

# 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 *dictated* 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:
  - an-*, meaning "not or in opposition to," as in *uncomfortable*
  - re-*, meaning "again or reverse," as in *rewrite* and *recall*
  - il-*, *im-*, *in-*, and *ir-*, 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 "together," as in *combody* and *concurry*

### 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 *teachers* 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

- 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,
  - apryx*: "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 bikers 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

- 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

- 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., beauty, 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.
  - 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.
  - Mr. Iman called him at noon.
  - Yumi gave him the message.
  - Yumi gave copies of the message to them.
  - The company expects him to resign.
- 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 Reynolds designed is featured in an architectural magazine.
    - Reynolds, 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 degree**.
  - The **positive degree** covers one form: big, good.
  - The **comparative degree** covers two forms: bigger, better.
  - The **superlative degree** covers three or more forms: 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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**ML Morrison**



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