

Chapter 3: Materials

A. Help Pages

Monday Notes (Parts of Speech)

NOUN

- person, place, thing, idea
- common (n): names a general noun; begins with lower case letter (city)
- proper (N): names a specific noun; begins with capital letter (Detroit)
- possessive (pos n, pos N): shows ownership (girl's, Roger's)

PRONOUN (pro)

- takes the place of a noun
 - personal (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
 - reflexive (ref): reflects back to “self”
 - myself, yourself, himself, herself, itself, ourselves, yourselves, themselves
 - not words: hisself, ourself, theirselves
 - relative (rp): starts adj. dependent clauses
 - that, which, who, whom, whose
 - interrogative (int): asks a question
 - Which? Whose? What? Whom? Who?
 - demonstrative (dem): demonstrates which one
 - this, that, these, those
 - indefinite (ind): doesn'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?
- articles (art): a, an, the
- proper adjective (Adj): proper noun used as an adjective (American flag)

ADVERB (adv)

- modifies adjectives (really cute), verbs (run quickly), and other adverbs (very easily)
- tells How? When? Where? To what extent?
- Not and never are always adverbs.

PREPOSITION (prep)

- shows relationship between a noun or pronoun and some other word in the sentence
- across, after, against, around, at, before, below, between, by, during, except, for, from, in, of, off, on, over, since, through, to, under, until, with, according to, because of, instead of, etc.
- We went to school. We went up the stairs.

CONJUNCTION

- joins words, phrases, and clauses
 - coordinating (cc)
 - FANBOYS (for, and, nor, but, or, yet, so)
 - subordinating (sc)
 - starts 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)
 - not only/but also, neither/nor, either/or, both/and
 - noun clause identifier (nci)
 - starts noun dependent clauses
 - may or may not function as part of the noun dependent clause
 - that, who, whether, why, what, how, when, where, whom, whoever, etc.
 - conjunctive adverb (conj adv)
 - adverb that helps connect two clauses
 - must be used with a semicolon (It is cold; however, it is not snowing.)
 - however, then, therefore, also, furthermore, nevertheless, thus, etc.

INTERJECTION (int)

- expresses emotion but has no real connection with the rest of the sentence
- set apart from sentence by comma or exclamation point
- No, I'm not finished with my homework. Wow! What a great new car!

VERB

- shows action or state of being
 - action (av)
 - shows action
 - She wrote a note.
 - linking (lv)
 - links two words together
 - can be linking: is, be, am, are, was, were, been, being, appear, become, feel, grow, look, remain, seem, smell, sound, stay, taste, etc.
 - English is fun. (English = fun)
 - The flower smells pretty. (flower = pretty) The dog smells the flower. (action)

- helping (hv)
 - “helps” an action verb or linking verb
 - If a verb phrase has four verbs, the first three are helping. If it has three verbs, the first two are helping. And so on.
 - can be helping: is, be, am, are, was, were, been, being, will, would, can, could, shall, should, may, might, must, have, has, had, do, does, did
 - We have been taking notes all day. (Taking is action.)
 - She will be cold without a jacket. (Be is linking.)
- tenses
 - present (pres): happening now (jump, talk, eat)
 - past (past): happened previously (jumped, talked, ate, fell)
 - future (f): will happen in the future (will jump, shall talk)
 - present perfect (pres per): *have* or *has* plus past participle (have jumped, has talked)
 - past perfect (past per): *had* plus past participle (had jumped, had talked)
 - future perfect (f per): *will have* or *shall have* plus past participle (will have jumped, shall have talked)
 - present progressive (pres prog): *is*, *are*, or *am* plus present participle (am jumping, is jumping, are jumping)
 - past progressive (past prog): *was* or *were* plus present participle (was jumping, were jumping)
 - future progressive (f prog): *will be* or *shall be* plus present participle (will be jumping, shall be jumping)
 - present perfect progressive (pres per prog): *have* or *has* plus *been* plus present participle (have been jumping, has been jumping)
 - past perfect progressive (past per prog): *had* plus *been* plus present participle (had been jumping)
 - future perfect progressive (f per prog): *will have* or *shall have* plus *been* plus present participle (will have been jumping, shall have been jumping)

