuated with an exclamation point; use a comma if the feeling is not as strong.
  - Oh!  Wow!  Man!

CONJUNCTION (cc) and (sc) and (cor conj)
- joins words, phrases, and clauses
Types:
- coordinating conjunctions (cc)
  - F A N B O Y S (for, and, nor, but, or, yet, so)
- subordinating conjunctions (sc): start adv. dependent clauses (and therefore must be followed by subject and verb)
  - after, since, before, while, because, although, so that, if, when, whenever, as, even though, until, unless, as if, etc.
- correlative (cor conj): always are in pairs
  - not only/but also, neither/nor, either/or, both/and

VERB (a.v.) and (l.v.) and (h.v.)
- shows action or helps to make a statement
Types:
- action verb (a.v.): shows action
  - She wrote a note.
- linking verb (l.v.): links two words together
  - These words CAN be linking verbs:
    | is  | am  | are | be  |
    |-----|-----|-----|-----|
    | was | were| been|
    | being| remain| appear| seem|
    | become| smell| feel | sound|
    | grow | stay | look | taste|
- helping verb (h.v.): “helps” an action verb or linking verb
- If a verb phrase has four verbs, the first three are helping. If a verb phrase has three verbs, the first two are helping.
  - These words CAN be helping verbs:
    | is  | will | must |
    | be  | would| have |
    | am  | can  | has  |
    | are | could| had  |
    | was | shall| do   |
    | were| should| does |
    | been| may  | did  |
    | being| might| ought|

Examples:
Helping verbs paired with an action verb:
- We have been taking notes all day. [“taking” is action]
Helping verb paired with a linking verb:
- She will be cold without a jacket. [“be” is linking]
Verb tenses:
- **present (pres)**: happening now
  - jump
  - talk
  - eat
  - falling
- **past (past)**: happened previously
  - jumped
  - talked
  - ate
  - fell
- **future (f)**: will happen in the future
  - will jump
  - shall talk
  - will be eating
- **present perfect (pres perf)**: have or has plus past participle
  - have jumped
  - has talked
  - have been eating
  - has been falling
- **past perfect (past perf)**: had plus the past participle
  - had jumped
  - had talked
  - had been eating
- **future perfect (f perf)**: will have or shall have plus past participle
  - will have jumped
  - shall have talked
  - will have been eating

ADVERB (adv)
- modifies adjectives (really cute), verbs (extremely fast), and other adverbs (very easily)
- Not and never are always adverbs.

**Tuesday Notes**

**SENTENCE PARTS AND PHRASES**

**PREPOSITIONAL PHRASE (adj. prep. ph. and adv. prep. ph.)**
- group of words beginning with a preposition and ending with a noun or pronoun
- can act as an adjective (adj prep ph)
  - *I want a room with a view.*
  - What kind of room? One with a view.
- can act as an adverb (adv prep ph)
  - *His house is on the lake.*
  - Where is the house? On the lake.

**OBJECT OF PREPOSITION (op)**
- follows a preposition and tells “what?”
  - *The key is under the rug.*
  - Under what?
  - Answer: the rug; that’s the object of the preposition.
- If there is no object, it’s not a preposition
  - *Please stand up.*
  - “Up” is an adverb in this case.

**SIMPLE SUBJECT (s)**
- the “who” or “what” of the verb
- must be a noun or pronoun
- can never be in a prepositional phrase
- *There* and *here* are never subjects of a sentence.
- The subject can be an “understood you”
  - *Bring me the remote control, please.*
  - (You bring it.)

**VERB (or simple predicate) (v.t or v.i.)**
- types:
  - transitive (v.t.): takes a direct object (*We love grammar.*)
  - intransitive (v.i.): does not take a direct object (*Please sit down.*)
  - All linking verbs are intransitive.
  —continued—
COMPLEMENT
• completes the meaning of the subject and verb
Types:
• direct object (do): is a noun or pronoun; follows an action verb; is never in a prepositional phrase. To find it, say the subject and verb and then what? or who?
  I like English.
  I like what? Answer: English; that’s the direct object.
• indirect object (io): is a noun or pronoun; comes after a verb and before a direct object; is never in a prepositional phrase. To find it, say the subject, verb, and direct object and then to or for whom or what?
  He gave me the paper.
  He gave paper to whom? Answer: me; that’s the indirect object.
• predicate nominative (pn): is a noun or pronoun; follows a linking verb and renames the subject. To find it, say the subject and linking verb and then what?
  He is a nice guy.
  He is what? Answer: a guy; “guy” is the predicate nominative, because “guy” is a noun. “Nice” modifies guy, not “he.”
• predicate adjective (pa): is an adjective; follows a linking verb and describes the subject. To find it, say the subject and linking verb and then what?
  He is nice.
  He is what? Answer: nice is the predicate adjective, because “nice” is an adjective that modifies “he.”

APPOSITIVE/APPOSITIVE PHRASE (app/ app ph)
• noun or pronoun that follows and renames another noun or pronoun.

Examples:
Appositive: My son Jesse likes trains.
“Jesse” follows and renames “son”
Appositive phrase: Ann, my daughter, loves to dance.
“My daughter” follows and renames “Ann.” It’s a phrase because it includes the possessive pronoun “my” along with the noun “daughter.”

NOUN OF DIRECT ADDRESS (nda)
• person being spoken to in a sentence
  Examples:
  Mom, I’m hungry. Go clean your room, Rebecca.

COMPLETE SUBJECT (underlined with one line)
• part of sentence about which something is being said
  • simple subject plus its modifiers
  • Dependent clauses modifying the subject are part of the complete subject of the independent clause.

COMPLETE PREDICATE (underlined with two lines)
• part of sentence that says something about the subject
  • verb plus its modifiers
  • Dependent clauses modifying the verb are part of the complete predicate of the independent clause.
Wednesday Notes

CLAUSES AND SENTENCE TYPE

CLAUSES
- Each clause must have a subject and verb.

Types of Clauses:
- independent clause (ind cl) (also called main clause):
  - Every sentence must have at least one independent clause.
  - The independent clause can usually stand alone.
  - An independent clause does not start with a relative pronoun or subordinating conjunction.
- dependent clause (dep cl) (also called subordinate clause):
  - The dependent clause can never stand alone.
  - A dependent clause starts with a relative pronoun or a subordinating conjunction.
  - Examples:
    - We will eat when the bell rings.
    - She likes the guy who sits in front of her.

SENTENCE TYPES
- simple sentence (s) = one independent clause
- compound sentence (cd) = two or more independent clauses [joined with a comma and a coordinating conjunction OR a semi-colon]
- complex sentence (cx) = one independent clause + one or more dependent clauses

SENTENCE PURPOSE
- A declarative sentence (dec) makes a statement and ends in a period.
- An interrogative sentence (int) asks a question and ends in a question mark.
- An imperative sentence (imp) gives a command and ends in a period.
- An exclamatory sentence (exc) expresses strong feelings and ends in an exclamation point.

A declarative, interrogative, or imperative sentence can be exclamatory if it expresses strong feelings and ends in an exclamation point.

Thursday Notes

CAPITALIZATION AND PUNCTUATION

CAPITALIZATION
- Capitalize proper nouns and proper adjectives.
  - days of the week, months, holidays, historical events
  - names of people, companies, organizations
  - names of states, countries, cities, islands, bodies of water, mountains, streets, parks, stores
  - nationalities, races, religions
  - brand names of products
  - titles of books, magazines, stories, poems, songs
  - names of ships, trains, monuments, planets
- Always capitalize the pronoun “I.”
- Capitalize the first word of each sentence.
- Capitalize the first word of a quotation.

SEMICOLON
- joins two clauses without a coordinating conjunction
  - He likes apples; she likes oranges.
- can be used in a series with commas for clarity
  - London, England; Paris, France; Madrid, Spain;
**APOSTROPHE**
- Use apostrophes to make words possessive and to make contractions.
- Don’t use apostrophes to make words plural.
- Possessive pronouns don’t use apostrophes. Possessive pronouns include hers, its, ours, and yours.
- Be sure you have a real word before your apostrophe: children’s toys, not childrens’ toys.
- If the word is plural and ends in s, add an apostrophe only: dogs’ owners.
- Treat singular nouns ending in s just like any other singular noun: boss’s, Brutus’s.

**UNDERLINING/ITALICIZING**
- Underlining and italicizing are the same thing.
- Underline or italicize titles of long things: newspapers, magazines, CDs, movies, novels, plays, musical compositions, etc.
- Underline or italicize names of ships, planes, trains, and artwork.
- Underline or italicize foreign expressions.

**QUOTATION MARKS**
- Quote titles of short things: short stories, poems, songs, articles, episodes of TV shows, etc.
- Quote dialogue and words copied from other sources.
- Commas and periods that follow quoted words always go inside closing quotation marks. *I said, “Go home.”*
- Colons and semicolons that follow quoted words always go outside closing quotation marks. *We’re “friends”; we don’t date.*

- Use single quotations marks only to enclose quotations within quotations.
- Use double quotations marks in all other situations. *He’s a real “team player.”*
COMMAS
- Rule numbers are significant for reference purposes only.
- Following the rules are lists of common subordinating conjunctions, coordinating conjunctions, and relative pronouns.
- \( \text{Ø} = \text{no comma} \)

1. **adverb dependent clause \( \text{Ø} \) independent clause**—needs a comma (If it rains, we'll go inside.)
2. **independent clause \( \text{Ø} \) adverb dependent clause**—no comma (We'll go inside if it rains.)
3. **independent clause \( \text{Ø} \) coordinating conjunction \( \text{Ø} \) independent clause**—comma goes before the \( \text{cc} \) (Joe likes pizza, but Fred likes tacos.)
4. **subject verb \( \text{Ø} \) cc verb**—no comma (Joe likes pizza but does not like vegetables.)
5. **introductory prepositional phrase \( \text{Ø} \) is followed by a comma** (After English class, we go to lunch.)
6. **A nonessential appositive** has commas before and after (We read *The Great Gatsby* a novel in class.)
7. **An essential appositive** has no commas (We read the novel *The Great Gatsby* in class.)
8. **Items in a series**—comma after each item (Please buy apples and bananas. I like the warm fuzzy blanket.)
9. **Noun of direct address that begins a sentence**—comma after (Tom would you hand me the phone?)
10. **Noun of direct address that ends a sentence**—comma before (Please don't sit there Sue.)
11. **Day of week, month \( \text{Ø} \) date, year**, (The baby is expected on Sunday, February 27, 2000, in Georgia.)
12. **city, state**, (We moved to Peachtree City, Georgia, in 1975.)
13. **Introductory word, **— comma after (Well, I hope these rules come in handy. However, you must use them.)
14. **Interrupter, **— comma before and after (These rules, I think, will help you if you use them.)

**Common subordinating conjunctions:**

<table>
<thead>
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<td>whenever</td>
<td>although</td>
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**Coordinating conjunctions = FANBOYS**

for and nor but or yet so

**Relative pronouns:**
that which who whom whose

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*on the next page*

**Friday Notes**

**DIAGRAMMING**
# PRONOUN CHART

Case refers to nominative, objective, and possessive pronouns

| Pronoun Chart |  
|---|---|---|---|---|---|
|  
| singular/plural | Nominative (or subjective) pronouns | Objective pronouns | Possessive pronouns | Possessive adjectives | Reflexive pronouns |
|  
| **First Person** |  
| Singular | I | me | mine | my | myself |
| Plural | we | us | ours | our | ourselves |
|  
| **Second Person** |  
| Singular | you | you | yours | your | yourself |
| Plural | you, you all, y'all | you, you all, y'all | yours | your | yourselves |
|  
| **Third Person** |  
| Singular | he, she, it | him, her, it | his, hers | his, her, its | himself, herself, itself |
| Plural | they | them | theirs | their | themselves |
**How to Mark Your Sentences**

Daily Grammar Practice

Appendix B