

BASIC GRAMMAR GUIDE TO THE PARTS OF SPEECH: NOUNS, PRONOUNS, ADJECTIVES, VERBS, ADVERBS, PREPOSITIONS, CONJUNCTIONS & INTERJECTIONS, & HOW THEY COMBINE TO FORM CLAUSES, PHRASES & 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 uppercase 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

• VERBAL

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

1. 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.
 - John is proud of the school he attended.
3. 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 indefinite pronouns always take singular verbs.
 - each, either, one, everybody, anyone
2. Other indefinite pronouns can take either singular or plural verbs, depending on whether they refer to a singular or plural noun.
 - all, any, some, most, half, most
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 train runs.
 - c. John, who is late for the train, runs.

VERBS (PREDICATES)

WHAT A SUBJECT IS DOING; WHAT IS BEING DONE TO IT; A STATE OF BEING

THE FIVE PROPERTIES OF VERBS

• PERSON

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

• NUMBER

1. A singular verb requires a singular subject.
 - a. plural verb requires a plural subject.
2. When two singular subjects are joined by *and*, the verb is plural. **Exception** - when a compound subject refers to a single person or thing, the verb is singular.
 - a. When two singular subjects are connected by *or*, *either...or* or *neither...nor*, the verb is singular.
3. When two plural subjects are connected by *or*, *either...or* or *neither...nor*, the verb is plural.
4. The verb agrees with the *nearer subject* of a compound subject that has both a singular and a plural word joined by *or* or *nor*.
5. When the subject and the subjective complement (predicate adjectives, predicate nominatives 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.
6. Every or each before singular subjects joined by *and* is followed by a singular verb.
 - Every man, woman, and child was asked to donate.
7. When the subject comes after the verb, as in sentences beginning with *there is*, *there is*, and *where is*, make sure that the verb agrees with the subject.
 - There are three **objects** of action we can take.

• VOICE

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

• MOOD

1. Indicative: Makes a statement or asks a question.
 - It is 40 miles to Galveston, but we'll get there in time.
2. Imperative: Expresses a command, request, suggestion, exhortation, etc., whose subject (usually the pronoun *you*) is understood.
 - Stop! Please sign the form before returning it.
3. Subjunctive: Equals 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, throw*
 - b. Past tense: *did, gave, rang, threw*
 - c. Past participle: *done, given, rung, thrown*

CLASSES & TYPES OF VERBS

1. A transitive verb takes an object.
 - Push this button if you want to 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.
4. An auxiliary verb is used before main verbs to form the passive voice, produce certain tenses, ask questions, make negative statements, and express shades of meaning.
 - a. They have been studying diligently.
 - b. I do not like the course.
5. A phrasal verb combines a main verb with an auxiliary word (i.e., prepositions).
 - We came back later than expected.
6. 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, Democrat, etc.
3. Demonstratives answer the question *which one?*
 - this, that, these, those
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
6. Qualitative adjectives answer the question *how much?*
 - little, much, considerable
7. In comparing the quality of nouns, adjectives change by degrees.
 - 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 predicate adjective follows any linking or state of being verb: *The men were sick from eating the newysters.*

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.
 - b. John walked faster 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 two or more syllables add *more* or *most*.
 - a. John walks more slowly than I.
 - b. I am most happy to know that.

OBJECTS

COMPLETING ELEMENTS

• DIRECT OBJECT

Noun, pronoun, or nominative element that 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 whom the action in the verb was done.

- I read the story to my friend.

• 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 moccasins, 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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