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 (<u>really</u> cute), verbs (run <u>quickly</u>), and other adverbs (<u>very easily</u>)
- tells How? When? Where? To what extent?
- <u>Not</u> and <u>never</u> 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 <u>to</u> school. We went <u>up</u> 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; <u>however</u>, 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
- <u>No</u>, I'm not finished with my homework. <u>Wow</u>! What a great new car!

VERB

- shows action or state of being
  - action (av)
    - shows action
    - She <u>wrote</u> 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 <u>is</u> fun. (English = fun)
    - The flower <u>smells</u> pretty. (flower = pretty) The dog <u>smells</u> 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 <u>have been</u> taking notes all day. (<u>Taking</u> is action.)
  - She <u>will</u> be cold without a jacket. (<u>Be</u> 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
    - <u>Reading</u> is fun. (subject) I enjoy <u>shopping</u>. (direct object) Use pencils for <u>drawing</u>. (object of preposition)
  - participle (part)
    - verb acting like adjective
    - ends in –ing or –ed (or other past tense ending)
    - I have <u>running</u> shoes. <u>Frightened</u>, I ran down the street. It's an <u>unspoken</u> rule.
  - infinitive (inf)
    - to + verb
    - can act like noun (I like <u>to eat</u>), adjective (It's the best place <u>to eat</u>), or adverb (I need a pen <u>to write</u> a letter)

Tuesday Notes
(Sentence Parts and Phrases)

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

COMPLETE SUBJECT (underlined once)
- simple subject plus its modifiers
- ex: <u>The dog with spots</u> likes to bark loudly.
- Dependent clauses modifying the subject are part of the complete subject of the independent clause. (<u>The dog that has spots</u> likes to bark.)

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

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

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)

- o 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 <u>Beck</u> likes trains.

APPOSITIVE PHRASE (app ph)
- noun or pronoun (along with modifiers) that follows and renames another noun or pronoun
- Ansley, <u>my daughter</u>, 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 <u>with a view.</u>) or adverb (His house is <u>on the lake.</u>)
- 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 <u>up</u>. (<u>Up</u> is an adverb.)

NOUN OF DIRECT ADDRESS (nda)
- person being spoken to in a sentence
- <u>Mom</u>, I'm hungry. Go clean your room, <u>Rebekah</u>.

INFINITIVE PHRASE (inf ph)
- infinitive plus its modifiers and objects
- He likes <u>to eat pepperoni pizza</u>.

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
- <u>Writing long essays</u> 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
- <u>Running down the hall</u>, he bumped into the principal.

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 <u>when the bell rings</u>. (modifies eat)
        - <u>We will eat</u> is independent.
      - adjective (adj dep cl)
        - usually starts with a relative pronoun
        - acts like an adjective
        - She likes the guy <u>who sits in front of her</u>. (modifies guy)
        - <u>She likes the guy</u> is independent.
      - noun (n dep cl)
        - usually starts with a noun clause identifier
        - acts like a noun
        - I hope <u>that you understand the examples</u>. (acts as direct object)
        - <u>I hope</u> 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.

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.")

