

20. USING THE PARTS OF SPEECH (nouns, verbs, adjectives...)

PART OF SPEECH	EXAMPLES	FUNCTION	REMEMBER
Nouns	<i>manager, office, furniture, horse, democracy, studying</i>	Nouns identify a person, place, thing, animal, concept, or activity.	When using a noun, check: <ul style="list-style-type: none"> ■ if it has a plural form, and ■ if so, whether you should use the singular or plural form ■ if it is a proper known, requiring a capital letter
Pronouns	<i>I, he, she, it, their, theirs, those, who, whoever, anyone, this, you</i>	Pronouns substitute for nouns, noun phrases, or other pronouns, and can also refer to people (<i>I, you</i>), places (<i>that</i>), things (<i>something</i>), etc.	When using a pronoun, check: <ul style="list-style-type: none"> ■ that you use a singular pronoun to replace a singular noun and a plural pronoun to replace a plural noun ■ that <i>you</i> is not used to replace a noun
Verbs	<i>smile, compute, think, seem, become, be</i>	Verbs tell what a person, place, thing, or concept does or is .	When using a verb, check: <ul style="list-style-type: none"> ■ that you are using the correct tense ■ that you have used the correct form of the verb ■ that you have included any necessary helping verbs ■ the verb agrees with the subject
Adjectives	<i>purple, beautiful, big, energetic</i>	Adjectives describe nouns.	When using an adjective, check: <ul style="list-style-type: none"> ■ you do not add an <i>-s</i>; adjectives are not plural in English
Determiners	articles: <i>a, an, the</i> possessives: <i>my, your, her</i> demonstratives: <i>this, those</i> quantifiers: <i>much, all, both</i>	Determiners limit or specify the nouns that follow them.	When you use articles, check: <ul style="list-style-type: none"> ■ that you use <i>a/an</i> with a singular countable noun (<i>a concept</i>), but not with non-countable nouns (<i>information</i>) ■ that you use <i>the</i> only when your reader knows which specific one you are discussing
Adverbs	<i>efficiently, happily, easily, well, very, often</i>	Adverbs provide more information about a verb, an adjective, another adverb, a phrase, or a clause, or sentence, by answering questions such as how, when, where, and how much.	When you use an adverb at the beginning of a sentence to describe the entire sentence, check: <ul style="list-style-type: none"> ■ that you use a comma (<i>Slowly, the economy is improving.</i>)
Conjunctions	Coordinating conjunctions: <i>and, but, or, nor, so, for, yet</i> Subordinating conjunctions: <i>because, if, when, although</i>	Coordinating conjunctions connect single words, phrases, and clauses. Subordinating conjunctions connect clauses (parts of a sentence with a subject and verb).	When you use coordinating conjunctions to join to clauses, check: <ul style="list-style-type: none"> ■ that you use a comma before the conjunction When you start a sentence with a subordinating conjunctions, check: <ul style="list-style-type: none"> ■ you connect the part of the sentence with the subordinating conjunction to a complete sentence ■ Example: Although <i>the research is well-detailed, it still has some serious flaws.</i>
Prepositions	<i>at, on, in, from, to, by, during, such as</i>	Prepositions show the relationship of nouns, pronouns, or phrases to other words in sentences.	When you use verbs with a preposition or adjective, check: <ul style="list-style-type: none"> ■ you are using the correct preposition; (certain verbs and adjectives are always combined with the same prepositions (<i>accused of, familiar with</i>)). <p>Go to: http://www.uwf.edu/writelab/handouts/idiomatic.cfm for a list of verb + preposition and adjective + prepositions combinations</p>