

STUDY GUIDE



HEALTH CAREERS CENTER

LANGUAGE AND GRAMMAR REVIEW

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This handbook is designed to help you to review some important rules and information for accurate English grammar and language use. You have learned many of these rules, but you may not remember them all. Studying this handbook will help you to recall them and use them accurately.

Rules will be explained and followed by examples. It is best to review the topics in the order in which they are listed. Check off each item as you complete it.

- 1. Developing Vocabulary: Synonyms, Antonyms, and Multi-meaning Words, Affixes, and Inferences.
- 2. Sentences: Fragments and Run-ons, Combining sentences.
- 3. Capitalization
- 4. Punctuation: Periods, Question Marks, Exclamation Points, and Commas
- 5. Punctuation: Colons, Semicolons, and Quotation Marks
- 6. Nouns: Singular and Plural.
- 7. Nouns: Forming Possessives
- 8. Pronouns: Subjective, Objective, and Interrogative Agreement with Antecedents
- 9. Misplaced Modifiers, Adjectives and Adverbs, Double Negatives, Double Comparisons
- 10. Verbs
- Practice questions

DEVELOPING VOCABULARY

Synonyms, Antonyms, Multi-meaning Words, Affixes, and Inferences

Synonyms are words that have similar meanings.

The child was well.

The child was healthy.

I spent my last dollar on a ticket.

This is the final game of the series.

Antonyms are words that have opposite meanings.

We never go this way.

We always go this way.

The village is close.

The village is far.

Multi-meaning words are words with more than one definition.

Our side won the spelling bee.

The entrance is on this side.

His interest is in the field of science.

There was a fence around the oil field.

An affix is a letter or group of letters that comes at the beginning or end of a word and has a meaning of its own.

A prefix is a beginning word part. It is placed in front of main words to change their meaning.

mid + term = midterm

re + view = review

non + toxic = nontoxic

post + script = postscript

anti + aircraft = antiaircraft

dis + like = dislike

A suffix is an ending word part. It is placed at the end of main words to change their meaning.

color + *ful* = colorful

comic + *al* = comical

hour + *ly* = hourly

modern + *ize* = modernize

penny + *less* = penniless

slow + *ly* = slowly

Making an inference is done by using information from other words, sentences, or pictures on the page that give hints on the meaning of an unknown word.

The prisoner was miserable.

Miserable means: a. happy b. quiet c. serious d. unhappy

She vowed to obey the law.

Vowed means: a. put on b. paid c. promised d. looked

SENTENCES

Fragments and Run-ons

A sentence expresses a complete thought. A sentence must include a subject and a verb. If a group of words does not express a complete thought and does not have a subject and a verb, it is not a sentence. It is a fragment.

Fragment: Mr. Adams, who is Chairman of the Board.

Sentence: Mr. Adams, who is Chairman of the Board, announced an increase in dues.

A sentence should have one main idea. A sentence that is too long and has too many ideas is called a run-on sentence.

Run-on: Mrs. Jones went to the store and then she went home and later she realized she had lost her wallet.

Sentence: Mrs. Jones went to the store and then went home. Later, she realized that she had lost her wallet.

CAPITALIZATION

Always capitalize:

- The pronoun I.
I thought I had finished the book.
- The first word of a sentence.
Starfish like the taste of clams.
- Days of the week, months, years, and holidays.
Saturday, December 25, will be Christmas.
- The name of a specific person, place, or thing.
The Fast Float Inn is on the Illinois River.
- A title that precedes a person's name or is used instead of the name.
Senator McCain I asked Dad.
- All words in the title of books, articles, and films, except conjunctions (and, but, or) articles (a, an, the), or infinitives (to, of, from, into, on), unless they are the first word of the title.
Of Mice and Men Return of the Jedi
- The first word of salutations and closings when writing letters.
Dear Mr. Williams: Very truly yours,
Dear Susan,
- Nationalities, races, languages, religions, sacred books and figures.
Russian Catholic
Hispanic the Scriptures
English the Messiah
- Political, social, civic, athletic, and other groups and their members.
The Independent Party the Lions' Club
The Civic Music Club the Oklahoma City Oilers
- Businesses, government agencies, and schools.
Department of Justice University of Oklahoma
- Specific academic courses.
Algebra II Medieval History
- Brand names and words formed from brand names.
Coke Xerox

PUNCTUATION

Periods, Question Marks, Exclamation Points, and Commas

Use a period:

- At the end of a sentence that is a statement or command.
The game will start in an hour. Turn right at the stoplight.
- With abbreviations.
Ms. Austin Dr. Winkle etc.