VERBAL

- word formed from a verb but acting as a noun, adjective, or adverb
 - gerund (ger)
 - verb acting like noun
 - ends in -ing
 - Reading is fun. (subject) I enjoy shopping. (direct object) Use pencils for drawing. (object of preposition)
 - participle (part)
 - verb acting like adjective
 - ends in -ing or -ed (or other past tense ending)
 - I have running shoes. Frightened, I ran down the street. It's an unspoken rule.
 - infinitive (inf)
 - to + verb
 - can act like noun (I like to eat), adjective (It's the best place to eat), or adverb (I need a pen to write a letter)

Tuesday Notes

(Sentence Parts and Phrases)

SIMPLE SUBJECT (S)

- the "who" or "what" of the verb
- ex: The dog with spots likes to bark loudly.
- must be noun, pronoun, gerund, or infinitive
- can never be in a prepositional phrase
- There and here are never the subject of a sentence.
- The subject can be an "understood you": Bring me the remote control, please. (You bring it.)

COMPLETE SUBJECT (underlined once)

- simple subject plus its modifiers
- ex: The dog with spots likes to bark loudly.
- Dependent clauses modifying the subject are part of the complete subject of the independent clause. (The dog that has spots likes to bark.)

SIMPLE PREDICATE/VERB

- transitive verb (vt): takes a direct object (We love English.)
- intransitive verb (vi): does not take a direct object (Please sit down.)
- All linking verbs are intransitive. All passive voice verbs are transitive

COMPLETE PREDICATE (underlined twice)

- verb plus its modifiers
- The dog with spots likes to bark loudly.
- Dependent clauses modifying the verb are part of the complete predicate of the independent clause. (The dog likes to bark when I'm asleep.)

COMPLEMENT

- completes the meaning of the subject and verb
 - direct object (do)
 - is a noun or pronoun and is never in a prepositional phrase
 - follows an action verb
 - To find it, say "subject, verb, what?" or "subject, verb, whom?"
 - I like English. "I like what?" English (direct object)
 - indirect object (io)
 - is a noun or pronoun and is never in a prepositional phrase
 - comes before a direct object and after the verb
 - To find it, say "subject, verb, direct object, to or for whom or what?"
 - He gave me the paper. "He gave paper to whom?" me (indirect object)
 - predicate nominative (pn)
 - is a noun or pronoun
 - follows linking verb and renames subject
 - To find it, say "subject, linking verb, what or who?"
 - He is a nice guy. "He is what?" guy (predicate nominative)

- predicate adjective (pa)
 - is an adjective
 - follows linking verb and describes subject
 - To find it, say “subject, linking verb, what?”
 - He is nice. “He is what?” nice (predicate adjective)

APPOSITIVE (app)

- noun or pronoun that follows and renames another noun or pronoun
- My son Beck likes trains.

APPOSITIVE PHRASE (app ph)

- noun or pronoun (along with modifiers) that follows and renames another noun or pronoun
- Ansley, my daughter, loves to dance.

PREPOSITIONAL PHRASE (prep ph)

- group of words beginning with preposition and ending with noun or pronoun
- can act as adjective (I want a room with a view.) or adverb (His house is on the lake.)
- must be next to noun or pronoun it modifies

OBJECT OF PREPOSITION (op)

- follows preposition and tells “what?” or “whom?”
- The key is under the rug. “under what?” rug (object of preposition)
- If there’s no object, it’s not a preposition: Please stand up. (Up is an adverb.)

NOUN OF DIRECT ADDRESS (nda)

- person being spoken to in a sentence
- Mom, I’m hungry. Go clean your room, Rebekah.

