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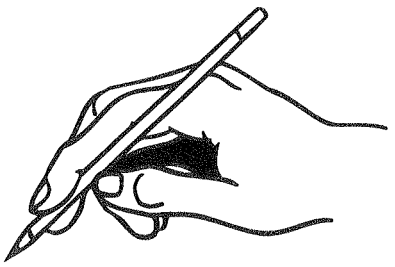


Unit 1
Using Words

LESSON 1: PARTS OF SPEECH

SPEECH is communication or expression of thoughts in spoken words.

PARTS OF SPEECH are the classifications of words, to one of which every word must belong.
[English has eight such classifications: noun, pronoun, verb, adjective, adverb, preposition, conjunction, interjection.]

Although there are many ways to communicate, such as through pictures, gestures, facial expressions, and physical objects, the primary means of communication is the *word*. Words may be spoken or written. Spoken words are sounds or combinations of sounds which represent ideas. Written words are symbols expressing the sounds of spoken words, and they also represent ideas. In either case, words are used in many different ways. In order that our ideas can be communicated in standard ways that everyone can understand, words have been classified according to their ***function*** in communication. In English, words fall into eight categories called the ***parts of speech***. They are listed in the charts below. Learn the contents of these charts.

USE	EXPLANATION	EXAMPLES
1. NOUNS	Words that name a person, place, thing, idea, or quality	**book, tree, lamp, sister, can, clock, James, Iowa, etc.**
2. PRONOUNS	Words that are used in place of nouns	**he, she, us, them, everyone, either, who, which, this, etc.**
3. VERBS	Words that express action or a state of being or that help other verbs complete their meaning	**run, eat, sleep, tell, be, see, smell, overcome, pray, etc.**

USE	EXPLANATION	EXAMPLES
4. ADJECTIVES	Words that modify (describe or limit) nouns or pronouns	tall, easy, green, happy, scenic, improper, new, etc.
5. ADVERBS	Words that modify (describe or limit) verbs, adjectives, or other adverbs	closely, smoothly, easily, plainly, nicely, soon, etc.
6. PREPOSITIONS	Words used to show the relationship of a noun or pronoun to some other word in a sentence	under, around, above, to, for, of, in, near, over, etc.
7. CONJUNCTIONS	Words that connect words or groups of words	and, or, but, although, because, if, since, that, etc.
8. INTERJECTIONS	Words that exclaim or express strong feelings or surprise but have little or no grammatical connection with other words in a sentence	Oh!, Wow!, Phew!, Hey!, Alas!, Goodness!, etc.

NOUNS AND THEIR USE

Nouns are classified into two groups: ***common*** and ***proper***. Proper nouns name a *particular* person, place, or thing. When written, they begin with a capital letter. Common nouns are *general* in nature, naming no particular person, place, or thing. Here are some examples:

PROPER	COMMON	PROPER	COMMON
Fred	grandfather	Mr. Robert Rodgers	teacher
England	country	Capitol	building
Nevada	state	Microsoft	business
Tulsa	city	John Adams	president
Mrs. Winslow	woman	Christianity	religion

Nouns are also classified according to their ***use*** in sentences. They may be used in six different ways. These are: ***subjects, direct objects, indirect objects, objects of prepositions, predicate nominatives,*** and ***appositives.***

USE	EXPLANATION	EXAMPLES
SUBJECT	The *subject* of a sentence is the word or group of words about which the sentence makes a statement.	*The* ***weather*** has been pleasant lately.
DIRECT OBJECT	A *direct object* is a word or group of words that receives the action of a verb.	He hammered a ***nail*** into the plank.

INDIRECT OBJECT	An *indirect object* precedes a direct object and indicates to whom or for whom the action of the verb is done.	She gave her ***mother*** a loving embrace.
OBJECT OF A PREPOSITION	An *object of a preposition* is a word or group of words following a preposition. The preposition relates its object to some other word or words in the sentence.	The subject of his ***speech*** has been a matter of ***controversy*** during the past ***week***.
PREDICATE NOMINATIVE	A *predicate nominative* is a word or group of words following a linking verb and renaming the subject of a sentence or clause.	The man in the truck is the ***foreman*** of the construction project.
APPOSITIVE	An *appositive* is a word that follows a nominative (noun, pronoun, or noun-like group of words) and that renames or identifies the first nominative.	George Washington, the first ***President*** of the United States, was from Virginia.

PRONOUNS

Pronouns are words that are used in the place of nouns to avoid repeating those nouns unnecessarily. They may be used in the same six ways that nouns can be used: as ***subjects, direct objects, indirect objects, objects of prepositions, predicate nominatives,*** and ***appositives***. The noun a pronoun refers to is called the pronoun's **antecedent.** In the sentence "David straightened his room," *David* is the antecedent of the pronoun *his*.

