Descriptive Chemistry



INTRODUCTION

A major section of the Advanced Placement Chemistry exam is the reaction section of the Free-Response session – the notorious Question 4. Provided three descriptions of chemical reactions, Question 4 asks you to write chemical formulas for the given reactants and the products of the reaction. In addition, a follow-up question is asked that requires fundamental knowledge of chemical processes. The instructions are provided here (College Board, *Chemistry Course Description*):

4. For each of the following three reactions, in part (i) write a balanced equation for the reaction and in part (ii) answer the question about the reaction. In part (i), coefficients should be in terms of lowest whole numbers. Assume that solutions are aqueous unless otherwise indicated. Represent substances in solutions as ions if the substances are extensively ionized. Omit formulas for any ions or molecules that are unchanged by the reaction. You may use the empty space at the bottom of the next page for scratch work, but only equations that are written in the answer boxes provided will be graded.

EXAMPLE: A strip of magnesium metal is added to a solution of silver(I) nitrate. (i) Balanced equation: $Mg + 2Ag^{+} \longrightarrow Mg^{2+} + 2Ag^{-}$ (ii) Which substance is oxidized in the reaction? Mg is oxidized.

The follow-up question surrounds applications of the reaction, the chemistry of the reaction or myriad other topics related to the chemical reaction. Points will be awarded for the correct formulas of the reactants, correct formulas for products, and correct answers to the follow-up question. *Note that you can earn points for any one part of the item without earning points (or even answering) other parts of the item.* For example, you might know that the products of a hydrocarbon combustion are water and carbon dioxide, but you may not know the formula for the reactant 2,4-dimethyl hexane.

The reaction limits for Question 4 are those commonly discussed in a first-year college course laboratory or in the context of the curriculum – as in oxidation reduction reactions, simple organic reactions, single- and double-replacement reactions, acid-base reactions (including hydrolysis), synthesis reactions and decomposition reactions. Notable inclusions are those reactions of copper with the oxidizing acid nitric acid, and the reactions that result in decomposing products like carbonic acid, sulfurous acid and ammonium hydroxide. You will not be expected to know more than cursory organic chemistry reactions, and you will not typically be required to know complex ion formation.

- Reactions must be written in net-ionic form
- Reactions must be balanced as to mass and charge
- Reactions do not have to be represented with phase symbols
- Reactions always occur there are no 'no reaction' options

You will have a table of reduction potentials available to you on the exam.

For clarity, the reactions on the following pages are not balanced, and the phases of the species are not shown unless it is germane to the reaction. Moreover, the net ionic equations are not shown so as to present a more complete picture from which you can learn.

[including

Inorganic reactions classified as synthesis reactions are those that produce a single product from two or more reactants.

	Metals and non-oxygen nonmetals form salts:	
	$Na + Cl_2 \rightarrow NaCl$	
	$Fe + Br_2 \rightarrow FeBr_2$ (limited bromine)	
	Fe + Br ₂ \rightarrow FeBr ₃ (excess bromine)	
	Metals and oxygen form metal oxides:	
	$\mathrm{Li} + \mathrm{O}_2 \to \mathrm{Li}_2\mathrm{O}$	
	Fe + $O_2 \rightarrow$ FeO (limited oxygen)	
	$Fe + O_2 \rightarrow Fe_2O_3$ (excess oxygen)	
	Nonmetals and oxygen form nonmetal oxides:	
	$N_2 + O_2 \rightarrow N_x O_y$	
	$C + O_2 \rightarrow CO$ (limited oxygen)	
Reactions of	$C + O_2 \rightarrow CO_2$ (excess oxygen)	
Elements and	Nonmetals form molecular compounds:	
Reactions	$P + Cl_2 \rightarrow PCl_3$ (limited chlorine)	
of Oxides	$P + Cl_2 \rightarrow PCl_5$ (excess chlorine)	
including water]	Soluble metal oxides and water form hydroxides:	
	$Na_2O + H_2O \rightarrow NaOH$	
	$CaO + H_2O \rightarrow Ca(OH)_2$	
	Nonmetal oxides and water form ternary acids:	
	$N_2O_5 + H_2O \rightarrow HNO_3$	
	$CO_2 + H_2O \rightarrow H_2CO_3$	
	Nonmetal oxides and metal oxides form salts:	
	$CaO + SO_3 \rightarrow CaSO_4$	
	$N_2O_5 + Na_2O \rightarrow NaNO_3$	

