



Writing Centre

GLOSSARY OF GRAMMAR TERMS

PARTS OF SPEECH	
Adjectives	Words that describe nouns and pronouns. Answer questions such as: What kind? How many? Which ones? (Example: big, several, oldest)
Adverbs	Words that give additional information about a verb, another adverb, or adjective. Adverbs answer: in what manner? Where? When? And to what extent? (Example: here, now, carefully, sharply, too)
Conjunctive Adverbs (Transitional Conjunctions)	Adverbs that make a transition between two equal parts of a sentence. (Examples: accordingly, additionally, also, hence, however, incidentally, indeed, in fact, thus, therefore, meanwhile, moreover, consequently, then, nevertheless, otherwise, still, for example, besides, furthermore)
Conjunctions	Words that connect two or more words or two parts of a sentence. (Examples: and, or, nor)
Coordinating Conjunctions	Conjunctions that join equal parts (words, phrases or clauses) of a sentence. (Examples: We ordered staples <u>and</u> computer disks. We paid for the supplies <u>and</u> left the film to be processed. I order all the department's computer supplies, <u>and</u> I keep an inventory of supplies on hand.)

<p>Dependent or Subordinating Conjunctions</p>	<p>Conjunctions that join unequal parts of a sentence such as an independent and dependent clause. (Example: <u>If</u> I study hard, I should make the honour roll. I am not interested in purchasing clothes on the internet <u>because</u> I like to make sure clothes fit before I buy them.)</p>
<p>Nouns</p>	<p>Words that name people, places, things, activities, or ideas. (Examples: boy, United States, cups, softball, design)</p>
<p>Common Noun</p>	<p>Refers to general names of people, places, things, activities, or ideas. (Example: girl)</p>
<p>Proper Noun</p>	<p>Refers to a specific person, place, thing, activity, or idea. (Example: Florida)</p>
<p>Pronouns</p>	<p>Words that take the place of nouns. (Examples: She, he, it, we, I you, they, his, their, her, your)</p>
<p>Personal Pronouns</p>	<p>Substitute for nouns referring to people (Examples: I, me, my, mine, you, your, he, she, it, him, her, they, them, our, etc.)</p>
<p>Possessive Pronouns</p>	<p>Pronouns that show ownership. (Examples: my, mine, our, his, her)</p>
<p>Indefinite Pronouns</p>	<p>Pronouns that do not refer to one specific person or thing. (Examples: somebody, every, each, anybody, no one, etc.)</p>
<p>Antecedent</p>	<p>The word or words that personal pronouns refer to or replace.</p>

Prepositions	Words that connect nouns or pronouns to other words in a sentence. (Examples: about, above, across, after, into, past, up, upon, from, for, in, during, down, behind, etc)
Verbs	Words that show action (Examples: caught, ran, played, slept) or state of being (Examples: am, is, are).
Main Verbs	Words within the full verb that show the main action/meaning (Examples: I have <u>run</u> , I will have been <u>going</u>)
Helping Verbs	Verbs that become before a main verb to complete the verb by indicating time (tense) and completion or continuation. (Examples: am, is are, was, were, have, has, had, did, do, does, can, could, shall, should, may, might, ought to, seems; as in "I <u>was</u> running" "I <u>will</u> have run"
Linking Verbs	Verbs that do not show action but show a "state or being." They are used to link parts of a sentence. (Example: to be, to seem, to feel, to sense, as in "I <u>am</u> lonely." "She <u>seems</u> tired."
Interjections	Words that show emotion or a strong reaction. (Examples: Ouch, oh, wow, oops)

CLAUSES AND PHRASES	
Clause	A group of words in a sentence that has both a subject and a predicate (verb). Clauses don't always express a complete thought.
Dependent Clause	A clause that cannot stand by itself as a sentence and depends on another clause to complete its meaning. (Example: <u>When the new computers arrive</u> , we will have to transfer to the new accounting system.)
Independent Clause	A clause that expresses a complete thought. (Example: When the new computers arrive, <u>we will have to transfer to the new accounting system.</u>)
Phrase	A group or related words that don't have either a subject or predicate. These include noun phrases, adjective phrases, verb phrases, and prepositional phrases. (Examples: <u>the most expensive goods</u> (noun); Jon [should have been doing [<u>his homework</u>]] (verb phrase, which includes a noun phrase); [on [<u>the top shelf</u>]] (prepositional phrase – see below)
Prepositional Phrase	A phrase that begins with a preposition and ends with a noun or pronoun. The ending noun or pronoun in the prepositional phrase is called the "object of the preposition" and can never be the subject of a sentence. (Examples: of the boxes; on the shelf)

