

Parts of Speech

1- Noun are names for

people: man, child, Maryam
places: city, home, store
animals: dog, reptile, worm
things: car, table, utensil
ideas: honesty, beauty

- ↳ Common Nouns → building, planet, character
- ↳ Proper Nouns → White House, Neptune, Tim Drake
- ↳ Count Nouns → book, chairs
- ↳ Non-count Nouns → water, sugar

The verb following a non-count noun is always singular.
Water flows under the bridge.

2- Pronouns take the place of a noun.

I, him, themselves, our, these, what, no one

3- Adjectives give more information about a noun or pronoun.

good, intelligent, joyous, hopeful, workable

i- When comparing two nouns, use the comparative degree.
Honey is sweeter than sugar.

ii- When comparing more than two nouns, use the superlative degree.
Jupiter is the biggest planet.

iii- Possessive adjectives describe ownership. → My car is blue.

↳ my, your, his, her, its, our, your, their

4- Verbs express actions or states of being.
teach ↓ feel

5- Adverbs give information about verbs, adjectives, and adverbs.

i- Adverbs can indicate manner.

She opened the present quickly.

ii- Adverbs can indicate place.

She opened the present inside.

iii- Adverbs can indicate time.

She opened the present yesterday.

iv- Adverbs can indicate degree and frequency

She opened the present very quickly.

I never smoke.

adverbs of frequency come before main verbs.

She usually comes at 8:00 p.m.

adverbs of frequency come after 'be verbs'

She is usually on time.

adverbs of frequency come between an auxiliary and main verb

She has always arrived on time.

6- Prepositions are words that show a relationship between a noun and another word.

↳ at, by, to, of, despite, with

↳ where, when, how

7- Conjunctions are words which connect two words, clauses, or phrases and show the relation between them.

Types of Conjunctions:

- i- Coordinating conjunctions link two words, phrases, or clauses that are equally important.
→ For And Nor But Or Yet So
- ii- Subordinating Conjunctions join an independent clause with a dependent clause.
→ Although As Whether
- iii- Correlative conjunctions are pairs that join equally important words or phrases.
→ Either-or Neither-nor

He did not go to the party, for he was feeling ill.

Although he was tired, he finished his work.

She is both intelligent and hardworking.

Types of Sentences:

- i- Simple Sentence → one IC
She reads every night.
- ii- Complex Sentence → one IC and at least one DC
Although she reads every night, she still finds time to write in her diary.
- iii- Compound Sentence → two or more IC joined by a FANBOYS or a semicolon
She reads every night, and she writes in her diary.
- iv- Compound-Complex Sentence → 2 IC and at least 1 DC
She reads every night, and she writes in her diary because it helps her relax.

Parts of a Sentence :

i- Subject → a person, place, animal, thing, or idea that is doing or being something.

The cat sat on the mat.
subject ↓ verb

The noun or pronoun directly after a preposition is never the subject.

ii- Object → the noun that receives the action of the verb.

She gave him a book.
verb ↓ object pronoun

iii- Phrase → a group of words that act as a single part of speech but do not contain a subject and verb

a- Prepositional phrase → a preposition + another part of speech

on the chair
preposition ↓ noun

b- Participial phrase → begins with a participle
↳ a verb form used as an adjective

running down the street
present participle ↓

iv- Clause → subject + verb

a- Independent clause → She enjoys reading.

b- Dependent clause → although she enjoys reading

V- Essential elements

The girl who won the race is my sister.
essential clause

vi- Nonessential elements

My brother who lives in New York likes tennis.
nonessential clause

comma may be replaced with em-dash or parantheses

— nonessential —

(nonessential)

Verbs

→ verbs are words that usually show action.

↳ eats, talk, walk, write

→ verbs can connect the subject with an adjective.

The banana tastes sweet.

subject ↓ verb ↓ adjective

→ a singular verb ends in -s

She reads a book.

↳ singular verb

→ action verbs express physical or mental action.

He bounced the ball.

She dreams of becoming a teacher.

→ Modal Verbs

1- May

request → May I leave?

permission → You may leave.

uncertainty → He may come.

2- Might

uncertainty → He might come.

