B. Marking Guide

Monday Abbreviations

n = common noun
N = proper noun
pos n = possessive noun
pro = personal pronoun
- 1 = first person
- 2 = second person
- 3 = third person
- nom = nominative
- obj = objective
- pos = possessive

ind pro = indefinite pronoun
int pro = interrogative pronoun
dem pro = demonstrative pronoun
ref pro = reflexive pronoun
rp = relative pronoun
adj = adjective
Adj = proper adjective
art = article
av = action verb
lv = linking verb
hv = helping verb
- pres = present tense
- past = past tense
- f = future tense
- per = perfect tense
- prog = progressive tense

adv = adverb
prep = preposition
int = interjection
cc = coordinating conjunction
sc = subordinating conjunction
cor conj = correlative conjunction

Tuesday Abbreviations

S = simple subject
__ = complete subject
vt = transitive verb
vi = intransitive verb
___= complete predicate
do = direct object
io = indirect object
pn = predicate nominative
pa = predicate adjective
op = object of preposition
( ) = phrase
adj prep ph = adjective prepositional phrase
adv prep ph = adverb prepositional phrase
app = appositive

Wednesday Abbreviations

[ ] = clause
ind cl = independent clause
dep cl = dependent clause
ss = simple sentence
cd = compound sentence
cx = complex sentence
dec = declarative
imp = imperative
exc = exclamatory
int = interrogative

Thursday Proofreading Marks

(Write in each symbol as your teacher goes over it with you in class.)
capitalize:
insert apostrophe:
insert quotation marks:
insert semicolon:
insert comma:
insert end punctuation:
italicize:

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Chapter 3: Materials
A. Help Pages

Monday Notes
(Parts of Speech)

NOUN

- person, place, thing, idea
- common (n): names a general noun; begins with lower case letter (city)
- proper (N): names a specific noun; begins with capital letter (Detroit)
- possessive (pos n, pos N): shows ownership (girl's, Roger's)

PRONOUN (pro)

- takes the place of a noun
- types
    - personal (1st person: pronouns having to do with "me"; 2nd person: pronouns having to do with "you"; 3rd person: pronouns having to do with everyone else)
        - singular nominative (nom): I, you, he, she, it
        - plural nominative (nom): we, you, they
        - singular objective (obj): me, you, him, her, it
        - plural objective (obj): us, you, them
        - singular possessive (pos): my, your, his, her, its, mine, yours
        - plural possessive (pos): our, your, their, ours, yours, theirs
    - interrogative (int): asks a question
        - Which? Whose? What? Whom? Who?
    - demonstrative (dem): demonstrates which one
        - this, that, these, those
    - indefinite (ind): doesn't refer to a definite person or thing
        - each, either, neither, few, some, all, most, several, few, many, none, one, someone, no one, everyone, anyone, somebody, nobody, everybody, anybody, more, much, another, both, any, other, etc.
    - reflexive (ref): reflects back to "self"
        - myself, yourself, himself, herself, itself, ourselves, yourselves, themselves
        - not words: hisself, ourself, theirselves
    - relative (rp): starts adj. dependent clauses
        - that, which, who, whom, whose

ADVERB (adv)

- modifies adjectives (<u>really</u> cute), verbs (run <u>quickly</u>), and other adverbs (<u>very</u> <u>easily</u>)
- tells How? When? Where? To what extent?
- <u>Not</u> and <u>never</u> are always adverbs.

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ADJECTIVE (adj)

- modifies nouns (I have a green pen.) and pronouns (They are happy.)
- tells Which one? How many? What kind?
- articles (art): a, an, the
- proper adjective (Adj): proper noun used as an adjective (American flag)

PREPOSITION (prep)

- shows relationship between a noun or pronoun and some other word in the sentence
- across, after, against, around, at, before, below, between, by, during, except, for, from, in, of, off, on, over, since, through, to, under, until, with, according to, because of, instead of, etc.
- We went to school. We went up the stairs.

CONJUNCTION

- joins words, phrases, and clauses
- types
    - coordinating (cc)
        - FANBOYS (for, and, nor, but, or, yet, so)
    - subordinating (sc)
        - starts adv. dependent clauses (and therefore must be followed by subject and verb)
        - after, since, before, while, because, although, so that, if, when, whenever, as, even though, until, unless, as if, etc.
    - correlative (cor conj)
        - not only/but also, neither/nor, either/or, both/and

INTERJECTION (int)

- expresses emotion but has no real connection with the rest of the sentence
- set apart from sentence by comma or exclamation point
- No, I'm not finished with my homework. Wow! What a great new car!