Use the common oxidation numbers of 1+ . for Group 1 metals and silver

- Use the common oxidation numbers of 2+ . for Group 2 metals and zinc
- . Use the common oxidation number of 3+ for aluminum
- Increase the oxidation number of a . transition metal if the nonmetal is present in excess
- Increase the oxidation number of a less electronegative nonmetal (if possible) with halogens or oxygen if the halogen or oxygen is present in excess
- . Other reactions with water are shown under the hydrolysis of salts section
- Note that reactions of water are not the . same as reactions in water
- Most products formed here are soluble and . should be written dissociated
- The oxidation states of the elements do not change in the formation of acids or salts

Decomposition reactions are suggested by the presence of a single reactant, which will decompose into elements or compounds.

Binary compounds decompose into their elements: $NaCl \rightarrow Na + Cl_2$ $HgO \rightarrow Hg + O_2$ Carbonates decompose into metal oxides and carbon dioxide: $MgCO_3 \rightarrow MgO + CO_2$ Chlorates decompose into metal chlorides and oxygen gas: $Mg(ClO_3)_2 \rightarrow MgCl_2 + O_2$ Alkali and alkaline nitrates decompose into nitrites and oxygen gas: $Mg(NO_3)_2 \rightarrow Mg(NO_2)_2 + O_2$ General Metal hydroxides may decompose into metal oxides and Decomposition water: Reactions $Ca(OH)_2 \rightarrow CaO + H_2O$ Some ammonium salts decompose to lose ammonia: $(NH_4)_2SO_4 \rightarrow NH_3 + H_2SO_4$ Ammonium salts containing nitrate, nitrite or dichromate decompose to produce a metal oxide, water and nitrogen gas - the metal undergoes reduction: $(NH_4)_2Cr_2O_7 \rightarrow Cr_2O_3 + H_2O + N_2$ Water and hydrogen peroxide decompose as shown: $H_2O_2 \rightarrow H_2O + O_2$ $H_2O \rightarrow H_2 + O_2$ Ternary acids decompose into nonmetal oxides and water: $H_2CO_3 \rightarrow CO_2 + H_2O$

- Group 1 carbonates do not decompose into metal oxides and carbon dioxide
- All hydroxides here are solid aqueous hydroxides (i.e., strong bases) – dissociate rather than decompose
- Ammonium salts may also follow various other schemes – these will be addressed individually
- Most decomposition reactions require heat or light
- Electrolysis can be used to decompose molten salts (i.e., melted), but electrolysis in aqueous solution follows other patterns of reactivity, which are discussed on Page 276.

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SINGLE-REPLACEMENT REACTIONS

Single-replacement reactions are a form of redox reactions in which a more active metal replaces a less active metal or hydrogen or a more active nonmetal replaces a less active nonmetal.

More-active metals replace less-active metals in aqueous solution:

 $Mg + FeCl_3 \rightarrow Fe + MgCl_2$ Pb + Cu(NO₃)₂ → Pb(NO₃)₂ + Cu

The active metals Li, K, Na and Ca replace hydrogen from cold water, steam and non-oxidizing acids and release hydrogen gas:

$$Li + H_2O \rightarrow LiOH + H_2$$

The active metals Mg, Al, Mn, Zn, Cr and Fe replace

hydrogen from steam and non-oxidizing acids and

release hydrogen gas:

General Single-Replacement Reactions

 $Al + H_2O \rightarrow Al(OH)_3 + H_2$

The active metals Cd, Co, Ni, Sn and Pb replace hydrogen from non-oxidizing acids and release hydrogen gas:

 $\rm Ni + HBr \rightarrow NiBr_2 + H_2$

Active nonmetals replace less-active nonmetals from their compounds in aqueous solution:

 $\text{Cl}_2 + \text{KI} \rightarrow \text{KCl} + \text{I}_2$

- At the Advanced Placement level, one should use reduction potentials to determine the occurrence of singlereplacement reactions, but do not lose sight of periodic table location to determine activity
- For transition metals, select a common oxidation state when forming the new compound
- The common oxidizing acid is HNO₃, which does not participate as shown

DOUBLE-REPLACEMENT (METATHESIS) REACTIONS

Metathesis reactions occur owing to the removal of ions from solution. Metathesis reactions are never redox reactions. (See outline on Page 274.)

