

Day 1 – Parts of Speech

Part of Speech	Definition/Types/Examples	Abbreviation
Noun	Person, place, thing, idea Common – non-specific; begins with lower case letter (city, town, dog) Proper – specific names/places; begins with capital letter (Detroit, Bob) Possessive – shows ownership (girl's, Madelyn's)	Common = n Proper = N Possessive = poss n
Pronoun	Takes the place of a noun; types include: Personal 1 st person – having to do with “me” – I, me, my 2 nd person – having to do with “you” – you, your 3 rd person – having to do with everyone else – he, she, it, they, them Reflexive – reflects back to self (myself, yourself, himself, herself, ourselves) Relative – starts dependent clauses (that, which, who, whom, whose, what) Interrogative – asks a question (Which? Whose? What? Whom? Who?) Demonstrative – demonstrates which one (this, that, these, those) Indefinite – doesn't refer to a definite person or thing (each, either, neither, few, some, all, most, several, many, none, one, someone, no one, everyone, anyone, somebody, nobody, everybody, anybody, more, much, another, both, any, other)	Pronoun = pron 1 st person = 1 2 nd person = 2 3 rd person = 3 Reflexive = ref pron Relative = rp Interrogative = int pron Demonstrative = dem pron Indefinite = ind pron
Adverb	Modifies adjectives (really cute), verbs (extremely fast), and other adverbs (very easily) Tells How? When? Where? To what extent? NOT is always an adverb.	Adverb = adv
Adjective	Modifies nouns (I have a green sweater.) and pronouns (She is happy.) Tells Which one? How many? What kind? Articles are always adjectives = a, an, the Proper adjective = proper noun used as an adjective (American flag)	Adjective = adj Proper = Adj
Preposition	Shows relationship between a noun or pronoun and some other word in the sentence Hint: “The plane flew _____(prep)_____ the cloud. Ex: across, after, against, around at, before, below, between, by, during, except, for from, in, or , off, on, over, since, through, to, under, until, with, according to, because of, instead of, etc.	Preposition = prep
Conjunction	Joins words, phrases, and clauses; types include: Coordinating – “FANBOYS” (for, and, nor, but, or, yet, so) Subordinating – start dependent clauses; followed by a subject and verb; (after, since, before, while, because, although, so that, if, when, whenever, as, even though, until, unless, as if, etc.) Correlative – not only/but also, neither/nor, either/or, both/and	Conjunction = conj
Verb	Shows actions or helps to make a statement; types include: Action – shows an action (She wrote a note.) Linking – links two words together (i.e., links a noun to an adjective); ex: (is, be, am, are, was, were, been, being, appear, become, feel, grow, look, remain, seem, smell, sound, stay, taste) Linking = <i>English is fun.</i> Action = <i>The game is on Saturday.</i> Linking = <i>The flower smells pretty.</i> Action = <i>The dog smells the flower.</i> Helping – “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 three are helping. Ex: is, be, am, are, was, were, been, being, will, would, can, could, shall, should, may, might, must, have, has, had, do, does, did, ought “We have been taking notes all day.” (<u>Taking</u> is the action.) “She will be cold without a jacket.” (<u>Be</u> is linking.)	Verb = v Action verb = av Linking verb = lv Helping verb = hv

Verb Tenses	Present – happening now (jump, talk, eat, falling, is falling, am falling) Past – happened previously (jumped, talked, ate, fell, was falling) Future – will happen in the future (will jump, shall talk, will be eating)	Present = pres Past = past Future = f
Verbal	Verb not behaving like a verb; types include: Gerund – verb acting like a noun; ends in –ing; <i>Reading is fun.</i> Participle – verb acting like an adjective; ends in –ing or –ed; <i>I have <u>running</u> shoes. <u>Frightened</u>, I ran down the street.</i> Infinitive – to + a verb; can act like a noun, adjective, or adverb (I like <u>to eat</u> .; It's the best place to eat.; I need a pen <u>to write</u> a letter.)	Gerund = ger Participle = part Infinitive = inf

