

Parts of Speech

Ask yourself the following questions:

Who/What is doing/being something?

- [1] **NOUNS** - Name a person, place, thing or idea.
Examples: teacher / school / desk / book / language / recess / freedom
- [2] **PROPER NOUNS** - Name a special person, place or thing.
Examples: Ms. Taylor / Daniel / Hunt Park / September / Tuesday
- [3] **PRONOUNS** - Take the place of a noun.
Examples: he / she / it / her / his / they / their / we / our
Used in a sentence: She called her mother. ** Note "her" is a possessive pronoun

Am I describing the who/what?

- [4] **ADJECTIVES** - Are modifying words that describe a noun, such as size, color and number.
Examples: small heavy yellow many new soft
Used in a sentence: The young boy rode his red bike. & It has been a good day.
- [5] **PROPER ADJECTIVES** - Are modifying words that describe a specific type of the noun, usually related to nationality such as English, German, Chinese.
Used in a sentence: The young boy ate German potato salad. *Explanation: German is a proper adjective and potato an adjective, and both describe what kind of salad.*

What is the noun doing/being?

- [6] **VERBS** - Show action or state of being.
Examples: see run read swim think watch sing is was were
Used in a sentence: I walk to school. (present), Sam waited in the car. (past), & You will enjoy your new school. (future)

Am I telling you how the verb is acting? Frequently I have the suffix "-ly?"

- [7] **ADVERBS** - Describe verbs, adjectives and other adverbs. Specify when, where and how much.
Examples: loud quiet fast slow quick high up down very
Used in a sentence: She ran home quickly. & My teacher is very nice.

Do I indicate the sequential, spatial or logical relationship of an object to the rest of the sentence?

- [8] **PREPOSITIONS** - Show how a noun or pronoun is related to another word in a sentence. When used with a verb, it changes the meaning of the verb.
Examples: in / with / from / about / to / above / on
Used in sentences: The boy with curly hair ate lunch in the park. / The book is on the table. / The book is beneath the table. / The book is leaning against the table. / The book is beside the table. / She held the book over the table. / She read the book during class.

Underlined example sentences written by Heather MacFadyen from the website:
<http://www.uottawa.ca/academic/arts/writcent/hypergrammar/preposit.html>

Is this word performing another task in the sentence?

- [9] **CONJUNCTIONS** - Join words (nouns, verbs, adjectives and adverbs), phrases and clauses together.
Examples: and / as / or / so / because / however
Used in a sentence: Randy and Kim called because it was my birthday.
- [10] **ARTICLES** - Three special words that can be used before a noun: a / an / the
Used in a sentence: A bird flew to the tree
- [11] **INTERJECTIONS** - State an exclamation or remark!
(Usually followed with an exclamation mark!)
Examples: Ouch! Hooray! Oh! Yes! Wow!

Capitalization Rules

[12] **The Beginning of a Sentence**

[13] **The Pronoun "I" and Family Relationships when used as part of a name or in place of the name.** I could tell when Mother angered Aunt Rose.

"Proper" Words

[14] **Proper Nouns – Names** (People/Pets, Languages/Nationalities, Teams, Businesses, Brands, Institutions, Government Organizations, Religions, Brands, Awards, Buildings ,etc.)

[15] **Proper Nouns – Geographic or Map Features** (Streets, Towns/Cities, Counties, States, Regions, Countries, Islands/Continents, Bodies of Water, etc.)

[16] **Proper Nouns – Events** (Historical Events & Periods, Special Events, Holidays, Other Calendar Items, etc.)

[17] **Proper Adjectives – Words to specify a specific kind of item**
(such as: Chinese food, French poodle, Spanish rice)

Titles (Capitalize the first word and all important words in titles and subtitles)

[18] **Titles: Before Proper Nouns** (Such as: Mr. Young, Mrs. Smith, Capt. Edwards, President Millard Fillmore)

[19] **Titles: Written Works** (Such as: Books, Magazines, Newspapers, Poems, Plays, Comics, Short Stories, etc.)

[20] **Titles: Works of Art** (Such as: Mona Lisa or Venus de Milo)

[21] **Titles: Video / Television** (Such as: Television Series, Videos & Movies)

Miscellaneous

[22] **Capitalize the first word in a direct quotation** (even if the quotation is in the middle of a sentence) { Mr. Jones screamed, "Stop talking over each other!" even though he knew he couldn't be heard. }

[23] **Capitalize all words in the *opening* of a letter** (ex: Dear Mr. Smith,)

[24] **Capitalize only the first word in the *closing* of a letter** (ex: Truly yours,)

Punctuation Rules

End Marks



[25] **Periods are used to end sentences making statements:** One of the figure skaters was Scott Hamilton.

[26] **Question Marks are used to end sentences when you are asking a question:**
Does Stephen King write funny books?

[27] **Exclamation Points are used to end sentences that are expressing excitement or fear:** Be careful, or you will burn yourself!