Participial Phrase	Phrase that begins with a verb form that is used as an adjective. "He walked from the fire, broken in mind and spirit."
Parenthetical Expression	A group of words that can be removed from a sentence without changing its meaning. Parenthetical expressions can be nonessential words or phrases, direct addresses, or appositives.

MORE ABOUT VERBS	
Infinitives	The present part of a verb plus the word "to."
Infinitive Phrase	The infinitive (<u>to</u> and a verb) and its modifiers.
Gerund	A verb form ending in "ing" that is used as a noun. (Example: <u>Fishing in Canada</u> is Jerry's idea of a perfect vacation.)
Tenses	Forms of verbs that indicate the time of the action.
Present Verb Tenses	Verbs that show action taking place in the present. Simple present tense indicates regular, habitual action. (Examples: He runs every day. They often sleep until noon.) Present continuous (progressive) tense verbs indicate action happening in the current time

	<p>and are formed by adding “ing” and the helping verb “be.” (Examples: is running, am talking, are walking)</p>
<p>Past Verb Tenses</p>	<p>Verbs that show action that happened in the past.</p> <p>Simple past tense indicates actions started and completed in the past and are usually formed by adding “ed.” (Examples: used, danced, placed, chased). Some verbs are irregular and require changing the verb form itself. (Example: (took, came, ran swam, had, did, brought, taught, flew, gave).</p> <p>Past continuous verbs indicate action that started in the past and continued through another event. They are formed with the past of the helping verb “be” + Verb+ing. (Example: I <u>was eating</u> my dinner when the phone rang.)</p> <p>(Examples: has liked, has printed, have baked, has skied, have run, has given, has flown, have taught, has swum)</p>
<p>Future Verb Tenses</p>	<p>Verbs that show action that will take place in the future. Most future tense verbs use “will” or “shall” (Example: will run, will succeed), but all verbs of possibility are considered to be future verbs.</p> <p>Future continuous tense verbs use “will + be + Verb+ing” and emphasise that the action will begin in the future and will continue during a specific time. Examples: I will be</p>

	running at 10am tomorrow. When you get this letter, I will be flying to Europe).
Perfect Tenses	<p>The perfect tenses (both simple and continuous) show a connection between one time and another. The present perfect tenses indicate an action started in the past that is continuing now or indicates life experience from the past up to now. (Examples: She <u>has been studying</u>/<u>has not eaten</u> since last Wednesday. He <u>has never ridden</u> a camel.)</p> <p>The past perfect tenses indicate a connection between one past time and a more recent past time. (Example: By the time she finished her work, she <u>had graded</u> a hundred exams.)</p>
Present Participle	<p>Verb form that is used in the continuous tenses. Formed by adding "ing" to the verb. Differs from the gerund in that it does not act as a noun or subject of a sentence. It acts as an adverb. (Examples: <u>Having difficulty following the directions</u>, I asked Fred to put the stereo together. <u>Reading the manual and using the online help</u>, Mary taught herself Microsoft Word.)</p>
Past Participle	<p>Verb form created by adding "en" or "ed" preceded by a helping verb or verbs. Used to form the 'perfect' tenses. (Example: After she had broken the mirror, Karen had seven years of bad luck.)</p>

**Verbal**

A participle, gerund, or infinitive that contains a verb form but functions as a noun, adjective, or adverb.



SENTENCE FUNCTIONS	
Subject	The noun or pronoun being discussed in the sentence. The part of a sentence that tells "who" is speaking," "who is spoken to" or "who or what is spoken about."
Predicate	The predicate of a sentence is its verb or verbs and all the modifiers that describe the verb(s). (Examples: The school awards <u>degrees in business and art</u> . Community members are <u>excellent role models and student mentors</u> .)

Mallinson, L. (2002). *The Office Guide*. New Jersey. Prentice Hall, Inc.
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