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
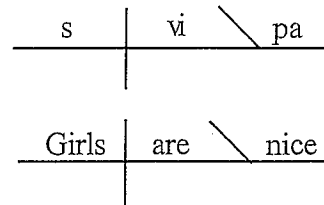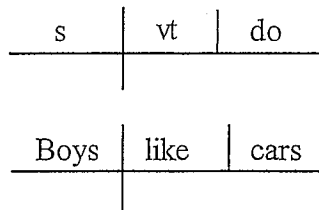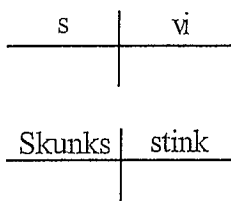
<u>for</u>   <u>and</u>   <u>nor</u>   <u>but</u>   <u>or</u>   <u>yet</u>   <u>so</u>
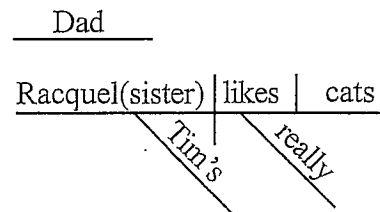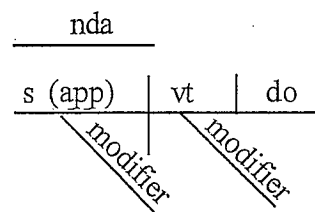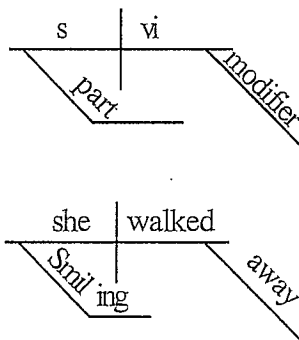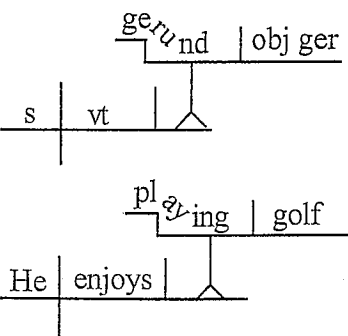
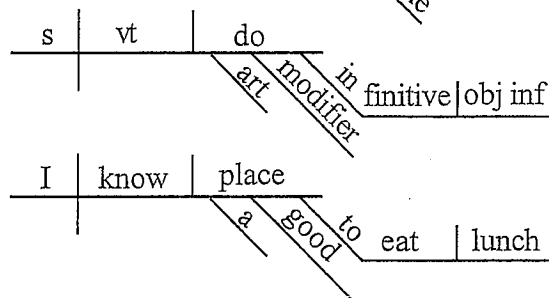NOT coordinating conjunctions: then, however, therefore

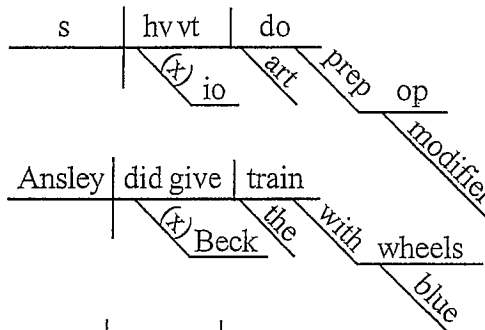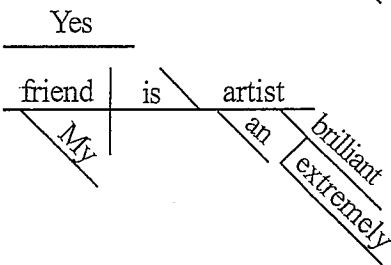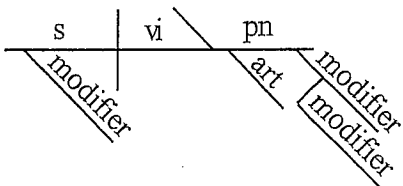***adjective dependent clause = relative pronoun + subject + verb

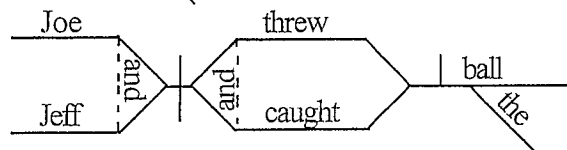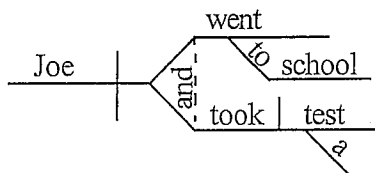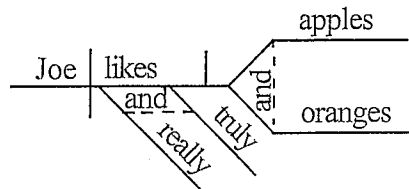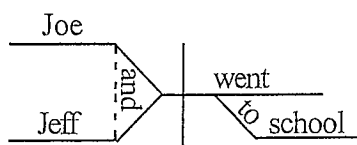<u>relative pronouns</u>:   that   which   who   whom   whose

Friday Notes
(Diagramming)

```
  s  |  vi              s  |  vt  |  do             s  |  vi  \  pa
─────┼─────          ─────┼──────┼─────          ─────┼──────\──────

Skunks | stink        Boys | like | cars          Girls | are \ nice
```

```
       int
     ───────

  s  |  vi    pn
─────┼─────\──────
  \modifier  \art \modifier
              \modifier

       Yes
     ───────

 friend | is \ artist
 ───────┼────\────────
  \My        \an \brilliant
                 \extremely
```

```
        s  |  hv vt |  do
      ─────┼────────┼─────
        (x)\io   \art \prep  op
                      \modifier

 Ansley | did give | train
 ───────┼──────────┼───────
    (x)\Beck   \the \with  wheels
                         \blue

  s  |  vt  |  do
─────┼──────┼─────
          \art \modifier \in finitive|obj inf

  I  | know | place
─────┼──────┼───────
         \a  \good \to eat | lunch
```

```
        in finitive|obj inf
      ─────────────┼────────
  s  |  vt      /\
─────┼─────────
        to eat | lunch
       ─────────┼──────
  I  | want  /\
─────┼──────

   gerund | obj ger
  ────────┼────────
  s  |  vt    /\
─────┼─────

   playing | golf
  ─────────┼──────
 He | enjoys  /\
────┼───────
```

```
  s  |  vi
─────┼─────
  \part   \modifier

 she | walked
─────┼────────
 \Smiling    \away
```

```
        nda
      ───────
  s (app)  |  vt  |  do
  ─────────┼──────┼─────
     \modifier  \modifier

       Dad
     ───────
 Racquel(sister) | likes | cats
 ────────────────┼───────┼──────
      \Tim's           \really
```
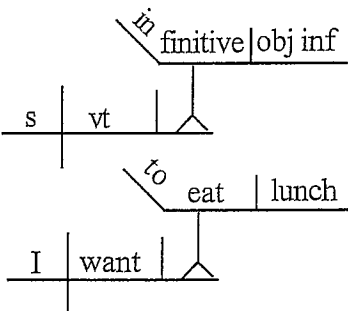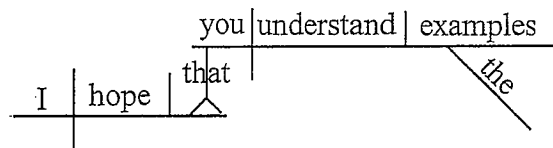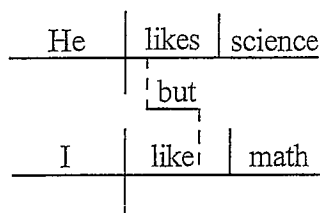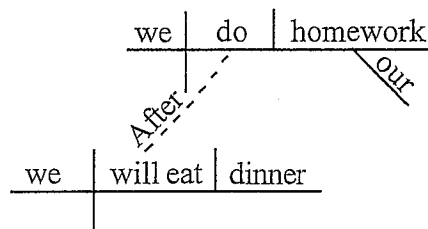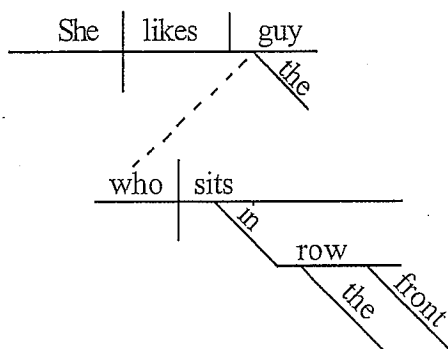
compound parts

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
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
obj ger = object of gerund
ger ph = gerund phrase
part ph = participle phrase
obj inf = object of infinitive
inf ph = infinitive phrase
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:
insert quotation marks:
insert semicolon:
insert comma:
insert end punctuation:
italicize: