GRAMMAR REVIEW XIV

Uses of the Prepositional Phrase:

The prepositional phrase can act as an adjective, modifying a noun or pronoun:

The book on the shelf is old. (The prepositional phrase describes the noun "book.")
Cats with short tails like sour cream. (The prepositional phrase describes "cats.")

The prepositional phrase can act as an adverb, modifying a verb, an adjective, or another adverb:

The book fell off the shelf. (The prepositional phrase describes where the book fell.)
People who eat hot dogs with mayonnaise will eventually die. (The prepositional phrase describes how people eat hot dogs.)

Avoid ending a sentence with a preposition, if possible, since a preposition is a weak word whose function is to relate one word to another. Placing a preposition in the emphatic final position of a sentence wastes a dramatic opportunity to stress a key word or concept.

Weak: Do not betray the ideals these men died for. (Why stress "for"?)

Strong: Do not betray the ideals for which these men died. ("Died" is a powerful word and concept to stress.)

GRAMMAR REVIEW XV

THE CONJUNCTION

Conjunctions (Latin con + junc = join with) link words, or phrases, or clauses, or sentences.
There are two kinds of conjunctions:

Coordinating Conjunctions: **connect words, phrases, clauses, or sentences of EQUAL grammatical rank, of EQUAL importance.**
There are only six: and, yet, but
or, nor, for.
("so" is sometimes listed.)

-They boiled kohlrabis and salsify.
("kohlrabis" and "salsify" are of equal grammatical importance; they are both direct objects of the verb "boiled." Thus, "and" links equal parts of the sentence.)

-Sally bought a new hat, but she dropped it in the mud when she left the shop.
"Sally bought a new hat" and "she dropped it in the mud when she left the shop" are independent clauses; they are equally important; the "but" therefore links equal ideas.)

Subordinating Conjunctions: **connect clauses that are of UNEQUAL grammatical rank, of UNEQUAL importance. They make a clause subordinate, dependent, less grammatically significant.**

Here are some: although, since, if, when, where, how, why, while, whereas, whether, until, because, after, before, as, unless, than

After we left, the party died. ("After" makes the clause "we left" less important than the clause, "the part died.")

Molly smiled when her front tooth fell out.
(The important idea here in "Molly smiled." "When" makes the clause "her front tooth fell out" less important.)

GRAMMAR REVIEW XVI

THE VERB

The verb (Latin <u>verbum</u> = word) is the only essential word in the sentence.
If your sentence lacks a verb, the sentence is not a sentence.
The verb expresses action or state of being.

<u>Types of Verbs:</u>

a) Action Verbs: express a physical, mental,. emotional, or spiritual action.

Peter <u>bent</u> the rod.
We <u>hope</u> for better weather.
We <u>wish</u> you a Merry Christmas!
The students <u>reflected</u> on the lecture.
Tomato paste <u>ruins</u> oatmeal sandwiches.

b) Copulative Verbs (Linking or State of Being Verbs) connect a subject to a noun or adjective or pronoun and show the state of the subject's existence:

Wanda <u>was</u> a flowerpot in the kindergarten play.
The guppy <u>seemed</u> angry.
Coca-Cola <u>tastes</u> better in six-ounce glass bottles.
Billy <u>felt</u> queasy after eating sixty-two hot dogs at Nathan's Contest.

Common Linking Verbs: be, seem, prove, appear, look, taste, sound, feel,, become (when these verbs show no action)

He <u>tasted</u> the tripe. (Here, "tasted" is an action verb.)
The tripe <u>tasted</u> awful. (Here "tasted" is a copulative verb, expressing the state of the tripe,)

c) Modal auxiliary Verbs (Helping Verbs): are used with action or copulative verbs to form some tenses, voices, or moods.

Common Modal Auxiliaries: be, do, have, can, may, will, shall, must, ought, might, could, should, would.

You <u>may</u> submit your essay tomorrow.
I <u>should</u> <u>have</u> met you at the station.
Elaine <u>may</u>, but Natalie <u>would</u> kiss the goat.

GRAMMAR REVIEW XVII

Tense of Verbs:

Tense (Latin for "time.") means the time when the verb's action or state of being was performed.
English as six tenses, with variations of meaning within each tense:

Simple Tenses:

a) Present: the action occurs now or approximately now.

Simple Present: I walk / we walk
you walk / you walk
he, she it walks / they walk

Emphatic Present (stressing the action):
I do walk, he does walk, etc.

Progressive Present: (action occurs over time):
I am walking, he is walking, they are walking, etc.

b) Past: the action occurred before the present.

Simple Past:
Weak Verbs: I walked, you walked\, etc.
Strong Verbs: I sang, we sang, etc. (the stem vowel changes).

Emphatic Past: I did walk, he did walk, etc.

Progressive Past (Imperfect): I was walking, they were walking, etc.

c) Future: the action occurs after the present.

Simple Future: I shall walk / we shall walk
you will walk / you will talk
he will walk / they will walk

Emphatic Future: I will walk / we will walk
you shall walk / you shall walk
he shall walk / they shall walk

Progressive Future: I shall be walking / we shall be walking
you will be walking / you will be walking
he will be walking / they will be walking

Perfect Tenses: "Perfect" means "completed"; these tenses identify action completed with respect to another actions and use the helping verb "to have" plus the past participle.

a) Present Perfect: (have or has + past participle); identifies an action that started in the past but was just completed in the present.

John has helped me every Saturday for a month. (The action began in the past but was just completed; however, it may continue,)

I have just finished my income taxes. (The action began a week ago and ended just this minute.)

b) Past Perfect: (had + past participle); identifies an action that started in the past and finished before another action in the past.

John had finished cutting the lawn before Bill visited. (John's action of cutting lawn ended before a second past action—Bill's visiting—took place.)

I had had haddock before I had a headache. (First came the fish dinner, the haddock, and after that dinner ended, the headache occurred, also in the past.)

c) Future Perfect (will or shall have + past participle); identifies an action that will finish in the future before another future action occurs.

John will have worked twenty years fixing flats before he will retire. (John's work ends in the future before another action occurs in the future.)

Note: In such a construction, the usual practice is to replace the simple future ("will retire") with the present ("retires").

John will have worked twenty years fixing flats before he retires

I shall have visited my father's native country before I die. (Both actions take place in the future. The one that finishes first—the visit—is in the future perfect tense; the one that comes next is in the simple future ("I shall die") or simple present tense ("I die").

Voice of a Verb

Voice is the property of verbs (ONLY ACTION VERBS) identifying whether or not the subject acts.

Active Voice: the subject acts, acted, will act.

Loiuse ate the kohrabis. (The subject, "Louise," acted.)
Monica plays the tuba at funerals. (The subject, "Monica," acts.)

Passive Voice: the subject is, was, will be acted upon; the subjects receives the action.

The passive voice consists of the verb "to be" in various forms + the past participle, and is followed by "by + the object.)

The kohlrabis were eaten by Louise.
The tuba is played at funerals by Monica.

Prefer the active voice, which is direct and simple and stresses the actor. The passive voice is wordy, hides the actor, and stresses the receiver of an action.

GRAMMAR REVIEW XIX

The Mood of the Verb

Mood (mode) refers to the manner in which speaker means a verb.
English has three moods:

a) Indicative Mood: the most prevalent mood; the speaker states a real or apparent fact or asks a questioning amounting to whether something is a fact.

Forms: (Present Tense)		(Past Tense)	
I am	I ask	I was	I asked
you are	you ask	you were	you asked
he is	he asks	he was	he asked
we are	we ask	we were	we asked
you are	you ask	you were	you asked
they are	they ask	they were	they asked

Examples: She is a fine musician.
Lola sat on the piano and sang a sad song.
Do you fix typewriters?

b) Imperative Mood: the speaker commands gently or forcefully.

Forms: use the infinitive ("to help"), but omit the "to" ("Help").

Examples: Be good. Come here.
Buy my Studebaker and my Victrola, please.

c) Subjective Mood: the speaker states something hypothetical, unlikely, unreal, wished for, requested, demanded, prayer for, or impossible, or makes a parliamentary motion.

Forms: (Present Tense)		(Past Tense)	
I be	I ask	I were	I asked
you be	you ask	you were	you asked
he be	he ask	he were	he asked
we be	we ask	we were	we asked
you be	you ask	you were	you asked
they be	they ask	they were	they asked

Examples: If she were twenty years younger, I would marry her.
I demand that the speaker be censored.
God save the Queen! God bless you. Thy kingdom come.
We move that parliamentary procedure be laid aside.
We request that the janitor do the windows.

GRAMMAR REVIEW XX

VERBALS: THE INFINITIVE

English has three verbals: verb forms used as parts of speech (nouns, adjectives, adverbs) other than verbs, but which retain properties of the verb (they take objects and are modified by adverbs). They are the infinitive, particle, and gerund.

Infinitive: the pure form of the verb, the form that appears in the dictionary.

The infinitive usually is preceded by "to," as in "to walk," but it also appears alone after verbal auxiliaries, as in "can do," "must fix," or "may play."

The infinitive has tense and voice forms:

Present tense, Active voice:	**to call**
Present tense, Passive voice:	**to be called**
Present Perfect tense, Active voice:	**to have called**
Present Perfect tense, Passive voice:	**to have been called**

The infinitive may have a subject (always in the objective case), an object or complement, and adverb modifiers. The infinitive, its subject, object, and n modifiers, is called an infinitive phrase.

Lola wanted me to pluck the chicken now.

Subject: me
Infinitive: to pluck
Object: chicken
Adverb: now

Uses: Infinitives may function as three parts of speech:

a) Adjective: Oh, give me something to remember you.
(The phrase describes the pronoun "something.")
Egbert gave me a chance to help.
(The phrase describes the noun "chance.")
Show me the way to go home.
(The phrase describes the noun "way.")

b) Adverb: The baby is well enough to go home from the hospital.
(The phrase describes the adverb "enough.")
The boy left the school to go home.
(The phrase describes the verb "left": the phrase tells why the boy left school.)

c) Noun: Would you like to swing on a star?
(The phrase is the direct object of the verb "like.")
To dream the impossible dream is my quest..
(The phrase is subject of the verb "is.")

Split infinitives (modifiers placed between "to" and the verb) are usually clumsy and should be avoided:"to boldly go where no many has gone before" is better as "to go boldly where no man has gone before."

GRAMMAR REVIEW XXI

VERBALS: THE PARTICIPLE

The participle is the second verbal and is <u>always</u> an adjective.
There are two forms:

a) <u>Present Participle</u> always ends in <u>–ing</u>.

Active Voice: telling
Passive Voice: being told

b) <u>Past Participle</u> usually ends in <u>–ed</u> or <u>–t</u> (weak verbs), but strong verbs (irregular verbs) have distinct forms. Use this construction to identify the past participle: "I have _____."

I have <u>earned.</u> I have <u>felt</u>.
I have <u>seen</u>. I have <u>known</u>.
I have <u>understood</u>. I have <u>contributed</u>.
I have <u>wanted</u>. I have <u>swum</u>.

(The past participle is always used in the perfect tenses and the passive voice: "The puppy was <u>bitten</u> by the tarantula."

Active Voice: told
Perfect Tense: having told
Passive Voice: been told
Perfect Tense: having ben told.

Participles remain verbs and can take adverb modifiers and objects; the participle, its modifiers, and its objects or complements are called the <u>participial phrase.</u>

The boy, <u>building his sand castle carefully</u>, was swept into the ocean and drowned.

Participial Phrase: building his sand castle carefully
(the phrase modifies "boy")
Participle: building
Adverb: carefully
Object: castle.

Other examples of particles and participial phrases:

The <u>weeping</u> willow fell on the mailman
<u>Dancing the mazurka violently</u>, Edna died.
Gus was <u>cut</u> by the window, <u>broken in the storm.</u>

<u>Note:</u> Place the participial phrase next to the word it modifies to avoid confusion.

<u>Misplaced Modifier</u>: (participle is in the wrong place): <u>Eating clover,</u> Waldo saw the cow. (Waldo is not eating clover. "Waldo saw the cow eating clover.)

<u>Dangling Modifier</u> (modifying nothing in the sentence: <u>Riding in the glass-bottomed boat</u>, hundreds of tropical fish could be seen.
(Who is riding in the boat? Not the fish! "Riding in the glass -bottomed boat, we saw hundreds of tropical fish.")

GRAMMAR REVIEW XXII

VERBALS: THE GERUND

The third and simplest verbal is the gerund.

- **The gerund always ends in –ing (like the present participle)**
- **The gerund is always a noun (the participle is an adjective).**
  Thus, the gerund functions as a subject, direct object, or object of a preposition—all jobs of a noun..

Gerunds remain verbs, can take adverbial modifiers, and can take objects.

Preparing the meatloaf properly requires skill.

Gerund Phrase:	**Preparing the meatloaf properly**
Gerund:	**Preparing**
Object:	**meatloaf**
Adverb:	**properly**

The whole phrase acts as the subject of the verb "requires."
Subjects are nouns or pronouns.

Other examples: **Skiing can be dangerous. (The gerund is the subject.)**
Lola prefers cheating to studying.
(The gerund "cheating" is the direct object of the verb; the gerund "studying" is object of the preposition "to.")
By eating sixty hot dogs, Joe won the contest.
(the gerund phrase is object of the preposition "by.")

GRAMMAR REVIEW XXIII

PARTS OF A SENTENCE: THE PHRASE

A phrase is a group of words acting together as a single part of speech but containing no statement (meaning ne subject and predicate).

<u>Prepositional phrase</u>: a preposition + its object and anything modifying the object:

in	**the summer**
around	**the world**
by	**the beautiful blue sea**
over	**the icebox**
without	**help**
through	**the golden years**

Prepositional phrases can be <u>adjectives:</u>

The fuzzy hat <u>on the shelf</u> is mine.
(the phrase describes the noun "hat")
The chicken <u>with blue lips</u> ate the blueberry pie.
(the phrase describes the noun "chicken")
Give me a drink <u>of Diet Cherry Dr. Pepper.</u>
(the phrase describes the noun "drink")

Prepositional phrases can be <u>adverbs.</u>

I began the class <u>with vigor</u>.
(the phrase describes the verb "began": began how?)
I began the class <u>at noon.</u>
(the phrase describes the verb "began:: began when?)
I began the class <u>in the library</u>.
(the phrase describes the verb "began": began where?)
Hilda went <u>to the fishmonger.</u>
(the phrase describes the verb "went": went where?)
Louie played the glockenspiel <u>for six hours.</u>
(the phrase describes the verb "played": played how much?)

GRAMMAR REVIEW XXIV

<u>Infinitive phrase</u>: an infinitive + its adverb modifier(s) + its object(s) or complement(s); if the infinitive has a subject, the subject is in the objective case.

	to run	**aggressively**	
	to buy		**new socks**
	to cook	**with care**	**an amblongus**
	to spin	**slowly**	
	to be		**a cheerleader**
me	**to help**	**with the dishes**	

Infinitive phrases act as <u>nouns</u>:

I like <u>to dance the foxtrot.</u>

(the infinitive phrase is a noun, direct object of the verb "like.")

<u>To be still in a fire drill</u> is necessary.

(the infinitive phrase is a noun, subject of the verb "is.")

We want <u>to eat string bean cookies.</u>

(the infinitive phrase is a noun, direct object of the verb "want.")

Infinitive phrases act as <u>adjectives</u>.

Show me the way <u>to go home</u>.

(the infinitive phrase is an adjective describing the noun "way.")

I have a need <u>to pet a tiger</u>.

(the infinitive phrase is an adjective describing the noun "need.")

Buy him a book <u>to read on the beach</u>.

(the infinitive phrase is an adjective describing the noun "book.")

Infinitive phrases act as <u>adverbs.</u>

Herb left <u>to buy a Clark Bar</u>.

(the infinitive phrase is an adverb describing why he left. "Left" is a verb.)

Lou was eager <u>to marry Lola.</u>

(the infinitive phrase is an adverb modifying the adjective "eager.")

You must hurry <u>to catch the bus</u>.

(the infinitive phrase is an adverb describing why you must hurry. "Hurry" is a verb.)

GRAMMAR REVIEW XXV

Participial phrase: **a participle + its adverb modifier(s) + the object(s) + the object's modifier (s)**

running	**quickly**	
kicked	**in the shins**	
given	**a wonderful party**	
frying	**liver**	
praying	**sincerely**	**for help**
spoken	**in haste**	
spitting	**watermelon seeds**	
defeating	**the Cubs and the Dodgers**	

All participles and participial phrases act as adjectives:

Sailing on the lake, Melanie died.

(the participial phrase describes the noun "Melanie.")

The boy, fighting his best battle, won.

(the participial phrase describes the noun "boy.")

Having whirled through the floor, Rumplestilskin disappeared.

(the participial phrase describes the noun "Riumplestilskin.")

Walter, boarding the plane, tripped on the stewardess and died.

(the participial phrase describes the noun "Walter.")

The broken cup fell out of the rumpled bag.

(the participles describe the nouns "cup" and "bag.")

Note: There are two kinds of participles:

Present Particle: ends in "ing.

Dancing bears love tourists viewing them.

The children delighted in the bubbling brook.

Past Participle: usually ends in "ed," but irregularr verbs have distinct past participles easily found by placing them in the phrase "have _____."

The meatballs, cooked in kidney sauce, tasted terrible.

Filtered water is pure.

He has seen all the Claudette Colbert movies.

We were blessed with a beautiful day, filled with sunlight.

Always remember to place the participial phrase near the word it modifies:

Misplaced Modifier (participial phrase is modifying the wrong thing):

I saw a serious accident walking across the street.

(the accident is walking across the street?)

Correct: Walking across the street, I saw a serious accident.

Dangling Modifier (participial phrase modified nothing in the sentence.)

Watching the horror movie, goosebumps rose on my spine.

(goosebumps were watching the movie? Who was?)

Correct: While I was watching the movie, goosebumps rose on my spine.

GRAMMAR REVIEW XXVI

<u>Gerund phrase:</u> a gerund + its modifier(s) + its object(s) + its objects' miodifiers

Kicking	**powerfully**	**a football**
Playing	**superbly**	**the tuba**
Thinking	**clearly**	
Sipping	**slowly**	**a Diet Cherry Dr. Pepper**
Baking		**bunny cookies**

All gerund phrases are <u>nouns</u>:

<u>Buying Christmas presents</u> is a chore.
(the gerund phrase is a noun, subject of the verb "is.")
Bernard appreciates <u>my telling him the truth.</u>
(the gerund phrase is a noun, direct object of the verb "appreciates.")
Daphne likes <u>raising daffodils.</u>
(the gerund phrase is object of the verb "likes.")

NOTE: NO PHRASE MAKES A STATEMENT!