VERB

- shows action or state of being
- types
    - action (av)
        - shows action
        - She wrote a note.
    - linking (lv)
        - links two words together
        - can be linking: is, be, am, are, was, were, been, being, appear, become, feel, grow, look, remain, seem, smell, sound, stay, taste, etc.
        - English is fun. (English = fun)
        - The flower smells pretty. (flower = pretty) The dog smells the flower. (action)

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- helping (hv)
  - "helps" an action verb or linking verb
  - If a verb phrase has four verbs, the first three are helping. If it has three verbs, the first two are helping. And so on.
  - can be helping: is, be, am, are, was, were, been, being, will, would, can, could, shall, should, may, might, must, have, has, had, do, does, did
  - We have been taking notes all day. (Taking is action.)
  - She will be cold without a jacket. (Be is linking.)

- tenses
  - present (pres)
    - happening now (jump, talk, eat)
  - past (past)
    - happened previously (jumped, talked, ate, fell)
  - future (f)
    - will happen in the future (will jump, shall talk)
  - present perfect (pres per)
    - *have* or *has* plus past participle (have jumped, has talked)
  - past perfect (past per)
    - *had* plus past participle (had jumped, had talked)
  - future perfect (f per)
    - *will have* or *shall have* plus past participle (will have jumped, shall have talked)
  - present progressive (pres prog)
    - *is, are,* or *am* plus present participle (am jumping, is jumping, are jumping)
  - past progressive (past prog)
    - *was* or *were* plus present participle (was jumping, were jumping)
  - future progressive (f prog)
    - *will be* or *shall be* plus present participle (will be jumping, shall be jumping)

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Tuesday Notes
(Sentence Parts and Phrases)

SIMPLE SUBJECT (S)

- the "who" or "what" of the verb
- ex: The dog with spots likes to bark loudly.
- must be noun or pronoun
- can never be in a prepositional phrase
- There and here are never the subject of a sentence.
- The subject can be an "understood you": Bring me the remote control, please. (You bring it.)

COMPLETE SUBJECT (underlined once)

- simple subject plus its modifiers
- ex: The dog with spots likes to bark loudly.
- Dependent clauses modifying the subject are part of the complete subject of the independent clause. (The dog that has spots likes to bark.)

SIMPLE PREDICATE/VERB

- transitive verb (vt): takes a direct object (We love English.)
- intransitive verb (vi): does not take a direct object (Please sit down.)
- All linking verbs are intransitive.

COMPLETE PREDICATE (underlined twice)

- verb plus its modifiers
- The dog with spots likes to bark loudly.
- Dependent clauses modifying the verb are part of the complete predicate of the independent clause. (The dog likes to bark when I'm asleep.)

COMPLEMENT

- completes the meaning of the subject and verb
- types
  - direct object (do)
    - is a noun or pronoun and is never in a prepositional phrase
    - follows an action verb
    - To find it, say "subject, verb, what?" or "subject, verb, whom?"
    - I like English. "I like what?" English (direct object)
  - indirect object (io)
    - is a noun or pronoun and is never in a prepositional phrase
    - comes before a direct object and after the verb
    - To find it, say "subject, verb, direct object, to or for whom or what?"
    - He gave me the paper. "He gave paper to whom?" me (indirect object)
  - predicate nominative (pn)
    - is a noun or pronoun
    - follows linking verb and renames subject
    - To find it, say "subject, linking verb, what or who?"
    - He is a nice guy. "He is what?" guy (predicate nominative)

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- predicate adjective (pa)
  - is an adjective
  - follows linking verb and describes subject
  - To find it, say "subject, linking verb, what?"
  - He is nice. "He is what?" nice (predicate adjective)

APPOSITIVE (app)

- noun or pronoun that follows and renames another noun or pronoun
- My son Beck likes trains.

PREPOSITIONAL PHRASE (prep ph)

- group of words beginning with preposition and ending with noun or pronoun
- can act as adjective (I want a room with a view.) or adverb (His house is on the lake.)
- must be next to noun or pronoun it modifies

OBJECT OF PREPOSITION (op)

- follows preposition and tells "what?" or "whom?"
- The key is under the rug. "under what?" rug (object of preposition)
- If there's no object, it's not a preposition: Please stand up. (Up is an adverb.)

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Wednesday Notes
(Clauses and Sentence Type)

CLAUSES

- Each clause must have a subject and verb.
- types
    - independent (ind cl): also called main clause
        - Every sentence must have at least one independent clause.
        - The independent clause can usually stand alone.
        - An independent clause does not start with a relative pronoun, subordinating conjunction, or noun clause identifier.
    - dependent (dep cl): also called subordinate clause
        - The dependent clause can never stand alone.
        - A dependent clause starts with a relative pronoun, a subordinating conjunction, or a noun clause identifier.
        - We will eat when the bell rings. (modifies eat)

SENTENCE TYPES

- simple sentence (ss) = one independent clause
- compound sentence (cd) = two or more independent clauses
- complex sentence (cx) = one independent clause + one or more dependent clauses

SENTENCE PURPOSE

- A declarative sentence makes a statement and ends in a period. (dec)
- An interrogative sentence asks a question and ends in a question mark. (int)
- An imperative sentence gives a command and ends in a period. (imp)
- An exclamatory sentence expresses strong feelings and ends in an exclamation point. (exc)
- A declarative, interrogative, or imperative sentence can be exclamatory if it expresses strong feelings and ends in an exclamation point.

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Thursday Notes
(Punctuation and Capitalization)

CAPITALIZATION

- Capitalize proper nouns:
  - days of the week, months, holidays, historical events, etc.
  - names of people, companies, organizations, etc.
  - names of states, countries, cities, islands, bodies of water, mountains, streets, parks, stores, etc.
  - nationalities, races, religions
  - brand names of products
  - titles of books, magazines, stories, poems, songs, etc.
  - names of ships, trains, monuments, planets, etc.
- Always capitalize the word I.
- Capitalize the first word of each sentence.
- Capitalize the first word of a quotation.

SEMICOLON

- joins two independent clauses without a coordinating conjunction
  - He likes apples; she likes oranges.
  - He goes to Harvard; however, she goes to Yale.
- can be used in series with commas for clarity
  - We went to London, England; Paris, France; Madrid, Spain; and Rome, Italy.

APOSTROPHE

- Use apostrophes to make words possessive and to make contractions.
- Don't use apostrophes to make words plural.
- Possessive pronouns don't use apostrophes. (hers, its, ours, yours, etc.)
- Be sure you have a real word before your apostrophe: children's toys, not childrens' toys.
- If the word is plural and ends in *s*, add apostrophe only: dogs' owners.
- Treat singular nouns ending in *s* just like any other singular noun: boss's, Brutus's.

UNDERLINING/ITALICIZING

- Underlining and italicizing mean the same thing.
- Underline or italicize titles of long things: newspapers, magazines, CDs, movies, novels, plays, musical compositions, etc.
- Underline or italicize names of ships, planes, trains, and artwork.
- Underline or italicize foreign expressions.

QUOTATION MARKS

- Quote titles of short things: short stories, poems, songs, articles, episodes of TV shows, etc.
- Quote dialogue and words copied from other sources.
- Commas and periods that follow quoted words always go inside closing quotation marks. (I said, "Go home.")

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- Colons and semicolons that follow quoted words always go outside closing quotation marks. (We're "friends"; we don't date.)
- Use single quotations marks only to enclose quotes within quotes.
- Use double quotations marks in all other situations. (He's a real "team player.")

COMMAS

(Rule numbers are significant for reference purposes only.)

1. **adverb dependent clause*, independent clause** (If it rains, we'll go inside.)
2. **independent clause (no comma) adverb dependent clause** (We'll go inside if it rains.)
3. **independent clause, cc** independent clause** (Joe likes pizza, but Fred likes tacos.)
4. **subject verb (no comma) cc verb** (Joe likes pizza but does not like vegetables.)
5. **independent clause; independent clause** (Joe likes pizza; Fred likes tacos.)
6. **introductory prepositional phrase,** (After English class, we go to lunch.)
7. **, nonessential appositive,** (We read *The Great Gatsby*, a novel, in class. essential: We read the novel *The Great Gatsby* in class.)
8. **, nonessential adjective clause***,** (Jane, who drives a red car, is nice. essential: All students who skip school should be suspended.)
9. **items, in, series** (Please buy apples, oranges, and bananas. I like the warm, fuzzy blanket.)
10. **, noun of direct address,** (Tom, would you hand me the phone? Please don't sit there, Sue.)
11. **day of week, month date, year,** (The baby is expected on Sunday, February 27, 2000, in Georgia.)
12. **city, state,** (We moved to Peachtree City, Georgia, in 1975.)
13. **introductory word,** (Well, I hope these rules come in handy. However, you must use them.)
14. **, interrupter,** (These rules, I think, will help you if you use them.)

