GRAMMAR CHEAT SHEET 1

Terms	Meaning/Examples
Noun no 204	
Noun – pg. 294	
Concrete Nouns	names something you can see, touch, taste, hear, or smell
Examples:	
Abstract Nouns	names something you cannot perceive through any of your five senses
Examples:	
Common Noun	names any one of a class of people, places or things
Examples:	building, writer, nation, month, leader, place, book, war
Proper Noun	names a specific person, place, or thing
Examples:	Mark Twain, Virginia, White House, October, Leaves of Grass, Revolutionary War,
Pronoun	words that stand for nouns or for words that take the place of nouns – I, you, he, she, it
Antecedents	nouns or words that take the place of nouns to which pronouns refer
Verb – pg. 308	
Action verb	tells what action someone or something is performing
• Linking verb	connects its subject with a noun, pronoun, or adjective that identifies or describes
Most Common "be" verbs	am, are, is, was, were, be, being, been
Other common linking verbs	appear, become, feel, grow, look, remain, seem, smell, sound, stay, taste, turn
Articles (type of adjective)	a, an, the
Adjective – pg. 315	
PS Example:	
Questions Adj. Answers	what kind? green fields
	which one? that garden
	how many? six roses
	how much? extensive rainfall
Adverb – pg. 321	
PS Example:	
Questions Adv. Answers	where? The plant grew here.
	When? She never raked the leaves.
	in what way? She quickly mowed the grass.
	to what extent? The bees were still buzzing.

Sentence – pg. 336	group of words that has two main parts: subject and verb. Together, these parts express a complete thought
• Subject	tells <i>who</i> or <i>what</i> the sentence is about
• Verb	tells what the subject <i>is</i> or <i>does</i> - what does the subject do? what is the action or condition?
PS Example:	
Phrase – pg. 356	group of words that does not include a subject and verb-cannot stand alone as a sentence
• prepositional phrase pg. 356	phrase with a preposition and noun (or pronoun) - modifies other words by functioning as an adjective or adverb
preposition list on pg. 326	examples: of, on, in, to, with, for, after, between, from,
PS Example:	
• appositive phrase – pg. 360	phrase with noun (or pronoun) + modifiers that adds information by identifying, renaming, or explaining a noun or pronoun. "noun that renames a noun"
PS Example:	
• participle phrase – pg. 364	phrase with participle + modifers/complement works as an adjective (describes noun)
present participles	usually end in "ing" verb that acts as an adjective
Example:	
past participles	usually end in "ed" verb that acts as an adjective
Example:	
• gerund	form of a verb that ends in $-ing$ and acts as a noun
• gerund phrases – pg. 368	phrase with gerund + modifiers/complement works as a noun
Examples:	
• infinitive phrase – pg. 369	phrase with a verb that appears with the word <i>to</i> in front – acts as a noun, adj., or adv.
Examples:	

1

Clause – pg. 375	group of words that contains a subject and a verb
Independent	
Subordinate (dependent)	
PS Example:	
• adjectival clause – pg. 376	subordinate clause that modifies a noun (or pronoun) in another clause by telling <i>what kind</i> or <i>which one</i>
often starts with relative pronoun	that, which, who, whom, whose
or relative adverb	before, since, when, where, why
• adverbial clause – pg. 384	subordinate clause that modifies verbs, adjectives, or adverbs by telling <i>where, when, in what way, to what extent, under what condition, why</i>
starts with a subordinate conjunction	AAAWWUBBIS – after, although, as, when, while, until, because, before, if, since
	as if, as long as, even though, so that, than, though, unless, whenever, where, wherever

Simple Sentence - which of the following is an independent clause? what do you notice?

Ms. Goss is an English teacher.

Ms. Goss likes complete sentences.

Because she is an English teacher.

Compound Sentence - two independent clauses joined together in one of three ways

for

Ms. Goss is an English teacher

nor but or yet SO

she likes complete sentences.

Complex Sentence - one independent clause and one dependent clause

Because she is an English teacher

Ms. Goss likes complete sentences.