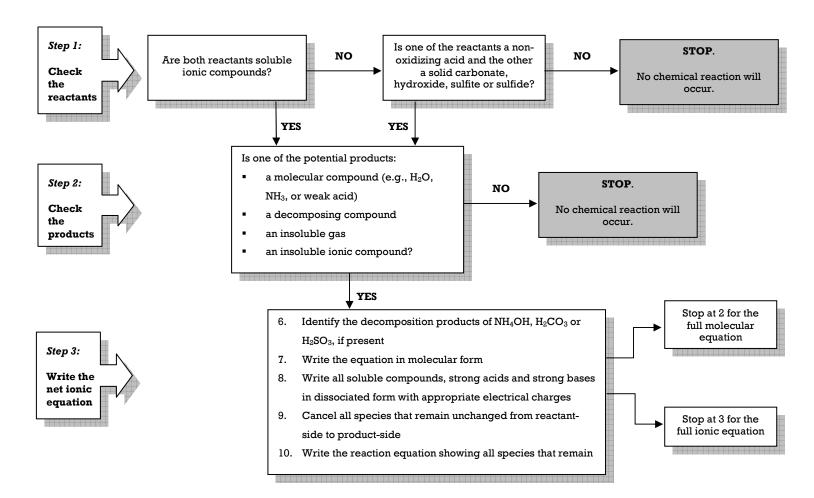
	Two soluble salts' aqueous solutions may produce an	
	insoluble compound (a precipitate):	
	$NaCl + AgNO_3 \rightarrow NaNO_3 + AgCl(s)$	
	A solid sulfite or carbonate react with non-oxidizing	 It will
	acids to produce a decomposing compound that	
	results in the formation of a molecular oxide, water	comm
	and a salt:	correc silver,
Precipitation and	$Na_2SO_3(s) + HCl \rightarrow NaCl + H_2SO_3 \rightarrow NaCl + H_2O + SO_2$	phosp
Gas-forming	$Na_2CO_3(s) + HCl \rightarrow NaCl + H_2CO_3 \rightarrow NaCl + H_2O + CO_2$	
Reactions		 You m
		compo and th
	Ammonium salts react with soluble hydroxides to	
	form ammonia, water and a salt:	note a
	$\rm NH_4Cl + NaOH \rightarrow NaCl + NH_4OH \rightarrow NaCl + NH_3 + H_2O$	Hydro
	Sulfides react with non-oxidizing acids to form	
	hydrogen sulfide gas and a salt:	
	$Na_2S(s) + HCl \rightarrow NaCl + H_2S$	
	Salts that contain the conjugate of a weak acid will	
	react with acids to form the weak acid:	The co
Molecular	$Ca(CH_3COO)_2 + HCl \rightarrow CH_3COOH + CaCl_2$	form i
Compound-		weak
formation	Acids and bases form a salt and water [see also	 Watch
Reactions	below]:	reaction
	$\mathrm{HBr} + \mathrm{KOH} \rightarrow \mathrm{HOH} + \mathrm{KBr}$	the co
	I	
	Anhydrides of acid and bases first react with water	
	to form their respective acid or base, and then the	 Acid a
Acid-Base	acid or base reacts:	that fo
Neutralization	$SO_2 + Ca(OH)_2 \rightarrow$	and th
Reactions	i) SO ₂ + H ₂ O \rightarrow H ₂ SO ₃	oxides
	i) $H_2SO_3 + Ca(OH)_2 \rightarrow CaSO_3 + HOH$	water
	1	