3- Should

good advise or idea → I should study tonight

certainty → We should have no difficulty.

4- must

necessity → You must get a visa to travel.

prohibition → You must not smoke in here.

5- Will

future → I will be there.

request → Will you help me?

6- can

ability → I can swim.

7- could

past ability → He could play better when he was younger.

request → Could you help me?

possibility → He could be sick.

8- would

request → Would you shut the door?

preference → I would rather have tea.

9- shall

express what seems likely → we shall have to be ready.

express determination → They shall not pass.

express a command → You shall go.

→ Phrasal verbs are formed when a main verb is combined with an auxiliary word (usually a preposition)

He made up the story.

↳ phrasal verb

She ran into an old friend at the beach.

↳ phrasal verb

I talked my parents into buying a new car.

verb object preposition

↳ phrasal verb

→ Infinitives may function as nouns, adjectives, or adverbs

↳ to + verb → to eat, to run, to help

To stop so early seemed crazy. → noun

↳ infinitive subject

The person to blame is me. → adjective

↳ infinitive → which person?

I raised my hand to speak. → adverb

↳ infinitive → why?

→ Participles function as adjectives.

i- Present participles end in -ing.

The blazing fire burned out of control.

adjective = participle ↳ noun

ii- Past participles end in -ed, -en, -d, -t, -n.

He is a wanted suspect.

adjective = participle ↳ noun

→ Gerunds end in -ing and function as nouns.

Studying might better prepare you for the test.

gerund subject

A gerund subject is always singular and takes a singular verb.

Pronouns

Pronouns are used to replace nouns to simplify a sentence and avoid repetition.

The word the pronoun replaces is called the antecedent.

Sheila is a great cook, and her food always tastes amazing.
antecedent ↓ pronoun

Types of Pronouns :

- 1- Subject Pronouns are used as the subject of a clause
↓ I, you, he, she, it, we, they

He gave Jana a book.
subject ↓ verb ↓ object

A subject pronoun cannot follow a preposition.

- 2- Object Pronouns are used as the object of a verb or preposition.
↓ me, you, him, her, it, us, them

Jana told me about the book.
subject ↓ verb ↓ object

An object pronoun cannot be used after a to-be verb
be, am, is, are, was, were, been, being ↓

- 3- Possessive Pronouns express possession and ownership.
↓ mine, yours, his, hers, its, ours, theirs

The toy on the shelf is mine.
subject ↓ object ↓ verb ↓ pronoun

4- Reflexive Pronouns are used as an object of a verb that refers to the same person or thing as the subject of the verb.

↳ myself, yourself, himself, herself, itself, ourselves, themselves

Ken looked at himself in the mirror.

subject ↓

↳ pronoun

5- Relative Pronouns begin relative clauses.

↳ who, whom, which, what, that

↓
a type of dependent clause

John is a friend who is always there for me

which → a relative pronoun that introduces nonessential information.

Hawaiian pizza, which is my least favorite food, is liked by many.

that → a relative pronoun that introduces essential information.

This is the puppy that won the contest.

whom → a relative pronoun that serves as the object of a verb or preposition.

His grandchildren, whom he loves so much, are in town for a visit.

object ↓

↳ subject + verb

Number Agreement

Subject → a noun or pronoun that is doing or being something.

Verb ending in -s → singular verb

↳ applies to present tense and helping verbs

Ensure that singular and plural forms of words agree correctly within a sentence.

A singular subject takes a singular verb.

The cat runs fast.

singular subject ↓ ↳ singular verb

A plural subject takes a plural verb.

The cats run fast

plural subject ↓ ↳ plural verb

A singular pronoun must refer to a singular antecedent.

Every student must bring his or her book.

singular antecedent ↓

A plural pronoun must refer to a plural antecedent.

All students must bring their books.

plural antecedent ↓

Collective nouns can be singular if the emphasis is on the group as a single unit.

The team is winning.

collective noun ↓

Collective nouns are plural if the emphasis is on individual members.

The team are arguing among themselves.

collective noun ↓

When subjects are joined by 'and', the verb is plural.

My friend and his sister are coming.

↓ plural verb

When subjects are joined by 'or' or 'nor', the verb agrees with the nearest subject.