Day 2 – Sentence Parts and Phrases

Sent. Part.	Definition/Types/Examples	Abbreviation
Subject	Part of a sentence about which something is being said; must be a noun, pronoun, gerund, or infinitive; can never be in a prepositional phrase; can be “understood” (Ex. Bring me the remote control, please.)	Subject = s
Verb	Transitive – takes a direct object Intransitive – does not take a direct object All linking verbs are intransitive	Transitive = vt Intransitive = vi
Complement	Completes the meaning of the subject and verb; types include: Direct object – noun or pronoun; never in a prepositional phrase; follows an action verb; To find it, ask, “subject, verb, what?” Indirect object – is a noun or pronoun; never in a prepositional phrase; appears before a direct object; “receives” the direct object; Ex “He gave <u>me</u> the newspaper.” Predicate adjective – adjective; follows linking verbs; describes the subject Ex. “He is <u>nice</u> .”	Direct object = do Indirect object = io Predicate adjective = pa
Appositive/ Appositive Phrase	Noun or pronoun that follows and renames another noun or pronoun; Ex: Ashely, my daughter, loves to dance	Appositive = app
Object of Preposition	Follows a preposition and tells “what?” Ex: The key is under the <u>rug</u> .	Object of Preposition = obj prep
Object of Infinitive	Follows an infinitive and tells “what?” Ex: I want to eat <u>pizza</u> .	Object of Infinitive = obj inf
Object of Gerund	Follows a participle and tells “what?” Ex: I like eating <u>pizza</u> .	Object of gerund = obj ger
Object of Participle	Follows are participle and tells “what?” Ex: Riding his <u>bike</u> , he struggled up the hill.	Object of participle = obj part
Prepositional Phrase	Group of words beginning with a preposition and ending with a noun or pronoun; can act as an adjective (I want a <u>room with a view</u> .) or adverb (His house is <u>on the lake</u> .)	Prepositional phrase = prep ph
Gerund Phrase	Gerund plus modifiers and objects. Ex: Writing long essays can be fun.	Gerund phrase = ger ph
Participle Ph.	Participle plus modifiers and objects. Ex: <u>Running down the hall</u> , he bumped into the principal.	Participle phrase = part ph
Infinitive Ph.	Infinitive plus its modifiers and objects. Ex: He likes <u>to eat pepperoni pizza</u> .	Infinitive phrase = inf ph

Day 3 – Clauses and Sentence Type

Clauses	Definition/Types/Examples	Abbreviation
Clause	<p>Each clause must have a subject and a verb; types include:</p> <p>Independent (“main clause”) – Every sentence must have at least one independent clause; can stand alone as a sentence;</p> <p>Dependent (“subordinate clause”) – can never stand alone; starts with a relative pronoun or a subordinating conjunction</p> <p>To find a clause:</p> <ol style="list-style-type: none"> 1. Identify the verbs and their subjects. (The # of subject-verb pairs = # of clauses) 2. Look for relative pronouns or subordinating conjunctions (dep. cl.) 3. Look for the independent clause. 	<p>Independent Clause = ind cl</p> <p>Dependent Clause = dep cl</p>
Sentence Types	<p>Simple sentence – one independent clause</p> <p>Compound sentence – two or more independent clauses</p> <p>Complex sentence – one independent clause + one or more dependent clauses</p> <p>Compound-complex sent. – two or more independent clauses + one or more dependent cl.</p>	<p>SS</p> <p>CD</p> <p>CX</p> <p>CD-CX</p>

Day 4 – Punctuation and Capitalization

Mark	Rule	Symbol
Capitalization	<ol style="list-style-type: none"> 1. the first word in every sentence. 2. traditionally, the first word of a line of poetry 3. the first word of a directly quoted sentence 4. the first word in both the salutation and the closing of a letter. 5. the pronoun “I” and the interjection “O.” 6. proper nouns and proper adjectives (names, initials in names, and abbreviations that appear before or after names) 7. geographical names 8. names of organizations, teams, government bodies, and institutions. 9. names of historical events and periods, special events, holidays, and other calendar items. 10. the names of nationalities, races, and peoples 11. the names of businesses and the brand names of business products 12. the names of planets, stars, constellations, and other heavenly bodies 13. the names of ships, trains, aircraft, and spacecraft 14. the names of awards, memorials, and monuments 15. the names of particular buildings and other structures 16. languages, language classes or course names that contain a number, but NOT school subjects (unless it’s a language) 17. titles – a person’s title when it appears before a name; a word showing a family relationship when the word is used before a name (unless the word follows a possessive noun or pronoun) 18. the first and last words and all important words in titles and subtitles 	
Semicolon	<ul style="list-style-type: none"> • Joins two clauses without a coordinating conjunction. Ex: <i>He likes apples; she likes oranges.</i> • Can be used in series with commas for clarity. Ex: <i>We went to London, England; Paris, France; and Rome, Italy.</i> 	;
Colon	<p>Means “note what follows”; never follows a verb or preposition Ex: <i>Joe has several things on his mind: his exams, his job, and his girlfriend.</i></p>	:
Apostrophe	<ul style="list-style-type: none"> • Used to show possession and create contractions. • Never used 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). • If a word is plural and ends in “s,” add the apostrophe only: dogs’ owners. • Treat singular nouns ending in “s” like any other singular noun: boss’s, Brutus’s 	‘
Underlining/ Italicizing	<ul style="list-style-type: none"> • Underlining and italicizing are the same thing. • Underline titles of long works: newspapers, magazines, movies, books, epic poems. • Underline names of ships, planes, trains, and artwork. • Underline foreign expressions. 	<p><u>Underline</u></p> <p><i>Italicize</i></p>

