

Appendix A

everything your students (and you) need to know to be able
to do DGP

Monday Notes (Parts of Speech)

NOUN

- person, place, thing, idea
- common: begins with lower case letter (city)
- proper: begins with capital letter (Detroit)
- possessive: shows ownership (girl's)

PRONOUN

- takes the place of a noun
- types
 - personal (1st person: pronouns having to do with "me"; 2nd person: pronouns having to do with "you"; 3rd person: pronouns having to do with everyone else)
 - singular nominative: I, you, he, she, it
 - plural nominative: we, you, they
 - singular objective: me, you, him, her, it
 - plural objective: us, you, them
 - singular possessive: my, your, his, her, its, mine, yours
 - plural possessive: our, your, their, ours, yours, theirs
 - reflexive (reflect back to "self")
 - myself, yourself, himself, herself, itself, ourselves, yourselves, themselves
 - not words: hisself, ourself, theirselves
 - relative (start dependent clauses)
 - that, which, who, whom, whose
 - interrogative (ask a question)
 - Which? Whose? What? Whom? Who?
 - demonstrative (demonstrate which one)
 - this, that, these, those
 - indefinite (don't refer to a definite person or thing)
 - each, either, neither, few, some, all, most, several, few, many, none, one, someone, no one, everyone, anyone, somebody, nobody, everybody, anybody, more, much, another, both, any, other, etc.

ADVERB

- modifies adjectives (really cute), verbs (extremely fast), and other adverbs (very easily)
- tells How? When? Where? To what extent?
- Not is always an adverb.

ADJECTIVE

- modifies nouns (I have a green pen.) and pronouns (They are happy.)
- tells Which one? How many? What kind?
- articles: a, an, the
- proper adjective: proper noun used as an adjective (American flag)

PREPOSITION

- shows relationship between a noun or pronoun and some other word in the sentence
- across, after, against, around, at, before, below, between, by, during, except, for, from, in, of, off, on, over, since, through, to, under, until, with, according to, because of, instead of, etc.
- We went to school. We went up the stairs.

CONJUNCTION

- joins words, phrases, and clauses
- types
 - coordinating
 - FANBOYS (for, and, nor, but, or, yet, so)
 - subordinating
 - start dependent clauses (and therefore must be followed by subject and verb)
 - after, since, before, while, because, although, so that, if, when, whenever, as, even though, until, unless, as if, etc.
 - correlative
 - not only/but also, neither/nor, either/or, both/and

VERB

- shows action or helps to make a statement
- types
 - action
 - shows action
 - She wrote a note.
 - linking
 - links two words together
 - can be linking: is, be, am, are, was, were, been, being, appear, become, feel, grow, look, remain, seem, smell, sound, stay, taste
 - English is fun. (English = fun) The game is on Saturday. (action)
 - The flower smells pretty. (flower = pretty) The dog smells the flower. (action)

- helping
 - “helps” an action verb or linking verb
 - If a verb phrase has four verbs, the first three are helping. If it has three verbs, the first two are helping. And so on.
 - can be helping: is, be, am, are, was, were, been, being, will, would, can, could, shall, should, may, might, must, have, has, had, do, does, did, ought
 - We have been taking notes all day. (Taking is action.)
 - She will be cold without a jacket. (Be is linking.)
- tenses
 - present
 - happening now (jump, talk, eat, falling, is falling, am falling)
 - past
 - happened previously (jumped, talked, ate, fell, was falling)
 - future
 - will happen in the future (will jump, shall talk, will be eating)
 - present perfect
 - *have* or *has* plus past participle (have jumped, has talked, have been eating, has been falling)
 - past perfect
 - *had* plus the past participle (had jumped, had talked, had been eating)
 - future perfect
 - *will have* or *shall have* plus past participle (will have jumped, shall have talked, will have been eating)

VERBAL

- verb not behaving like a verb
- types
 - gerund
 - verb acting like noun
 - ends in -ing
 - Reading is fun. (subj.) I enjoy shopping. (D.O.) Use pencils for drawing. (O.P.)
 - participle
 - verb acting like adjective
 - ends in -ing or -ed (or other past tense ending)
 - I have running shoes. Frightened, I ran down the street. It's an unspoken rule.
 - infinitive
 - to + verb
 - can act like noun (I like to eat), adjective (It's the best place to eat), or adverb (I need a pen to write a letter)

Tuesday Notes

(Sentence Parts and Phrases)

SUBJECT

- part of sentence about which something is being said
- must be noun, pronoun, gerund, or infinitive
- can never be in a prepositional phrase
- There and here are never the subject of a sentence.
- The subject can be an "understood you": Bring me the remote control, please. (You bring it.)

VERB

- transitive: takes a direct object (We love English.)
- intransitive: does not take a direct object (Please sit down.)
- All linking verbs are intransitive.

