

EDMOND GRAMMAR GUIDE

8 PARTS OF SPEECH

NOUN - Person (boy), place (school), thing (desk), idea (happiness)

PRONOUN - Takes the place of a noun

Subjective		Objective		Possessive	
(Subj., Pred. Nom.)		(D.O., I.O., O.P.)		(Show possession)	
sing.	pl.	sing.	pl.	singular	plural

I	we	me	us	my, mine	our, ours
you	you	you	you	your, yours	your, yours
he, she, it	they	him, her, it	them	his, her, hers, its	their, theirs

+ who

+ whom

Reflexive		Relative (intro. subordinate [dep.] clauses)	
myself	ourselves	who, whose, whom, which, that	
yourself	yourselves	Interrogative (used in questions) who, whose, whom, which, what (?)	
himself, herself, itself	themselves	Demonstrative (point out things) this, that, these, those	

Indefinite

(**sing.**) another, anybody, anyone, anything, each, either, everybody, everyone, everything, much, neither, nobody, no one, nothing, one, other, somebody, someone, something

(**plural**) both, few, many, others, several

(**sing. or plural**) all, any, most, none, some, more, such

ADJECTIVE - Modifies a noun or pronoun

Heather lost the pretty coat. (modifies a noun)

She looks old. (modifies a pronoun)

VERB - What the subject does or is

Action (Paige jumped the fence with ease.)

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

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

ADVERB - Modifies a verb, adjective, or other adverb

Serina ran rapidly. (modifies a verb)

Jody is an extremely beautiful woman. (modifies an adj.)

The train approached very slowly. (modifies another adv.)

PREPOSITION - Shows direction, location, or association

Commonly used prepositions - aboard, about, above, across, after, against, along, along with, amid, among, around, at, before, behind, below, beneath, beside, besides, between, beyond, but (except), by, down, during, except, for, from, in, inside, into, like, near, of, off, on, onto, out, over, past, since, through, throughout, to, toward, under, underneath, until, up, upon, with, within, without

CONJUNCTION - Joins words or groups of words

Coordinating conj. - and, but, or, nor, for, so, yet

Correlative conj. - either...or... / neither...nor... / both...and... /

not only...but also... / whether...or... /

Subordinating conj. (introduce subordinate clauses) - after,

although, as, as if, as much as, as though, because, before, how, if, in order that, since, so that, than, that, though, unless, until, when, whenever, where, wherever, while

INTERJECTION - Expresses emotion

Oh! My goodness! Ah! Ouch! Good grief! No!

SENTENCE ELEMENTS

SENTENCE - Group of words expressing a complete thought

SUBJECT - (N. or Pro.) The part of the sentence about which something is being said

PREDICATE - What the subject does or is

COMPLEMENTS

DIRECT OBJECT - (N. or Pro.) Receives the action of the verb (Answers what? or whom? after the action verb)

Ex: Anne was carrying a large stack of papers. (Carrying what?)

INDIRECT OBJECT - (N. or Pro.) Comes before the direct object (Tells to whom or for whom the action of the verb is done)

Ex: Madge promised me a promotion. (Promised to whom?)

PREDICATE NOMINATIVE - (N. or Pro.) Follows a linking verb (Is the same person or thing as the subject)

Ex: Edmond is a suburb of Oklahoma City. (Edmond = suburb)

PREDICATE ADJECTIVE - (Adj.) Follows a linking verb

(Modifies the subject) Ex: The novel *Silas Marner* is interesting.

PHRASES - Group of words without a subject and verb

PREPOSITIONAL PHRASE - A group of words beginning with a preposition and ending with a noun or pronoun (The last word in the prepositional phrase is the object of the preposition.)

Ex: Broadway has been the site of many accidents.

Note: Prepositions not in a prepositional phrase are called adverbs.

Ex: Lynn rushed through quickly. (Rushed how?) Adv.

PARTICIPIAL PHRASE - Verb form (-ing, -ed) used as an adj.

Intro. part. ph. - Standing up straight, Sandi sang the song.

Observed by the teacher, Yvonne paid attention.

Essential part. ph. - The classes emphasizing writing are the best.

Nonessential part. ph. - The storm, bringing rain, caused damage.

GERUND PHRASE - Verb form ending in -ing used as a noun.

Ger. ph. sub. - Playing Scrabble is great fun!

Ger. ph. d.o. - Sally finally finished counting the textbooks.

Ger. ph. o.p. - Mary Jo earns money by babysitting her sisters.

Ger. ph. p.n. - His best memory was their falling in the mud.

INFINITIVE PHRASE - An infinitive is a verb form preceded by *to* that can be used as a noun, adjective, or adverb.

Inf. ph. noun - To arrive on time would be polite. (subj. of sent.)

Cheryl always wants to stay late. (d.o. of sent.)

Deborah's goal is to win the election. (p.n.)

Inf. ph. adj. - Judy is the candidate to watch this year.

Inf. ph. adv. - Jeanne came to cheer for the team.

APPOSITIVE PHRASE - N. or pro. that renames another n. or pro.

Essential appositive - My cousin Beverly loves to read.

Nonessential appos. ph. - Pierre, my little poodle, is a good pet.

CLAUSES - Group of words with a subject and a verb

Independent clause - Can stand alone

Subordinate clause - (dependent clause) Cannot stand alone

ADJECTIVE CLAUSE - Subordinate clause that modifies a n. or pro.

Essential adj. cl. - Sherry is the one who helped us yesterday.

Noness. adj. cl. - This book, which is about Africa, is good.

NOUN CLAUSE - A subordinate clause used as a noun

N. cl. subj. - Whoever wins the election will rule the country.

N. cl. d.o. - We heard that Susan graduated with honors.

N. cl. o.p. - Here is a list of what Errin has read this summer.

N. cl. p.n. - This is what Tammie bought for your birthday.

ADVERB CLAUSE - A subordinate clause that modifies a verb, an adjective, or another adverb

Intro. adv. cl. - After Chris heard the song, she began to cry.

CAPITALIZATION

1st word in the sentence, Pronoun *I*, Interjection *O*

Proper nouns, proper adjectives

People's names - Martin Luther King, Jr.



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Geographical names - Edmond, Long Island, the Arbuckle Mountains, Thirty-third Street, Lake Arcadia, Fink Park, the Midwest, Oklahoma County, the Atlantic Ocean
BUT...north, south, east, west

Organizations, business firms, institutions, govt. bodies - Student Council, Xerox Corporation, Oklahoma State University
Historical events and periods, special events, calendar items -

Civil War, Special Olympics, Senior Prom, Monday, Halloween, Christmas, April, the Renaissance BUT...freshman... winter...

Nationalities, races, religions - Baptist, African-American

Brand names - Campbell's soup, Crest toothpaste, Nike

Ships, planes, monuments, awards, etc. - the *Titanic*, the Vietnam Memorial, the Statue of Liberty, an Academy Award

School subjects (languages / course names followed by a number) - English, Spanish, Algebra II, algebra, history, biology

Titles of people - Superintendent Dibrell, President Deaver

Family names - Aunt Adena, my aunt, Grandma, my grandmother

Titles of books, magazines, poems, stories, articles, documents, movies, paintings, etc. - *The Diary of Anne Frank*,

"The Raven," the *Mona Lisa*, *Sports Illustrated*

Words referring to the Deity - God, the Almighty, Lord

PUNCTUATION

PERIOD, QUESTION MARK, EXCLAMATION POINT -

Use at the end of the sentence.

COMMA - Use a comma as follows:

To separate items in a series - My dogs are Sam, Mac, and Rowdi.

To separate two or more adj. before a noun - Pocahontas learned that John Smith was an intelligent, energetic man.

Before the conj. separating two indep. clauses - Many people know Ben Franklin as a statesman, but he was also a great scientist.

After a succession of intro. prep. phrases - At the next ring of the bell, the class may leave. (...or **after a single LONG intro.**

prep. ph. of four + words) - In four or five minutes, we'll leave.

BUT... In 1929 America saw the crash of the stock market.

Intro. participial phrase - Looking around the room, Jackie searched for her friend. Admired by all, Jennifer won the award.

Nonessential participial ph. - Longfellow Middle School, noted for its unusual architectural style, was built in 1973.

BUT...**Essential part. ph.** - The girl dressed as a cat won the prize.

Nonessential appositive - Jet, my best friend, is here.

BUT... **Essential appositive ph.** - My best friend Jerj is here.

Intro. adv. cl. - When you finish your work, you may read a book. (after, although, because, if, since, while, as long as, unless...)

Nonessential adj. cl. - Trish, who lives in Ohio, is my friend.

