

TERMS DESCRIBING PARTS OF SPEECH

SENTENCE:

a A sentence is a complete thought that contains a subject and verb:

The secretary typed the letter.

SUBJECT:

the The subject is the noun (person, place, or thing) involved in action of the verb:

The SECRETARY typed the letter.

VERB:

The action word affecting the subject:

The secretary TYPED the letter.

ADVERB:

A word that describes a verb, an adjective, or another adverb:

The secretary QUICKLY typed the letter.

ADJECTIVE:

A word that describes a noun:

The secretary quickly typed the LONG letter.

MODIFIER:

Any word, phrase, or clause that furnishes information about another word or word grouping within the same sentence.

The adverb and adjective capitalized below are also known as modifiers:

The secretary QUICKLY typed the LONG letter.

NOUN:

A person, place, or thing:

The SECRETARY quickly typed the long LETTER.

PRONOUN:

A word that is substituted for another word (usually a noun) to avoid unnecessary repetition:

The secretary hummed a tune as HE quickly typed the long letter.

ANTECEDENT:

The word to which a pronoun refers:

The SECRETARY hummed a tune as he quickly typed the long letter.

OBJECT:

A noun or pronoun acted upon by a verb:

The secretary hummed a TUNE as he quickly typed the long LETTER.

PREPOSITION:

A word that generally establishes the location of a noun or pronoun:

The secretary carried the letter ACROSS the hallway.

OBJECT of the PREPOSITION:

The noun or pronoun that follows the preposition:

The secretary carried the letter across the HALLWAY.

COORDINATING CONJUNCTION:

A word that links other words or word groupings together:

The secretary carried the letter to his boss, AND she read it.

PARENTHETICAL EXPRESSION:

An expression that interrupts the flow of a sentence to provide a transition, interjection, explanation, or cause and effect relationship:

The secretary carried the letter to his boss, who was very busy; NONETHELESS, she read it.

TERMS DESCRIBING WORD GROUPINGS

INDEPENDENT CLAUSE:

Another term for a sentence that is complete and can stand alone:

The secretary carried the letter to his boss.

DEPENDENT CLAUSE:

An incomplete thought, usually introduced by a word such as "which," "when," "who," "what," "how," or "that." A dependent clause must be linked to an independent clause to produce a complete sentence:

WHEN THE SECRETARY HAD FINISHED TYPING THE LETTER, he carried it to his boss.

NOTE: The first clause in the preceding sentence is an incomplete thought and depends upon the second clause to complete the sentence.

PHRASE:

Similar to a dependent clause, except that a phrase does not contain both a subject and a verb. The following are the four most common types of phrases:

1. A PREPOSITIONAL PHRASE is a word grouping introduced by a word that normally establishes location of a noun (over the hill, around the corner, between acts, etc.).
2. An INFINITIVE PHRASE is a word grouping introduced by the word "to" plus a verb (to run fast, to try harder, etc.).

ending

3. A PARTICIPIAL PHRASE is a word grouping introduced by a verb with an "-ing" or "-ed" (reading a book, stopped for a red light, etc.).
4. An APPOSITIVE PHRASE is a word grouping that renames or relabels a noun:

earned

Denise, AN INTELLIGENT WOMAN, has her degree in comparative literature.

SIMPLE SENTENCE:

A sentence consisting of one independent clause:

The secretary typed the letter.

COMPLEX SENTENCE:

A sentence consisting of an independent clause and one or more dependent clauses:

letter,

When the secretary had finished typing the letter,
he carried it to his boss.

COMPOUND SENTENCE:

A sentence consisting of independent clauses that are linked together by a coordinating conjunction and/or appropriate punctuation:

The secretary carried the letter to his boss, and she read it.

The secretary carried the letter to his boss; she read it and told him it was perfect.