Either the teacher or the students are responsible.

nearest subject ↓

↓ plural verb

Either the students or the teacher is responsible.

nearest subject ↓

↓ singular verb

Gerunds are singular and use singular verbs and singular pronouns.

Swimming in the ocean requires skill.

singular subject ↓

↓ singular verb

Dancing is fun; it keeps you fit.

gerund ↓

↓ singular pronoun

Infinitives are singular and use singular verbs and singular pronouns.

To bake a cake is difficult; it takes practice.

infinitive ↓

↓

↓ singular verb

singular verb

Indefinite pronouns refer to nonspecific person or things.

- 1- Use singular pronouns and singular verbs with singular indefinite pronouns.

Another Each Either Little Much Neither
One Other -body -thing -one

Each of the students has a book.

subject ↓ object ↓ ↳ singular verb

Someone left his or her phone.

antecedent ↓

- 2- Use plural pronouns and plural verbs with plural indefinite pronouns.

Both Few Many Others Several

Few have finished their homework.

↳ plural verb ↳ plural pronoun

- 3- If the indefinite pronoun can be both singular and plural, depending on context, the pronoun and verb will match the antecedent.

All Any More Most None Some

All of the cake is gone.

singular antecedent ↓ ↳ singular verb

All of the cookies are gone.

plural antecedent ↓ ↳ plural verb

Some of the milk was left in its container.

non-count ↓ ↓ ↳ singular pronoun.
singular verb

Punctuation

- 1- Use a comma before a coordinating conjunction when it connects two independent clauses

I wanted to go to the park, but it started to rain.

- 2- Use a comma after an introductory phrase or clause

After the meeting, we went out for dinner.

- 3- Use commas to set off nonessential clauses, phrases, or words that provide additional information but can be removed without changing the meaning of the sentence.

My brother, who lives in New York, is visiting us next week.

- 4- Use commas to separate items in a list or series.

We bought apples, oranges, bananas, and grapes.

series comma

Use semicolons to separate items in a list when the items themselves contain commas.

For the meeting, we need to bring the following: a laptop with updated software, which will be used for presentations; a projector, to ensure visibility; and handouts, which should be printed and stapled.

introductory phrase independent clause item 1
item 2 nonessential elements item 3

5- Use commas to separate parts of dates, addresses, and titles.

She was born on July 4, 1990, in Chicago, Illinois.

6- Use a comma to set off contrasting elements introduced by 'not'.

The answer was clear, not ambiguous.

7- Enclose the direct speech in quotation marks.

She said, "I will meet you at noon."

8- If the direct speech is followed by a dialogue tag, place a comma inside the quotation marks.

"Let's go to the park," said John.

9- Place question marks outside if they are part of the sentence, not the spoken words/direct speech.

Did she really say, "I am leaving"?

10- Use commas to set off interruptions within the spoken words.

"I will, of course," she said, "be happy to help you."

11- When direct speech is not a complete thought, no comma should precede it.

The teacher remarked that the essay was "quite insightful," which pleased the student.

12- Use a semicolon to connect two independent clauses that are not joined by a coordinating conjunction.

I have an important test tomorrow; I can't go out tonight.

13- Use a semicolon with conjunctive adverbs when they are used to link independent clauses.

She did not like the movie; however, she stayed until the end.

If there are 3 independent clauses and the transition is linking the first two independent clauses, the semicolon must follow the transition.

Sociologist Alton Okinaka sits on the review board tasked with adding new sites to the Hawai'i Register of Historic Places. Okinaka does not make these decisions singlehandedly, however; All historical designations must be approved by a group of nine other experts.

14- Use a colon to introduce a list when the preceding clause is an independent clause.

She bought several items: apples, oranges, bananas, and grapes.

15- Use a colon to introduce an explanation, example, or elaboration that follows an independent clause.

He had only one goal for the year: to improve his physical fitness.

