Index

A

Abbreviations, 235, 245 Action verbs, 15, 45 Active voice, 54. See also Passive voice Adjective, 18-19, 218-19, 243, 298-300 Adjective clauses, 175-77 Adverbs, 21-22, 220, 301-302 Adverb clauses, 174, 239 Agreement in number, 70, 146-50 in person, 71, 151-52 Subject-verb, 70-81 Antecedent, 14, 145-46, 149-50 Apostrophe, 128-29, 256-58 Appositive, 123-24, 242-43 Articles, 20, 281-83 Auxiliary verbs. See Helping verbs

B

Block method of developing paragraphs, 187

С

Capitalization, 263-67 Cause and effect, 277 Chronological order, 67-69 Classification, 207-208 Clauses dependent, 59-60, 171-79 independent, 58, 168, 237, 246 Coherence in the paragraph, 67-69, 88-90, 117-19 Collective nouns, 78-79, 149 Colloquialisms, 308 Colon, 248 Comma, 237-45 Comma-splice, 168, 199-200, 305 Common nouns, 13, 261 Comparison and contrast, 186-88 Comparisons, illogical, 216-17 Comparatives, 296-97 Complete subject, 52 Complex sentences, 58-60, 171 Compound sentences, 52 Compound subjects, 52 Concluding paragraphs, 9-10 Conjugating a verb, 100 Conjunctions defined, 26 coordinating, 26-27 correlative, 27, 222 subordinating, 27, 60, 172-72 Conjunctive adverb, 199-200, 247 Contrasted elements, 244 Coordinate adjectives, 243 Countable nouns, 281-82

D

Dangling modifiers, 210–14 Dash, 250 Dates, 244 Declarative sentence, 234–35 Definite article, 281–83 Demonstrative pronouns, 19, 121, 150 Dependent clauses, 59–60, 171–79, 193–94 Dictionary, 3 Direct objects, 125–26

E

Essential modifiers, 177, 242–43 Example, 162–65 Exclamation. *See* Interjection Explanation point, 236

F

Fragment, 189–95 Future perfect progressive tense, 292 Future perfect tense, 101, 290 Future progressive tense, 291 Future tense, 100, 289

G

Gerunds, 129

Η

Helping verbs, 16–17, 47, 191–92 Hyphen, 255–56

I

Illogical comparisons, 216-17 Imperative sentence, 234-35 Indefinite article, 279-83 Indefinite pronoun, 75-76, 121, 147-49, 256-57 Independent clause, 57-58, 168, 237, 247 Indirect object, 126 Infinitive, 48-49 Infinitive phrase, 191, 239 Intensive pronouns, 121, 131 Interjection, 28 Interrogative pronouns, 122 Introductory paragraphs, 7-9 Inverted sentences, 53-54 Irregular verbs, 93-96, 112, 296 Italics, 253-54

L

Lie/lay, 106–107 Linking verbs, 15–16, 46, 218–19

330 Index

М

Masculine pronouns, 155–58 Misplaced modifiers, 210–14, 306 Missing commas, 307

Ν

Nominative pronouns, 322 Nonrestrictive modifiers, 177 Nonessential modifiers, 177, 242 Nouns collective, 78–79, 149 countable, 279–80 defined, 13 uncountable, 279–81 Noun clauses, 178 Noun phrases, 193 Number, agreement in, 70–71, 146–50 Numbers, 260

0

Omitting commas, 245–46 Object of preposition, 23–25, 125 Object pronouns, 125 Order of importance, 117–19

Р

Paragraph, overview, 6-7 Parallel structure, 221–22 Parentheses, 250 Parenthetical elements, 241 Parts of speech, 12-31 Participial phrases, 192-93, 239 Passive voice, 54-55. See also Active voice Past participle, 92 Past perfect tense, 101, 289 Past progressive tense, 290 Past tense, 100, 283-89 Period, 234-35 Person, agreement in, 71, 151-52 Personal pronouns, 121 Phrasal verb. See Verb phrase Point-by-point method of developing paragraphs, 186-87 Possessive pronouns, 19, 128 Possessives, 256-59 Predicate adjectives, 18, 218-19 Predicate noun, 123 Predicate pronouns, 123 Prepositions, 24, 297 Prepositional phrase, 23-25, 50, 56, 190-91, 297 Present infinitive, 102 Present participle, 49, 92, 98, 192 Present perfect progressive tense, 291 Present perfect tense, 100, 289, 292-94 Present progressive tense, 290-92 Present tense, 100, 288 Process and analysis, 231-32 Progressive form of the verb, 100 Pronoun, defined, 13-14 Pronoun agreement, 145 Pronouns, classes of, 122-23 Pronoun reference, 153-55 Pronoun usage and sexism, 156-58 Proper nouns, 13, 261

Q

Quantifiers, 285–87 Questions, 298–99 Question mark, 235, 252–53

R

Reflexive pronouns, 121, 131 Regular verbs, 92–93 Relative pronouns, 121, 129–30, 172, 176–77 Restrictive modifiers, 178 Run-on sentences, 196, 305

S

Semicolon, 170, 247 Sentences complex, 59-60, 172-80 compound, 58, 167 simple, 58, 167 Sentence fragments, 189-95, 304-305 Sexism in pronoun usage, 155-56 Sit/set, 107-108 Shifts in tense, 104-105 Simple sentences, 57 Simple subjects, 52 Spatial order, 88-90 Squinting modifiers, 212-13 Standard English, 1-2 Subject finding the subject in a sentence, 43 the subject of a sentence, defined, 51 simple, 52 complete, 52 compound, 52 in inverted sentences, 53-54 the subject and other words in the sentence, 51 the subject and prepositional phrases, 56 Subject pronouns, 122-24 Subject verb agreement, 70-81 Subordinating conjunctions, 27, 60, 195 Superlatives, 296

Т

Tense, 98, 288–96 Titles, 253, 263–64 Topic sentence, 36–40 Transitional words and phrases, 69, 140–42

U

Uncountable nouns, 281-83

V

```
Verb
defined, 15
action, 15, 45
linking, 15–16, 46
helping/auxiliary, 16–17
phrases, 47, 292–98
regular, 92–93
irregular, 93–96, 112, 296
tenses, 285–94
```

W

Who/whom, 132-33