



GRAMMAR REFERENCE

CAPITALIZATION:

Capitalize:

- First word of the sentence
- "I"
- Proper nouns (names of people, places and things) and names of specific people/places/things (e.g. Mom, Doctor Sam)
- brand names
- days of the week, months, holidays
- languages, nationalities, geographical regions (e.g. English, American)
- names of specific courses (e.g., English 4300)

DON'T capitalize:

- the seasons (e.g. fall)
- general school subjects (e.g. science)
- titles with my/the/a/an (e.g. my mom, the doctor)
- the first word after a semicolon

NOUNS:

A noun is a person place or thing. Proper nouns are names of particular people/places/things (Emily, Indiana, Adidas shoes).

PRONOUNS:

Pronouns are words used to substitute for nouns:

- First person: I, me, we, us, mine (possessive: my, mine, ours)
- Second person: you, yours
- Third person: He, she, him, her, his, they, their (possessive: his, hers, theirs)
- Other common pronouns: Who, Whom, either, neither, each, everybody, anybody, nobody, somebody, everything, anything, nothing, something, any, none, some, which, what, that, whose.

VERBS:

Verbs are used to determine the tense (time period) of when something occurs:

You can't run
past a camp site,
you can only
'ran' since it is
past tents.

- Present: Happening at the current time (I eat, she eats, they eat)
- Present progressive: In the process of happening (I am eating, she is eating, they are eating)
- Past: Happened before now (I ate, she ate, they ate)
- Past progressive: Happened over a period before now (I was eating, he was eating, they were eating)
- Future: Will happen after the present time (I will eat, she will eat, they will eat)
- Future progressive: An ongoing action that will take place at a specific time in the future (I will be eating, he will be eating, they will be eating)
- Present perfect: Started in the past and continues in the present (I have eaten, he has eaten, they have eaten)
- Past perfect: Action took place in the past before another action in the past (I had eaten, he had eaten, they had eaten)
- Future perfect: Will happen in the future before a specific time in the future (I will have eaten, he will have eaten, they will have eaten)

MODIFIERS:

A modifier is a word, phrase, or clause that changes or adds to the meaning of another word or phrase.

Adjectives: Modify nouns and pronouns, describing their qualities or characteristics. Descriptive words (can be color, shape, size) e.g. Purple, round, large

Adverbs: Modify verbs, adjectives, or other adverbs, describing information about things like time, place, and frequency.

Prepositions: Words that come before nouns to show a relationship between the noun and other words. E.g. on, in, to, at, with, from, above, below, before, after, during, with, without

Conjunctions: Words that connect clauses and words together. E.g. and, but, for, or, so, yet, because, while, since, although, unless, either, neither.

PUNCTUATION:

Comma: (,) Commas are used to indicate pauses in different parts of a sentence. They can be used to separate items in a list, join 2 different ideas or separate introductory parts of a sentence.

Apostrophe: (') Punctuation mark that can be used to indicate possession (e.g. Steve's bicycle) or the exclusion of letters (and sometimes numbers) (e.g. I've, can't, '89).

If the noun is plural and already ends with 's' but you want to indicate possession, the apostrophe comes after the 's' e.g. kids' toys (multiple children and multiple toys).

If the noun already ends with an 's' you can put the apostrophe after the 's' (Business' building) or add another 's' (Business's building).

Quotation marks: single ('hello') or double ("hello") quotation marks are used to indicate quoted passages or titles. Sometimes they are used to show emphasize a word or phrase that is being discussed rather than being used in the sentence. E.g. In this context the word 'organization' refers to a group of people with a defined purpose.

Colon: Is used to show that what follows is a list, explanation, or a significant phrase.

Semi-colon: Think of a semi-colon like a super comma, it is used to add a more substantial division between clauses. For example, when listing items, if one of the list items contains a list you would use the semi-colon to divide the main list items. E.g. Some of my favorite fruits are oranges; apples like, granny smith, red delicious, gala; bananas, grapes.

The semi-colon can also be used to separate two clauses that are related instead of using a period. E.g. The sun was shining; there wasn't a cloud in sight.

Hyphens and Dashes: Hyphens are used to join words, while en and em dashes are used to indicate for breaks in thought, add comments, or to specify ranges.

Ellipses: Three dots that can show a pause, quote omissions or indicate an incomplete thought.

Parentheses: "(hello)" Can be used to add an after thought or additional information to a sentence. E.g. I am going to visit my aunt (my dad's sister) today.

Square brackets: "[hello]" Used to indicate clarifying information added to a quote to show some context that may have not been included in the original text.

What is the difference between a cat and a comma?

A cat has claws at the end of its paws, while comma is a pause at the end of a clause!

SYNTAX:

The rules that dictate the way words are arranged to create an effective and well-formed sentence.

Clauses: A clause is a group of words that could stand alone as a sentence that contains a subject and a verb. An independent clause can stand alone as a sentence while a dependent clause cannot.

Phrase: A group of words that function as a single part but cannot stand alone as a complete sentence.

Fragment: an incomplete sentence.

Run-ons: When two or more independent clauses are joined incorrectly, without conjunctions or punctuation making the sentence difficult to read.

Contractions: When two words are combined to make one shorter word. e.g. they're, you're, I'm, can't

EASILY CONFUSED WORDS AND HOMOPHONES:

English is a difficult language. It can be understood through tough, thorough thought.

There vs. Their vs. They're	There: Refers to place Their: Indicates possession of a group of people They're: Contraction of "they are"
To vs. Too	To: A preposition indicating form or purpose Too: An adverb meaning "also" or "excessive"
Except vs. Accept	Except: Preposition meaning "excluding" or "but". Accept: To receive or agree to something
Principle vs. Principal	Principle: Noun meaning a rule or fundamental belief. Principal: Noun referring to the head of a school or an amount of money. It can also be an adjective meaning
Its vs. It's	Its: Possessive form of it. It's: Contraction of "it is" or "it has"
Than vs. Then	Than: used for comparisons. Then: Indicates sequence
Advise vs. Advice	Advise: Verb- the action of giving advice or counsel.

	Advice: Noun meaning “recommendation” or “suggestion”
Any way vs. Anyway	Any way: noun- in any manner or by any means Anyway: adverb- regardless
Your vs. You’re	Your: possessive adjective You’re: contraction of “you are”
Complement vs. Compliment	Complement: goes well with something else Compliment: praise or admiration
Affect vs. Effect	Affect: to influence and produce a change Effect: a result or consequence
Quiet vs. Quite	Quiet: adjective- no noise Quite: adverb- “really” / “very”
Whether vs. Weather	Whether: conjunction- introduces clause or express doubt. Weather: noun- state of the atmosphere
Loose vs. Lose	Loose: adjective- opposite of tight Lose: verb- not win, misplace
Forth vs. Fourth	Forth: adverb- forward/ onward Fourth: ordinal number (after third)
Faze vs. Phase	Faze: verb- disturb Phase: noun- a stage or period of time
Stationery vs. Stationary	Stationery: noun- supplies eg. Paper, pens Stationary: adjective- not moving
Insure vs. Ensure	Insure: to do with insurance. To protect against risk Ensure: Make sure
Allowed vs. Aloud	Allowed: verb- past tense of allow Aloud: adverb- audibly or loudly.

SYNONYMS:

Words that have similar meanings eg. Happy, joyful, cheerful.



ANTONYMS:

Words that have the opposite meaning eg. Happy and sad.

