

# ENGLISH Grammar & Punctuation

## GRAMMAR

### THE VERB

The verb is the most important word in a sentence. It tells us what is happening or what someone is doing. Verbs can be used in many different ways, and it is important to know the rules for using them correctly.

#### Verb forms

Verbs have different forms, including the base form, the past tense, the past participle, and the present participle. For example, the verb 'write' has the following forms: write (base form), wrote (past tense), written (past participle), and writing (present participle).

#### Verb tenses

Verb tenses are used to show the time of an action. The most common tenses are the present tense, the past tense, and the future tense. Each tense has different forms and rules for use.

#### Verb agreement

Verbs must agree with the subject of the sentence. This means that the verb must be in the same form as the subject. For example, 'He writes' is correct, but 'He write' is incorrect.

### SENTENCES

A sentence is a group of words that expresses a complete thought. Sentences can be simple, compound, or complex. Each type of sentence has its own rules for construction.

#### Simple sentences

A simple sentence consists of one independent clause. It contains a subject and a predicate. For example, 'The cat sat on the mat.' is a simple sentence.

#### Compound sentences

A compound sentence consists of two or more independent clauses joined together by a coordinating conjunction. For example, 'The cat sat on the mat and the dog barked.' is a compound sentence.

#### Complex sentences

A complex sentence consists of one independent clause and one or more dependent clauses. For example, 'When the cat sat on the mat, the dog barked.' is a complex sentence.

### ADJECTIVES

Adjectives are words that describe nouns. They tell us what something is like, how many there are, or what it is made of. For example, 'The red car was parked in the garage.' 'Red' is an adjective describing the car.

### ADVERBS

Adverbs are words that describe verbs, adjectives, or other adverbs. They tell us how, when, where, or how often something happens. For example, 'She ran quickly to the store.' 'Quickly' is an adverb describing the verb 'ran'.

### PREPOSITIONS

Prepositions are words that show the relationship between a noun and another word in a sentence. They often indicate location, time, or direction. For example, 'The book is on the table.' 'On' is a preposition showing the relationship between 'the book' and 'the table'.

### CONJUNCTIONS

Conjunctions are words that connect two or more words, phrases, or clauses. They are used to join ideas together. For example, 'I like apples and oranges.' 'And' is a conjunction joining 'apples' and 'oranges'.

### INTERJECTIONS

Interjections are words that express strong feelings or emotions. They are often used to draw attention to something or to show surprise, anger, or excitement. For example, 'Wow, that's amazing!' 'Wow' is an interjection.

### EMPHASIS & EMPHASIS WORDS

Emphasis words are used to make a statement stronger or more important. They can be used to highlight a particular point or to show that something is true. For example, 'I really really love this book.' 'Really' is an emphasis word.

### SENTENCE PLANS & PARAGRAPHS

Sentence plans and paragraphs are used to organize writing. A sentence plan is a list of ideas that you want to write about. A paragraph is a group of sentences that all talk about the same topic.

#### SENTENCE PLANS

A sentence plan is a list of ideas that you want to write about. It helps you to organize your thoughts and to make sure that you cover all the points that you need to. For example, if you were writing about 'The benefits of exercise', your sentence plan might look like this:

- Exercise helps you stay healthy.
- Exercise makes you feel better.
- Exercise helps you lose weight.
- Exercise is good for your heart.

#### PARAGRAPHS

A paragraph is a group of sentences that all talk about the same topic. Each paragraph should have a main idea, which is usually stated in the first sentence. The rest of the sentences in the paragraph should provide details and examples to support the main idea. For example, a paragraph about 'The benefits of exercise' might look like this:

Exercise is one of the best ways to stay healthy. It helps you to lose weight, and it makes you feel better. Regular exercise can also help to reduce the risk of heart disease and other health problems. In addition, exercise is good for your mental health, as it can help to reduce stress and improve your mood.

# Quick Start English Grammar Manual

**DP Hallahan**



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