

# 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 used in many different ways, and it is important to know the rules for using them correctly.

#### Verb forms

Verbs are used in different forms, depending on the tense and voice of the sentence. The main forms are the infinitive, the present participle, the past participle, and the past tense.

#### Verb agreement

The verb must agree with the subject of the sentence. This means that the verb must be in the same tense and voice as the subject.

#### Verb phrases

Verb phrases are groups of words that function as a single verb. They can include auxiliary verbs, modal verbs, and main verbs.

### SENTENCES

A sentence is a group of words that expresses a complete thought. Sentences can be simple, compound, or complex.

#### Simple sentences

A simple sentence has one independent clause. It can be written in different ways, such as a statement, a question, an exclamation, or an imperative.

#### Compound sentences

A compound sentence has two or more independent clauses joined by a coordinating conjunction.

#### Complex sentences

A complex sentence has one independent clause and one or more dependent clauses.

#### Verb agreement in sentences

The verb must agree with the subject of the sentence. This means that the verb must be in the same tense and voice as the subject.

### PUNCTUATION

Punctuation marks are used to clarify the meaning of a sentence and to indicate where to pause or stop. The most common punctuation marks are the period, comma, semicolon, colon, apostrophe, and quotation marks.

#### Period

The period is used to end a sentence. It is written as a small dot.

#### Comma

The comma is used to separate items in a list or to separate clauses in a compound sentence.

#### Semicolon

The semicolon is used to separate two independent clauses that are closely related in meaning.

#### Colon

The colon is used to introduce a list, a quotation, or a definition.

#### Apostrophe

The apostrophe is used to show possession or to form contractions.

#### Quotation marks

Quotation marks are used to enclose a direct quotation or a title.

### EMPHASIS & MODIFIERS

Emphasis and modifiers are used to make a sentence more interesting and to provide more information. They can include adjectives, adverbs, and interjections.

#### Emphasis

Emphasis is used to make a word or phrase stand out. It can be achieved by using italics, boldface, or a different font color.

#### Modifiers

Modifiers are words that describe or modify other words. They can include adjectives, adverbs, and prepositional phrases.

### SENTENCE FLUENCY & PARALLELISM

Sentence fluency and parallelism are important for making writing clear and easy to read. They involve using a variety of sentence structures and making sure that items in a list or series are written in the same way.

#### Sentence fluency

Sentence fluency is achieved by using a variety of sentence structures, such as simple, compound, and complex sentences. It also involves using a variety of punctuation marks and modifiers.

#### Parallelism

Parallelism is achieved by making sure that items in a list or series are written in the same way. For example, if you are listing three things, you should use the same grammatical form for each item.

# English Grammar Manual Quick Start

**M Mosston**



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