There are eight different types of pronouns. Each type has a special purpose. Study the following chart to understand the use of each type of pronoun.

TYPE	USE	EXAMPLES
PERSONAL	Refers to individuals in the same way that a noun is used	**I, me, we, us, you, he, him, she, her, it, they, them**
PERSONAL—POSSESSIVE	Indicates possession; is used in the same way that an adjective is used	**my, mine, your, yours, his, her, hers, its, their, theirs, whose**
INDEFINITE	Somewhat less exact in meaning than other pronouns, it is called *indefinite* because it does not refer to any particular *antecedent* (a noun or pronoun to which a pronoun refers).	**anybody, anyone, each, one, many, most, either, neither, nobody, no one, one, none, all, some, any, everybody, someone, few**

TYPE	USE	EXAMPLES
RELATIVE	Connects or "relates" adjective clauses to the rest of the sentence	that, which, who, whom, whose, whoever, whomever, whichever, whatever
DEMONSTRATIVE	Points out and identifies persons or things	this, that, these, those, such
INTERROGATIVE	Introduces a question	who, whom, what, which, whoever, whichever, whatever, whose
RECIPROCAL	Indicates an interchange of action suggested by a verb	each other (interchange between two) one another (interchange between three or more)
COMPOUND REFLEXIVE & INTENSIVE ("self" pronouns)	**Reflexive:** follows verbs or prepositions and "reflects" back to the subject **Intensive:** is used as an appositive and "intensifies" or emphasizes the noun or pronoun that it follows	myself, ourselves, yourself, yourselves, himself, herself, itself, themselves, oneself

VERBS

Verbs are words that express action or a state or condition of being, or that help another verb complete its meaning. There are three kinds of verbs to serve these three purposes: ***action verbs, linking verbs,*** and ***helping (auxiliary) verbs.***

Action verbs usually involve some kind of physical, mental, or emotional activity. ***Linking verbs*** express a state of being or condition of existence. They "link" the subject of the sentence to a noun, pronoun, adjective, or group of words following the verb which either rename or describe the subject (predicate nominative or predicate adjective). ***Helping verbs*** combine with main verbs and assist in completing their meaning. The most common helping verbs are ***be, have, do, shall, will, should, would, may, might, can, could, must, ought, let, need, used, dare*** and their various forms.

Verbs take many forms to express differences in the *time of the action* (**tense**), to indicate from which *perspective the action is done* (**voice**), to indicate the *nature of the action* (**tone**), and to characterize the *state of mind associated with the verb* (**mood**). These different forms are all built around FOUR BASIC FORMS, known as the ***four principal parts*** of verbs.

The four principal parts are called:

- First: ***present (infinitive)*** — I ***climb*** out of bed every morning.
- Second: ***present participle*** — I *am* ***climbing*** the ladder.
- Third: ***past*** — I ***climbed*** the tree yesterday.
- Fourth: ***past participle*** — I *have* ***climbed*** this mountain before.

Here are a few other examples of each type of verb:

ACTION VERBS	PRINCIPAL PARTS	LINKING VERBS	PRINCIPAL PARTS	HELPING VERBS	PRINCIPAL PARTS
to see	see, seeing, saw, seen	to be	be, being, was/were, been	to have	have, having, had, had
to run	run, running, ran, run	to seem	seem, seeming, seemed, seemed	to do	do, doing, did, done
to pay	pay, paying, paid, paid	to feel	feel, feeling, felt, felt	to be	be, being, was, been
to eat	eat, eating, ate, eaten	to sound	sound, sounding, sounded, sounded	can	can, —, could, —

ADJECTIVES

Adjectives are words that modify nouns or pronouns. To "modify" means "to limit" or "describe." Adjectives modify nouns or pronouns by making their meanings more exact, which adds interest to writing.

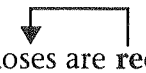
Adjectives answer the questions ***what kind? which one? how many?*** or ***how much?*** about the nouns or pronouns they modify.

WHAT KIND?	WHICH ONE(S)?	HOW MANY?	HOW MUCH?
an *easy* assignment	the *only* answer	*thirteen* years	*some* sand
a *large* deposit	the *third* member	*two more* attempts	*less* leakage
boiled eggs	the *oldest* brother	*no* reason	*more* compassion
the *white* carnation	*these* books	a *thousand* pardons	a *large* volume
the *heavy, iron* gate	the *early* bird	a *few* spectators	the *most* precipitation
the *hot, bubbly* mixture	the *worst* illness	*many* explanations	the *least* interest

■ *Adjective Location:*

Usually, an adjective ***immediately precedes the noun or pronoun it modifies*** (see examples in the chart above). Adjectives may also be placed in the predicate (non-subject) portion of a sentence ***following a linking verb***. In such cases, an adjective modifying a subject is called a ***predicate adjective***.

☞**EXAMPLE:**



Roses are red.

■ *Articles:*

The common small words ***a, an,*** and ***the*** are called ***articles*** and they too function as adjectives because they limit (or modify) nouns. (Even though the examples in the chart above are not italicized, they are still considered as adjectives.)

ADVERBS

Adverbs are words that modify verbs, adjectives, or other adverbs. Adverbs usually answer such questions as ***how? how much? to what extent? how often? when? where?*** or ***in which way?*** about the words they modify. Here are some examples of adverbs:

HOW? In Which Way?	HOW MUCH? To What Extent?	WHEN? How Often?	WHERE?	OTHERS
warmly, completely, lovingly, slowly, well, happily, timidly, sadly, wrongfully, quietly	only, quite, fully, too, nearly, particularly, so, almost, not, largely, very, more, quite	always, never, annually, once, later, yearly, now, finally, seldom, usually, sometimes, twice, soon	here, there, nowhere, out, somewhere, away, back, around, outside, behind, anywhere, up	yes, no, perhaps, maybe, however, nevertheless, furthermore, moreover

☞**EXAMPLES:**

Adverb modifying a verb: The rocket rose **quickly** above the clouds.

Adverb modifying an adjective: We all had a **rather** tiring day of sightseeing.

Adverb modifying another adverb: The mold grew **quite** slowly in the lab dish.

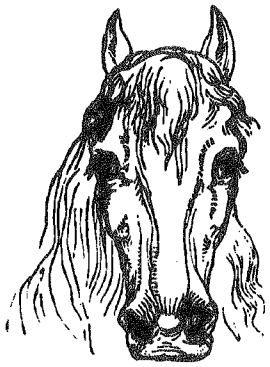
■ *Adverb Endings:*

Adverbs have three common endings, ***-ly, -wise,*** and ***-ways***, which may help you identify them. Of course, not all adverbs have these endings. Furthermore, sometimes adjectives end with *-ly*; so you must always check to see which word is being modified before you assume that an *-ly* word is an adverb. But in many cases, adding *-ly* to an adjective will change it into an adverb: *(quiet > quietly, hot > hotly, sudden > suddenly)*. Some nouns can be changed into adverbs by adding *-wise* or *-ways*: *(length > lengthwise, side > sideways)*.

✎ **EXERCISE A** Identify which ***part of speech*** each of the words in **dark print** is by writing one of the following abbreviations above the word: **N** (noun), **P** (pronoun), **AV** (action verb), **LV** (linking verb), **HV** (helping verb), **ADJ** (adjective), **ADV** (adverb).

N LV N N

1. Music is a gift from God.



2. **Everyone loves** a **winner.**
3. The **horse** in the **corral is wild.**
4. The **baby awoke** when the **door slammed shut.**
5. **Mary said she had read that book before.**
6. **I must write** a **letter** to my **grandmother** to thank **her** for the **gift.**
7. **Check carefully** to see that **you are answering** the **questions correctly.**
8. **She was happy** to see the **card** she **received** in the **mail.**
9. **We must hold** to the **faith** of our **fathers.**
10. "The **doctor will be happy** to see **you now,**" the **nurse said.**

✎ **EXERCISE B** Identify the *use* of the nouns in **dark print** by writing one of the following abbreviations above them: **S** (subject), **DO** (direct object), **IO** (indirect object), **OP** (object of a preposition), **PN** (predicate nominative), **A** (appositive).

S A OP DO
1. **Mike**, the **mechanic** at a nearby **shop**, repaired my **motorbike.**
2. The **telephone** in the **kitchen** is ringing.
3. **Mr. Johnson** offered the **boys** a **job** for the **summer.**
4. **Jesus** is the **Son** of **God.**
5. **Ronald Reagan**, the 40th **President**, was formerly the **governor** of **California.**

✎ **EXERCISE C** Identify the pronouns in **dark print** by writing one of the following abbreviations above them: **P** (personal), **PP** (personal possessive), **I** (indefinite), **INT** (interrogative), **R** (reciprocal), or **C** (compound). (Consider two-word pronouns to be one word.)

P PP I
1. **He** is **my** father, as **everyone** knows.
2. **We** must love **each other** more.
3. **Everybody** thinks **you** are **her** sister.