- It will be especially important to learn the common exceptions to solubility to correctly identify the precipitate. Look for silver, barium, lead cations, and look for phosphate, carbonate and hydroxide anions
- You must learn the three decomposing compounds – H₂SO₃, H₂CO₃ and NH₄OH – and the direct formation of H₂S [See the note about these compounds under *Hydrolysis Reactions* on Page 273]

- The common molecular compounds that form in these reactions are water and the weak acids
- Watch for quantities to be given in acid base reactions with polyprotic acids – react only the correct number of hydrogen ions
- Acid anhydrides are the nonmetal oxides that form acids upon reaction with water, and the basic anhydrides are the metal oxides that form bases upon reaction with water [See *Reactions of Oxides* on Page 269]

	Conjugate bases of weak acids react with water to form the weak acid – they hydrolyze: NaCH3COO + HOH → CH3COOH + NaOH	•	The decomposition reactions of H2SO3, H2CO3 and NH4OH we saw upon their formation in precipitation reactions does
Hydrolysis	Ammonium ions will undergo hydrolysis to form ammonium hydroxide:		NOT occur during hydrolysis owing to their very low concentrations
	$\rm NH_4Cl + HOH \rightarrow HCl + NH_4OH$	•	The metal ions of strong bases do not act as Lewis acids
	Many metal cations act as Lewis acids in water to form metal hydroxides and a strong acid: $AlCl_3 + HOH \rightarrow Al(OH)_3 + HCl$	•	Do not hydrolyze the strong acids' conjugates

OUTLINE OF AQUEOUS METATHESIS REACTIONS



REDOX REACTIONS

Many of the above reactions are redox reactions, but there are also additional reactions that are arbitrarily classified here for convenience. A table of common reducing agents and oxidizing agents is given on Page 275.

MnO ₄	undergoes reduction:
	$MnO_4^- \rightarrow Mn^{2+}$ [acid solution]
	$MnO_4^- \rightarrow MnO_2$ [base or neutral solution
Cr ₂ O ₇ ²	⁴ undergoes reduction in acid solution:
	$Cr_2O_7^{2-} \rightarrow Cr^{3+}$
IO3 [°] un	ndergoes reduction in acid solution:
	$IO_3^- \rightarrow I_2$
C ₂ O ₄ ² ·	undergoes oxidation to carbon dioxide
	$C_2O_4^{2-} \rightarrow CO_2$ ([via CO_3^{2-}]

This is not an exhaustive representation – these are simply some of the more common oxyanions that you will encounter

 Remember – one species undergoes reduction and one species undergoes oxidation; look at the other species in the reaction (often a metal) and try to deduce the chemistry in terms of that species

Oxyanion Reactions

Copper with concentrated sulfuric acid:
$Cu + H_2SO_4 \rightarrow CuSO_4 + SO_2 + H_2O$

Atypical Copper
ReactionsCopper with nitric acid:
 $Cu + HNO_3 \rightarrow Cu(NO_3)_2 + NO + H_2O$ [dilute acid]
 $Cu + HNO_3 \rightarrow Cu(NO_3)_2 + NO_2 + H_2O$ [conc acid]

See the table on Page 276 for more information on the

reduction or oxidation of individual species

Note atypical reactions of copper: these are not ordinary single-replacement, as the products are not the salt and hydrogen gas as in those on Page 271.

 Practicing these and understanding 		
	concept of electron transfer will cause this	
list to become engrained in your bra		

Other Considerations

COMMON OXIDIZING AND REDUCING AGENTS

• Common oxidizing agents – these species will cause a loss of electrons in another species, and they will themselves gain electrons. Oxidizing agents undergo reduction.

