

REVIEW PARTS OF SPEECH

PART	DEFINITION	EXAMPLE (underlined)
Noun	person, place, concept, or thing	<u>Helen</u> runs <u>races</u> . I was born and raised in <u>Montana</u> . Physical <u>fitness</u> is beneficial.
Pronoun –Subject pronouns –Object pronouns	noun that replaces another noun (or larger structure) I, you, he/she, we, they me, you, him/her, us, them	Helen runs races. <u>She</u> likes to compete. Montana is my home. <u>It</u> is a beautiful place. Her family is physically active. <u>They</u> love to spend time outdoors.
Verb	action word or phrase	Helen <u>runs</u> races. I <u>live</u> in Montana. They <u>get</u> their exercise daily.
Adjective	word or phrase that modifies (describes) a noun	Helen wears <u>blue</u> shoes. Montana is a <u>beautiful</u> place. We can enjoy three types of fitness: <u>physical</u> , <u>emotional</u> , <u>mental</u> .
Adverb	word or phrase that modifies (describes) a verb, adjective, or another adverb	Helen runs <u>quickly</u> . Helen runs <u>very quickly</u> . We drive <u>carefully</u> on mountain passes.
Preposition	word or phrase specifying the positional relationship of two nouns; often remembered as the “placement” words (e.g., up, down, in, out, over, under, etc.)	Helen’s running shoes are seldom <u>on</u> her shelf. I love hiking <u>under</u> Montana’s big skies. They love to run <u>among</u> the trees.

PART	DEFINITION	EXAMPLE (underlined)
Conjunction	word that connects two nouns or phrases	Helen has lots of trophies <u>and</u> ribbons. Do you prefer hiking <u>or</u> skiing? Montana is beautiful <u>but</u> cold at times.
Transition	word or phrase that connects two sentences to help readers to move from one idea to the next	Helen runs races weekly, <u>but</u> she sometimes doesn't win them. I love living in Montana; <u>however</u> , it can get too cold in the winter. Being active is tiring. <u>Then again</u> , lying on the couch can wear you out.

Guidelines for using pronouns

- Use a pronoun only after you've introduced the noun.
Helen loves to run. **She** has won numerous races.
- Place the pronoun as close as possible to the noun it refers to. In general, if more than five words separate your noun from your pronoun, consider repeating the noun instead of using the pronoun.
Helen loves to run and typically enters ten races a year. Some of these races are marathons, while others are fun runs for charity. **Helen** has won numerous races.

If you introduce a second noun between your noun and your pronoun, reuse your noun instead of using a pronoun.

Helen and **Arianna** love to run. **Helen** has won numerous races.

More examples

In the following sentence, the pronoun **their** could refer to one or more of the four nouns (the browsers Safari or Chrome or the mobile apps FinanceNow or Money4U, or any combination). We don't know what **their** refers to.

Be careful when using Safari or Chrome with the FinanceNow or Money4U mobile apps because a bug in **their** coding may cause accidental release of personal data.

Similarly, the pronouns **this** and **that** can also cause problems if not used correctly. In the following example, **This** could refer to the user ID, to running the process, or to both.

Running the process configures permissions and generates a user ID. **This** lets users authenticate to the app.

Subject versus object

When you want to represent the relationship between two nouns (the doer and the recipient of that action of doing), the verb does the work. A verb identifies what the actor does to the target—which is also called the object of the verb.

Subject = the noun in a sentence or in a phrase that does the action (verb).

Helen finished first in the race, even outpacing the fastest man.

He threw the stick for his dog.

Paying homage to her running hero, Helen was overcome with gratefulness.

Object = the noun in a sentence or in a phrase that is the recipient of the action (verb).

Helen finished first in the race, even outpacing the fastest man.

Ralph threw the stick for his dog.

Paying homage to her running hero, Helen was overcome with gratefulness.

Clauses

A clause is a group of words that functions as one part of speech and that includes a subject and a verb. There are two overall types of clauses.

Main (independent)

Main clauses can stand alone as a complete sentence. In the following example, the main clause is underlined.

Because Helen enjoys long-distance running, she spends a lot of time outside year-round.

Subordinate (dependent)

Subordinate clauses cannot stand alone as a complete sentence; that is why they're also called dependent clauses (they depend a main clause to make sense). In the following example, the subordinate clause is underlined.

James would rather go mountain biking, although he likes to run with Helen.

Pronoun and antecedent

Pronouns usually reflect their antecedent in number. In the first example, the antecedent noun is a single manager, so **her** reflects the singular. Typically, you wouldn't use **them** because we are talking about one—the—manager. You could also use **him**. Increasingly, the plural pronouns **they** and **them** are used to refer to singular nouns when a person has a personal preference to do so.

When the manager asks for the report, you should give it to **her** promptly.

Subject and verb

Subjects and verbs must always agree with each other in number.

The manager's friend and advisor **recommends** he implement the plan carefully.

The list of water protection violations **is** long and disturbing. (The list **is** long and disturbing. BUT: Violations are disturbing.)

Singular subjects connected by **or** or **nor** take a singular verb. Subject modifiers **each** and **every** also take singular verbs, as do: everyone/everybody/everything, nobody/no one, something/someone/something, anybody/anyone/anything, either/neither.

Either the crew leader or the project manager **is** present at every meeting.

Neither the crew leader nor the project manager **likes** the findings.

Each of the inspection reports **has** a specific purpose.

Every inspection report **has** a specific purpose.

If the pronoun antecedent is indefinite, use either the plural or singular verb, depending on the case (all, none, any, some, more, most).

Mixing singular and plural

When one subject is plural and the other is singular, put the singular first followed by the plural and use the plural verb.

The manager and team members **like** to review the report.

Our neighbor and we **belong** to the local running club.

When using the pronoun *I*, put the plural subject first.

The inspectors and I **will go** to conference next week.