Use a question mark at the end of a sentence that asks a direct question.

What time is it?

Use an exclamation point at the end of a sentence that expresses strong feeling, Surprise, shock, or amazement.

The tornado just missed our neighborhood! Stay out of the street!

Use a comma:

- Between words or phrases in a list or series.
We need notebooks, pencils, erasers, and paper clips.
- Between a name and a title.
Alan Richter, First Selectman
- Between the names of cities, states, and countries in an address.
Allentown, Pennsylvania Rome, Italy
- After "yes" or "no" at the beginning of a sentence.
Yes, we will open an account for you.
- After a noun of direct address.
Mr. Patterson, please call me Monday morning.
- To set off or following an introductory word or phrase, such as however, therefore, of course, for example, or until then.
However, he will be available after 10:00 a.m.
- After the greeting in a friendly letter or the closing in all letters.
Dear Mrs. Adams, Very truly yours,
- To set off a phrase that describes a noun or another phrase.
The pilot, who landed the plane safely, was commended.
- Before and after direct quotes.
Andy said, "The fish are biting today," as he pulled in a pike.
- Following introductory phrases.
To do well on his final exams, Raymond studied for many hours.

PUNCTUATION

Colons, Semicolons, and Quotation Marks

Use a colon:

- Before a list or series, including those after phrases like *the following* or *as follows*. The colon introduces a list only when an independent clause precedes the colon.
The company logo is displayed on these items: shirts, caps, coffee mugs, golf balls, duffel bags, and balloons.
- After the greeting in a business letter.
Dear Sir:
- Before an explanatory statement or summary, even if it forms a short sentence.
The next meeting will be on Monday: this will provide sufficient time for planning the next project.

Use a semicolon:

- To link two closely related thoughts in a compound sentence.
We expected a storm: black clouds darkened the sky.
- On lists, between items with titles or descriptions, or if the items contain commas.
Jack, the president; Darrell, the treasurer; Alex, the historian; and Maria, the treasurer represented the club.

Use quotation marks:

- When you state the exact words spoken from a person's mouth. You must surround the words with quotation marks placed before the first word spoken and after the last word spoken.
The Duchess of Windsor advised, "You can never be too thin or too rich."
- Around each set of spoken words when there is an identifying phrase between them.
"Living well," explained Mark, "is the best revenge."
- Around the set of spoken words when they are followed by an identifying phrase.
"I'll be staying indefinitely," stated Amelia.
- To surround titles of short works, essays, songs, or articles.
"The Star Spangled Banner" "The Monkey's Paw"

NOUNS

Singular and Plural

Nouns name persons, places, things, or ideas. Nouns may be singular or plural.

Singular nouns refer to one. Plural nouns refer to more than one.

- Most nouns form the plural by adding the letter *s* to the singular noun.
dog dogs planet planets
- If the singular noun ends in *s*, *sh*, *ch*, *x*, or *z*, the plural is formed by adding *es*.
wax waxes sandwich sandwiches
wish wishes glass glasses
- If the singular noun ends with a consonant followed by *y*, form the plural by changing the *y* to *i* and adding *es*. If the singular noun ends with *y*, form the plural by adding *s*.
sky skies monkey monkeys
- Some singular nouns that end in *f* or *fe* form the plural by adding *s*.
roof roofs fife fifes
- Many singular nouns that end in *f* or *fe* form the plural either by adding *s* or by changing the *f* to *ves*.
life lives scarf scarfs/scarves hoof hoofs/hooves
- If the singular noun ends with *o* and has a consonant before the *o*, form the plural by adding *es*. If the singular noun ends with *o* and has a vowel before the *o*, form the plural by adding *s*.
potato potatoes cameo cameos
- For many compound nouns, form the plural by making the most important word plural.
mother-in-law mothers-in-law
attorney-general attorneys-general
- Irregular plurals do not follow rules, but must be learned by memorizing.
child children man men
foot feet index indices
louse lice person people
mouse mice sheep sheep

NOUNS Forming Possessives

Possessive nouns are nouns that show possession or ownership.

