

**OKLAHOMA
ACADEMIC
STANDARDS**

**ENGLISH
LANGUAGE ARTS
GRAMMAR
COMPANION**



OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

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In collaboration with



Grammar Companion

Eight Parts of Speech

Noun - a word that names a person, place, thing, or idea.

- **Proper Noun** - the specific name of a particular person, place, or thing. These will always be capitalized.

Ex: Mr. Smith, Riverdale Elementary, American

- **Common noun** - refers to a general group of persons, places, things, or ideas.

Ex: teacher, school, citizen

- **Concrete noun** - these can be sensed by your five senses; they can be seen, touched, felt, tasted, heard, or smelled.

Ex: apple, ball, telephone

- **Abstract noun** - represents a feeling, idea, or quality. These cannot be sensed by your five senses.

Ex: hope, love, peace, hatred

- **Collective noun** - refers to things or people as a unit.

Ex: team, family, class

Pronoun - a word that takes the place of a noun.

- **Personal pronoun** - refers to who is speaking, being spoken to, or spoken about.

	Personal Pronouns	
	Singular	Plural
First Person	I, me	we, us
Second Person	you	you
Third Person	he, him, she, it	they, them

- **Possessive pronoun** - a word that shows possession and defines who owns a particular object.

	Possessive Pronouns	
	Singular	Plural
First Person	my, mine	our, ours
Second Person	your, yours	your, yours
Third Person	his, her, hers, its	their, theirs

- **Reflexive pronoun** - a word that refers back to the subject of a sentence, clause, or phrase. It is formed by adding **-self** or **-selves** to a personal pronoun.

Ex: myself, herself, himself, itself, ourselves, themselves

- **Demonstrative pronoun - this, that, these, those.** Points out a person, place, thing, or idea.

Ex: This is my book. Those are my shoes. These are mine.

- **Interrogative pronoun - what, which, who, whom, whose.** Used at the beginning of a question.

- **Antecedent** - the noun the pronoun replaces.

Ex: **Joann** placed **her** coat in the closet. **Joann** is the antecedent for **her**.

Verb - a word that expresses action or state of being.

- **Action verb** - a verb that expresses physical or mental action of the subject.

Ex: Joe **walks** to school. The team **played** a great game. She is **talking** to me.

- **Linking verb** - **am, is, are, was, were, be, being, been**. These words are used to link the subject to some other word in the sentence that describes, identifies, or gives more information about it.

Ex: John **was** sick for two days. (sick describes John) | John **is** hungry. (hungry describes John)

- **Helping verb** - used with the main verb to tell what happens or what exists.

may	am	do	should	have	will
might	is	does	could	had	can
must	are	did	would	has	shall
	was				
	were				
	be				
	being				
	been (also linking)				

Ex: We **might win** the game tomorrow. (might is the helping verb and win is the main verb)

Adjectives - a word that modifies or describes a noun or pronoun. Adjectives tell **what kind, how many, how much, and which one**.

- Articles- **a, an, the**, are always adjectives.
- Adjectives tell What Kind. Ex: We stayed in a **large high-rise** hotel.
- Adjectives tell How Many. Ex: I have attended **four** schools.
- Adjectives tell How Much. Ex: We have **some** books to shelve in the library.
- Adjectives tell Which One. Ex: I live in **the blue** house.
 - Demonstrative Adjectives: **this, that, these, those**. When these words are used to describe a noun, they are adjectives. When they are used in place of a noun, they are demonstrative pronouns.

Ex: This is my book. – demonstrative pronoun taking the place of book.

This book is mine. – demonstrative adjective describing book.
- Adjectives that Compare - these are usually formed by adding **-er, -ier, -est, -iest**. Ex: **larger** hat, **angrier** than you, **biggest** car.
- Other comparative adjectives - better, best, more, most, little, less

Adverbs - a word that modifies or describes a verb, adjective, or other adverb. Adverbs tell **when, where, how, how often, how much, to what extent**.

Common adverbs end in **-ly**.

- Adverbs tell **How**.

Ex: The dolphin floated **gracefully** in the water.
John finished the race **strong**.

- Adverbs tell **When**.

Ex: Lisa will go **first**.
Sometimes I eat cereal for dinner.

- Adverbs tell **Where**.

Ex: Turn **left** at the stoplight.
The dogs are **outside**.

Adverbs modify other Adjectives and other Adverbs by showing the degree such as **almost, entirely, early, so, frequently, extremely, occasionally, too, awfully, completely, always, very**.

Examples:

It is **very** cold here. (The adverb *very* tells about the adjective *cold*.)

I work **extremely** fast. (The adverb *extremely* tells about the adverb *fast*.)

Prepositions and Prepositional Phrases - a word or group of words linked to a noun or verb to describe direction or condition.

- One-word Prepositions - consists of one word

Examples in sentences: The deer ran across the road. We stopped at the store down the street.

Common One-word Prepositions

about	at	but (meaning except)	in	out	under
above	before	by	inside	outside	underneath
across	behind	concerning	into	over	until
after	below	despite	like	past	unto
against	beneath	down	near	since	up
along	beside	during	of	through	upon
among	besides	except	off	throughout	with
around	between	for	on	toward	within
as	beyond	from	onto	to (unless a verb comes after it)	without

- Phrasal Prepositions- consist of more than one word.
Example in a sentence: Water flowed in front of the rocks.

Common Phrasal Prepositions

according to	from among	in case of	in spite of	out of
along with	from between	in front of	instead of	next to
as for	in accordance with	in place of	on account of	with reference
except for	in addition to	in regard to	on top of	with regard to

Conjunction - a word that connects parts of a sentence.

- Coordinate conjunctions - **and, or, nor, for, so, but, yet** - connect equal parts of a sentence.

Ex: I like to read **and** watch TV.

We are going to go to a movie **and** we are going to go to dinner.

- Subordinate conjunctions - connect a dependent clause to an independent clause.

Common Subordinating Conjunctions

after	if	than	until	which
although	how	that	when	
as	since	though	where	
because	supposing	unless	whether	

- Correlative conjunctions - connect two ideas in pairs. **Neither...nor, either...or, not only...but also**

Ex: **Not only** do I like football, **but I also** like baseball.

Interjection - a word or phrase that expresses emotion and often stands alone in a sentence.

Ex: wow, yes, well, please, yuck

Parts of the Sentence

Subject

The subject, or complete subject, of a sentence is the person, place, or thing that is performing the action and any modifiers contained in the sentence.

Ex: **The young man** built the family a the new house.

The simple subject is what or whom the sentence is about.

Ex: The young **man** built the family a new house.

Predicate

The predicate contains the verb and words that modify the verb.

Ex: The young man **built the family a new house.**

The simple predicate of a sentence expresses the action or being within the sentence.

Ex: The young man **built** the family a new house.

Direct Object

The direct object receives the action of the sentence. It is usually a noun or pronoun.

Ex: The young man built the family a new **house.**

Indirect Object

The indirect object indicates to whom or for whom the action of the sentence is being done.

Ex: The young man built the **family** a new house.

Subject Complement

A subject complement either renames or describes the subject and is usually a noun, pronoun, or adjective. Subject complements follow a linking verb within the sentence.

Ex: The man is a good **father.** (father is the noun complement of man.) | The man seems **kind.** (kind is the adjective complement of man.)

Phrases - groups of words that do not contain both a subject and a verb.

Prepositional Phrase - made up of a preposition and its modifiers. It can function as an adjective or adverb in a sentence.

- Adjectival prepositional phrase: The store **around the corner** is green. (around the corner describes the noun store.)
- Adverbial prepositional phrase: Sally is coloring **outside the lines.** (outside the lines describes where the coloring takes place.)

Verbal Phrases - groups of words using verbs as other parts of the sentence. Infinitive, Gerund, and Participial

- **Infinitive Phrase** - the word “to” plus a verb. Infinitive phrases can function as adjective, adverbs, or nouns

Ex: **To dance gracefully** is my ambition. (noun as the subject of a sentence)

Her plan **to become a millionaire** fell through when the stock market crashed. (adjective describing plan)

John went to college **to study engineering**. (adverb describing why he went)

- **Participial Phrase** - a verb form functioning as an adjective.

Ex: **Swimming for his life**, John made it to shore. (swimming for his life describes John)

- **Gerund Phrase** - an *-ing* verb form functioning as a noun.

Ex: **Walking the dog** is not my favorite task. (subject)

Appositive Phrase - renames or identifies a noun or pronoun. It is set off by commas if the added information is nonessential to the meaning of the sentence.

Ex: My teacher, **a woman with curly hair**, is very fun. (curly hair is nonessential to the teacher being fun)

The dog with the sharp teeth **Bowser** is the one who bit me. (Bowser is essential to identifying which dog bites)

Absolute Phrase - is a modifier, or a modifier and a few other words, that attaches to a sentence or a noun, with no conjunction. It cannot contain a finite verb.

Absolute phrases usually consist of a noun and a modifier that modifies this noun, NOT another noun in the sentence.

Absolute phrases are optional in sentences, i.e., they can be removed without damaging the grammatical integrity of the sentence. Since absolute phrases are optional in the sentence, they are often set off from the sentence with commas or, less often, with dashes. We normally explain absolute phrases by saying that they modify entire sentences, rather than one word.

Ex: **Their minds whirling from the events of the school day**, the students made their way to the parking lot.

His head pounding, his hands shaking, the young man knelt and proposed marriage to his girlfriend.

Clauses

Clauses - a group of related words that contains a subject and a verb. Independent clauses can stand alone as complete sentences. Dependent or subordinate clauses cannot stand alone and must be in the sentence with an independent clause.

Adjective Clauses - dependent clauses that describe nouns or pronouns. They begin with relative pronouns: **that, where, which, who, whose**.

Ex: The teacher **who left her papers on the desk** will be late turning in her grades.

Adverb Clauses - dependent clauses that describe verbs, adjectives, or adverbs. They begin with subordinating conjunctions.

- Subordinating conjunctions to show time: **after, before, when, while, as, whenever, since, until, as soon as, as long as, once**
- Subordinating conjunctions to show cause and effect: **because, since, now that, as, so, in order that**
- Subordinating conjunctions to show condition: **if, unless, whether, providing**
- Subordinating conjunctions to show contrast: **although, even though, though, whereas, while**

Examples

Time: **After the family spent the day at the zoo,** they were very tired.

Cause and Effect: The family was very tired **since they spent the day at the zoo.**

Condition: **Unless you plan your trip to the zoo carefully,** you won't be able to see all the animals in one day.

Contrast: The family visited the park, **although they really wanted to spend the day at the zoo.**

Noun Clauses - dependent clauses that function as the subject, object, or compliment of a sentence. They begin with subordinating conjunctions.

how

when

who

however

whenever

whoever

if

where

whom

that

wherever

whomever

what

which

whose

whether

whichever

why

whatever

Examples:

Whatever you want for dinner is fine with me. (subject)

John will make **whatever you want for dinner.** (direct object)

I have dinner ready for **whoever wants to eat.** (object of the preposition)

Verb Tense

The tense of a verb is determined by when the action took place. The three tenses are:

- The Past Tense
- The Present Tense
- The Future Tense

Examples of Tenses

Here are some examples of verbs in different tenses:

- I walked to work. (The verb *walked* is in the **past tense**.)
- I walk to work. (The verb *walk* is in the **present tense**.)
- I will walk to work. (The verb *will walk* is in the **future tense**.)

Verbs do not just express actions. They can also express a state of being. For example:

- I was happy. (The verb *was* is in the **past tense**.)
- I am happy. (The verb *am* is in the **present tense**.)
- I will be happy. (The verb *will be* is in the **future tense**.)

Some of the verbs in the past tense are made up of more than one word. We need these different versions of the tenses because the tenses are further categorized depending on whether the action (or state of being) they describe is in progress or completed. For example, the different versions of the verb *to laugh* are:

- **Past Tense:** laughed, was/were laughing, had laughed, had been laughing
- **Present Tense:** laugh, am/is/are laughing, has/have laughed, has/have been laughing
- **Future Tense:** will laugh, will be laughing, will have laughed, will have been laughing

The Full List of Tenses

The table below shows the full list of the tenses:

The 4 Past Tenses	Example
simple past tense	I went
past progressive tense	I was going
past perfect tense	I had gone
past perfect progressive tense	I had been going
The 4 Present Tenses	Example
simple present tense	I go
present progressive tense	I am going
present perfect tense	I have gone
present perfect progressive tense	I have been going
The 4 Future Tenses	Example
simple future tense	I will go
future progressive tense	I will be going
future perfect tense	I will have gone
future perfect progressive tense	I will have been going

Sentence Structure

1. Simple - a simple sentence contains one independent clause.

Ex: Judy laughed.

2. Compound - a compound sentence contains two or more independent clauses joined by a conjunction.

Ex: Judy laughed and Jimmy cried.

3. Complex - a complex sentence contains an independent clause and at least one dependent clause.

Ex: Jimmy cried when Judy laughed.

4. Compound Complex - a compound-complex sentence contains two or more independent clauses and at least one dependent clause.

Ex: Judy laughed and Jimmy cried when the clowns ran past their seats.

Types of Sentences

1. Declarative sentences make a statement to relay information or ideas. They are punctuated with a simple period. Formal essays or reports are composed almost entirely of declarative sentences.

Ex: The concert begins in two hours. July 4th is Independence Day.

2. Imperative sentences issue commands or requests or they can express a desire or wish. They are punctuated with a simple period or they can be exclamations requiring an exclamation mark. It all depends on the strength of emotion you want to express. Imperative sentences can consist of a single verb or they can be more lengthy and complex.

Ex: Watch out for oncoming traffic. Please do your homework.

3. Exclamatory sentences express strong emotion. It doesn't really matter what the emotion is, an exclamatory sentence is the type of sentence needed to express it. Exclamatory sentences always end in an exclamation mark, so it's pretty easy to spot them.

Ex: The river is rising! I can't wait for the party!

4. Interrogative sentences are also easy to spot. That's because they always ask a question and end in a question mark.

Ex: Is it snowing? Have you had breakfast?