INFINITIVE PHRASE (inf ph)

- infinitive plus its modifiers and objects
- He likes to eat pepperoni pizza.

OBJECT OF INFINITIVE (obj inf)

- follows infinitive and tells “what?”
- I want to eat pizza. “to eat what?” pizza (object of infinitive)

GERUND PHRASE (ger ph)

- gerund plus its modifiers and objects
- Writing long essays can be fun.

OBJECT OF GERUND (obj ger)

- follows gerund and tells “what?”
- I like eating pizza. “eating what?” pizza (object of gerund)

PARTICIPLE PHRASE (part ph)

- participle plus its modifiers and objects
- Running down the hall, he bumped into the principal.

OBJECT OF PARTICIPLE (obj part)

- follows participle and tells “what?”
- Riding his bike, he struggled up the hill. “riding what?” bike (object of participle)

SUBJECT OF INFINITIVE (s inf)

- An infinitive sometimes has a subject: Jessie asked me to help her.
- If the subject of an infinitive is a pronoun, use the objective case.

OBJECTIVE COMPLEMENT (oc)

- noun or adjective that answers “what?” about the direct object
- The movie made me sad. (Me is the direct object.)
- We elected Kate secretary. (Kate is the direct object.)

Wednesday Notes (Clauses and Sentence Type)

CLAUSES

- Each clause must have a subject and verb.
 - independent (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, subordinating conjunction, or noun clause identifier.
 - dependent (dep cl): also called subordinate clause
 - The dependent clause can never stand alone.
 - A dependent clause starts with a relative pronoun, a subordinating conjunction, or a noun clause identifier.
 - adverb (adv dep cl)
 - usually starts with a subordinating conjunction
 - acts like an adverb
 - We will eat when the bell rings. (modifies eat)
 - We will eat is independent.
 - adjective (adj dep cl)
 - usually starts with a relative pronoun
 - acts like an adjective
 - She likes the guy who sits in front of her. (modifies guy)
 - She likes the guy is independent.
 - noun (n dep cl)
 - usually starts with a noun clause identifier
 - acts like a noun
 - I hope that you understand the examples. (acts as direct object)
 - I hope is independent.

SENTENCE TYPES

- simple sentence (ss) = one independent clause
- compound sentence (cd) = two or more independent clauses
- complex sentence (cx) = one independent clause + one or more dependent clauses
- compound-complex sentence (cd-cx) = two or more independent clauses + one or more dependent clauses

SENTENCE PURPOSE

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

Thursday Notes

(Punctuation and Capitalization)

CAPITALIZATION

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

SEMICOLON

- joins two independent clauses without a coordinating conjunction
 - He likes apples; she likes oranges.
 - He goes to Harvard; however, she goes to Yale.
- can be used in series with commas for clarity
 - We went to London, England; Paris, France; Madrid, Spain; and Rome, Italy.
- can be used in a compound-complex sentence that already contains other commas.
 - If you understand this rule, you can use it; and you'll seem very smart.

COLON

- means "note what follows" (see examples in next three categories)
- never follows a verb or preposition

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. (hers, its, ours, yours, etc.)
- 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 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 mean 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 quotes within quotes.
- Use double quotations marks in all other situations. (He's a real "team player.")

HYPHEN

- used to make two words into one (blue-green)
- created by hitting the hyphen key once (no spaces before or after hyphen)

DASH

- used to indicate a break in thought or to set off part of a sentence (like parentheses)
- We bought *The Aristocats*—it's my daughter's favorite movie—for the beach trip.
- created by hitting the hyphen key twice (no spaces before or after the dash)

COMMAS

(Rule numbers are significant for reference purposes only.)