Quotation Marks	<ul style="list-style-type: none"> Quote titles of short works: short stories, poems, songs, articles, episodes of TV shows Quote dialogue and words copied from sources Commas and periods that follow quoted words go inside closing quotation marks. <i>Ex: I said, "Go home."</i> Colons and semicolons that follow quoted words always go outside closing quotation marks. <i>Ex: We're "friends"; we don't date.</i> Use single quotation marks only to enclose quotes within quotes. Use double quotation marks in all other situations. 	“ ”
Hyphen	Used to make two words into one (<i>Ex: blue-green sky</i>)	-
Dash	Used to indicate a break in thought or to set off part of a sentence (like parentheses) Created by hitting the hyphen key twice without spaces <i>Ex: We bought <u>The Aristocats</u>—it's my daughter's favorite movie—for the trip.</i>	—
Comma	Used to separate parts of a sentence; They tell readers to pause between words or groups of words, and they help clarify the meanings of sentences. <ol style="list-style-type: none"> used to separate three or more words, phrases, or clauses in a series. <i>Ex: Practice will be held before school, in the afternoon, and at night.</i> used after an introductory dependent clause <i>Ex: If your friends enjoy Chinese food, they will love this restaurant.</i> used to set off introductory words, introductory phrases, and longer introductory prepositional phrases <i>Ex: Incidentally, I was not late this morning.</i> used between independent clauses joined by a coordinating conjunction <i>Ex: My dog has fleas, so we gave him a bath.</i> set off nonessential phrases or clauses <i>Ex: The man, I think, had a funny laugh.</i> set off an appositive <i>Ex: Tanya, Debbie's sister, gave a brilliant speech last night.</i> 	,

Agreement: Subject/Verb and Pronoun/Antecedent

***Use the following rules for your study of subject-verb agreement.**

- When a word refers to one thing, it is singular. When a word refers to more than one thing, it's plural.
*A verb agrees with its subject in number. (Ex: singular subjects need singular verbs; plural subjects need plural verbs.)
- Subjects are not found in prepositional phrases. (Ex. Each of the children loves cookies. – “Each” is the subject, not children.)
- Verbs are singular when they have an “s” on the end. Verbs are plural when they do NOT have an “s” on the end.
- The number of the subject is not changed by a phrase following the subject.
(Ex. Anne, together with her sisters, is backpacking this summer.)
- Subjects joined by “and” need a plural verb. (Ex. Bill and Mary like watermelon.)
- Singular subjects joined by “or” or “nor” need a singular verb. (Ex. Neither the coach nor the principal is happy with the team's performance.)
- When a singular subject and a plural subject are joined by “or” or “nor,” look at the subject closest to the verb.
(Ex. Either Edna or the other girls are going to plan the party.)
- Words stating amounts are usually singular, but when dealing with fractions or percentages, look at what it refers to.
- Titles of works of art, literature, or music, even if plural in form, are singular and need a singular verb.
(Ex: Romeo and Juliet is one of my favorite plays.)
- The words “every,” “each,” and the phrase “many a” before a subject calls for a singular verb.

(Ex: *Many a litter bug was surprised by the expensive fines.*

Every child loves to eat cotton candy.)

11. A few nouns, although plural in form, need a singular verb.

Ex: *Some nouns end in "s" but are considered singular – ("The news comes on at six o'clock.")*

Ex: *Certain diseases end in "s" but are singular. – (rickets, measles, mumps)*

Ex: *Words ending in "ics" generally need a singular verb. – (politics, economics, civics, mathematics)*

12. These pronouns are always singular:

each	everybody	someone	either	no one	somebody
neither	nobody	anyone	everyone	one	anybody

13. These pronouns are always plural:

several	both	few	many
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14. These pronouns may be singular or plural, depending on what it refers to:

some	all	most	any	none
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Pronoun/Antecedent Agreement

1. The "antecedent" is the noun to which the pronoun refers.

2. Antecedents must agree with pronouns in number and gender. Antecedents can be masculine (male) or feminine (female), and sometimes they can be neutral (both male and female). In the case of neutral antecedents, use both masculine and feminine pronouns.

Ex: *Jack must always try his best. ("Jack" is masculine; "his" is a masculine pronoun.)*

Ex: *A person must always try his or her best. ("Person" is neutral; "his or her" is a neutral pronoun.)*

3. Two or more singular antecedents joined by "or" or "nor" should be referred to by a singular pronoun.

Ex: *Paula or Janet will present her views on the subject.*

4. Antecedents joined by "and" are plural and should be referred to by a plural pronoun.

Ex: *Mother and dad celebrated their anniversary yesterday.*