MnO4 ⁻ in acid solution	\rightarrow	Mn ²⁺
MnO_2 in acid solution	\rightarrow	Mn ²⁺
$Mn0_4^-$ in neutral or base solution	\rightarrow	MnO _{2(s)}
$Cr_2O_7{}^{2-}$ in acidic solution	\rightarrow	Cr ³⁺
HNO ₃ (conc)	\rightarrow	NO ₂
HNO ₃ (dilute)	\rightarrow	NO
H ₂ SO ₄ (hot, conc)	\rightarrow	SO ₂
metallic ions	\rightarrow	metallous ions (lower oxidation state)
metallic ions free halogens	\rightarrow \rightarrow	metallous ions (lower oxidation state) halide ions
free halogens	\rightarrow	halide ions
free halogens Na2O2	\rightarrow \rightarrow	halide ions NaOH
free halogens Na2O2 HClO4	\rightarrow \rightarrow \rightarrow	halide ions NaOH Cl⁻

• Common reducing agents – these species will cause a gain of electrons in another species, and they will themselves lose electrons. Additional reducing agents will be added. Reducing agents undergo oxidation.

halide ions	\rightarrow	free halogens
free metals	\rightarrow	metal ions
sulfite ions or SO ₂	\rightarrow	sulfate ions
nitrite ions	\rightarrow	nitrate ions
free halogens, dilute basic solution	\rightarrow	hypohalite ions
free halogens, conc basic solution	\rightarrow	halate ions
metallous ions	\rightarrow	metallic ions (higher oxidation state)
C ₂ O ₄ ²⁻	\rightarrow	CO2
MnO ₂ in base solution	\rightarrow	MnO4 ⁻

We will add species to this list throughout the course.

ELECTROLYSIS

Electrolysis involves the passage of an electrical current into a molten salt (which is a simple decomposition), or the passage of electrical current into an aqueous solution of a salt (which is *not* simple decomposition).

NAMING COMMON COMPLEXES

Complex ions are named using the general format here. If no cation or anion is present (that is, only the complex ion is named, then drop '*cation* +' or '+ *anion*,' as appropriate, below)

cation + prefix for number of ligands + name of the ligand + name of the metal in complex ion (-ate ending)(Roman numeral)

or

prefix for number of ligands + name of the ligand + name of the metal in complex ion(Roman numeral) + anion

Examples -

[Cu(OH)4]²⁻ is dihydroxocuprate(II) Na2[Fe(CN)4] is sodium tetracyanoferrate (II) [Zn(NH3)4](NO3)2 is tetramminezinc nitrate Latin names for complex anions:

copper (cuprate), gold (aurate), silver (argentate), tin (stannate), iron (ferrate), lead (plumbate) – others use element name with -ate suffix

COORDINATION CHEMISTRY

Complex ions – although more rare on the exam than other reactions – can be readily determined using a few simple rules. They are important in the qualitative analysis of ion solutions (i.e., determining the presence of ions), so we shall review them as part of descriptive chemistry.

Lewis acids react with excess cyanide ion to form cyano complexes:

 $Ag^{+}(aq) + CN^{-}(aq) \rightarrow [Ag(CN)_{2}]^{-}(aq)$ Fe³⁺ + CN⁻(aq) → [Fe(CN)_{6}]^{3-}(aq)

Lewis acids react with excess hydroxide ion to form hydroxo complexes:

 $Zn^{2+}(aq) + OH^{-}(aq) \rightarrow [Zn(OH)_{4}]^{2-}(aq)$ $Al^{3+} + OH^{-}(aq) \rightarrow [Al(OH)_{6}]^{3-}(aq)$

Lewis acids react with excess thiocyanate ion to form thiocyanato complexes:

 $Ag^{+}(aq) + SCN^{-}(aq) \rightarrow [Ag(SCN)_{2}]^{-}(aq)$ $Fe^{3+} + SCN^{-}(aq) \rightarrow [Fe(SCN)_{6}]^{3-}(aq)$

Lewis acids react with excess ammonia ion to form ammine complexes:

Complex Ion Formation and Dissolution

 $Ag^{+}(aq) + NH_{3}(aq) \rightarrow [Ag(NH_{3})_{2}]^{+}(aq)$ $Cu^{2+} + NH_{3}(aq) \rightarrow [Cu(NH_{3})_{4}]^{2+}(aq)$

Solid metal hydroxides of Lewis acids react with ammonia to produce ammine complexes and hydroxide ion:

 $\mathrm{Cu}(\mathrm{OH})_2(s) + \mathrm{NH}_3(\mathrm{aq}) \rightarrow [\mathrm{Cu}(\mathrm{NH}_3)_4]^{2+}(\mathrm{aq}) + \mathrm{OH}^{-}(\mathrm{aq})$

