Monday Notes
PARTS OF SPEECH

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

PRONOUN (pro)
- takes the place of a noun

Refer to the **PRONOUN CHART** at the end of this handout.

Types:
- personal pronouns
  - 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

- interrogative pronouns (int): ask questions
  - Which? Whose? What? Whom? Who?

- demonstrative pronouns (dem): demonstrate which one
  - this, that, these, those
- indefinite pronouns (ind): don'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?
- proper adjective: proper noun used as an adjective (American flag)
- Articles: a, an, the {label these as articles, even though they function somewhat like adjectives}

PREPOSITION (prep)
- shows relationship between a noun or pronoun and some other word in the sentence
- *We went to school. We went up the stairs.*
  - Examples:

across	between	of	under
after	by	off	until
against	during	on	with
around	except	over	according to
at	for	since	because of
before	from	through	instead of
below	in	to	

INTERJECTION (intj)

- Shows emotion or intensity, but has no real connection with the rest of the sentence
- Usually punctuated with an exclamation point; use a comma if the feeling is not as strong.
  - Oh! Wow! Man!

CONJUNCTION (cc) and (sc) and (cor conj)

- joins words, phrases, and clauses
 Types:
- coordinating conjunctions (cc)
  - F A N B O Y S (for, and, nor, but, or, yet, so)
- subordinating conjunctions (sc): start 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): always are in pairs
  - not only/but also, neither/nor, either/or, both/and

VERB (a.v.) and (l.v.) and (h.v.)

- shows action or helps to make a statement
 Types:
- action verb (a.v.): shows action
  She wrote a note.
- linking verb (l.v.): links two words together
  - These words CAN be linking verbs:

is	am	are	be
	was	were	been
being	remain	appear	seem
become	smell	feel	sound
grow	stay	look	taste

Be careful when deciding.
Reading is great. [Reading = great → linking verb]
The game is on Saturday. [here "is" means "takes place" → action verb]
The flower smells pretty. [flower = pretty → linking verb]
The dog smells the flower. [here "smells" means "sniffs" or "gathers the scent of" → action verb]

- helping verb (h.v.): "helps" an action verb or linking verb
- If a verb phrase has **four** verbs, the **first three** are helping. If a verb phrase has **three** verbs, the **first two** are helping.
  - These words CAN be helping verbs:

is	will	must
be	would	have
am	can	has
are	could	had
was	shall	do
were	should	does
been	may	did
being	might	ought

Examples:
Helping verbs paired with an action verb:
 We have been taking notes all day. ["taking" is action]
Helping verb paired with a linking verb:
She will be cold without a jacket. ["be" is linking]

Verb tenses:
- present (pres): happening now

jump	talk	eat
falling	is falling	am falling

- past (past): happened previously

jumped	talked	ate
fell	was falling	

- future (f): will happen in the future

will jump	shall talk	will be eating

- present perfect (pres perf): *have* or *has* plus past participle have

jumped	has talked	have been eating
has been falling		

- past perfect (past perf): *had* plus the past participle

had jumped	had talked	had been eating

- future perfect (f perf): *will have* or *shall have* plus past participle

will have jumped	shall have talked	will have been eating

ADVERB (adv)
- modifies adjectives (<u>really</u> cute), verbs (<u>extremely</u> fast), and other adverbs (<u>very</u> <u>easily</u>)
- tells: How? When? Where? To what extent?
- <u>Not</u> and <u>never</u> are always adverbs.

Tuesday Notes
SENTENCE PARTS AND PHRASES

PREPOSITIONAL PHRASE (adj. prep. ph. and adv. prep. ph.)
- group of words beginning with a preposition and ending with a noun or pronoun

- can act as an adjective (adj prep ph)
  *I want a room **with a view**.*
  What **kind** of room? One with a view.
- can act as an adverb (adv prep ph)
  *His house is **on the lake**.*
  Where is the house? On the lake.