1. **adverb dependent clause*, independent clause** (If it rains, we'll go inside.)
2. **independent clause (no comma) adverb dependent clause** (We'll go inside if it rains.)
3. **independent clause, cc** independent clause** (Joe likes pizza, but Fred likes tacos.)
4. **subject verb (no comma) cc verb** (Joe likes pizza but does not like vegetables.)
5. **independent clause; independent clause** (Joe likes pizza; Fred likes tacos.)
6. **introductory participial phrase**, (Running down the hall, he tripped and fell.)
7. **introductory prepositional phrase**, (After English class, we go to lunch.)
8. **, nonessential appositive**, (We read *The Great Gatsby*, a novel, in class. essential: We read the novel *The Great Gatsby* in class.)
9. **, nonessential adjective clause*****, (Jane, who drives a red car, is nice. essential: All students who skip school should be suspended.)

10. **items, in, series** (Please buy apples, oranges, and bananas. I like the warm, fuzzy blanket.)
 11. **, noun of direct address**, (Tom, would you hand me the phone? Please don't sit there, Sue.)
 12. **day of week, month date, year**, (The baby is expected on Sunday, February 27, 2000, in Georgia.)
 13. **city, state**, (We moved to Peachtree City, Georgia, in 1975.)
 14. **introductory word**, (Well, I hope these rules come in handy. However, you must use them.)
 15. **, interrupter**, (These rules, I think, will help you if you use them.)

*adverb dependent clause = subordinating conjunction + subject + verb

<u>common subordinating conjunctions:</u>	because	after	until
	as	though	so that
	since	whenever	before
	if	even	unless
	while	as if	when
	although	even though	

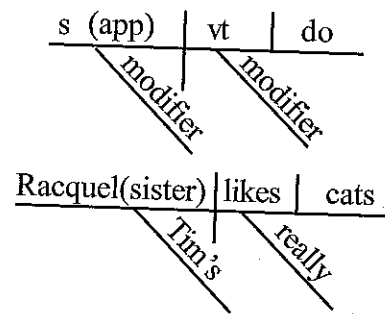
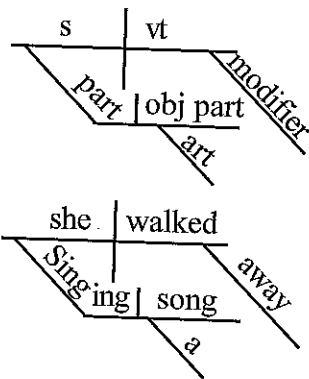
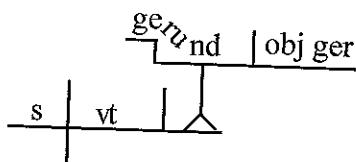
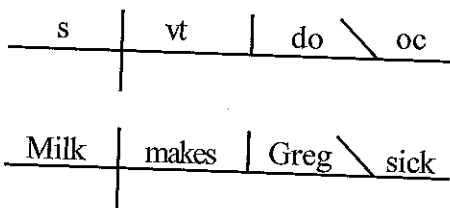
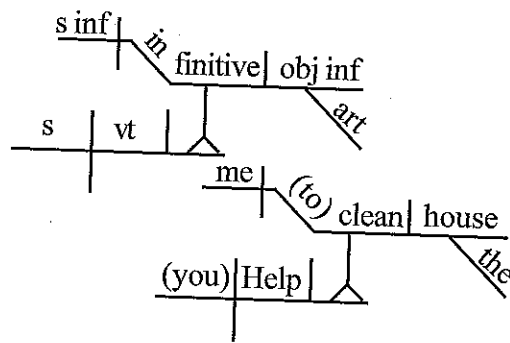
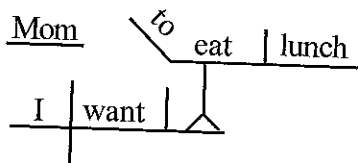
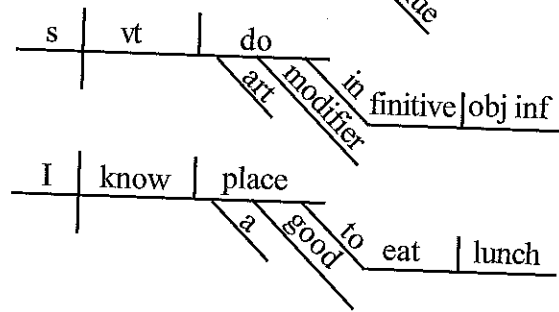
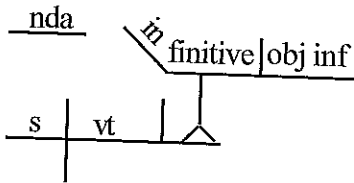
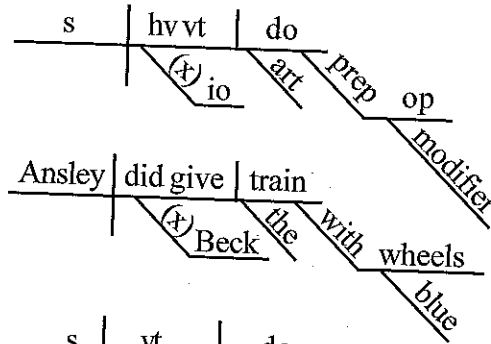
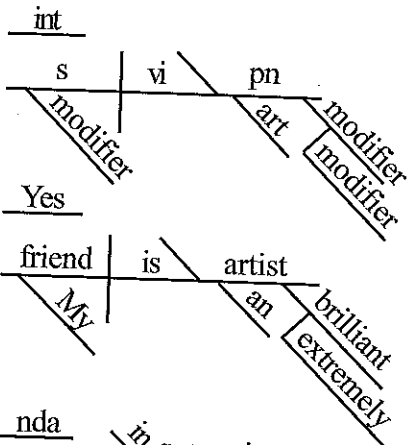
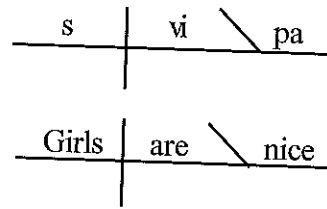
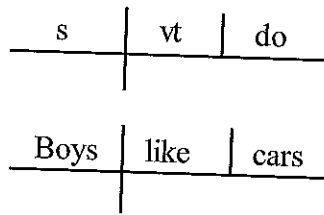
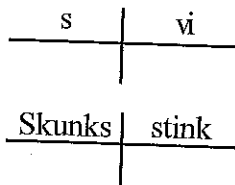
**coordinating conjunctions = FANBOYS

