Fundamentals of Business Communication © 2012 Chapter 5: Improving Grammar Skills

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Across

2. Comprised of the word to and a verb in its simple present form, such as to make; an infinitive or infinitive phrase can serve as a noun, adjective, or adverb.

8. Formed by adding have or has to the past tense, it expresses that something happens over or during a certain time.

10. Indicates that the action or state of being has already occurred.

11. The person speaking or the person, place, or thing the sentence describes.

12. Refers to someone being discussed.

14. A group of words that expresses a complete thought.

15. Pronouns that are used to ask a question and typically do not have a known antecedent, such as whose, what, or whom.

18. A verb form used as a noun that is formed by adding ing to the present tense of a verb.

19. A word that expresses strong emotion, such as surprise, fear, anger, excitement, or shock; it can also be used as a command.

Down

1. Describes an action or state of being for the subject.

3. Refers to someone who is speaking or writing.

4. A word that connects or relates its object to the rest of the sentence; examples include to, at, beside, during, and under.

5. A word that describes a verb, adjective, clause, or another adverb; adverbs tell how, when, or where something is done and can also limit or qualify a description.

6. A group of words within a sentence that has a subject and a predicate.

7. Describes a noun or a pronoun and may provide details that give you a better understanding of the person or thing.

8. A word that identifies a specific person, place, or thing.

9. A word that connects other words, phrases, or sentences.

13. A group of words that act together to convey meaning in a sentence.

16. A word that shows action or state of being.

17. A word that names a person, place, or thing.