- If the noun to be possessive does not end with s, make it possessive by adding 's to the end of the word.
the man's hat the children's book

- If the noun to be possessive ends with the letter s, make it possessive by adding ' to the end of the word.
James' friend the boys' scores

PRONOUNS

Subjective, Objective, Possessive and Interrogative

A pronoun takes the place of a noun. Pronouns have forms that change depending on what job the pronoun is doing in the sentence.

To decide which form you should use, decide how the pronoun is being used.

- If the pronoun is the *subject*, you will use the subjective form.

	Singular	Plural
First person	I	we
Second person	you	you
Third person	he, she, it	they

We plan to travel to Mexico in June.

Use the subjective form with the verb *to be*.

He is from Korea. This is **she**.

- If the pronoun is the *object* of a verb or preposition, you will use the objective form.

	Singular	Plural
First person	me	us
Second person	you	you
Third person	him, her, it	them

The letter was for **me**.

- If the pronoun shows ownership, you will use the possessive form.

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

Their ideas and **our** plans were used for the project.

- If the pronoun asks a question, you will use the interrogative form of the pronoun: who, which, what, whom, whose, whoever, or whomever.

Who is applying for the job? **Whose** notebook is this?

Do not confuse possessive pronouns with contractions.

Possessive pronoun	Contraction
their	they're = they are
your	you're = you are
its	it's = it is

PRONOUNS

Agreement with Antecedents

Pronouns must agree with the noun they replace in person, number and gender. Make sure the pronoun agrees with the closest noun before it.

- If the pronoun refers to a first person, second person, or third person noun, use a pronoun that is of the same person.

The *manager* said, "Our policy is to produce the best product."
first person noun *first person pronoun*

- If the pronoun refers to a singular noun, use a singular pronoun.

The *team* played whenever *it* could.
singular noun *singular pronoun*

- If the pronoun refers to a plural noun, use a plural pronoun.

The *batters* score whenever *they* can.
plural noun *plural pronoun*

- If the pronoun refers to a masculine, feminine, or neutral noun, use a masculine, feminine, or neutral pronoun.

Marcia carefully backed *her* car out of the driveway.
feminine noun *feminine pronoun*

- Indefinite pronouns may be singular or plural.

Singular indefinite pronouns: each, either, nobody, everybody, much
Plural indefinite pronouns: some, none, all, any, most, more

Examples: Each of the transmissions is new.
Some of the transmissions are new.

Either selection is appropriate.
None of the selections are appropriate.

Nobody has completed the assignment.
Most have completed the assignment.

MISPLACED MODIFIERS

- Avoid misplaced modifiers.
Place modifiers close to the word that is modified.
Make clear to what a noun or pronoun refers.
For example: The crazed passenger attacked the pilot before he as subdued.

ADJECTIVES AND ADVERBS

- Adjectives are words that describe or modify nouns or other adjectives.
- Adverbs are words that describe or modify verbs, telling how, when, where, or how much. They often end in *ly*
- Comparisons
Adjectives and adverbs are often used to compare nouns or verbs.
The *positive* form is the singular adjective or adverb. The *comparative* form is used to compare two things. The *superlative* form is used to compare more than two or several things.

<i>Positive</i>	<i>Comparative</i>	<i>Superlative</i>
cool	cooler	coolest
early	earlier	earliest
quick	quicker	quickest

For some two-syllable words and for words with more than two syllables, add *more* to form the comparative and *most* to form the superlative.

<i>Positive</i>	<i>Comparative</i>	<i>Superlative</i>
casual	<i>more</i> casual	<i>most</i> casual
technological	<i>more</i> technological	<i>most</i> technological

DOUBLE NEGATIVES

Do not use double negatives or two words that say *no*, in a sentence.
Negative words include: no, none, no, nothing, never, hardly, and barely.
For example: I don't get no satisfaction.

DOUBLE COMPARISONS

Do not use double comparisons, such as *more nicer*, or *most quietest*.

VERBS

- Verbs are used to show action or to express a state of being.
The seagull flew over the waves.
Terry is eight years old.

SUBJECT AND VERB AGREEMENT

- Subjects and verbs must agree with each other in number (singular or plural) and person.