Tenses

i- Present Tense

shows habit → I make cookies on Sundays.

action in the present → The cookies taste delicious.

ii- Past Tense

finished or completed action → I ate a cookie yesterday.

iii- Future Tense

a planned action to take place in the future → The team will arrive tomorrow.

iv- Present Continuous Tense

action at the moment of speaking → I am eating a cookie

v- Past Continuous Tense

a prolonged action in the past → I was eating when you called.

vi- Future Continuous Tense

a prolonged action in the future → I will be eating when you call.

vii- Present Perfect Tense

an action which started at some time in the past and continues to be important in the present → Kennedy's murder has puzzled people for decades.

Signal words → since, for, already, yet

viii- Past Perfect Tense

an action in the past that occurred before another action in the past → Before she left, she had asked him to take care of her dog.

The first action is in the past perfect; the second action is in the simple past tense.

ix- Future Perfect Tense

an action in the future that will be finished before another action in the future → The kids will have completed summer camp before the school year begins.

The verb that is complete first is in the future perfect.

Modifiers

Modifiers are adjectives, adverbs, phrases, or clauses that modify or describe other words in a sentence.

Modifiers need to be placed as close as possible to the words they modify or describe.

The hikers saw the eagles swooping and diving with binoculars.

modifier

Who was wearing the binoculars?

With binoculars, the hikers saw the eagles swooping and diving.

As a young boy, my father taught me how to swim.

↳ modifier

Who was a young boy?

When I was a young boy, my father taught me how to swim.

Thinking about the exam, my nerves got shattered.

Thinking about the exam, I got nervous.

A **double negative** is not appropriate. Often the error can be fixed by deleting one of the negatives.

We **do not** have **no** time to finish the report.

We have **no** time to finish the report.

Words such as **scarcely**, **hardly**, and **barely** are considered negatives and should not be used with other negatives.

I **hardly** have **no** money.

I **hardly** have money.

A **split infinitive** occurs when a word (usually an adverb) comes between **to** and the **verb** in the infinitive.

She wanted **to quickly** go to the gym.

She wanted to go **quickly** to the gym.

An **ambiguous pronoun reference** occurs when a pronoun's antecedent is unclear or a pronoun could refer to more than one noun.

Jane told Niece that **she** would join her later. → error

Comparisons may be unclear because the things being compared are not clearly specified.

Her performance was better than Jane. → error

Commonly Misused words

- 1- accept → to take willingly
except → to leave out ; but
- 2- acute → extremely sharp or severe
chronic → long-lasting or recurrent
- 3- adapt → to change
adopt → to take as one's own
- 4- adverse → unfavorable, contrary, or hostile.
averse → having a strong feeling of opposition, antipathy, or
repugnance → intense disgust hatred ↙
- 5- affect → to influence
effect → result or outcome
- 6- aggravate → to make worse
irritate → to annoy ; to cause minor pain.
- 7- aide → personal assistant
aid → an inanimate object
- 8- all ready → completely prepared
already → previously
- 9- all together → in a group
altogether → completely
- 10- allude → suggest without naming
refer → to speak of directly.
- 11- allusion → an indirect reference to something.
illusion → a misconception or false impression.
- 12- alternate → a substitute
alternative → a choice between two things.

- 13- alternately → in turn, one after another
alternatively → on the other hand.
- 14- anxious → uneasy or apprehensive
eager → enthusiastic
- 15- appraise → to assess or value something
apprise → to teach or inform
- 16- beside → next to **adverb**
besides → in addition to **preposition**
- 17- between → used with two people or things
among → used with three or more people or things.
- 18- capital → a city
capitol → a building where lawmakers meet
- 19- cite → to quote as an authority or example
site → a location
sight → something that is seen.
- 20- complement → something that goes well with
compliment → praise or flattery
- 21- concurrent → happening at the same time
consecutive → following one after the other.
- 22- connote → to imply or suggest
denote → to indicate specifically
- 23- continually → frequently occurring
continuously → occurring without interruption
- 24- credible → believable
credulous → gullible
- 25- definite → clear, precise, known with exactness
definitive → explicit, sharply defining, or conclusiveness