for and nor but or yet so
 NOT coordinating conjunctions: then, however, therefore

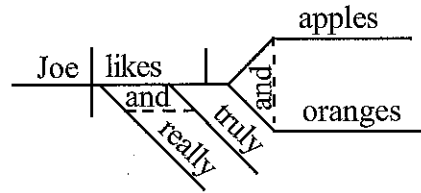
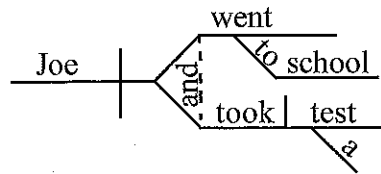
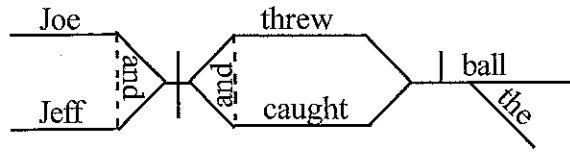
***adjective dependent clause = relative pronoun + subject + verb

relative pronouns: that which who whom whose

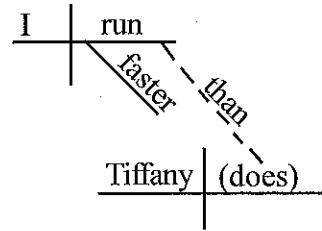
Friday Notes (Diagramming)



