

PART ONE

THE PARTS OF SPEECH

NAMES AND DEFINITIONS

NAMES	DEFINITIONS	EXAMPLES
Noun	A word that names a person, place, thing, quality, or idea	Jane, city, beauty, book, democracy
Pronoun	A word that substitutes for a noun	she, they, which one
Verb	A word that expresses action, being, or condition	run, is, seems
Adverb	A word that modifies a verb, an adjective or another adverb	run <i>rapidly</i> <i>very</i> heavy parcel run <i>very</i> rapidly
Adjective	A word that modifies a noun or a pronoun	<i>heavy</i> parcel <i>first</i> one
Preposition	A word that shows relationship between its object and some other word in the sentence	<i>on</i> the table <i>under</i> the table <i>by</i> the table
Conjunction	A word that joins words, phrases, or clauses	and, but, or, for, nor
Interjection	A word that shows surprise or sudden feeling	Oh! Ouch!

A. NOUNS

PROPER NOUN — Names a particular person, place, or thing!
Janice, Canada, Ford, Los Angeles.

COMMON NOUN — Names any one of a class of persons, places or things.

CONCRETE NOUN — Names something one may see, hear, feel, taste, or smell: *tree, bell, soup, perfume, pencil.*

ABSTRACT NOUN — Names a quality, an idea, or an emotion: *fear, honesty, equality, liberty, beauty.*

COLLECTIVE NOUN — Names a group of people or things spoken of as a unit: *team, jury, audience, herd, class.*

B. PRONOUNS

PERSONAL PRONOUN — Refers to a person without naming him: *I, you, he.*

RELATIVE PRONOUN — Introduces an adjective clause and relates it to a person or thing previously named:

He is the man *who* wrote the book of poems *that* you borrowed from my cousin.

DEMONSTRATIVE PRONOUN — Points out persons or things:
This is my cousin, and *that* is his little brother.
These are my books and *those* are yours.

INTERROGATIVE PRONOUN — Introduces a question:
Who is there? *What* does he want?

INDEFINITE PRONOUN — Indicates a person or thing not specifically named: *someone, everyone, all, each, few, several, either.*

REFLECTIVE PRONOUN — Emphasizes the noun or pronoun that precedes it: *himself, herself, itself, yourself, themselves.*

RECIPROCAL PRONOUN — Expresses the mutual action or the relationship of the persons indicated by the subject. Is used only as the object of a verb or the object of a preposition.

a. **Reference to two persons:** *each other.*

The two mountain climbers helped *each other*.

b. **Reference to more than two persons:** *one another*

The six mountain climbers helped *one another*.

C. VERBS

According to position in the sentence

MAIN VERB — Performs the principal action or makes the principal statement about the subject:

He has been *waiting* for you.

AUXILIARY (HELPING) VERB — Helps the main verb to indicate time, person, or number:

I am waiting. The man *has been* waiting.

We have been waiting. They *were* waiting.

Helps the main verb to form the passive voice:

The job *was* done by Mr. Jones.

TRANSITIVE VERB — Requires an object to receive its action:

she *wrote* a poem.

Martha *ate* the sandwich.

INTRANSITIVE VERB — Does not require an object to receive its action:

Judy *waited*.

The children *laughed* and *shouted*.

COMPLETE — Needs no complement:

The angry man *swore*.

The children *ran*.

LINKING — Links the subject with a predicate noun, a predicate pronoun, or a predicate adjective:

Mr. Bronson *is* the coach.

The person at the door *was* he.

Mildred *seems* angry.

D. ADJECTIVES

According to function

DESCRIPTIVE ADJECTIVE — Expresses a kind, a quality, or a condition of the person or object named: *a tall old elm tree*.

LIMITING ADJECTIVE — Identifies the person or object named, or indicates number or quantity.

ARTICLES

INDEFINITE ARTICLE — Indicates any one of a class of persons or objects, or the class itself: *a boy, an apple, a mammal.*

DEFINITE ARTICLE — Indicates a particular person, object, or class: *the boy, the apple, the reptiles.*

DEMONSTRATIVE ADJECTIVE — Points out specific persons or objects: *This girl, that woman, these problems, those people.*

NUMERAL ADJECTIVES

CARDINAL — Denotes number: *one, two, three, or four lessons.*

ORDINAL — Denotes order or position: *the first, second, third, or fourth lesson.*

POSSESSIVE ADJECTIVE — Limits ownership. Is the possessive case form of the personal pronoun or the relative pronoun: *her hat, their car, his problem, our town, whose pen.*

RELATIVE ADJECTIVE — Introduces a noun clause and limits a noun or a pronoun in that clause:

I know *which* book he prefers.

Let him have *whichever* one he chooses.

INDEFINITE ADJECTIVE — Indicates a person or an object without naming anyone or anything in particular: *any man, some books, each student, few boys.*

INTERROGATIVE ADJECTIVE — Modifies a noun or a pronoun by asking a question about it:

Which road shall we take?

What rules are in force?

EXCLAMATORY ADJECTIVE — The word *what* or the idiomatic expression *what a* used to modify a noun or a pronoun:

What excitement! *What* a battle!

