Grammar Assessment Packet
Part 1

Use the notes in this packet, as well as the notes given to you in class (that will contain sample questions) to study for the Trimester Grammar Assessment (TGA). The multiple-choice TGA will be given Friday, December 16 in class.

Sentences

Simple Sentence – has only one independent clause with least a subject and a verb. Hints for finding a simple sentence: *Who or what did or is something?* (subject) and *What did they do?* or *What are they?* (verb).

Compound Sentence – consists of two independent clauses (sentences) joined together with a comma and a coordinating conjunction, or a semicolon. Hint for remembering coordinating conjunctions**: FANBOYS –** for, and, nor, but, or, yet, so.

Complex sentence – contains one independent clause (sentence) and one or more dependent clauses (fragments). Hint for finding dependent clauses: **AAAWWUBBIS –** after, although, as, when, while, until, before, because, if, since.

Compound-Complex sentence – contains two or more independent clauses and one or more dependent clauses.

Commas Rules

Use a comma before the conjunction that joins the clauses of a compound sentence.

> **The day was brisk and sunny, and we looked forward to our hike.**

In a very short compound sentence with the parts joined by *and*, it is not necessary to use a comma. Always use a comma before the conjunctions *but* and *or*.

> **The rain stopped *and* the clouds disappeared.**
> **Someone called, *but* I didn't get her name.**

Do not use a comma before the conjunction that joins a compound predicate, unless the predicate has more than two parts.

> **The academic team entered the competition and won it.**
> **The settlers felled trees, dug up stumps, and farmed the land.**

Use of a comma to separate an introductory word, phrase, or clause from the rest of the sentence.

> **No, I have never been to Disney World.**
> **Since we were tired, we headed for home.**

Use commas to set off interrupters. Interrupters are words or phrases that break, or interrupt, the flow of a thought in a sentence.

Tuesday, frankly, is not a good day for me.
The winners, of course, must be present.

Use commas to set off nouns of direct address. The name of someone directly spoken to is a noun of direct address.

Kirby, you wrote a fine composition.
Come here, Mom, and see what I've done.

Use commas to set off the explanatory words of a direct quotation.

Charlie asked, "Where did everyone go?"
"Today is my birthday," explained Josh.

A divided quotation is a quotation interrupted by explanatory words. Place another comma after the last explanatory word in the quotation.

"We return you now," said the reporter, "to your local station."

Use commas to set off most appositives. An appositive is a word or group of words used directly after another word to explain it.

Beverly Sills, the famous soprano, once sang at the local college.

Use a comma after every item in a series except the last. The items in a series may be single words, phrases, or other parts of a sentence. A series contains more than two items.

Words **I bought soap, shampoo, and toothpaste.**

Phrases **The bus goes to the museum, to the aquarium, and to the band shell.**

Clauses **The book explains how you can earn money, how you can save money, and how you can budget money.**

When two or more adjectives precede a noun, use a comma after each adjective except the last one.

Today is a clear, bright, sunshiny day.

Sometimes two adjectives are used together to express a single idea made up of two closely related thoughts. Adjectives so used are not usually separated by a comma.

The pup has big brown eyes.

Use commas after the adverbs first, second, third, and so on, when these adverbs introduce items in a series.

Preview your assignment as follows before you begin to read: first, look at the title; second, look at the subheadings; third, read the first and last paragraphs.

Capitalization Notes

Capitalize proper nouns and proper adjectives.

Common Noun	Proper Noun	Proper Adjective
queen	Victoria	Victorian
country	England	English

Capitalize the names of persons and also the initials or abbreviations that stand for those names.

H.L. Hart	Harold Lafayette Hart
J.F.K.	John Fitzgerald Kennedy

Capitalize titles used with names of persons and also the initials or abbreviations that stand for those titles. Capitalize the titles Mr., Mrs., Ms., and Miss. Dr. Michael McLaughlin Mayor Jane Allen

Do not capitalize the titles used as common nouns. I called the doctor's office or James is a class president

Capitalize titles of people in unique positions whose rank is very important, even when the titles are used without proper nouns. i.e. The President of the United States.

Capitalize such words as mother, father, aunt, and uncle when these words are used as names. *Note when the noun is modified by a personal pronoun, it is not capitalized. My mother met Aunt Claire for lunch

Capitalize the pronoun I. Mitch is younger than I.

Capitalize all words referring to the Deity, to holy books, and to religious scriptures.

God	**the Lord**	**the Book of Exodus**
the Bible	**the Talmud**	**the Koran**

Capitalize the names of **races, languages, ethnic groups, nationalities, religions,** and **the adjectives derived from them**.

Cherokee	**Judaism**	**Korean**
Polish	**Eskimo**	**Christianity**

Do not capitalize the names of school subjects unless they are languages or unless a course name is followed by a number.

French	**Chinese**	**English**	**Russian**
science	**Chemistry I**	**physical education**	**algebra**

Capitalize the names of ships, trains, aircraft, and brand names of automobiles.

Pinta	**Amtrak**	**Air Force One**	**Mazda**

Capitalize the abbreviations of B.C., A.D., A.M. and P.M.