Ms. Goss likes complete sentences because she is an English teacher.

and

Colons

Use a colon to introduce a list that appears after an independent clause. (Usually use introductory words such as *following*)

- *Example:* You need the following items for class: pencil, pens, paper, ruler, and glue.
- Use a colon between the title and subtitle of a book.
- *Example:* Strategies That Work: Teaching Students to Become Better Readers is an excellent resource. Use a colon between the chapter and verse numbers for parts of the Bible.
- *Example:* Please read Genesis 1:3.

Semicolons

Use a semicolon to join two independent clauses (eliminating the need for a comma and conjunction). A semicolon indicates a close relationship between the two clauses.

- *Example:* Casey read a book; then he did a book report.
- Use a semicolon to separate items in a series when those items contain punctuation such as a comma.
- Example: We went on field trips to Topeka, Kansas; Freedom, Oklahoma; and Amarillo, Texas.

Ellipsis

Use an ellipsis to indicate a pause (usually in dialogue or a casual setting).

- *Example:* You mean ... that ... uh ... we have a test today? Use an ellipsis to indicate omitted words in a quotation.
- *Example:* "Then you'd blast off ... on screen, as if you were looking out ... of a spaceship."
- If the ellipsis comes at the end of your sentence, you still need end punctuation, even it is a period. (Four periods! CRAZY, RIGHT?)
- *Example:* I listened carefully as the teacher read Lincoln's inaugural address. "Four score and seven years ago...."

Quotation Marks

Use quotation marks before and after a direct quote. If the speaker tag interrupts the quoted material, then two sets of quotation marks are needed. However, do not put quotation marks around the speaker tag.

- *Example:* "I think my leg is broken," Jesse whimpered.
- *Example:* Did Mrs. Steele just say, "We are going to have a test today"?
- *Example:* "I can't move." Maria whispered, "I'm too scared."

Put quotation marks around the titles of short works, such as articles, songs, short stories, or poems.

- *Example:* Have you heard the song "Love Me Tender," by Elvis Presley?.
- Place quotation marks around words, letters, or symbols that are slang or being discussed or used in a special way.
- *Example:* I have a hard time spelling "miscellaneous."
- Use single quotation marks for quotation marks within quotations.
- *Example:* "Have your read the poem, 'The Raven,' by Edgar Alan Poe?" I asked Chris.

Any punctuation used goes to the **left** of a quotation mark. However, if the punctuation is used to punctuate the whole sentence and not just what is inside the quotation marks, then it goes to the right. Or in research, the end punctuation or comma will follow the closing quotation mark.

- Example: Have you read the poem, "Annabel Lee"?
- Example: According to some Shakespeare "is regarded as the world's best playwright" (Smith 42).

Dashes

Use dashes to indicate a sudden interruption in a sentence. (One handwritten dash is twice as long as a hyphen. One typewritten dash is one hyphen followed by another.) *Pay attention to the lack of spacing with dashes. Dashes should be used sparingly, perhaps twice in a paper. Avoid being a hyper-dasher. Programs like MS Word may combine hyphens for you*

- *Example:* There is one thing--actually several things—that I need to tell you. Use a dash to attach an afterthought to an already complete sentence.
- *Example:* Sarah bought a new pet yesterday—a boa constrictor. Use a dash after a series of introductory elements.
- *Example:* Murder, armed robbery, assault—he has a long list of felonies on his record.

Parentheses

Use a set of parentheses (singular: parenthesis) around a word or phrase in a sentence that adds information or makes an idea more clear. (Punctuation is placed inside the parentheses to mark the material in the parentheses. Punctuation is placed outside the parentheses to mark the entire sentence. When the material in parentheses is longer than one sentence [such as this information], then the punctuation for the final sentence is placed inside the parentheses.) As with dashes, parentheses should be used sparingly.

- *Example:* Your essay (all nine pages of it) is on my desk. Do not use parentheses within parentheses. Use brackets in place of the inner parentheses.
- *Example:* Please refer to Julius Caesar (Act IV, scene 1 [page 72]).

INTERUPTERS

Commas, dashes, and parenthesis are sometimes called interrupters since they interrupt the normal flow of a sentence. Consider the different effect of each on your writing.