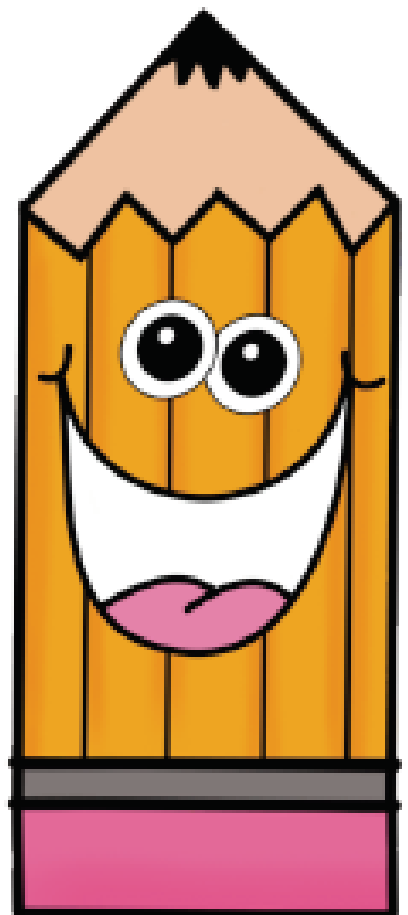
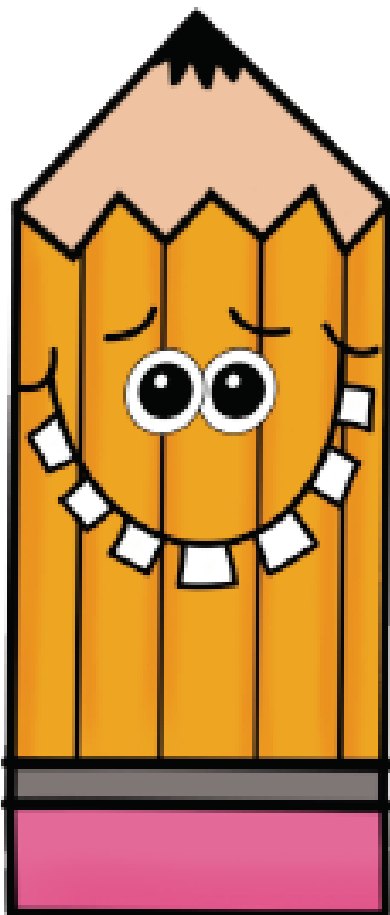
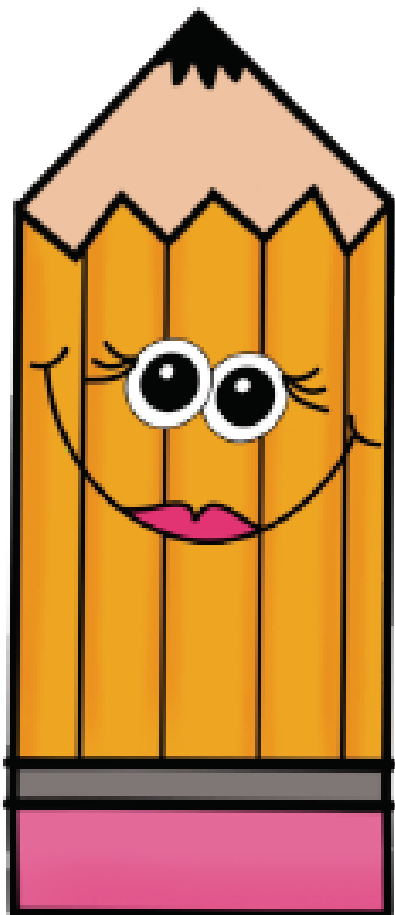


# LANGUAGE SKILLS

## QUICK REFERENCE GUIDE



# PARTS OF SPEECH

## NOUNS & PRONOUNS

### PLURAL NOUNS

Plural nouns are used when there is more than one of something.  
A **REGULAR NOUN** follows the spelling rules below when changed to a plural noun.  
An **IRREGULAR NOUN** does not follow these rules when changed to the plural form.

-S	-ES	-IES	-VES
most nouns	nouns that end with S, SH, CH, X, Z, or SS	nouns that end with "Y"	nouns that end with "F"
swans dogs wands shows	sandwiches boxes buzzes dishes	fairies babies stories fireflies	wolves knives wives leaves

**IRREGULAR NOUN EXAMPLES:** men, teeth, children, mice

### POSSESSIVE NOUNS

A pronoun that shows ownership is a possessive noun.  
You can make a singular noun possessive by adding an apostrophe before the "s."  
You can make a plural noun possessive by adding an apostrophe after the "s."

<b>SINGULAR</b>	My mom's car is fast. The boy's hat flew off.
<b>PLURAL</b>	The five boys' cabin was messy. The dogs' bones were gone.

### RELATIVE PRONOUNS

WHO	WHOM	WHOSE
If your sentence is a question and you can answer it with he, she, we, I, or they.	If your sentence is a question and you can answer it using him, her, us, me or them.	Used to show possession instead of who's, which only works as the contraction "who is."

### CAPITALIZATION OF NOUNS

<b>COMMON</b>	A general noun Not capitalized	dog, city, school, singer
<b>PROPER</b>	A specific noun Capitalized	Manley, Houston, Harvard, Taylor Swift
<b>OTHER NOUNS TO CAPITALIZE</b>	A person's name Initials Titles Pronoun "I" Months, Days, Holidays	Historical Events Organizations Nationalities Races Languages

## VERBS

### TYPES OF VERBS

ACTION	HELPING	LINKING
A verb used to show action	A verb used to HELP show action	A verb used to link the subject to a noun or adjective in a sentence
swim, bike, run, play, swarm	is, am, are, were, was, be, being, been ...and many more!	am, is, are, was, be, were, have

### VERB TENSES

PAST	PRESENT	FUTURE
When something has already happened	When something is currently happening	When something is going to happen later
swam, biked, ran, played, swarmed	swimming, biking, running, playing, swarming	will swim, will bike, will run, will play, will swarm

### PROGRESSIVE VERBS

Show action that is, was, or will be happening at some point in time

I was mowing the lawn yesterday.  
I am mowing the lawn now.  
I will be mowing the lawn tomorrow.

# PARTS OF SPEECH

## NOUNS & VERB AGREEMENT

**YOUR SUBJECT (NOUN) AND VERB MUST "AGREE" WITH ONE ANOTHER**

If you have a **SINGULAR SUBJECT**, you must have a **SINGULAR VERB**. To make a verb singular, add an "s."

The **baby plays** with the toys.

If you have a **PLURAL SUBJECT**, you must have a **PLURAL VERB**. To make a verb plural, do not add an "s."

The **babies play** with the toys.

## COMMONLY CONFUSED WORDS

YOUR, YOU'RE		THEIR, THERE, THEY'RE			WE'RE, WERE		TWO, TO, TOO			THEN, THAN	
Your	You're	Their	There	They're	We're	Were	Two	To	Too	Then	Than
belonging to you	you are	belonging to them	a place	they are	we are	past tense of 'are'	number 2	shows motion	also or in excess	a point in time	used to compare

## ADVERBS & ADJECTIVES

### ADVERBS

Adverbs **describe verbs** and come before or after the verb. They often end in **-ly**.

How	When	Where	How Often
slowly quietly quickly	later never after	downstairs here outside	occasionally seldom always

### ADJECTIVES

Adjectives **describe nouns**.

When using multiple adjectives, they should be arranged in the following order  
 Opinion ⇒ Size ⇒ Shape ⇒ Condition ⇒  
 Age ⇒ Color ⇒ Pattern ⇒ Origin ⇒  
 Material ⇒ Purpose

## PREPOSITIONS

### PREPOSITIONS

A preposition connects a noun or pronoun to the rest of a sentence. They are meant to give more information and they almost always show:

Location	Time	Direction
on under beside	before until during	into toward up

### PREPOSITIONAL PHRASE





A prepositional phrase contains the sentence, preposition, and its object. You can almost always **ELIMINATE** an entire prepositional phrase and still have your sentence make sense.

The party at Jan's house was a blast!

Please stack your books on your desk.

# SENTENCES

## TYPES OF SENTENCES

EXCLAMATORY	INTERROGATIVE	DECLARATIVE	IMPERATIVE
An exclamation	A question	A statement	A command
			

## SENTENCE STRUCTURE

INDEPENDENT CLAUSE	DEPENDENT CLAUSE
A sentence that can <b>STAND ALONE</b> by itself.	Part of a sentence that <b>"DEPENDS"</b> on an independent clause to become a complete sentence.
School makes me happy.	<u>Whenever I arrive at school,</u> I can't help but feel happy.

## TYPES OF SENTENCES

<b>SIMPLE SENTENCE</b>	Includes a subject and a verb and expresses one idea. Considered an independent clause.	The gorilla smiled at the visitors.
<b>COMPOUND SENTENCE</b>	Combines <b>two simple sentences</b> using a comma and a conjunction.	<u>The gorilla smiled at the visitors,</u> but she <u>pounded the glass.</u>
<b>COMPLEX SENTENCE</b>	Combines an <b>independent clause</b> with a <b>dependent clause</b> .	After she smiled at the visitors, <u>the gorilla pounded on the glass.</u>

## FRAGMENTS & RUN-ONS

FRAGMENTS	RUN-ONS
Fragments are incomplete thoughts which are missing a subject (noun), predicate (verb), or both.	Run-on sentences occur when multiple sentences are combined without proper punctuation.
The boy. Walking to the store.	The boy brushed his teeth and washed his face and then he went to bed and read a book when he finally fell asleep it was past his bedtime.

# CONVENTIONS

## PUNCTUATION

### UNDERLINING AND QUOTATION MARKS

We <u>underline</u> the names of ENTIRE works	We use quotation marks to punctuate PARTS of works.
Books, Movies, Albums, Newspapers, TV Show Titles, etc.	Chapters in books, Songs, Poems, TV Episodes, etc.

### EDITING MARKS

					
Capitalize	Insert Period	Insert Apostrophe	Insert Comma	Insert Quotes	Lowercase

## QUOTATION MARKS

### QUOTATION MARK RULES

Rule	Example
For every new speaker, begin a new line and indent a new paragraph.	"I can't believe I won!" said Anna. "I know!" replied Seba.
Commas and periods go inside quotes.	"Waking up early," said Evan, "is not cool."
Use commas to separate dialogue and speaker EXCEPT when using an exclamation mark or a question mark.	"Let's go to the mall," said Kira. "That sounds perfect!" exclaimed Mae.
Capitalize the first letter of spoken dialogue.	Ethan said, "My friends are the best."

# CONVENTIONS

## COMMAS

### COMMA USAGE RULES

Rule	Example
Use a comma after introductory words in a sentence like However, For Example, Clearly, etc.	I love to go camping. <b>However</b> , I don't enjoy all of the bugs that get into my sleeping bag while I rest.
Use a comma to separate items in a series.	I walked to the <b>store</b> , then to the <b>library</b> , and finally back home.
Use a comma to separate a city and state or month and year.	I live in <b>Denver, Colorado</b> , and my birthday is <b>March 23, 2003</b> .
Use a comma after or before a person's name when you also state who he or she is.	My teacher, <b>Mrs. Smith</b> , is the most amazing human being I've ever met.

## CONJUNCTIONS

### CONJUNCTIONS ARE USED TO JOIN PHRASES OR SENTENCES TOGETHER

<b>Coordinating Conjunctions</b> are used WITH a comma to join two <b>simple sentences</b> .	<b>Subordinating Conjunctions</b> are used to join a dependent clause with an <b>independent clause</b> .
<b>For, And, Nor, But, Or, Yet, So</b>	after, although, because, before, since, whenever, unless, as, and <b>MANY MORE!</b>
I went to the store, <b>but</b> they didn't have what I needed.	After I got to the store, I <b>realized</b> they didn't have what I needed.