	Singular	Plural
First person	I <i> speak</i>	we <i> speak</i>
Second person	you <i> speak</i>	you <i> speak</i>
Third person	he, she, it <i> speaks</i>	they <i> speak</i>

Examples: The swimmer *prefers* calm water.
 Prefers is a third person, singular verb. It agrees with he, she, or it.

First, the pilots check the weather report.
 Check is a third person plural verb. It agrees with they.

We prefer the Delicious apples.
 Prefer is a first person plural verb. It agrees with we.

- Do not confuse the subject with its modifiers. Sometimes the verb is not right after the subject. Remove the extra words so the subject and the verb are together.

Example: The ~~description~~ containing all the information you need is printed on page six.
Description is the subject. In your mind, remove all of the words between the subject and the verb, is printed.

- When a sentence is not in normal order, it may not be clear what the verb is. Change the sentence to normal order; subject first, then verb.

Example: Where (is, are) the most recent orders?
In your mind, change this to: *The most recent orders are where?* Orders is the subject. Are is the state of being verb.

- When a sentence begins with *here* or *there*, the sentence order is reversed. *Here* or *there* are never subjects. In your mind, change the order of the words in the sentence.

Examples: *Here* are the tools that you require.
You require the tools that are *here*.

- When the word *each* or *every* modifies a subject, the verb is singular.

Example: Each person speaks several languages.

- Compound subjects joined by *and* require plural verbs.

Example: Mr. Peterson and Mr. Stanton are opening a business.

In your mind, change this to: *They* are opening a business.

- If a compound subject is joined by *or* *nor*, look at the subject closest to the verb. If the subject closest to the verb is singular, use a singular verb. If the subject closest to the verb is plural, use a plural verb.

Examples: The commentators or the speaker is presenting the topic.

The speaker or the commentators are presenting the topic.

- Collective nouns may require singular or plural verbs, depending on how they are used. A collective noun takes a singular verb if the group is acting as one. A collective noun takes a plural verb if members of the group are acting as individuals.

Examples: The class was dismissed fifteen minutes early.

The class agreed to finish the assignment on Monday.

PRACTICE QUESTIONS

Chose the sentence that is written correctly and uses correct punctuation and capitalization.

1. A The times square movie theater shows the latest releases.
B An important rule to remember are never to swim alone.
C The nest meeting of the Department of Finance will be on Wednesday.
D One of those examples are often used.
2. F Windy and cloudy, Martin watched the storm approach.
G Heavy with pears, the cat climbed the tree.
H They were reading the books sitting on the bench.
J. After many hours of practice, she was able to master the dive.

Select the answer that corrects the sentence.

3. We waited at mercy hospital to see a Doctor.
A Mercy hospital Doctor C Mercy Hospital Doctor
B Mercy Hospital doctor D mercy hospital Doctor
4. Susan was the more quick of the three typists.
F more quick H most quickly
G most quickest J quickest

(5)

july 15, 2000

Digital Data Systems

(6)

747 Woodside lane

Norton, Wisconsin 53755

(7)

Dear sirs:

(8)

I have received your Fall catalog. I would like to order several

(9)

items. However I am not sure which cartridge will work best with my

(10)

Millennium color printer. There was eight models pictured in the catalog.

(11)

I do not require no photographic quality.

Please let me know your recommendation.

(12)

Very Truly yours,

Jackson Mason

Select the correct answer from the choices below.

(5)

A July 15, 2000.

B july 15, 2000

C july 15 2000

D July 15, 2000

(6)

F 747 woodside lane

G 747 woodside Lane

H 747 Woodside Lane

J 747 Woodside lane

(7)

A Dear Sirs

B Dear sirs,

C Dear Sirs:

D Dear sirs

(8)

F Fall Catalog, I

G fall catalog. I

H fall Catalog. I

J Fall catalog. I

(9)

A however I am

B However, I am

C However I am

D however, I am

(10)

F There was eight models

G They're were eight models

H Their was eight models

J There were eight models

(11)

A I do not require no

B I don't not require

C I do not require

D I don't require no

(12)

F Very Truly Yours,

G very truly Yours,

H Very truly yours,

J Very truly yours

ANSWERS

1. c

2. j

3. b

4. j

5. d

6. h

7. c

8. j

9. b

10. j

11. c

12. h