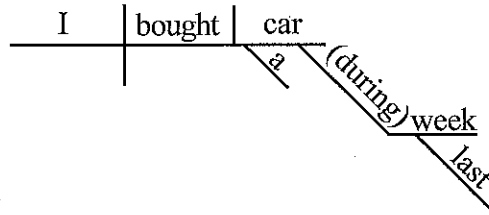
compound parts



incomplete construction

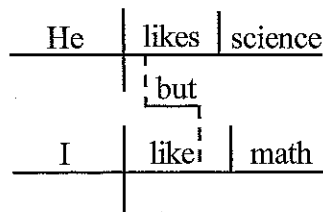


elliptical phrase

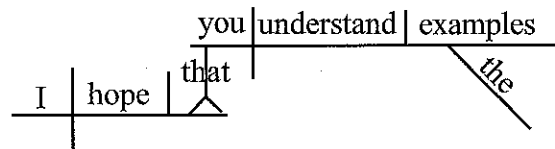


clauses

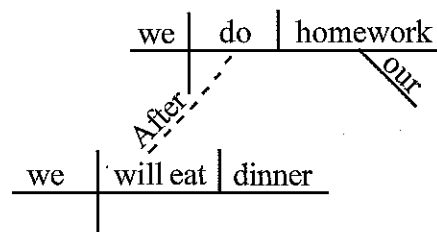
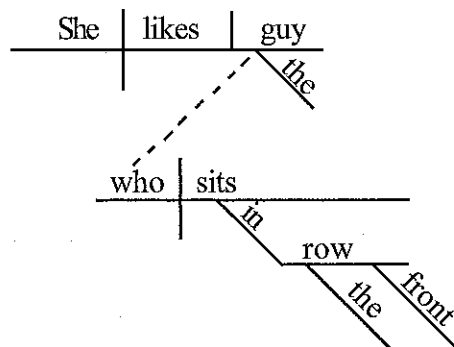
(connect independent clauses at verbs)



(noun dependent clauses go on pedestals)



(connect adjective and adverb dependent clauses to what they describe)



B. Marking Guide

Monday Abbreviations

n = common noun
N = proper noun
pos n = possessive noun
pro = personal pronoun
 1 = first person
 2 = second person
 3 = third person
nom = nominative
obj = objective
pos = possessive
ref pro = reflexive pronoun
rp = relative pronoun
ind pro = indefinite pronoun
int pro = interrogative pronoun
dem pro = demonstrative pronoun
adj = adjective
Adj = proper adjective
art = article
av = action verb
lv = linking verb
hv = helping verb
 pres = present tense
 past = past tense
 f = future tense
 per = perfect tense
 prog = progressive tense
adv = adverb
prep = preposition
int = interjection
cc = coordinating conjunction
sc = subordinating conjunction
cor conj = correlative conjunction
nci = noun clause identifier
conj adv = conjunctive adverb
inf = infinitive
ger = gerund
part = participle

Tuesday Abbreviations

S = simple subject
___ = complete subject
vt = transitive verb
vi = intransitive verb
___ = complete predicate

io = indirect object
pn = predicate nominative
pa = predicate adjective
op = object of preposition
() = phrase
adj prep ph = adjective prepositional phrase
adv prep ph = adverb prepositional phrase
obj ger = object of gerund
ger ph = gerund phrase
obj part = object of participle
part ph = participle phrase
obj inf = object of infinitive
inf ph = infinitive phrase
s inf = subject of infinitive
oc = objective complement
app = appositive
app ph = appositive phrase
nda = noun of direct address

Wednesday Abbreviations

[] = clause
ind cl = independent clause
adv dep cl = adverb dependent clause
adj dep cl = adjective dependent clause
n dep cl = noun dependent clause
ss = simple sentence
cd = compound sentence
cx = complex sentence
cd-cx = compound-complex sentence
dec = declarative
imp = imperative
exc = exclamatory
int = interrogative

Thursday Proofreading Marks

(Write in each symbol as your teacher goes over it with you in class.)

capitalize:

insert apostrophe or quotation marks:

insert dash or hyphen:

insert colon, semicolon, or comma:

insert end punctuation:

italicize: