ROYAL ENGLISH DEPARTMENT

GRAMMAR REVIEW I

PARTS OF SPEECH

There are eight parts of speech in English.
A part of speech is a category into which one places a word depending on how it functions in a sentence.
The same word may be different parts of speech, depending on the word's use in the sentence.

Examples: **I have a part in the play. ("part" is a noun.)**
I part my hair on the left. ("part is a verb.)
My dog is part collie. ("part" is an adjective.)

My love gave me a ring. ("ring" is a noun.)
I will ring the doorbell. ("ring" is a verb.)
Have you a ring holder? ("ring" is an adjective.)

This is the fast lane. ("fast" is an adjective.)
The man runs very fast. ("fast" is an adverb.)

Only a close examination of what a word is doing in a sentence reveals its part of speech.

Parts of speech:

Names:	**Noun**
	Pronoun
Modifiers:	**Adjective**
	Adverb
Action/State of Being:	**Verb**
Mortar of a Sentence:	**Prepositions**
	Conjunctions
Exclamation:	**Interjection**

GRAMMAR REVIEW II

THE NOUN

The noun (Latin <u>nomen</u> = name) is the name of:

A person (Rumplestilskin; Claudette Colbert; Fetty Wap)
A place (New York City, Bear Mountain,
Lake Chargoggagoggmanchauggagoggchaubunagungamaugg)
A thing (twig, frog, walnut, sphygmomanometer)
A quality (beauty, happiness, courage)
An activity (swimming, praying, speaking) = GERUND
A concept (friendship, Communism, materialism, spirituality)
A condition (peace, security, joy)

<u>Types of Nouns</u>:

Common: **the label for any member of a category (man, novelist, country, soup, city, religion) In English, one never capitalizes a common noun.**

Proper: **the label for a specific member of a category (Cary Grant. Ernest Hemingway, Mongolia, Campbell's Soup, Horseheads, Roman Catholicism)**

Abstract: **the name of a non-tangible thing, an idea (violence, empathy, catastrophe)**

Concrete: **the name of something one can sense (prune, aroma, fire, violin)**

General: **the broad term naming all members of a group (like a common noun) (weapon, dwelling, fruit, furniture)**

Specific: **the name of a particular member of a group (sword, apartment, grape, sofa)**

Collective: **the name of a group, written as a common noun and in the singular (committee, jury, army, club, team, class, murder of crows, pride of lions, exaltation of larks, pod of whales) Collective nouns may be consistently singular (referring to a unit) or consistently plural (referring to individuals.**

<u>Gender of Nouns:</u>

Since the Middle Ages (since about 1300), English nouns have natural gender, reflecting the sex of the individual:
Males have masculine gender: actor, man, boy, aviator, bull, rooster.
Females have feminine gender: actress, woman, girl, aviatrix, cow, hen
Sexless objects have neuter gender: tree, box, book, floor, chair
Terms applying to males and females have common gender: worker, friend, worker, student, assistant)
Note: So-called "sexist" nouns containing the word "man: (chairman, fireman, mailman) traditionally apply to either sex and are common nouns, as is the word "man: when referring to the human race.

GRAMMAR REVIEW III

Number of Nouns:

Nouns may be singular (referring to one) or plural (referring to more than one)

Most nouns form their plural by adding "s" to the singular:
(hat = hats; duck = ducks; name = names)

Nouns ending in a sibilant (s,z,sh,ch,x) form their plural by adding "es" to the singular (class = classes; bushes = bushes; church = churches; ax = axes) N

Nouns ending in a consonant + y change the y to i form their plural by adding "es" to the singular (spy = spies; country = countries

- **Some nouns for their plurals irregularly:**

	man	**= men**
	woman	**= women**
	goose	**= geese**
	ox	**= oxen**
	child	**= children**
	foot	**= feet**
	tooth	**= teeth**

- **English is an eclectic language, taking words and even their plurals from other languages: [Note: Use a good dictionary for unfamiliar nouns.]**

Latin	**datum**	**= data**
	bacterium	**= bacteria**
	medium	**= media**
	alumnus	**= alumni**
	alumna	**= alumnae**
	stratus	**= strata**
Greek:	**criterion**	**= criteria**
	phenomenon	**= phenomena**
	crisis	**= crises**
	psychosis	**= psychoses**
French:	**chateau**	**= chateaux**
	beau	**= beaux**
	tableau	**= tableaux**
Italian:	**graffito**	**= graffiti**
	soprano	**= soprani**
	concerto	**= concerti**
Hebrew:	**cherub**	**= cherubim**
	seraph	**= seraphim**

GRAMMAR REVIEW IV

- **Collective nouns may be singular or plural, but once one settles on a number, he must be consistent in using that number:**
  Correct: The committee is finished with its work. It adjourned.
  The committee are finished with their work. They adjourned.
  Incorrect: The committee is finished with their work. They adjourned.

Case of Nouns: **Nouns and pronouns have case.**
Case is a category into which one puts a noun based on its function in the sentence.
Modern English has three cases:

Nominative (Subjective) Case:
Used for the subject of a verb (The lamp burned out.)
Used for direct address (John, come here.)
Used for an appositive of a subject (My friend, Bill, died.)
Used for predicate nominative, the complement of s copulative verb (The last caller was Mary.)

Objective Case:
Used for the direct object of a verb: (I need a new lamp.)
Used for the indirect object of a verb: (Give them the money.)
Used for the object of a preposition: (Give the money to them.)
Used for the subject of an infinitive: (I need her to help the girls.)
Used for an objective complement: (They elected him chairman.)
Note: The nominative and objective cases use the noun's same form.

Possessive (Genetive) Case:
Used to show ownership. In the noun, the possessive case is the only case with a distinct ending added to the noun.
-usually, add 's to a singular noun to form the possessive case:
Bill = Bill's
poet = poet's
goddess = goddess's
-if the singular noun ends in "s," one may form the possessive either with 's or just the apostrophe:
Mr. Marks = Mr. Marks's or Mr. Marks'
Anaxagoras = Anaxagoras's or Anaxagoras'
Santa Claus = Santa Claus's or Santa Claus'
-for plural nouns ending in "s," add just the apostrophe for the possessive case;
boys = boys'
classes = classes'
-for plural nouns ending in a consonant other than "s," add 's to form the possessive case: men = men's

GRAMMAR REVIEW V

THE PRONOUN

The pronoun (L. pro nomine = for the noun) is a word substituting for a noun or another pronoun.
The noun for which the pronoun is a substitute is called the ANTECEDENT (ante + cedo = to go before) of the pronoun, and the antecedent must always be a single word, either stated or implied. Sometimes, the antecedent can follow the pronoun.

Mark said that Mark would be late.
Mark said that he would be late. (The pronoun "he" substitutes for the noun "Mark." "Mark" is the antecedent of "he.")
After he built the fire, Chuck died. (The pronoun "he" comes before its antecedent, "Mark.")

Number: Like nouns, pronouns can be singular (I, one, he, she, it) or plural (we, they).

Gender: Like nouns, pronouns have natural gender, meaning that the pronouns and nouns have a gender based on the sex of the person or thing to which they refer:
Masculine pronouns denote males (he, him, his);
Feminine pronouns denote females (she, her, hers);
Neuter pronouns denote inanimate or non-human things (it, its);
Common gender pronouns refer to males, females, and inanimate objects (they, them, one).

Person: The concept of person in verbs and pronouns refers to which role the verb or pronoun identifies in the act of communication.
FIRST PERSON (I, me, my, we, us, our, ours) denotes the speaker when referring to himself.
SECOND PERSON (you, your, yours, thou, thee, thy, thine, ye) denotes The person being spoken to.
THIRD PERSON (he, him, his, she, her, hers, one, it, its, they, their, theirs, them) denotes the person(s) or thing(s) being spoken about.

Types of Pronouns:

Personal:	**refer to the three persons involved in communication (See concept of Person above) (I, you, he, she, it, etc.)**
Impersonal:	**refer to non-humans (it, they)**
Relative:	**refer to a person or thing, begin a dependent clause, and relate that person or thing in the dependent clause to a noun or pronoun in the rest of the sentence (who, whom, whose, which, what that) (Example: My doctor whom I trust fell out of bed and died.)**

GRAMMAR REVIEW VI

Demonstrative: point to something (this, these; that, those)
Interrogative: ask questions (who? which? what? whose? whom?)
Reflexive: repeat or intensify the antecedent (I myself; he himself; she herself; you yourself; they themselves; we ourselves)
Reciprocal: express mutual action or relationship (each other; one another)
Indefinite: refer to no specific person or thing:
Singular: another anyone, anybody, anything
someone, somebody, something
everyone, everybody, everything
none, nobody, nothing
each, either, neither
Plural: several, some, many, few, all (at times)

Case: Like nouns, pronouns have case. But the personal pronouns and "who" have distinct case forms:

Nominative	Possessive	Objective
I	my, mine	me
you, ye	your, yours	you, ye
thou	thy, thine	thee
he	his	him
she	her, hers	her
it	its	it
we	our, ours	us
they	their, theirs	them
who	whose	whom

Note: Use the correct form for a specific use in the sentence:
We (subject = nominative case) love summer.
It is I (predicate nominative = nominative case).
Toys are we (predicate nominative = nominative case).
Just between you and me (object of a preposition = objective case), grammar is such fun!
Is this yours (ownership = possessive case)?

Note: The possessive case of personal pronouns does not use the apostrophe.

Antecedent Agreement:

A pronoun and its antecedent must have the same number and gender.
Replace a singular, masculine noun (boy) with a singular, masculine pronoun (he): The boy said he was sick.
Replace a singular, feminine noun (daughter) with a singular, feminine pronoun (she): My daughter said she was prepared.

GRAMMAR REVIEW VII

<u>Problems</u> with Pronoun Agreement and Reference: finding the antecedent can be a problem because of:

a) Unclear, Distant, or Ambiguous Pronoun Reference:

John told Bill he was unprepared. (Who was unprepared?)

The coach, along with the team members, staff, and volunteers, brought his lunch. (The pronoun "his" refers to "coach.")

b) A Collective Noun Antecedent:

The committee is preparing its work. ("Committee" is seen as a Single body; thus, the pronoun referring to "committee" is singular ("its"), as is the verb "is.")

The committee are divided on their views. ("Committee" here is Seen as individuals; thus, the pronoun referring to "committee" and the verb "are" are plural.)

c) Several Possible Antecedents:

Neither Mary nor her sisters offered their help.

Neither her sisters nor Mary offered her help.

(Pronouns "either" and "neither" are singular; the antecedent is one or the other term, but not both. Thus, choose the closer antecedent to determine the number of the pronoun.

d) Indefinite Singular Pronoun Antecedents:

Everybody had better shut his book, or he will be punished.

(The pronouns "everyone," "everybody," anyone," "anybody," "none," "nobody," "someone," and "somebody" are singular, though sometimes some seem plural; thus, they take a singular pronoun to replace them in a sentence.)

e) An Antecedent Comes After the Pronoun:

When they finished, Jack and his brother went home.

(The writer must be alert to the antecedents.)

f) Inconsistent Person:

In this class, a student must work hard or you will fail.

(Note the shift of person from third "student" to second "you."

Be consistent in the person of the noun and pronoun:

In this class, a student must work hard or he will fail.)

GRAMMAR REVIEW VIII

THE ADJECTIVE

The adjective (Latin adjectivum = added to) describes, modifies, alters, specifies our understanding of a noun or pronoun.

Brilliant birds flew by. ("Brilliant" describes and specifies the birds.)
The children are sad. ("Sad" describes the children.)
The hippopotami, which were bathing in the brook, drowned. (The clause describes the hippopotami and is an adjective clause.)
Potatoes from Long Island taste best. (The phrase describes the potatoes and is an adjective phrase.)
Running up the stairs, Veronica tripped, fell down, broke her toe, and died. (The phrase describes Veronica and is an adjective phrase.)

*****To identify the adjective, take a noun or pronoun and ask, "What kind?" and the answer, be it a word, phrase, or clause, is an adjective.**

The woman with the purple snood won the prize.
(The underlined phrase describes the noun "man" and answers the question, "What kind of man?")

Those by the window are the records which I need.
(The underlines phrases are adjective phrases. "By the window" answers the question, "What kind of those?" and "which I need" answers the question, "What kind of records?")

******The articles (a, an, the) are always adjectives.**

In English, the normal position of the adjective is before the noun it modifies:

The broken window let in the cold air.

Occasionally, to draw attention to the adjective, it may be misplaced after the noun, since anything out of its ordinary place is noticed and stressed:

The window, broken, let in the cold air.

GRAMMAR REVIEW IX

Comparison of Adjectives

Adjectives (and adverbs) have three degrees

-Positive (an adjective describes one thing and offers no comparison):
sweet, fine, intelligent, beautiful)

-Comparative (an adjective compares two things only):
sweeter, finer, more intelligent, less beautiful
(Use "more" or "less" in the comparative degree if the adjective has more than two syllables; sometimes, either form is acceptable: costlier, more costly.)

-Superlative (an adjective compares more than two things):
sweetest, finest, most intelligent, least beautiful
(Use "most" or "least" in the superlative degree if the adjective has more than two syllables.)

Irregular Comparatives:
good, better, best
well, better, best
nigh, near, next
bad, worse, worst
little, less, least

Absolute Adjectives: **These adjectives never compare because they identify characteristics a person or thing either has or does not have; there are no degrees:**

dead	**alive**
pregnant	**full**
empty	**unique**
complete	**perfect**
fatal	

Avoid Double Comparatives or Double Superlatives:
Never use more than one form of the comparative or superlative degree in a sentence:

Wrong:	**I am more happier than you.**
Right:	**I am happier than you.**
Wrong:	**This is the most sweetest fruit I ever tasted**
Right:	**This is the sweetest fruit I ever tasted.**

GRAMMAR REVIEW X

THE ADVERB

An adverb is a word, phrase, or clause describing a verb, adjective, or adverb.

Modification of a Verb: **ask of the verb how, when, where, why, how much, to what extent, under what condition or circumstances?**

Jim swam rapidly. (swam how?)
Jim swam yesterday. (swam when?)
Jim swam in the river. (swam where?)
Jim swam for exercise. (swam why?)
Jim swam briefly. (swam how much, to what extent?)
Jim swam despite the chilly weather. (swam under what condition?)

Modification of an Adjective: **the adverb intensifies or specifies the adjective.**

Waldo was positively certain that he fed the sapsuckers.
(the adverb "positively" intensifies the adjective "certain.")
Mildred's eyes are intensely blue.
(the adverb "intensely" intensifies the adjective "blue.")

Modification of an Adverb: **the adverb intensifies or specifies the other adverb.**

Ophelia's cake baked moderately slowly.
(the adverb "moderately" specifies the adverb "slowly."
How slowly? Moderately slowly.

Usually, adverbs end in –ly, but not always (He spoke fast.)
Usually, one can form an adverb by adding the suffix –ly to the adjective:

beautiful (adj.) =	**beautifully (adv.)**
quick (adj.) =	**quickly (adv.)**
willing (adj.) =	**willingly (adv.)**
sad (adj.) =	**sadly**
deserved (adj.) =	**deservedly (adv.)**

Note: Surly grammarians insist that all words ending in –ly are adverbs. But "surly" is an adjective, as are "holy," "silly," and "wooly."

Comparison of Adverbs:

Like adjectives, adverbs have degrees of comparison. Most adverbs are multi-syllabic and use "more" or "less" in the comparative degree and "most" or "least" in the superlative degree.

Positive:	**quickly, joyfully**
Comparative:	**more quickly, less joyfully**
Superlative:	**most quickly, least joyfully**

GRAMMAR REVIEW XI

POSITIONING ADJECTIVES AND ADVERBS

In English, to avoid confusion and to maintain clarity, place the adjective and adverb word, phrase, or clause next to or near the word the adjective or adverb describes, modifies.

<u>Misplaced Modifiers</u> are adjectives or adverbs placed incorrectly in the sentence and thus describing the wrong word or idea:

Wrong: Lola almost fed all the dogs. (She almost fed them?)
Right: Lola fed almost all the dogs. (She fed five of six dogs.)

Wrong: The newspaper noted that the team won the game on the back page. (The team won on the back page?)
Right: On the back page, the newspaper noted that the team won the game. (The paper, on the back page, noted the win.)

<u>Squinting Modifiers</u> are adjectives or adverbs placed between two possible words, either of which the adjective or adverb could describe.

Wrong: Children who need extra help normally are given it. (Do they need help normally or are given it normally?)
Right: Children who need extra help are normally given it.
Children who normally need extra help are given it.
(Now, "normally" clearly modifies one concept.)

Wrong: The treasurer announced after the supper he would speak. (Did he announce after the supper or that he would speak after the supper?)
Right: After the supper, the treasurer announced that he would speak.
The treasurer announced that he would speak after the supper.
(Now, no confusion.)

<u>Dangling Modifiers</u> are adjectives or adverbs that modify nothing in the sentence.

Wrong: While dancing the hokey-pokey, the floor gave way. (Oh, really? The floor was dancing? Who was dancing?)
Right: As we danced the hokey-pokey, the floor gave way. (Now we know who danced.)

Wrong: Having cooked the kohlrabis, the supper was ready. (Who cooked kohlrabis? Not the supper.)
Right: Having cooked the kohlrabis, the hostess had the supper ready (The hostess cooked the kohlrabis.)

GRAMMAR REVIEW XII

THE INTERJECTION

The interjection (Latin <u>inter</u> = among, between and <u>iacio</u> = throw) is a word or phrase thrown into a sentence, like a rock in a pond, to express surprise, anger, glee, or other emotion, often strong. It is autonomous, bearing no grammatical relationship to other words in a sentence.

The interjection, if strong, is usually followed by an exclamation point and is not normally included in formal style..
A quiet or mild interjection in formal prose is followed by a comma.

<u>Ouch!</u> That slap hurt!

<u>Wow!</u> I thought that you died!

<u>Holy pussycats!</u> You look so good!

<u>Indeed</u>, the proposal was in good order.

<u>Well</u>, the situation never improved.

GRAMMAR REVIEW XIII

THE PREPOSITION

The preposition is a word "pre-posed" or places before a noun or pronoun to relate that noun or pronoun to another word in the sentence.
Many, but not all, prepositions show a relationship of space or time.

Give the crust <u>to</u> the birds. ("To" shows the relationship between "give" and "birds.")
The girl <u>in</u> the autogyro is a student. ("In" shows the relationship between "girl" and "autogyro.")
The warden fell <u>off</u> his velocipede and <u>into</u> the cement mixer and died. ("Off" shows the relationship between "warden" and "velocipede"; "into" shows the relationship between "fell" and "mixer.")

<u>Common Prepositions:</u>

in	**of**	**between**	**beside**	**over**
around	**through**	**like**	**near**	**by**
within	**among**	**according to**	**above**	**off**
with	**without**	**after**	**against**	**past**
before	**beyond**	**behind**	**into**	**under**
about	**across**	**during**	**toward**	**at**
up	**down**	**instead of**	**upon**	**for**
below	**except**	**because of**	**since**	**on**

<u>Object of the Preposition:</u>

The noun or pronoun that the preposition relates to another word in the sentence is called the object of the preposition and is in the objective case,

The pussycat on the sofa swallowed the goldfish.
("sofa" is the object of the preposition "on.")
Willy ate the garlic ice cream with a long spoon.
("spoon" is the object of the preposition "with.")
Hansel and Gretel took a crumb cake into the forest with them.
("forest" is the object of the preposition "into," and "them" is the object of the preposition "with.")

<u>Prepositional Phrase:</u>

The prepositional phrase = the preposition + its object + whatever modifies the object:
over the river
through the woods
to grandmother's house
without doubt