

# ENGLISH Grammar & Punctuation

## GRAMMAR

### THE VERB

The verb is the most important word in a sentence. It tells us what is happening and who is doing it. Verbs can be divided into two main groups: **action verbs** and **linking verbs**.

**Action Verbs:** These verbs show an action or a state of being. They can be **transitive** (they need an object) or **intransitive** (they do not need an object).

**Linking Verbs:** These verbs connect the subject to the predicate. They do not show an action or a state of being. Examples include *is, are, was, were, seem, appear, feel, look, taste, smell, sound, and become*.

**Verb Tenses:** Verbs change their form to show different times and actions. The main tenses are **present**, **past**, and **future**. Each tense has different forms for different subjects.

**Verb Agreement:** The verb must agree with the subject in number and person. For example, "He **is** running" (not "are running").

### SENTENCES

A sentence is a group of words that expresses a complete thought. It must have a subject and a predicate.

**Types of Sentences:**

- Simple Sentence:** One independent clause. Example: "The cat sat on the mat."
- Compound Sentence:** Two or more independent clauses joined by a coordinating conjunction (and, but, or, so, yet). Example: "The cat sat on the mat, and the dog barked."
- Complex Sentence:** One independent clause and one or more dependent clauses. Example: "When the cat sat on the mat, the dog barked."
- Compound-Complex Sentence:** Two or more independent clauses and one or more dependent clauses. Example: "The cat sat on the mat, and the dog barked when the cat sat on the mat."

**Parts of a Sentence:**

- Subject:** Who or what the sentence is about.
- Predicate:** What the subject is doing or what state it is in.
- Object:** The person or thing that receives the action of the verb.
- Complement:** A word or group of words that completes the meaning of the verb.

### ADJECTIVES

Adjectives describe nouns. They tell us what something is like, how many there are, or which one it is.

**Types of Adjectives:**

- Descriptive Adjectives:** Tell us what something is like. Example: "The **red** car was fast."
- Quantitative Adjectives:** Tell us how many. Example: "There were **three** cars in the parking lot."
- Interrogative Adjectives:** Ask a question. Example: "Which car is **yours**?"
- Relative Adjectives:** Describe a noun in relation to another noun. Example: "The car **that** was red was fast."

### ADVERBS

Adverbs describe verbs, adjectives, or other adverbs. They tell us when, where, how, or how often something happens.

**Types of Adverbs:**

- Time Adverbs:** Tell us when something happens. Example: "She arrived **early**."
- Place Adverbs:** Tell us where something happens. Example: "He ran **quickly** to the store."
- Manner Adverbs:** Tell us how something happens. Example: "She spoke **softly**."
- Frequency Adverbs:** Tell us how often something happens. Example: "He goes to the gym **often**."

### PREPOSITIONS

Prepositions show the relationship between a noun or pronoun and another word in a sentence. They often indicate location, time, or direction.

**Types of Prepositions:**

- Simple Prepositions:** Single words. Example: "The book is **on** the table."
- Compound Prepositions:** Two or more words joined by a conjunction. Example: "The car is **between** the trees."
- Complex Prepositions:** A phrase that functions as a preposition. Example: "The car is **in front of** the house."

### CLAUSES

A clause is a group of words that has a subject and a verb. It can stand alone as a sentence or be part of a larger sentence.

**Independent Clause:** Can stand alone as a complete sentence. Example: "The cat sat on the mat."

**Dependent Clause:** Cannot stand alone as a complete sentence. It needs an independent clause to make sense. Example: "When the cat sat on the mat, the dog barked."

**Relative Clause:** A dependent clause that describes a noun. Example: "The cat **that** sat on the mat was black."

### EMPHASIS & EMPHASIS WORDS

Emphasis words are used to make a statement stronger or more dramatic. They can be used in many ways.

**Types of Emphasis Words:**

- Interjections:** Words that express strong emotion. Example: "Wow!"
- Exclamations:** Phrases that express strong emotion. Example: "How beautiful that is!"
- Emphatic Adjectives:** Adjectives that emphasize a noun. Example: "The **very** tall man was speaking."
- Emphatic Adverbs:** Adverbs that emphasize a verb, adjective, or other adverb. Example: "He spoke **very** loudly."

### SENTENCE FLUENCY & PARALLELISM

Parallelism is the use of similar grammatical structures in a sentence to make it easier to read and understand. It helps to create a sense of rhythm and flow.

**Types of Parallelism:**

- Structural Parallelism:** Using the same grammatical structure for items in a list or series. Example: "She likes **reading, writing, and painting**." (not "She likes reading, to write, and painting.")
- Phrasing Parallelism:** Using similar phrases to describe the same thing. Example: "The car was **fast, sleek, and powerful**." (not "The car was fast, sleek, and it was powerful.")

# Quick Start English Grammar Manual

**Ying-Ying Zheng**



## **Quick Start English Grammar Manual:**

This book delves into Quick Start English Grammar Manual. Quick Start English Grammar Manual is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Quick Start English Grammar Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
  - Chapter 1: Introduction to Quick Start English Grammar Manual
  - Chapter 2: Essential Elements of Quick Start English Grammar Manual
  - Chapter 3: Quick Start English Grammar Manual in Everyday Life
  - Chapter 4: Quick Start English Grammar Manual in Specific Contexts
  - Chapter 5: Conclusion
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The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Quick Start English Grammar Manual.

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