****

*adverb dependent clause = subordinating conjunction + subject + verb

common subordinating conjunctions:

because	after	until
as	though	so that
since	whenever	before
if	even	unless
while	as if	when
although	even though	

**coordinating conjunctions = FANBOYS

for and nor but or yet so

NOT coordinating conjunctions: then, however, therefore

***adjective dependent clause = relative pronoun + subject + verb

relative pronouns: that which who whom whose

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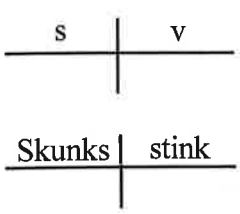
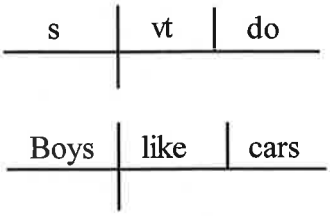
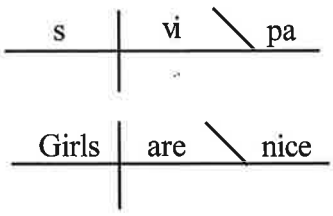
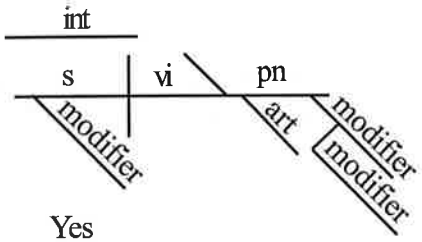
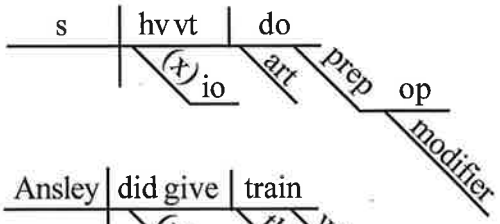
Friday Notes (Diagramming)

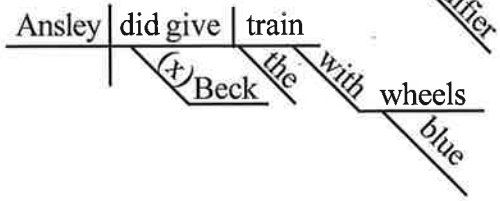


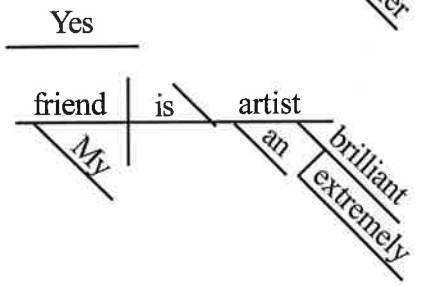




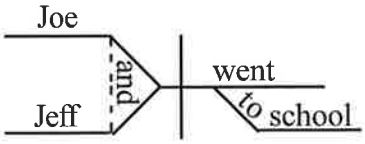


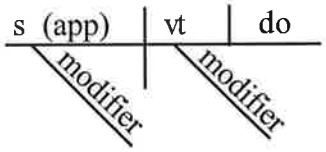


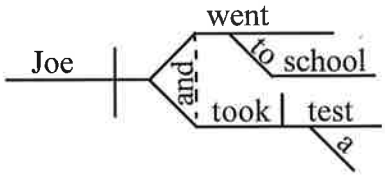


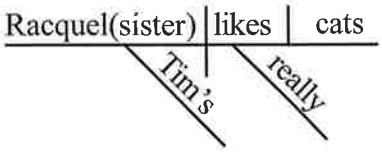


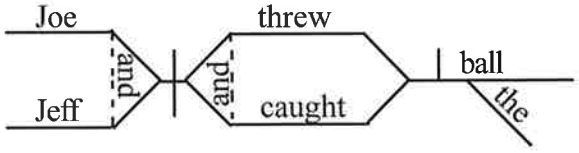
compound parts







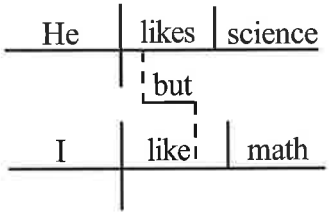


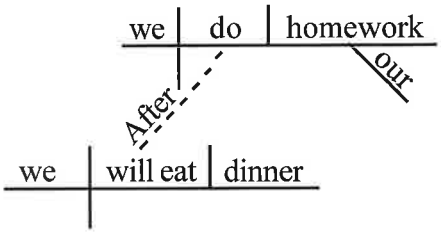


clauses

(connect independent clauses at verbs)

(connect dependent clauses to what they describe)





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