- 26- discreet → prudent, circumspect, or modest.
discrete → individually distinct → cautious
- 27- disinterested → unbiased or impartial
uninterested → not interested or indifferent
- 28- elicit → to bring forth
illicit → unlawful
- 29- emigrate → to leave one's country
immigrate → to enter another country
- 30- fewer → used with count nouns
less → used with non-count nouns
- 31- farther → physical distance
further → extent or degree
- 32- flounder → to struggle
founder → to sink or fail
- 33- historic → an important event in history
historical → something that happened in the past.
- 34- imply → to hint at something
infer → to conclude from evidence or circumstances.
- 35- it's → it is , it has
its → possessive adjective
- 36- lie → to recline lie, lay
lay → to put something down lay, laid
- 37- lightening → to reduce the verb → verb
lightning → electrical discharge → noun
- 38- loath → reluctant
loathe → to hate

39- luxuriant → thick or abundant growth
luxurious → wealth and comfort

40- number → count nouns
amount → non-count nouns

41 prescribe → to command or recommend something
proscribe → to outlaw something.

42- principal → a person, or sum of money
principle → a basic truth or law

43- rebut → to argue to the contrary
refute → implies winning the argument

44- stationary → fixed or unmoving
stationery → writing materials

45- whether → to express alternatives
if → to express a condition

46- won't → will not
wont → accustomed to ; habit or custom

47- nonplussed → perplexed or bewildered

48- penultimate → next to last

Root words

1- bio → life

biology, biography

2- chron → time

chronology, synchronize

3- geo → earth

geography, geology

4- aqua → water

aquarium, aquatic

5- therm → heat

thermometer, thermal

6- graph → write or draw

autograph, photograph

7- micro → small

microscope, microbiology

8- tele → far

telephone, television

9- port → carry

transport, portable

10- spect → see

spectator, inspect

11- ami/amic → love

amiable, amiable

12- anthro → human

anthropology, philanthropy

13- auto → self

autonomy, autobiography

14- bene → good, well

beneficial, benevolent

15- cede/cede → yield, go

recede, proceed

16- cred → believe

credible, credence

17- dict → speak

dictate

18- terra → earth

terrain, territory

19- sens/sent → feel

sensation, sentiment

20- vid/vis → see

visible, video

Prefixes and Suffixes

- | | |
|---|---|
| 1- a/an → not, without
atypical, anarchy | 12- ex → out of, away from
exit, exclude |
| 2- ab → away from
absent, abduct | 13- hyper → over, excessive
hyperactive, hypertension |
| 3- ad → toward, to
advance, adhere | 14- trans → across, through
transport, transmit |
| 4- anti → against, opposite
antisocial, antidote | 15- able/ible → capable of, worthy of
enjoyable, edible |
| 5- bi → two
bilingual, bicycle | 16- acy → state or quality
privacy, democracy |
| 6- circum → around
circumference, circumnavigate | 17- al → pertaining to
personal, musical |
| 7- con/com → with, together
connect, combine | 18- tion → act or process
celebration, creation |
| 8- contra / counter → against, opposite
contradict, counteract | 19- ism → belief or doctrine
optimism, realism |
| 9- de → down, away from
descend, detract | 20- ous → full of, characterized by
courageous, glorious |
| 10- dis → not, opposite of
disagree, disappear | 21- ship → position held
leadership, friendship |
| 11- en/em → in, into
enclose, embark | 22- ly → in the manner of
quickly, softly |

Frequently misused words

1- Affect → to influence

The weather can affect

2- Than → conjunction used for comparisons

She is taller than her brother.

3- Its → belonging to it

The cat licked its paws.

4- Who → refers to the subject of a sentence

She gave the book to the boy who was in the library.

5- Farther → physical distance

She ran farther than I did.

6- Lie → to recline or rest

I lie down to sleep.

I lay down yesterday.

I have lain down.

7- Compliment → expression of praise

She gave him a complement on his performance.

8- Stationary → not moving

The car remained stationary at the traffic light.

Effect → a result or outcome

The new law had a significant effect on the economy.

Then → adverb for time or sequence

We went to the park and then we had lunch.

It's → it is or it has

It's raining outside

Whom → refers to the object of a sentence

To whom did she give the book?

Further → figurative distance

We need to discuss this issue further.

Lay → to put or place something

I lay the book on the table.

I laid the book on the table.

I have laid the book on the table.

Complement → goes well with something

The sugar complements the tea.

Stationery → writing materials

She bought new stationery for her letters.