Addition of dilute acid to a complex typically releases the ligand as its ion and releases the metal as its ion or a precipitate if the acid contains an anion with which the metal ion is insoluble:

 $[Cd(NH_3)_4]^{2+}(aq) + HNO_3 \rightarrow Cd^{2+} + NH_{4^+}$ $[Ag(CN)_2]^{-}(aq) + HCl(aq) \rightarrow AgCl(s) + CN^{-}$

Lewis acids and Lewis bases react to form a coordinate covalent compound:

 $BF_3 + NH_3 \rightarrow H_3N\text{-}BF_3$

- The common metals ions that form complex ions or coordination complexes are the Lewis acids iron ion, cobalt ion, nickel ion, chromium ion, copper ion, zinc ion, silver ion and aluminum ion
- The most common ligands are ammonia, NH₃, (*ammine* complexes), cyanide ion, CN⁻, (*cyano* complexes), hydroxide ion, OH⁻,
 (*hydroxo* complexes), thiocyanate ion, SCN⁻, (*thiocyanato* complexes)
- The number of ligands is best predicted as two times the charge on the metal ion (called the coordination number)
- Treatment of a complex ion with acid often results in its dissolution of the complex
- The reactions shown at left are those that should cover about 90% of the complexes presented on the AP Exam. However, additional complexes may form with:
 - halo⁻ ligands F⁻, Br⁻, Cl⁻, I⁻
 - carbonato ligand CO₃²⁻
 - hydrido ligand H^-
 - nitrato/nitrito ligands NO₃⁻, NO₂⁻
 - oxalato ligand [*ox*] C₂O₄²⁻
 - oxo ligand O²⁻
 - sulfato SO₄²⁻
 - thiosulfato $S_2O_3^{2-}$
 - ethylenediamine (CH₂)₂(NH₂)₂
 - methylamine CH₃NH₂
 - dimethylamine (CH₃)₂NH₂
 - aquo H₂O

ORGANIC REACTIONS

Simple organic reactions are common on the AP Chemistry exam.

Combustion produces carbon dioxide and water, carbon monoxide and water, or carbon and water: $CH_4 + O_2 \rightarrow CO_2 + H_2O$ [excess oxygen] $CH_4 + O_2 \rightarrow CO + H_2O$ [limited oxygen] $CH_4 + O_2 \rightarrow C + H_2O$ [very limited oxygen]

Halogenation or hydrogenation occurs in alkenes and alkynes:

$$\begin{split} H_2C=CH_2 + Br_2 &\rightarrow BrH_2C-CH_2Br\\ H_2C=CH_2 + H_2 &\rightarrow H_3C-CH_3\\ HC=CH + Cl_2 &\rightarrow ClHC=CHCl \ [limited \ chlorine]\\ HC=CH + Cl_2 &\rightarrow Cl_2HC-CHCl_2 \ [excess \ chlorine] \end{split}$$

General Organic Reactions

> Substitution reactions result in no change in bonding, only replacement of an atom to which carbon is bonded; an inorganic acid forms:

 $\label{eq:Cl2} Cl_2 + CH_4 \rightarrow CH_3Cl + HCl$ [excess halogen results in di-, tri- or tetra-substitution]

Esterification results when an organic acid and an alcohol react – the acid loses its –OH group and the alcohol loses the alcohol group's hydrogen; water forms:

 $CH_3COOH + CH_3OH \rightarrow CH_3COOCH_3$

- Practice will be essential for the organic reactions
- Note the use of limited or excess reactants the presence of a catalyst is almost always required
- Additional notes will be made as needed for organic reactions

ORGANIC NAMING

There are essentially nine organic classes with which you should be familiar. Organic compounds are those compounds of carbon (except the carbonates and carbon dioxide, which are inorganic compounds).