BUT... **Essential adj. cl.** - The boy who lives next door is my friend.

Parenthetical expressions - I did notice, however, that he left. (moreover, on the other hand, by the way, in fact, for example...)

Addresses - Write to me at 1001 W. Danforth, Edmond, OK 73034.

Dates - Hawaii became a state on August 21, 1959.

Introductory words - No, you may not leave. Teresa, come here.

Salutations, closings - Dear Lindsey, ... Sincerely,

Between name and title - David Smith, Jr. Ashley Jones, Ph.D.

DASH - Use to indicate **abrupt break in thought** or to mean **namely, in other words** or **that is** before an explanation.

Ex: Very few people -- three, to be exact -- arrived on time.

Ex: I t was an exciting day -- we almost got lost!

PARENTHESES - Enclose **incidental explanatory matter**

added to a sentence but not of major importance.

Ex: My birthday (August 5) is just around the corner.

BRACKETS - Enclose **explanations** within parentheses or in

quoted material when explanation is not part of the quotation.

Ex: (See pg. 16 [Section 2] for a more detailed report.)

Ex: "I was surprised by it [the party], and I appreciate it."

SEMICOLON

Use **between independent clauses not joined by a conjunction**.

Ex: Read all of the books; you will enjoy them.

Use **between indep. clauses joined by such words as *for example, that is, besides, moreover, therefore, however*, etc.**

Ex: They disagree with me; however, I think I am right.

Use **between items in a series if items contain commas or between indep. clauses joined by coordinating conjunction when there are commas within clauses**.

Ex: Winners were Dee Dee, first; Karla, second; and Kim, third.

Ex: Sam, Mac, and Rowdi are my dogs; and they are well behaved.

COLON

Use to mean "**note what follows**."

Ex: The suitcase held everything: socks, shorts, and shirts.

Use before a **long, formal statement or quotation**.

Use **betw. indep. clauses when second cl. restates idea in first**.

Ex: Carol is popular: she is kind, she is caring, and she is nice.

Use in **certain conventional situations**.

Ex: 8:00 A.M. / Proverbs 3:3 / *Sports Illustrated* 34:16 (vol. and no.) / Dear Ms. Smith: (bus. letter)

ITALICS (UNDERLINING)

Italicize (or underline if you are writing by hand) **titles of books, films, plays, television shows, magazines, newspapers, works of art, ships, planes...** Ex: *The Old Man and the Sea*, *Air Force One*
Italicize **words, letters, and figures referred to as such and foreign words not yet adopted into English**.

Ex: The most common word in English is *the*.

Ex: The Latin phrase *ad astra per aspera* gives me hope.

QUOTATION MARKS

Enclose a **direct quotation**. (Note punctuation placements.)

Ex: "Be careful," Janelle said, "that you don't spill the milk."

Ex: "When will you answer my question?" asked Sarah.

Ex: Were you shocked when Jacci said, "I quit"?

Ex: "How beautiful you are!" Kevin exclaimed.

Ex: Stop saying "you know"!

Ex: "Betty," Wilma said, "I love Fred"; then she quickly left.

Use **single quotation marks** to enclose a **quotation within a quotation**. Ex: She said, "Read 'The Raven' by Tuesday."

Use quotation marks to enclose the **titles of poems, short stories, articles, songs, television show episodes, and chapters**.

Ex: Read "Fear in the Dark," the last chapter in the book.

Enclose **slang words, technical terms, other unusual expressions**.

APOSTROPHE

To form the **possessive case of a singular noun, add 's**.

Ex: the boy's bike / my boss's office / Mr. Jones's yard

To form the **possessive case of a plural noun ending in s, add ' .**

Ex: the boys' bikes / my bosses' rules / the Joneses' yard

Plural nouns not ending in s add 's. Ex: the children's toys

Others: my father-in-law's job, Julie and Terri's report, Matt's and Brian's jackets, a day's work

Use **'s to form plurals of letters, numbers, signs, and words referred to as words**. Ex: Hawaii has two *i*'s. 99 has two *9*'s.

Use apostrophes to form **contractions**. Ex: can't

HYPHEN

Use to **divide a word at the end of the line**.

Others: a two-thirds majority / ninety-eight years old / ex-mayor

/ president-elect / anti-European / rain-soaked shirt (when compound adj. precedes the noun it modifies)