Apostrophes



[28] **In possessives:** a dog's collar doctor's office James's sister everyone's work

[29] **In possessive plural nouns that do and don't end in s:** teachers' books children's library

[30] **In contractions:** isn't where's he's you'll can't hasn't it's I'm you're doesn't

Quotation marks



[31] **Use quotation marks before and after a direct quotation** (dialogue in a story).

[32] **To enclose titles and subtitles of short works such as short stories, poems, essays, articles, songs, chapters, and episodes of television series.**

Abbreviations (Make sure you use that period ".")

[33] **Used to shorten words and titles:** Mister - Mr.; Missus - Mrs.; Avenue - Ave.; **NOTE:**
When abbreviating names of states in the U.S. you use a two-letters, both letters are capitalized & there is NO period.

Hyphens (Dash)

[34] **In compound nouns and verbs:** city-state cross-fertilize

[35] **In compound adjectives before a noun:** well-liked teacher cross-eyed cat

[36] **With numbers between twenty-one and ninety-nine & in spelled out fractions**

[37] **With the prefixes and suffixes, such as Capitalized words, figures, for clearness, with all-, ex-, self-, -elect, -free:** Governor-elect, sugar-free, all-pro, pro-American, ex-student

[38] **To divide a word at the end of a line.** (Divide the word at the syllable)

[39] **In specific types of numbers:** 123-45-6789 (SS#) 1-800-345-6789 (Telephone)

Semicolons ;

[40] **Use a semicolon between independent clauses when they are not joined by a conjunction (FANBOYS):** Our parents settled the argument for us; they sent us upstairs.

[41] **Use a semicolon between independent clauses when they are joined by a conjunctive adverb or transition. :** Every kid should have access to a computer; furthermore, access to the Internet should be free.

[42] **Use a semicolon to separate items in a series containing other punctuation. :**
We went camping with Barbara, my cousin; Sam, my uncle; and Fred, the boy next door.

Colons :

[43] **Before a list of items:** Equipment for camping: a bedroll, compass, utensils, clothes, shoes, and a pocketknife.

[44] **Between the hour and the minute in time:** 12:57 P.M. 4:08 A.M.

[45] **After the opening of a business letter:** Dear Sir: To Whom It May Concern:

[46] **Between the chapter and verse in Biblical references:** Genesis 3:9-12

Commas ,

[47] **To set off nouns of direct address:** (Mrs. Bell, this package is for you.)

[48] **To separate items in dates and addresses:** (Mertens, Texas or May 5, 1973)

[49] **Before or after direct quotations:** (Cari shouted, "Throw the rope!")

[50] **After the salutation of a personal letter and after the closing of any letter.**

[51] **To set off introductory elements: After an introduction at the start of a sentence (such as a word, phrase or clause):**

(AAAWWUBBIS: as, although, after, while, when, unless, because, before, if, since)

Introductory information (AAAWWUBBIS)

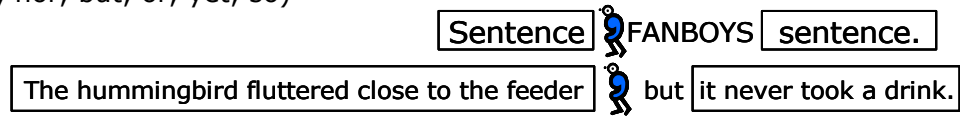
sentence.

While driving along a sandy lane in a rural area of New York

we spotted a stray puppy.

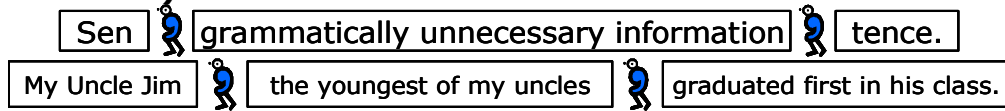
Ex:

[52] Use a comma and a conjunction to separate clauses in a compound sentence:
(FANBOYS: for, and, nor, but, or, yet, so)



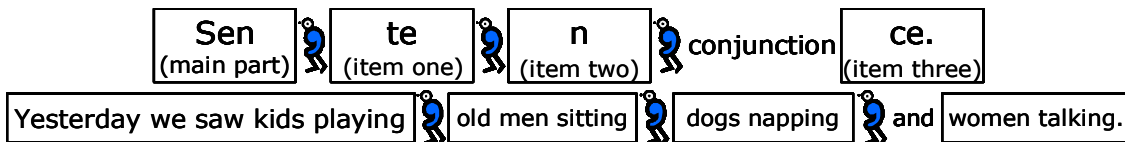
Ex:

[53] Use two commas to set off non-essential information (Appositives, Adjective and Adverb clauses, Participial and Prepositional Phrases, Parenthetical {Comments} and Transitional Information):



Ex:

[54] Use a comma after each item in a series:



Ex:
