

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

- 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 *biography* 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

- Letter combinations added to the beginnings of base words or roots are called **prefixes**.
- Prefixes may change the meanings or parts of speech of base words.
- 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*.
 - con-* and *co-*, meaning "cause to," as in *conbody* and *encourage*.

SUFFIXES

- Letter combinations added to the ends of base words or roots are called **suffixes**.
- Inflectional suffixes** indicate the forms of words, such as case, tense, part of speech, or number.
- Derivational suffixes**, which create new words, may change the meanings of base words.
- The following suffixes are commonly used in English:
 - s* and *-es* indicate plurality, as in *bushes* and *magnets*.
 - 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

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

- 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

- Many words in English have opposing meanings. Words with opposing meanings are called **antonyms**.
- Writers may use antonyms to convey contrast.
 - The hikers were *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

- English is a melting pot of words that have been adopted from other languages.
 - cajeteria* 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

- 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"
- 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

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

PRONOUNS

- 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.
- Pronouns can be subjective, objective, possessive, indefinite, or relative.
- 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.
- An **objective pronoun** can function as a direct object, an indirect object, the object of a preposition, or the subject of an infinitive.
 - His* team called *him* at noon.
 - Yumi gave *him* the message.
 - Yumi gave copies of the message to *them*.
 - The company expects *him* to respond.
- 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?
- 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.
- A **relative pronoun** begins a modifying clause.
 - The library *that Remaldo designed* is featured in an architectural magazine.
 - Remaldo, 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

- An **adjective** is a word that describes or modifies a noun or pronoun by telling type, quantity, or specificity.
- An adjective can be a proper, demonstrative, descriptive, quantitative, qualitative, or predicate adjective.
- A **proper adjective** is formed from a proper noun (e.g., *American*, *Democratic*, and *French*).
- A **demonstrative adjective** answers the question, *Which one?* (e.g., *this*, *that*, *these*, and *those*).
- A **descriptive adjective** answers the question, *What kind?* (e.g., *big*, *red*, and *small*).
- A **quantitative adjective** answers the question, *How many?* (e.g., *few*, *several*, and *three*).
- A **qualitative adjective** answers the question, *How much?* (e.g., *considerable*, *little*, and *much*).
- A **predicate adjective** follows any linking or state-of-being verb.
 - The men were sick from eating the raw oysters.*
- 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*.
- 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*.)
- 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*.)
- 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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