OBJECT OF PREPOSITION (op)
- follows a preposition and tells "what?"
  The key is under the rug.
  Under what?
  Answer: the rug; that's the object of the preposition.
- If there is no object, it's not a preposition
  Please stand up.
  "Up" is an adverb in this case.

SIMPLE SUBJECT (s)
- the "who" or "what" of the verb
- must be a noun or pronoun
- can never be in a prepositional phrase
- *There* and *here* are never subjects of a sentence.
- The subject can be an "understood you"
  Bring me the remote control, please.
  (<u>You</u> bring it.)

VERB (or simple predicate) (v.t or v.i.)
Types:
- transitive (v.t.): takes a direct object *(We love grammar.)*
- intransitive (v.i.): does not take a direct object *(Please sit down.)*
- All linking verbs are intransitive.

COMPLEMENT

- completes the meaning of the subject and verb

Types:

- direct object (do): is a noun or pronoun; follows an action verb; is never in a prepositional phrase. To find it, say the **subject** and **verb** and then **what?** or **who?**
  I like English.
  I like what? Answer: English; that's the direct object.
- indirect object (io): is a noun or pronoun; comes after a verb and before a direct object; is never in a prepositional phrase. To find it, say the **subject, verb,** and **direct object** and then **to or for whom or what?**
  He gave me the paper.
  He gave paper to whom? Answer: me; that's the indirect object.
- predicate nominative (pn): is a noun or pronoun; follows a linking verb and **renames** the subject. To find it, say the **subject** and **linking verb** and then **what?**
  He is a nice guy.
  He is what? Answer: a guy; "guy" is the predicate nominative, because "guy" is a noun. "Nice" modifies guy, not "he."
- predicate adjective (pa): is an adjective; follows a linking verb and describes the subject. To find it, say the **subject** and **linking verb** and then **what?**
  He is nice.
  He is what? Answer: nice is the predicate adjective, because "nice" is an adjective that modifies "he."

APPOSITIVE/APPOSITIVE PHRASE (app/ app ph)

- noun or pronoun that follows and renames another noun or pronoun.

  - Examples:
    Appositive: *My son **Jesse** likes trains.*
    "Jesse" follows and renames "son"
    Appositive phrase: *Ann, **my daughter**, loves to dance.*
    "my daughter" follows and renames "Ann." It's a **phrase** because it includes the possessive pronoun "my" along with the noun "daughter."

NOUN OF DIRECT ADDRESS (nda)

- person being spoken to in a sentence
  - Examples:
    Mom, I'm hungry. Go clean your room, Rebecca.

COMPLETE SUBJECT (underlined with one line)

- part of sentence about which something is being said
- simple subject plus its modifiers
- Dependent clauses modifying the subject are part of the complete subject of the independent clause.

COMPLETE PREDICATE (underlined with two lines)

- part of sentence that says something about the subject
- verb plus its modifiers
- Dependent clauses modifying the verb are part of the complete predicate of the independent clause.

Wednesday Notes
CLAUSES AND SENTENCE TYPE

CLAUSES
- Each clause must have a subject and verb.

Types of Clauses:
- independent clause (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 or subordinating conjunction.
- dependent clause (dep cl) (also called subordinate clause):
  - The dependent clause can never stand alone.
  - A dependent clause starts with a relative pronoun or a subordinating conjunction.
  - Examples:
    We will eat <u>when the bell rings</u>.
    She likes the guy <u>who sits in front of her</u>.

SENTENCE TYPES
simple sentence (s) = one independent clause
compound sentence (cd) = two or more independent clauses [joined with a comma and a coordinating conjunction OR a semi-colon]
complex sentence (cx) = one independent clause + one or more dependent clauses

SENTENCE PURPOSE
A **declarative sentence (dec)** makes a statement and ends in a period.
An **interrogative sentence (int)** asks a question and ends in a question mark.

An **imperative sentence (imp)** gives a command and ends in a period.
An **exclamatory sentence (exc)** expresses strong feelings and ends in an exclamation point.
A declarative, interrogative, or imperative sentence can be exclamatory if it expresses strong feelings and ends in an exclmation point.

