

My Grammar Mini-Office



Name _____

Conjunctions

connect words, phrases, and clauses.

and	I like apples and pears.
but	She likes apples but not pears.
or	Would you like apples or pears for dessert?
yet	He hasn't eaten pears, yet he knows he likes them.
nor	Neither apples nor pears were in the fruit basket.
so	We wanted apples and pears, so we went to the store.

Interjections

show feelings and add meaning.

! *Hey! Come back!*
Ouch! That hurt!
Eek! a mouse!
I broke it. Argh!
Hurray! We won!

' *Hey, can you hear it?*
Oh, I hate this hat.
Hmm, I wonder.
Aw, that's not fair.
Wow, what a bike.

**Great papers
are not written,
they are rewritten.**

Parts of Speech

Editing Symbols

period	The dog is white [.]
comma	He lives in Dallas, Texas.
apostrophe	I can't find my shoes.
quotation marks	My favorite poem is "Trees."
capitalize	Have you been to <u>new</u> York?
lower case	My C at had kittens.
delete	The car is is blue.
insert	He had ^{to} go home.
transpose	I did my homework <u>night last</u>
add a space	I like to [#] swim.
close up a space	My favorite co ^o lor is green.
paragraph	"Hi," said Ellen. ¶ "Hello," said Tom.
spelling	We saw the <u>elefant</u> at the zoo.

NOUN

It names a person, place, thing, feeling or idea.

A **proper noun** names a specific noun.

A **common noun** names a general noun.

PRONOUN

It takes the place of a noun.

VERB

It tells about an action. Some verbs tell about actions. Some verbs tell about being.

ADJECTIVE

It describes a noun. It can describe color, size, how something looks, tastes, feels or smells.

ADVERB

It describes a verb. It can tell how, when or where.

.	A period ends a sentence or statement.	p u n c t u a t i o n
?	A question mark ends a question.	
!	An exclamation mark ends a sentence with strong emotion.	
,	A comma pauses a sentence or separates groups of words.	
'	An apostrophe shows possession or replaces a letter.	
;	A semi-colon replaces the word "and".	
:	A colon begins a list or an explanation.	
()	A parenthesis makes a comment within a sentence.	
“ ”	Quotation marks show when a character is speaking.	

TYPES OF SENTENCES

DECLARATIVE

States a fact * Does not need an answer * Ends in a period
Example: *I went to the store.*

INTERROGATIVE

Asks a direct question * Ends in a question mark
Example: *What is your name?*

IMPERATIVE

Gives a direct command * Ends in a period or exclamation mark
Examples: *Give me your answer! Please sit down.*

EXCLAMATORY

States an exciting fact * Ends in an exclamation mark
Example: *It snowed 6 inches last night!*

Commas are used to separate...

...city from state and city, state, or province from country.

She lives in Sacramento, California.

...words introducing a sentence, such as yes, no, wow, well.

Meanwhile, Susan studied math.

...the names of people from the rest of the sentence *if they are being directly written or spoken to.*

John, can you come here?

...words or phrases used in a series of three or more.

I bought eggs, milk, and bread.

...the day from the year in dates.

He was born on January 1, 1998

...coordinate adjectives instead of *and*. *If and would not be used, then a comma would not be used.*

That is a small, white dog.

...two independent clauses that are joined by a coordinating conjunction in a compound sentence.

Bob wanted a bike, but I wanted a video camera.

...appositives (*a phrase that gives more information about a noun*) from the rest of the sentence.

Her father, who was a doctor, rushed to the scene.

...a longer introductory phrase *that begins a sentence.*

After the movie, we went home.

plural nouns Rules for adding s

To make most nouns plural, just add an **s** at the end.
cat / cats cat / boys song / songs school / schools

If a noun ends in **ch, sh, s, x, or z**, add **es** at the end.
church / churches bus / buses fox / foxes

If a noun ends in a **consonant + y**, change the **y** to **i** and add **es**.
family / families daisy / daisies puppy / puppies

If a noun ends in a **vowel + y**, just add an **s** at the end.
holiday / holidays day / days play / plays

If a noun ends in **f or fe**, change the **f or fe** to **ves**.
knife / knives calf / calves hoof / hooves
*Some exceptions: just add an s to roof, chief, belief, proof, and oaf.

Apostrophe Rules for Possessive Nouns

single nouns

Always add 's to the end of the noun.
This is James's bicycle.
Put the book in Emma's room.

plural nouns

Add 's if the noun doesn't end in s.
This is a men's bathroom.

Add only ' if the plural noun ends in s.
The Smiths' house is very beautiful.

joint nouns

Add 's after the second noun if the item is shared.
I visited Aaron and Rita's apartment.

Add 's after both nouns if two items are not shared.
I visited Aaron's and Rita's apartments.

pronouns

Do not use apostrophes to show possession.
The bag is hers. *The dog raised its head.*

<p style="text-align: center;">There</p> <p style="text-align: center;">- that place</p> <p><i>Look over there.</i></p>	<p style="text-align: center;">Their</p> <p style="text-align: center;">- belonging to them</p> <p><i>Their house is pretty.</i></p>	<p style="text-align: center;">They're</p> <p style="text-align: center;">- contraction of they are</p> <p><i>They're not at home.</i></p>
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Correcting Sentence Fragments

Error	Correction
<p>A fragment may be an unattached dependent clause.</p> <p><i>When I am bored.</i></p>	<p>Add an independent clause.</p> <p><i>When I am bored, I find a book to read.</i></p>
<p>A fragment may not contain both a subject and a verb.</p> <p><i>Sang in the school play.</i></p> <p><i>Over in the corner.</i></p>	<p>Include both a subject and verb.</p> <p><i>Emily sang in the school play.</i></p> <p><i>The ball is over in the corner.</i></p>
<p>Note: A command is NOT a fragment. It implies you as the subject.</p> <p style="text-align: center;"><i>Sit down!</i></p>	

Correcting Run-on Sentences

Error	Correction
<p>A run-on may be two independent clauses run together.</p> <p><i>That shirt looks good I like it better.</i></p>	<p>Use a period or semicolon between the clauses.</p> <p><i>That shirt looks good; I like it better.</i></p>
<p>A run-on may be two independent clauses joined by a comma.</p> <p><i>I have a dog, his name is Shadow.</i></p>	<p>Use a period or semicolon between the clauses.</p> <p><i>I have a dog. His name is Shadow.</i></p>
<p>A run-on may be a group of sentences strung together with too many conjunctions or commas.</p> <p><i>Bob had a party and we ate cake and Bob opened many presents, but he didn't get a bike.</i></p>	<p>Write separate sentences or change an independent clause to dependent.</p> <p><i>At Bob's party, we ate cake. Bob opened many presents, but he didn't get a bike.</i></p>

RULE	INDEPENDENT CLAUSE	DEPENDENT CLAUSE	PHRASE
contains subject and verb	Yes	Yes	No
expresses complete thought	Yes	No	No
stands alone as a sentence	Yes	No	No

Capitalize the first letter of...

...the first word in a sentence or a line of poetry.
Today is a beautiful day. *The cat slept*
As the mouse crept.

...days, months and holidays.
Saturday January Labor Day

...the first word, last word and important words in a title.
*Where the **R**ed **F**ern **G**rows*

...the first word in a direct quotation.
"Where is the library?" asked Linda.

...the first word in the greeting and closing of a letter.
Dear Grandma, Sincerely yours,

...all proper nouns; including people, places, ethnic groups, events, organizations, businesses, religions, languages, etc.
Tom Miami, Florida Summer Olympics Boy Scouts

Always capitalize the pronoun "I".
Wendy and I went to the movies.