

ENGLISH Grammar & Punctuation

GRAMMAR

Use words, phrases, clauses, and sentences to express clear and complete thoughts.

WORDS Words are built from parts; an understanding of Greek and Latin roots, prefixes, suffixes, and word families will help you determine the meanings of unfamiliar words.

GREEK & LATIN ROOTS

1. Many English words have been built from roots, or units of meaning, that come from Greek (G) or Latin (L).

- *aqua* (L), meaning "water," as in *aquarium* and *aquatic*
- *bio* (G), meaning "life," as in *biology* and *biology*
- *chron* (G), meaning "time," as in *chronic* and *chronology*
- *dic* (L), meaning "speak," as in *dictator* and *dictate*
- *graph* (G), meaning "write," as in *autobiography* and *autograph*

PREFIXES

1. Letter combinations added to the beginnings of base words or roots are called **prefixes**.
2. Prefixes may change the meanings or parts of speech of base words.
3. The following prefixes are commonly used in English:
 - *un-*, meaning "not or in opposition to," as in *uncomfortable*
 - *re-*, meaning "again or reverse," as in *rewrite* and *recall*
 - *il-*, *im-*, and *in-*, meaning "not or in opposition to," as in *illegal*, *impossible*, *indirect*, and *irregular*
 - *dis-*, meaning "not or in opposition to," as in *disappear*
 - *en-* and *em-*, meaning "cause to," as in *enbody* and *encourage*

SUFFIXES

1. Letter combinations added to the ends of base words or roots are called **suffixes**.
2. **Inflectional suffixes** indicate the forms of words, such as case, tense, part of speech, or number.
3. **Derivational suffixes**, which create new words, may change the meanings of base words.
4. The following suffixes are commonly used in English:
 - *-s* and *-es* indicate plurality, as in *bushes* and *magicians*
 - *-ed* indicates past tense, as in *played*
 - *-ing* indicates the present participle verb form, as in *dreaming*
 - *-ly* indicates a "characteristic of," as in *neighborly*
 - *-er* and *-or* indicate a "person associated with," as in *preacher* and *inventor*

SYNONYMS

1. Many words in English have similar meanings. Words with similar meanings are called **synonyms**.

2. By understanding the shades of meaning that distinguish synonyms, a writer can choose the best word to convey his or her meaning; for example,
 - *sorry*: "expression of apology or mild regret"
 - *remorseful*: "full of a deep sense of guilt over a wrong"
 - *repentant*: "characterized by a feeling of sorrow over a sin"

ANTONYMS

1. Many words in English have opposing meanings. Words with opposing meanings are called **antonyms**.
2. Writers may use antonyms to convey contrast.
 - The hikers are *free* to move about the nature preserve; there are no *restricted* areas.
 - The mother worked to *pacify* the cranky child with a toy. She did not want to *agitate* the child any further.
 - In the *sorrowful* days that followed the funeral, Mario could not appreciate the *joyful* emergence of spring.

ADOPTED WORDS

1. English is a melting pot of words that have been adopted from other languages.
 - *cajunerie* comes from Spanish
 - *chipmunk* comes from the North American Indians
 - *zulu* comes from Africa
 - *tycoon* comes from Japanese
 - *typhoon* comes from Chinese

MULTIPLE-MEANING WORDS

1. Some English words have more than one meaning; some of these **multiple-meaning words** are different parts of speech.
 - *count*, a noun meaning "a European nobleman"
 - *count*, a verb meaning "to name numbers"
2. Often, readers must use the context of a sentence to determine which meaning a writer intends.
 - As part of Malik's workout routine, he rotates his outstretched **arms**.
 - The police arrested the criminals and charged them with illegal **arms** dealing.
 - In the ancient temple, the monks began to chant.
 - As Kai sensed the onset of a migraine headache, she began rubbing her temple.

PARTS OF SPEECH Words can be placed into categories based on function.

NOUNS

1. A **noun** is a word that names a person, place, object, or idea. Nouns can be common, proper, collective, countable, or uncountable.
2. A **common noun** names a nonspecific person, place, object, or idea (e.g., *brunty*, *boy*, and *planet*).
3. A **proper noun** names a specific person, place, or object (e.g., *California*, *Maria*, and *Paris*).
4. A **collective noun** is singular in form but names a group (e.g., *audience*, *family*, and *team*).
5. Some nouns are **countable** (e.g., *one boy*, *nine planets*, and *fifty states*).
6. Other nouns are **not countable**. These nouns represent unknown quantities (e.g., *blood*, *sand*, and *traffic*).

PRONOUNS

1. A **pronoun** is a word that can assume the position and function of a noun, but it does not specifically name a person, place, object, or idea.
2. Pronouns can be subjective, objective, possessive, indefinite, or relative.
3. A **subjective pronoun** can function as the subject of a sentence.
 - He fed the cat.
 - She fed the cat.
 - It got extremely fat.
 - They wished they had fed it less.
4. An **objective pronoun** can function as a direct object, an indirect object, the object of a preposition, or the subject of an infinitive.
 - Mr. Ivan called him at noon.
 - Yumi gave him the message.
 - Yumi gave copies of the message to them.
 - The company expects him to respond.
5. A **possessive pronoun** demonstrates ownership.
 - My fax machine is malfunctioning.
 - I will borrow her fax machine.
 - She said that she began using their fax machine when her machine broke.
 - May I use your fax machine?
6. An **indefinite pronoun**, which may also be a subjective pronoun, makes a general rather than specific reference.
 - Anyone can attend the game.
 - Everybody is invited.

- Nobody will be rejected.
 - Someone will greet you at the gate.
7. A **relative pronoun** begins a modifying clause.
 - The library that Remade designed is featured in an architectural magazine.
 - Remade, who also designed other public buildings, is gaining recognition in his field.
 - The library, which houses many historical collections, attracts many visitors.
 - The librarian, whose credentials are impeccable, conducts regular tours.

ADJECTIVES

1. An **adjective** is a word that describes or modifies a noun or pronoun by telling type, quantity, or specificity.
2. An adjective can be a proper, demonstrative, descriptive, quantitative, qualitative, or predicate adjective.
3. A **proper adjective** is formed from a proper noun (e.g., *American*, *Democratic*, and *French*).
4. A **demonstrative adjective** answers the question, Which one? (e.g., *this*, *that*, *these*, and *those*).
5. A **descriptive adjective** answers the question, What kind? (e.g., *big*, *red*, and *small*).
6. A **quantitative adjective** answers the question, How many? (e.g., *few*, *several*, and *three*).
7. A **qualitative adjective** answers the question, How much? (e.g., *considerable*, *little*, and *much*).
8. A **predicate adjective** follows any linking or state-of-being verb.
 - The men were sick from eating the raw oysters.
9. In comparing the quality of nouns, adjectives **change by degrees**.
 - The positive degree covers one item: *big*, *good*.
 - The comparative degree covers two items: *bigger*, *better*.
 - The superlative degree covers three or more items: *biggest*, *best*.
10. A **participle** is a verbal that can function as an adjective. In a **present participle**, the verb ends with the suffix *-ing*. (NOTE: A verbal is a verb form that can function as a noun, an adjective, or an adverb.)
 - The girl talking on the phone is Mary. (The participle *talking* modifies the noun *girl*.)
11. In a **past participle**, the verb typically ends with the suffix *-ed*.
 - The letter signed by John was ready for the mail. (The participle *signed* modifies the noun *letter*.)
12. An **infinitive** is another kind of verbal that can function as an adjective.
 - She had money to spend. (The infinitive *to spend* modifies the noun *money*.)

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