Thursday Notes
CAPITALIZATION AND PUNCTUATION

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

SEMICOLON
- joins two clauses without a coordinating conjunction
  - He likes apples; she likes oranges.
- can be used in a series with commas for clarity
  - London, England; Paris, France; Madrid, Spain;

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. Possessive pronouns include *hers, its, ours,* and *yours.*
- 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 an 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 are 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 quotations within quotations.
- Use double quotations marks in all other situations.
  He's a real "team player."

COMMAS

- Rule numbers are significant for reference purposes only.
- Following the rules are lists of common subordinating conjunctions, coordinating conjunctions, and relative pronouns.
- ⊘ = no comma

1. **adverb dependent clause‚independent clause**—needs a comma (If it rains, we'll go inside.)
2. **independent clause ⊘ adverb dependent clause**—no comma (We'll go inside if it rains.)
3. **independent clause‚coordinating conjunction independent clause**—comma goes before the **cc** (Joe likes pizza, but Fred likes tacos.)
4. **subject verb ⊘ cc verb**—no comma (Joe likes pizza but does not like vegetables.)
5. **introductory prepositional phrase‚is followed by a comma** (After English class, we go to lunch.)
6. **A nonessential appositive** has commas before and after (We read *The Great Gatsby‚a novel‚in class.*)
7. **An essential appositive** has **no** commas (We read the novel *The Great Gatsby* in class.)
8. **Items in a series**—comma after each item (Please buy apples‚ oranges‚and bananas. I like the warm‚fuzzy blanket.)
9. **Noun of direct address that begins a sentence**—comma after (Tom‚would you hand me the phone?)

10. **Noun of direct address that ends a sentence**—comma before (Please don't sit there‚Sue.)
11. **Day of week, month ⊘ date, year,** (The baby is expected on Sunday, February 27, 2000, in Georgia.)
12. **city, state,** (We moved to Peachtree City, Georgia, in 1975.)
13. **Introductory word, —** comma after (Well, I hope these rules come in handy. However, you must use them.)
14. **Interrupter, —** comma before and after (These rules, I think, will help you if you use them.)

Common subordinating conjunctions:

because	if	when
after	even	until
as	while	so
though	as	that
since	if	before
whenever	although	unless

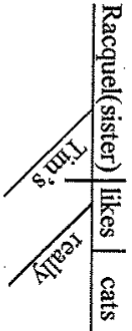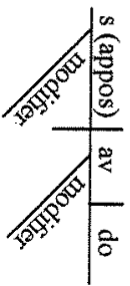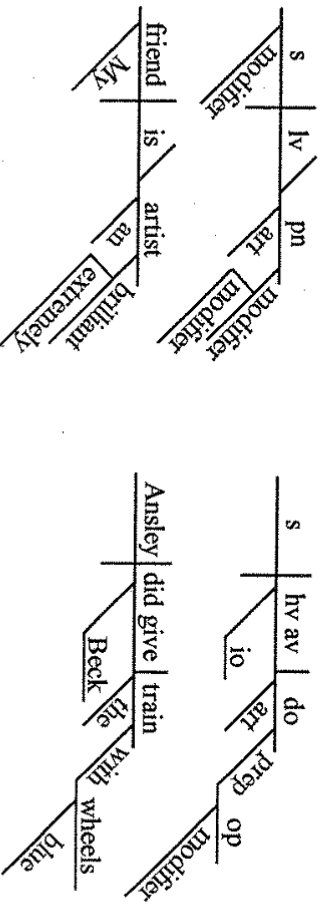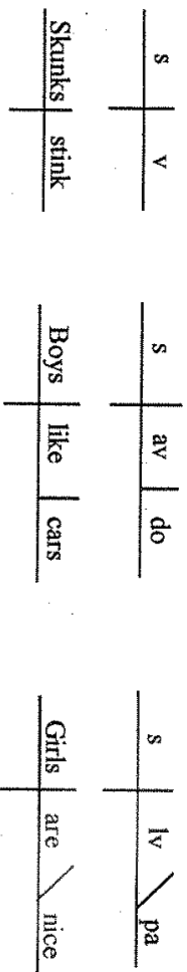Coordinating conjunctions = FANBOYS
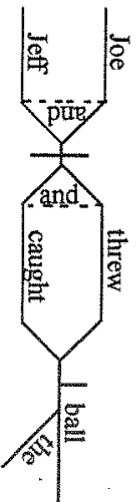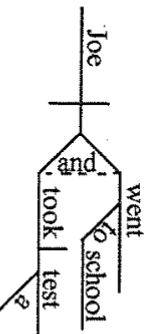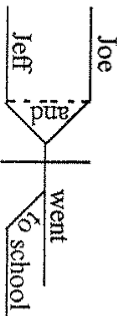for   and   nor   but   or   yet   so