COMPLEMENT

- completes the meaning of the subject and verb
- types
 - direct object
 - is a noun or pronoun and is never in a prepositional phrase
 - follows an action verb
 - To find it, say "subject," "verb," "what?"
 - I like English. "I" "like" "what?" English (direct object)
 - indirect object
 - is a noun or pronoun and is never in a prepositional phrase
 - comes before a direct object
 - To find it, say "subject," "verb," "direct object," "to or for whom or what?"
 - He gave me the paper. "He" "gave" "paper" "to whom?" me (indirect object)
 - predicate nominative
 - is a noun or pronoun
 - follows linking verb and renames subject
 - To find it, say "subject," "linking verb," "what?"
 - He is a nice guy. "He" "is" "what?" guy (predicate nominative)
 - predicate adjective
 - is an adjective
 - follows linking verb and describes subject
 - To find it, say "subject," "linking verb," "what?"
 - He is nice. "He" "is" "what?" nice (predicate adjective)

APPOSITIVE/APPOSITIVE PHRASE

- noun or pronoun that follows and renames another noun or pronoun
- My son Beck likes trains.
- Ansley, my daughter, loves to dance.

OBJECT OF PREPOSITION

- follows preposition and tells "what?"
- The key is under the rug. "under what?" rug (object of preposition)
- If there's no object, it's not a preposition: Please stand up. (Up is an adverb.)

OBJECT OF INFINITIVE

- follows infinitive and tells "what?"
- I want to eat pizza. "to eat what?" pizza (object of infinitive)

OBJECT OF GERUND

- follows gerund and tells "what?"
- I like eating pizza. "eating what?" pizza (object of gerund)

OBJECT OF PARTICIPLE

- follows participle and tells "what?"
- Riding his bike, he struggled up the hill. "riding what?" bike (object of participle)

PREPOSITIONAL PHRASE

- group of words beginning with preposition and ending with noun or pronoun
- can act as adjective (I want a room with a view.) or adverb (His house is on the lake.)

GERUND PHRASE

- gerund plus its modifiers and objects
- Writing long essays can be fun.

PARTICIPLE PHRASE

- participle plus its modifiers and objects
- Running down the hall, he bumped into the principal.

INFINITIVE PHRASE

- infinitive plus its modifiers and objects
- He likes to eat pepperoni pizza.

SUBJECT OF INFINITIVE

- An infinitive sometimes has a subject: Jessie asked me to help her.
- If the subject of an infinitive is a pronoun, use the objective case.

OBJECTIVE COMPLEMENT

- noun or adjective that follows the direct object and answers "what?"
- The movie made me sad. (Me is the direct object.)

ABSOLUTE PHRASE

- phrase consisting of a noun or pronoun, a participle, and any related modifiers
- modifies the whole sentence in general rather than a specific word
- His homework finished, Matt headed for the baseball field.

Wednesday Notes

(Clauses and Sentence Type)

CLAUSES

- Each clause must have a subject and verb.
- types
 - independent (also called main clause)
 - Every sentence must have at least one independent clause.
 - The independent clause can usually stand alone.
 - An independent clause does not start with a relative pronoun or subordinating conjunction.
 - dependent (also called subordinate clause)
 - The dependent clause can never stand alone.
 - A dependent clause starts with a relative pronoun or a subordinating conjunction.
 - types
 - adverb
 - usually starts with a subordinating conjunction
 - acts like an adverb
 - We will eat when the bell rings. (modifies eat)
 - We will eat is independent.
 - adjective
 - usually starts with a relative pronoun
 - acts like an adjective
 - She likes the guy who sits in front of her. (modifies guy)
 - She likes the guy is independent.
 - noun
 - usually starts with a relative pronoun
 - acts like a noun
 - I hope that you understand the examples. (acts as direct object)
 - I hope is independent.

SENTENCE TYPES

- simple sentence = one independent clause
- compound sentence = two or more independent clauses
- complex sentence = one independent clause + one or more dependent clauses
- compound-complex sentence = two or more independent clauses + one or more dependent clauses

Thursday Notes

(Punctuation and Capitalization)

CAPITALIZATION

- Capitalize proper nouns and proper adjectives.
- Capitalize the first word of each sentence.

SEMICOLON

- joins two clauses without a coordinating conjunction
 - He likes apples; she likes oranges.
 - He goes to Harvard; however, she goes to Yale.
- can be used in series with commas for clarity
 - We went to London, England; Paris, France; Madrid, Spain; and Rome, Italy.

COLON

- means “note what follows” (see examples in next three categories)
- never follows a verb or preposition

APOSTROPHE

- Use apostrophes to make words possessive and to make contractions.
- Don't use apostrophes to make words plural.
- Possessive pronouns don't use apostrophes. (hers, its, ours, yours, etc.)
- Be sure you have a real word before your apostrophe: children's toys, not childrens' toys.
- If the word is plural and ends in *s*, add apostrophe only: dogs' owners.
- Treat singular nouns ending in *s* just like any other singular noun: boss's, Brutus's.

UNDERLINING/ITALICIZING

- Underlining and italicizing are the same thing.
- Underline or italicize titles of long things: newspapers, magazines, CDs, movies, novels, plays, musical compositions, etc.
- Underline or italicize names of ships, planes, trains, and artwork.
- Underline or italicize foreign expressions.

QUOTATION MARKS

- Quote titles of short things: short stories, poems, songs, articles, episodes of TV shows, etc.
- Quote dialogue and words copied from other sources.
- Commas and periods that follow quoted words always go inside closing quotation marks. (I said, “Go home.”)
- Colons and semicolons that follow quoted words always go outside closing quotation marks. (We're “friends”; we don't date.)
- Use single quotation marks only to enclose quotes within quotes.
- Use double quotation marks in all other situations. (He's a real “team player.”)

HYPHEN

- used to make two words into one (blue-green)
- created by hitting the hyphen key once (no spaces before or after hyphen)

DASH

- used to indicate a break in thought or to set off part of a sentence (like parentheses)
- We bought *The Aristocats*—it's my daughter's favorite movie—for the beach trip.
- created by hitting the hyphen key twice (no spaces before or after the dash)

COMMAS

(Rule numbers are significant for reference purposes only.)

1. **adverb dependent clause***, independent clause (If it rains, we'll go inside.)
2. independent clause ~~and~~ **adverb dependent clause** (We'll go inside if it rains.)
3. independent clause, **cc**** independent clause (Joe likes pizza, but Fred likes tacos.)
4. **subject verb** ~~and~~ **cc verb** (Joe likes pizza but does not like vegetables.)
5. independent clause; independent clause (Joe likes pizza; Fred likes tacos.)
6. **introductory participial phrase**, (Running down the hall, he tripped and fell.)
7. **introductory prepositional phrase**, (After English class, we go to lunch.)
8. , **nonessential appositive**, (We read *The Great Gatsby*, a novel, in class. We read the novel *The Great Gatsby* in class.)
9. , **nonessential adjective clause*****, (Jane, who drives a red car, is nice. All students who skip school should be suspended.)
10. **items, in, series** (Please buy apples, oranges, and bananas. I like the warm, fuzzy blanket.)
11. , **noun of direct address**, (Tom, would you hand me the phone? Please don't sit there, Sue.)
12. **day of week, month date, year**, (The baby is expected on Sunday, February 27, 2000, in Georgia.)
13. **city, state**, (We moved to Peachtree City, Georgia, in 1975.)
14. **introductory word**, (Well, I hope these rules come in handy. However, you must use them.)
15. , **interrupter**, (These rules, I think, will help you if you use them.)

***adverb dependent clause = subordinating conjunction + subject + verb**

common subordinating conjunctions:

because	after	until
as	though	so that
since	whenever	before
if	even	unless
while	as if	when
although	even though	

****coordinating conjunctions = FANBOYS**

for and nor but or yet so ~~then~~ ~~however~~ ~~therefore~~

*****adjective dependent clause = relative pronoun + subject + verb**

relative pronouns: that which who whom whose

Appendix B

How to mark your sentences

n = common noun	vt = transitive verb
N = proper noun	vi = intransitive verb
poss n = possessive noun	do = direct object
pron = personal pronoun	io = indirect object
1 = first person	pn = predicate nominative
2 = second person	pa = predicate adjective
3 = third person	op = object of preposition
nom = nominative	adj prep ph = adjective prepositional phrase
obj = objective	adv prep ph = adverb prepositional phrase
poss = possessive	obj ger = object of gerund
ref pron = reflexive pronoun	ger ph = gerund phrase
rp = relative pronoun	obj part = object of participle
ind pron = indefinite pronoun	part ph = participle phrase
int pron = interrogative pronoun	obj inf = object of infinitive
dem pron = demonstrative pronoun	inf ph = infinitive phrase
adj = adjective	s inf = subject of infinitive
Adj = proper adjective	obj comp = objective complement
art = article	app = appositive
av = action verb	app ph = appositive phrase
lv = linking verb	ab ph = absolute phrase
hv = helping verb	ind cl = independent clause
pres = present tense	adv dep cl = adverb dependent clause
past = past tense	adj dep cl = adjective dependent clause
f = future tense	n, dep cl = noun dependent clause
pres perf = present perfect tense	ss = simple sentence
past perf = past perfect tense	cd = compound sentence
f perf = future perfect tense	cx = complex sentence
adv = adverb	cd-cx = compound-complex sentence
prep = preposition	^ / ^ ^ = insert end punctuation
cc = coordinating conjunction	^ , ^ = insert comma, semicolon, or colon
sc = subordinating conjunction	v v = insert apostrophe or quotation marks
cor conj = correlative conjunction	v v = insert hyphen or dash
inf = infinitive	— = underline/italicize
ger = gerund	≡ = capitalize
part = participle	
s = subject	