



# ENGLISH Grammar & Punctuation

**BASIC GRAMMAR GUIDE TO THE PARTS OF SPEECH:** NOUNS, PRONOUNS, ADJECTIVES, VERBS, ADVERBS, & PREPOSITIONS AND HOW THEY COME TO FORM CLAUSES, PHRASES, AND SENTENCES THAT EXPRESS COMPLETE THOUGHTS.

## SUBJECTS

WHO OR WHAT A CLAUSE, PHRASE, OR SENTENCE IS ABOUT

### NOUNS

#### -PROPER NOUNS

Name a specific person, place, or object. They begin with an upper case letter.

1. John
2. Mercury
3. California

#### -COMMON NOUNS

Name a non-specific person, place, or object. They do not begin with an uppercase letter.

1. boy
2. planet
3. state

### PRONOUNS

Take the position and function of nouns, but do not specifically name.

1. He fed the cat.
2. She fed the cat.
3. It got extremely fat.
4. They wish they had fed it less.

### NOMINATIVE ELEMENTS

#### -VERBS

##### 1. GERUNDS (-ing form of the verb)

- a. Reading travel books is my hobby.
  - b. Traveling by train is part of my daily routine.
- ##### 2. INFINITIVES (to, plus the verb)
- a. To read a travel book brings me pleasure.
  - b. To travel by train can be fun.

#### -NOUN CLAUSES

That one needs a clear goal is stressed in college preparatory classes.

### GENERAL RULES

1. All inflected forms must be in subjective case.
2. Gender is important with subject pronouns.
3. John is proud of the school he attended.
4. Number is important for agreement of subject and verb.
  - a. The woman was tall.
  - b. The women were tall.
  - c. The man and the woman were tall.

### SPECIFIC RULES

1. Some pronouns always take singular verbs.
  - each, someone, either, neither, somebody, nobody, everybody, anyone, nothing
2. Some pronouns always take plural verbs.
  - both, few, several, many
3. Collective nouns thought of as a single unit are singular. Collective nouns with identified parts require a plural verb.
  - a. The group is going to the show.
  - b. The men are going to the show.
4. Generally, subjects appear before the verb and may be separated by modifiers or prepositional phrases.
  - To determine a subject, answer who or what about the construction being analyzed.
    - a. John walks.
    - b. The man runs.
    - c. John, who is late for the train, runs.

## VERBS (PREDICATES)

WHAT A SUBJECT IS DOING AND/OR IS BEING DONE TO IT, A STATE OF BEING

### THE FIVE PROPERTIES OF VERBS

1. A verb is in the same person as its subject.
2. First person: I am hoping for rain.
3. Second person: You are hoping for rain.
3. Third person: He is hoping for rain.

## VERBS (PREDICATES) CONTINUED

### -NUMBER

1. A singular verb requires a singular subject. A plural verb requires a plural subject.
  - a. When two singular subjects are joined by and, the verb is plural. Exception - when two singular subjects are connected by and present a single idea, the verb may be singular.
  - b. When two singular subjects are connected by or, either...or, or neither...nor, the verb is singular.
  - c. When two plural subjects are connected by or, either...or, or neither...nor, the verb is plural.
  - d. The verb agrees with the nearer subject of a compound sentence which has both a singular and a plural word joined by or or nor.
2. When the subject and the subjective complement, predicates, modifiers, phrases, and clauses that follow linking verbs and refer to the subject are different in number, the verb agrees with the subject.
  - The books that I received were the most appreciated.
3. Every or many before a word or series of words is followed by a singular verb.
  - Every man, woman, and child was asked to donate.
4. When the subject comes after the verb, as in sentences beginning with here is, there is, and where is, make sure that the verb agrees with the subject.
  - There are three courses of action we can take.

### -VOICE

1. ACTIVE VOICE: Subject is acting.
  - Lightning struck the barn.
2. PASSIVE VOICE: Subject is acted upon.
  - a. The barn was struck by lightning.
  - b. The passive form always consists of some form of the verb to be plus the past participle.