7:30 **A.M.**	**A.D.** 1776	304 **B.C.**	1:30 **P.M.**

Do not capitalize the directions of the compass or adjectives derived from them.

an east wind **a southerly direction**

Capitalize the names of sections of the country and the proper adjectives derived from those names

the **Southwest** **Western** boots the **East Coast**

Capitalize major words in geographical names

Continents: **Asia, North America**
Bodies of Water: **Lake Erie, the Mediterranean Sea, the Nile Valley**
Land Forms: **the Green Mountains, the Sahara**
Political Units: **the Township of Niles, the Commonwealth of Kentucky, the Hawaiian Islands, Iroquois County**
Public Areas: **Central Park, Acadia National Forest**
Road and Highways: **Route 66, Santa Fe Trail**

Capitalize all the important words and abbreviations in the **names of organizations** and **institutions.**

Haven **M**iddle **S**chool **NASA** **S**t. **F**rancis **H**ospital

Do not capitalize such words as school, college, church and hospital when they are not used as names.

our school **the church on the corner** **a local college**

Capitalize the names of **historical events, documents,** and **periods of time.**

Declaration of **I**ndependence **T**reaty of **V**ersailles
French and **I**ndian **W**ar **D**ark **A**ges

Capitalize the names of months, days, and holidays, but not the names of the seasons.

Sunday **M**emorial Day **A**pril spring

Appositives

An appositive is a noun, a noun phrase, or a noun clause which sits next to another noun to rename it or to describe it in another way. (The word *appositive* comes from the Latin for *to put near*.)

Appositives are usually offset with commas, brackets, or dashes.

Examples of Appositives

Here are some examples of appositives:

- Don't leave your shoes there, or my dog, Ollie, will munch them.
  (In this example, the appositive is *Ollie*. It is in apposition (as it's called) to *my dog*.)
- My best friend, Lee, caught a whelk when he was fishing for bass.
  (In this example, the appositive is *Lee*. It is in apposition to *My best friend*.)
- Dr Pat, the creator of the turnip brew, sold 8 barrels on the first day.
  (In this example, the appositive is *the creator of the turnip brew*. It is in apposition to *Dr Pat*.)

An Appositive Can Be a Noun, a Noun Phrase, or Noun Clause

An appositive can be a noun, a noun phrase, or a noun clause. For example:

- The beast, a lion, was starting to show interest in our party.
- (In this example, the appositive is a noun.) The beast, a large lion with a mane like a bonfire, was starting to show interest in our party.
- (In this example, the appositive is a noun phrase.) The beast, a large lion with a mane like a bonfire which was looking hungry, was starting to show interest in our party. (In this example, the appositive is a noun clause.)

How to Properly Use a Dash

Use a dash for any of the following:

To showcase things in the middle of an independent clause.

1. For example:
2. Three of my favorite foods—ravioli, tiramisu, and gelato—originated in Italy.
3. James can’t make it—he caught the flu from his sister—but hopefully he’ll be better by tomorrow.

To indicate interrupted speech in dialogue.

1. For example:
2. “What if we—”
3. “No, I have a better idea!”

To emphasize a sentence.

1. For example:
2. You can give Alicia her birthday card—just make sure to send it on time.

They're, Their, and There

Do not confuse they're, their, and there. A mistake involving these constitutes a grammatical howler.

They're

They're is a shortened version of they are. (The apostrophe replaces the letter a.) Only use they're if you can substitute it with they are.

Examples:

They're not leaving on Saturday at all.
("They are not leaving..." < sounds ok)

I cannot believe they're from Wigan.
("I cannot believe they are from Wigan." < sounds ok)

More than 20 people left they're coats in the cloakroom.
("More than 20 people left they are coats in the cloakroom." < nonsense; therefore, they're must be wrong.)

Why do you listen to them? They're unqualified.

My doctor gave me two weeks to live. I hope they're in August. (Ronnie Shakes)
Things are only impossible until they're not. (Jean-Luc Picard)

Their

Their is used to show possession. It is just like my, your, his, her, its, and our. (These are called possessive adjectives.) Here is a little trick: use the word our instead of their. If the sentence still makes sense, then their is almost certainly correct. This trick works because our and their are both possessive adjectives used for plurals.

Examples:

Can you show the guests to their cabins?

("Can you show the guests to our cabins" < sounds ok; their is correct)

I have seen their footprints before.

("I have seen our footprints before." < sounds ok; their is correct)

Their all leaving.

("Our all leaving." < nonsense; their is wrong; should be they're)

Their less likely to cause offence. They're

Experience is the name everyone gives to their mistakes. (Oscar Wilde)

There

The word there is similar to the word here in that it represents a place. It has two main uses: (1) it is a specified place (like in the first example below), and (2) it is an unspecified place (like in the second example). Also, like in the second and third examples, the word there can be used to show that something exists.

Examples:

The Germans are over there.

(specified place)

There are two apples.

(unspecified place - two apples exist)

There are two apples left in the fruit bowl.

(two apples exist; place specified later in the sentence - i.e., in the fruit bowl)

Simon looked up and repeated his opening line: "They're unqualified and their opinions counted for nothing while they were their."

(last their should be there)

To, Too, Two

What's the difference between *to*, *too*, and *two*? It's not too difficult to use them, once you take the time to learn what they mean – and do some practicing, too.

To

***To* has two functions. First, as a preposition, in which case it always precedes a noun.**

I'm going to the store

He went to Italy

Secondly, *to* indicates an infinitive when it precedes a verb.

I need to study

We want to help

Too

***Too* also has two uses. First, as a synonym for "also":**

Can I go too?

He went to France too

Secondly, *too* means excessively when it precedes an adjective or adverb.

I'm too tired

He's walking too quickly

Two

***Two* is a number.**

One, two, three…

I have two cars

The Bottom Line

The confusion between *to*, *too*, and *two* occurs because the three words are pronounced identically. If you're able to replace the word with "also" or "excessively/too much," use *too*. If the word is a number, use *two*. Otherwise, you'll want to use *to*.