Relative pronouns:
that   which   who   whom   whose

on the next page
Friday Notes
DIAGRAMMING

s | v
Skunks | stink

s | av | do
Boys | like | cars

s | lv \ pa
Girls | are | nice

s | lv | pn
My friend | is | artist
an / extremely brilliant
modifier

s (appos) | av | do
Racquel (sister) | likes | cats
really

s | hv av | io | do
Ansley | did give | Beck | train
the / with blue wheels

compound parts

Joe
and | went | to school
Jeff

Joe | took | test
a
and | went | to school

Joe
threw
and | the ball
Jeff | caught

clauses
(connect independent clauses at verbs)
(connect dependent clauses to what they describe)

He | likes | science
but
I | like | math

we | do | homework
our
After
we | will eat | dinner

PRONOUN CHART

		Case refers to nominative, objective, and ▼ possessive pronouns ▼				
▼this is also called Voice	singular/ plural	Nominative (or subjective) pronouns	Objective pronouns	Possessive pronouns	Possessive adjectives	Reflexive pronouns
First Person	Singular	I	me	mine	my	myself
	Plural	we	us	ours	our	ourselves
Second Person	Singular	you	you	yours	your	yourself
	Plural	you, you all, y'all	you, you all, y'all	yours	your	yourselves
Third Person	Singular	he, she, it	him, her, it	his, hers	his, her, its	himself, herself, itself
	Plural	they	them	theirs	their	themselves

How to mark your sentences

n = common noun
N = proper noun
pos n = possessive noun
pro = personal pronoun

> nom = nominative
> obj = objective
> pos = possessive

*label all possessive and personal pronouns with the correct **case** (one of these three)*

ind pro = indefinite pronoun
int pro = interrogative pronoun
dem pro = demonstrative pronoun

*these pronouns are **not** labeled with person or case.*

adj = adjective
Adj = proper adjective
art = article

av = action verb
lv = linking verb

> pres = present tense
> past = past tense
> f = future tense
> pres pres = present perfect
> past perf = past perfect
> f perf = future perfect

hv = helping verb

label all action and linking verbs with the correct tense

adv = adverb
prep = preposition
cc = coordinating conjunction
sc = subordinating conjunction
cor conj = correlative conjunction

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complete subject = underlined once
s = simple subject
complete predicate = underlined twice
vt = transitive verb
vi = intransitive verb
do = direct object
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
app = appositive
app ph = appositive phrase
nda = noun of direct address
[ ] = clause
ind cl = independent clause
dep cl = dependent clause
s = simple sentence
cd = compound sentence
cx = complex sentence
dec = declarative sentence
imp = imperative sentence
int = interrogative sentence
exc = exclamatory sentence

⋏ ⩕ ⋏ = insert end punctuation (period, question mark, exclamation point)

⋏ = insert comma

v ⌄ v = insert apostrophe or quotation marks

<u>Title</u> = underline/italicize

n̲a̲m̲e̲ = capitalize

More editing and proofreading marks are on the inside back cover of *Write Source.*

Note: Parentheses mark **phrases** for Day Two activities (sentence parts), but on a diagram (day five or six), parentheses are used to mark **appositives.**