### -MANNER

1. Indefinitive: makes a statement or asks a question.
  - It is forty miles to Carmelville, but we'll get there in time.
2. Imperative: expresses a command, request, suggestion, urgency, etc. where subject usually the pronoun you is understood.
  - Stop! Please sign the form before returning it.
3. Subjunctive: equates the past tense in structure and is used after if and wish when the statement is contrary to reality.
  - a. I wish I were a rich woman.
  - b. If I knew her number, I would call her.

### -TENSE

1. Made from the principal parts of verbs
2. Three forms are:
  - a. Present tense or present infinitive: do, give, ring, sleep
  - b. Past tense: did, gave, rang, three
  - c. Past participle: done, given, rung, thrown

## CLASSES AND TYPES OF VERBS

1. A transitive verb takes an object.
  - Push this button if you want a light.
2. An intransitive verb does not take an object.
  - The sun shone brightly.
3. A verb can be transitive or intransitive in different sentences.
  - a. They have been studying diligently.
  - b. I do not like the course.
4. A phrasal verb is more than one word long and combines one or more auxiliary verbs with a main verb.
  - They were going many opportunities.
5. Linking or inactive verbs link the subject with a predicate noun, predicate pronoun, or a predicate adjective and are always intransitive. He looked sad. A linking verb states that one thing is equal to another and thus requires that the subjective case be used. This is he.

## MODIFIERS

### DEFINITIVE ELEMENTS

### ADJECTIVES & ADJECTIVAL ELEMENTS

USED TO MODIFY NOUNS OR PRONOUNS

1. Prepositional phrases, verbal phrases, and adjective dependent clauses change the image made by the noun or nominative element by itself.
2. Proper adjectives are formed from a proper noun.
  - French, Danish, etc.
3. Descriptive adjectives answer the question which one?
  - this, that, these, those (also called pronouns)
4. Descriptive adjectives answer the question what kind?
  - big, small, red, etc.
5. Quantitative adjectives answer the question how many?
  - one, three, some, few, several (also called pronouns)
6. Qualitative adjectives answer the question how much?
  - little, much, considerable
7. In comparing the quality of nouns, adjectives change by degree.
  - a. The positive degree covers one item: big, good
  - b. Comparative degree covers two items: bigger, better
  - c. Superlative degree covers three or more: biggest, best
8. A possessive adjective follows any form of being verb. The man was sad. From using the new system.

### ADVERBS OR ADVERBIAL ELEMENTS

USED TO MODIFY VERBS, ADJECTIVES, OR OTHER ADVERBS

1. Prepositional phrases, verbal phrases, or adverbial dependent clauses add descriptive elements to a sentence.
2. Adverbs answer one or more of these questions:
  - a. How? (by what manner?) quickly, slowly, fast
  - b. When? (at what time?) now, then, never
  - c. Where? (at what location?) here, there, down, up
  - d. To what extent does a thing have some quality?
  - e. To what extent does the adverb express quantity?
3. Adverbs follow the verb.
  - a. John walked slowly than Peter.
4. Adverbs modifying adjectives and adverbs precede the word being modified.
  - John walked surprisingly slowly for someone so tall.
5. One syllable adverbs are compared by adding -er or -est.
  - a. John walked slower than I did.
  - b. John walked slowest of all.
6. Adverbs of time or more degrees add more or most.
  - a. John walks more slowly than I.
  - b. I am most happy to know this.

## OBJECTS

### COMPLETING ELEMENTS

#### -DIRECT OBJECT

Noun, pronoun, or nominative element which receives the action expressed in the verb.

- I have read the book.

#### -INDIRECT OBJECT

Noun, pronoun, or nominative element for or to whom or to what the action in the verb was done.

- I read the class the entire book.

#### -OBJECT OF A PREPOSITION

Answers the question whom or what after the preposition.

- John traveled to the country in his car.

#### -OBJECT OF A VERBAL (GERUND, PARTICIPLE, INFINITIVE)

Is a noun, pronoun, or nominative element.

- Knowing nothing about making noodles, I bought some.

#### -PRONOUN AS OBJECTS

1. All personal pronouns used as objects must be in the objective case. The call for him and me came at noon.
2. Who is the subject form. Who sent the fax? Whom is the object form. To whom should I send the fax?

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