According to position

ATTRIBUTIVE ADJECTIVE — Expresses an attribute (characteristic or quality) of the person or object named.

a. Preceding the noun: *a short rope, a careful driver, many unhappy people.*

b. Following the noun: *attorney general, heir apparent, a child stubborn and uncooperative.*

PREDICATE ADJECTIVE — Follows a linking verb and describes or limits the subject:

The water seems *cold*.
Marvin was *second* in line.

According to meaning

COMMON ADJECTIVE

Pertains to any one of a class of persons, places, things, qualities, or ideas: a *ladylike* girl, a *country* boy, a *long* story, a *totalitarian* country.

PROPER ADJECTIVE

Pertains to a particular person or place, or to a particular class of persons or places. Is always capitalized. *Miltonic* sonnet, *Hawaiian* shirt, *English* people, *European* politics.

According to form

SIMPLE ADJECTIVE — A single word that modifies a noun or a pronoun:

That is a *high* building. It is *new*.

DERIVATIVE ADJECTIVE — Made from another part of speech, usually by adding a suffix.

- a. **From a noun:** *harmful*, *childlike*, *Chinese*.
- b. **From a verb:** The present or past participle form of the verb modifying a noun or a pronoun: *running* water, *used* car.

COMPOUND ADJECTIVE — Two or more words with the effect of one modifier.

- a. **Written as one word:** *waterproof* fabric.
- b. **Two words hyphenated (always placed before the noun):** a *well-bred* person, *red-hot* iron.
- c. **Two words not hyphenated (always a predicate adjective after linking a verb):** He was *well bred*. The iron was *red hot*.

OTHER PARTS OF SPEECH — Words performing the functions of adjectives but usually used as other parts of speech.

- a. **Noun:** a *glass* house, a *cabbage* leaf.
- b. **Pronoun:** (See Limiting Adjectives).
- c. **Verb:** a *blow* pipe, a *dance* band, a *glow* worm.
- d. **Adverb:** an *out* patient, *after* effects, *inside* job.

PHRASES — Groups of related words, without subject and verb, modifying nouns or pronouns.

PREPOSITIONAL PHRASE:

The cover *of the book* is torn. (Modifies *cover*)
The woman *at the window* is a friend *of mine*.

PARTICIPAL PHRASE:

Running down the street, Jack stumbled and fell. (Modifies *Jack*)

INFINITIVE PHRASE:

The counsellor is the person *to help you* with a change of program. (Modifies *person*).

SUBORDINATE CLAUSES — Groups of related words with subject and verb, used to modify nouns or pronouns.

The book *that I read* was a story about the Civil War. (Modifies *book*)
The man *who advertised a car for sale* is my uncle. (Modifies *man*).

According to degree

POSITIVE DEGREE — Denotes the simple quality of a person, place, or thing: *large dog, bright coin, dull knife*.

COMPARATIVE DEGREE — Denotes the comparison of *only two* persons, places, or things:

My dog is *larger* than yours.
Tom is *heavier* than Mark.

SUPERLATIVE DEGREE — Denotes the comparison of *three or more* persons, places, or things:

Of the three dogs, Andy's is the *largest*.
Karl is the *heaviest* boy on the team.

E. ADVERBS

According to function

SIMPLE ADVERB — A single word that modifies a verb, an adjective, or another adverb.

- a. **Modifying a verb:** She spoke *well*.
- b. **Modifying an adjective:** She made a *very* good speech.
- c. **Modifying another adverb:** She spoke *very* well.

SENTENCE ADVERB — Modifies the whole sentence idea:

Perhaps Lawrence knows the answer.

Surely they have arrived by this time.

INTERROGATIVE ADVERB — Introduces a question:

Where is my book?

CONJUNCTIVE ADVERB — Connects clauses and modifies their meaning:

The boys searched the cave; *however*, they did not find the treasure.

Ellen lost the key to her locker; *therefore*, she had to ask for a duplicate.

According to meaning

ADVERB OF TIME, FREQUENCY, OR SUCCESSION —

Tells when, how often, in what order: *now, soon, frequently, secondly, lastly*.

ADVERB OF PLACE OR DIRECTION — Tells where or in which direction: *here, north, above, outside*.

ADVERB OF MANNER — Tells how: *slowly, carefully, belligerently*.

ADVERB OF DEGREE, AMOUNT, OR NUMBER — Tells how much or to what extent: *nearly, very, much, twice, too*.

ADVERB OF CAUSE, PURPOSE, OR RESULT — Tells why, for what reason, or with what result: *why, therefore, hence, consequently*.

ADVERB OF ASSERTION, CONDITION, OR CONCESSION — Introduces or qualifies an action: *Yes, no, likewise, nevertheless, however*.

According to form

SIMPLE ADVERB — A single word modifying a verb, an adjective, or another adverb:

The train will arrive *soon*.

He made *too* many errors.

DERIVATIVE ADVERB — Made from another part of speech, usually by adding a suffix.

a. **From an adjective:** *smoothly, slowly, carefully*.

b. From the participle of a verb: *entertainingly, deservedly, annoyingly.*

PHRASES — Groups of related words, without subject and verb, modifying verbs, adjectives, or adverbs.

