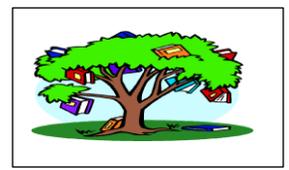


Toward Better Literacy: Reference Outlines



Parts of Speech

Nouns

- Types of Nouns
 - **Abstract** nouns are things you cannot see or touch (e.g. bravery, joy)
 - **Collective** nouns are words to describe groups (e.g. team, choir)
 - **Compound** nouns are made of more than one word (court-martial)
 - **Concrete** nouns are things you can see or touch (tree, cloud)
 - **Non-countable** nouns (food, music)
 - **Gender-specific** nouns (actress, cowboy)
 - **Verbal** are derived from verbs (building, attack)
 - **Gerunds** are nouns that represent actions (running fast, guessing a number)
- Nouns stand for a person, place or thing
- Proper nouns such as a name, month, or title need a capital letter to start.
- Cases are subjective (she), objective (her), possessive (hers), and reflexive (herself)
- Gerunds are derived from verbs (hiking, swimming, biking)

Pronouns

- Personal pronouns need a clear referent and agreement in number and gender.
- Indefinite singular pronouns such as each, either, neither and one may have an adjective prepositional phrase with a plural object. “Lift” out this phrase to get the right agreement.
 - *Each of the boys gets twenty tickets.*
- Relative pronouns such as who, which, or that must have a clear antecedent.
 - Don’t use “that” when referring to people: “Wright is the one who does the job.”

Determiners

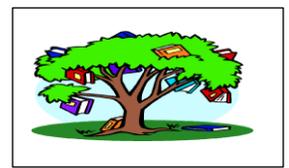
- Articles point to something definite (“the”) or something indefinite (“a” or “an”).
 - Use no article when dealing with a “general”—“I love books.”
- Demonstratives are highly specific: this & these (near); that & those (far)
- Quantifiers show amount (some, all, most, none)
- Possessives point to owner (mine, his, one’s, their)

Adjectives: Modify or describe a noun

Adverbs: Modify a verb, adjective or another adverb

Prepositions: Relate a noun to another noun or verb.

Toward Better Literacy: Reference Outlines



Conjunctions: Coordinating conjunctions combines elements of equal weight. Subordinating conjunctions require an independent clause to complement.

Participles: Like gerunds are to nouns, participles are modifiers taken from verbs.

Infinitives: Can be used as nouns or modifiers (ex: He needs to exercise)

Verbs: Types

- Transitive verbs require a complement such as a direct object: ex: She *wrote the paper*.
- Intransitive verbs need no complement: *She reads*.

Verbs: Auxiliary

- “Be” “Have” “Do” change their form based on the subject.

Verbs: Modal Auxiliary (*do not change form*)

- Ought, should, and must express obligation (in increasing order)
- Can, could, might, may, would, and will-- these express possibility
- Modals are always followed by the simple form of the verb.
- Don't use modals consecutively “He might could do it.”