- The basic hydrocarbons: alkanes, alkenes and alkynes
 - Contain only carbon and hydrogen
 - React with oxygen to produce typical combustion products
 - Are identified by their –*ane* (saturated hydrocarbons all single bonds), –*ene* (double bonds between carbons), or –*yne* (triple bonds between carbons) endings
- The alcohols
 - Contain the –OH function
 - React with oxygen to produce typical combustion products
 - Are identified by their –*ol* ending
 - React with carboxylic acids to form esters
- The ethers
 - Contain the –O– function
 - Are identified by their –*oxy* component
- The carboxylic acids
 - Contain the -COOH function
 - Are identified by their –*oic* ending
 - React with alcohols to form esters
- The esters
 - Contain carbon, hydrogen and the -CO-O function
 - Are identified by their *–oate* ending
 - Form when alcohols and carboxylic acids react in a condensation reaction
- The aldehydes and ketones
 - Contain the -CO function in a middle (ketone) or end (aldehyde) position
 - Are identified by their –*one* or -*al* ending
- The amines and amides
 - Amines: R NH₂ (ammonia derivatives)
 - Amides: R CO NH₂ (carboxylic-amine derivatives)
 - Are identified by their *amine* or *amide* ending
- Common groups appended to stems: -CH₃ (methyl), -CH₂CH₃ (ethyl), -CH₂CH₂CH₃ (propyl), -CH₂CH₂CH₂CH₂CH₂CH₃ (butyl)
- Halogens are often added before the stem as chloro-, bromo-, fluoro- and iodo-.

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Naming organic compounds begins with naming the basic alkanes, alkenes and alkynes. Please use the notes sections to add additional considerations as we progress. We will consider naming of alkanes, alkenes, alkynes, alcohols, carboxylic acids, esters, aldehydes and ketones. We will reserve the naming of ethers, amines and amides for later.

- Naming Alkanes
 - ✓ Identify the longest chain of carbon atoms
 - ✓ Name the alkane:

$n = 1 \rightarrow$ methane	$n = 6 \rightarrow$ hexane
$n = 2 \rightarrow$ ethane	$n = 7 \rightarrow$ heptane
$n = 3 \rightarrow \text{propane}$	$n = 8 \rightarrow \text{ octane}$
$n = 4 \rightarrow$ butane	$n = 9 \rightarrow$ nonane
$n = 5 \rightarrow \text{pentane}$	$n = 10 \rightarrow \text{decane}$

- ✓ If there are substituents (appended organic groups of carbon and hydrogen), then:
 - name the longest chain and give it the name of the basic alkane
 - name the substituents using the group names on the bottom of Page 279
 - indicate the position of the substituents by numbering the carbons to give the substituents the lowest possible numbers
 - indicate the presence of more than one substituent of the same kind using a Greek prefix and separating the positions with commas
 - where more than one substituent type is present, name the substituents as above and place them in alphabetical order; use hyphens to separate the "pieces"
- Naming Alkenes (double bond present)
 - ✓ Identify the longest chain of carbon atoms that contains a double bond, and name this using the alkane stem; give the double bond(s) the lowest numbers, and change the ending to *-ene*
 - ✓ If there are substituents, name these as in alkanes while still giving the alkene position(s) the lowest number(s)
- Naming Alkynes (triple bond present)
 - ✓ Identify the longest chain of carbon atoms and name this using the alkane stem; give the triple bond(s) the lowest numbers, and change the ending to -yne
 - ✓ If there are substituents, name these as in alkanes while still giving the alkyne position(s) the lowest number(s)
- Naming Alcohols
 - ✓ Identify the longest chain of carbon atoms containing the function, and give the carbon with the alcohol function the lowest number, and then change the stem of the corresponding alkane by dropping the −*e* and adding −*ol*
 - ✓ If there are substituents, name these as before while always giving the alcohol position(s) the lowest numbers
- Naming Carboxylic Acids
 - ✓ Drop the −*e* from the name of the corresponding alkane and append the name with −*oic acid*
- Naming Esters
 - ✓ Name the alcohol part of the compound with an -yl ending, and then name the acid part of the compound including the -COO carbon with an -oate ending.
- Naming Aldehydes and Ketones
 - ✓ Name the longest string of carbon atoms that contains the function, and append –*one* or –*al* to the name.