PREPOSITIONAL PHRASE: The dictionary lies *on the table.* (Modifies the verb *lies*).

INFINITIVE PHRASE: Jerry hurried *to finish the painting* before the rain began. (Modifies the verb *hurried*).

SUBORDINATE CLAUSES — Groups of related words, with subject and verb, modifying verbs, adjectives, and adverbs:

When I opened my locker, I found my pen.
(Modifies the verb *found*).

According to degree

POSITIVE DEGREE — Denotes the simple quality of an action:

Tom ran *fast*.

COMPARATIVE DEGREES — Denotes the comparison of *only two* actions.

Bob ran *faster* than Tom.

SUPERLATIVE DEGREE — Denotes the comparison of *three or more* actions:

Of the three boys, Joe ran the *fastest*.

F. CONJUNCTIONS

According to function

COORDINATING CONJUNCTION — Joins two or more words, phrases, or clauses of equal rank.

SINGLE CONJUNCTION: *and, but, or, for, nor.*

CORRELATIVE CONJUNCTIONS — Always used in pairs:

not only . . . but also

both . . . and

whether . . . or

either . . . or

neither . . . nor

ADVERBIAL CONJUNCTION — Joins coordinate or independent clauses and shows their relationship:

Kathy studies diligently; *consequently*, she received good grades.

SUBORDINATE CONJUNCTION — Introduces a dependent clause, usually adverbial:

Although the lecture was long, it held the interest of the audience.

According to meaning

ADDITION (Coordinating)

SIMPLE: and

CORRELATIVE: not only . . . but also; both . . . and

ADVERBIAL: also, besides

ALTERNATION

SIMPLE: or, nor

CORRELATIVE: either . . . or; neither . . . nor; whether . . . or

CAUSE OR REASON

COORDINATING

a. Simple: *for*

b. Adverbial: *inasmuch as*

SUBORDINATING: as, because, since

COMPARISON (Subordinating)

as . . . as; as well as; as if; much as; so . . . as; than

CONCESSION

COORDINATING (ADVERBIAL) however, yet, still, nevertheless

SUBORDINATING: although, except, that, though

CONDITION

COORDINATING (ADVERBIAL): provided; provided that, providing

SUBORDINATING: if, unless, whether, whether or not

CONTRAST

COORDINATING

(a) Simple: *but*

(b) Adverbial: *however, nevertheless, yet, still*

SUBORDINATING: much as, whereas

MANNER

COORDINATING (ADVERBIAL): thus

SUBORDINATING: as, as if, as though, however

PLACE OR DIRECTION

COORDINATING (ADVERBIAL): here, there

SUBORDINATING: where, wherever, whence, whither

PURPOSE (Subordinating): *in order that; so that; that; lest*

RESULT OR CONSEQUENCE

COORDINATING (ADVERBIAL): accordingly, hence, consequently, so, therefore

SUBORDINATING: wherefore

TIME

COORDINATING (ADVERBIAL): afterwards, hereafter, next, thereafter, then

SUBORDINATING: after, as long as, as soon as, before, ere, since, when, until, while

G. PREPOSITIONS

SINGLE WORD — Shows relationship between its object and some other word in the sentence:

The book is *under* the table.

The children are *in* the swimming pool.

COMPOUND PREPOSITION — A group of words that does the work of a single preposition: *in front of; on account of; according to.*

PREPOSITIONS IN COMMON USAGE*SINGLE*

about	beside	in	regarding
above	besides	into	respecting
across	between	like	round
after	beyond	of	through
against	by	off	throughout
along	concerning	on	toward
around	considering	over	under
at	despite	since	underneath
before	down	to	upon
behind	during	until	with
below	for	unto	within
beneath	from	up	without

COMPOUND

according to	because of	for the sake of
apart from	by means of	from above
aside from	by way of	from behind
in accordance with		instead of
in addition to		on account of
in behalf of		outside of
in front of		regardless of
in regard to		relative to
in spite of		with reference to

RULE: THE PART OF SPEECH OF ANY WORD IS DETERMINED BY ITS USE IN THE SENTENCE.

FORMS AND FUNCTIONS**A. NOUNS**

GENDER — Indicates sex.

- Masculine** — Males: *Tom, he*
- Feminine** — Females: *Jane, she*
- Common** — Refers to either sex, or to groups containing members of both sexes: *person, they*
- Neuter** — Without sex: *rock, ocean*

NUMBER

- Singular** — Names one person, place, thing, quality, or idea: *girl, box, town, evil.*
- Plural** — Names more than one person, place, thing, quality, or idea: *girls, boxes, towns, evils.*

Rules for the Spelling of Plurals

ADDING S OR ES — Most nouns form their plurals by adding S or ES to the singular forms.

- Nouns ending in sibilants (S, SS, C, SH, TCH, CH, G, DG, X, Z) add ES, pronounced as an extra syllable:** *dishes, pages, judges, foxes, passes, matches.*
- Nouns not ending in sibilants usually add S:** *plates, cars, plans, methods.*