**Subjects**

*The subject is the person or thing being talked about*

*The predicate tells what the subject is, what the subject is doing, or what is being done to the subject.*

~~In the business world~~, satisfied customers create goodwill ~~for your~~ firm.

A restaurant trainer may use videos or satellite television programs for training.

Six hundred sales representatives counsel clients in a 12‑state area.

Large retailers use electronic inventory systems to avoid running out of stock.

Effective business managers know that they never get a second chance to make a first impression.

**What is a phrase? What is a clause?**

A phrase is a group of related words without a subject and a verb.

Example: *in the morning  
 from the store*

*at home*

A clause is a group of related words that include a subject and a verb.

**Dependent Clause** – not grammatically complete.

It depends on the independent clause for its meaning.

Example: *When I came to class today*

**Independent Clause** – grammatically complete

Example: *When I came to class today, I realized I left my textbook at home.*

# Sentence Must Make Sense

*Along with a subject and a predicate, there must be a complete thought for it to be a complete sentence.*

~~The next customer appreciation day.~~

The next customer appreciation day is tomorrow

~~A list of sales representatives, addresses, and telephone numbers.~~

A list of sales representatives, addresses, and telephone numbers is on the front desk.

The migration to suburbs creates problems for downtown merchants.

# Faults of Sentences

***Fragment****: do not make sense by themselves*

***Comma Splice****: two sentences joined incorrectly by a comma*

***Run-On Sentence****: complete sentences that run together. They should either be two sentences, use a conjunction such as “and,” or they should use a semi‑colon.*

~~When customers open charge accounts.~~

When customers open charge accounts they need to give an email address.

~~CRI Productions uses videos to train employees it is quite expensive.~~

CRI Productions uses videos to train employees. it is quite expensive.

~~Do not focus solely on new customers. work to increase sales to old ones.~~

Do not focus solely on new customers. work to increase sales to old ones.

~~Every year we conduct a customer survey our customers tell us what products they would like for us to offer.~~

Every year we conduct a customer survey, and our customers tell us what products they would like for us to offer.

~~Asked for sales assistance.~~

I Asked for sales assistance.

# Sentence Patterns

1. *Subject – Verb*
2. *Subject – Action Verb – Object*
3. *Subject – Linking Verb – Complement*

*Subject - Verb*

We studied in the morning.

*Direct object (S AV O)*

The instructor covered the chapter (direct object).

Tom sent a fax.

*Indirect object*

The child gave her mother a kiss.

The store guaranteed customers low prices.

Complement

John Sutko is our instructor.

# Practice

1. *Subject – Verb*
2. *Subject – Action Verb – Object*
3. *Subject – Linking Verb – Complement*

Laurie sells homes for a living.

2

Karen McDaniels is our new sales manager.

3

We listened to the speech.

1

Sweetwater Restaurant sent local food editors news releases of their new menus.

2 s-av-ido-do

My supervisor is a neighbor.

3

We shipped you the manual last week.

2 s-av-ido-do

My supervisor congratulated me at the banquet.

2

# Inverted Order

*This is a sentence where the* ***verb precedes the subject****.*

Find the subject

Find the subject; put it **before** the verb!

In the examples below, move the subject and the verb to the beginning of the sentence.

Standing in the back is Carson.

Carson is standing in the back.

There is my homework.

my homework is there.

Here is an extra bonus for finding all those customer referrals.

An extra bonus for finding all those customer referrals is here.

# FAQs

All right / alright

Do you ever write alwrong?

All right is always two words!

A lot

ALWAYS two words!!!

What is the moral of the story?

After the loss last weekend, the team’s morale is low.

I could care less! (This indicates you care a little!)

I couldn’t care less! (This is correct!)

He came in thru the back door. (Informal – avoid!)

He came in through the back door.

Thank you for helping me.

I sent you a thank-you note. (It acts as an adjective)