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Chapter 5: Improving Grammar Skills

Tools:

- Printer
- 8.5" x 11" paper
- Scissors

Directions:

1. Print
2. Fold paper in half vertically
3. Cut along dashed lines



active voice

Indicates the subject of the sentence;
performs the action when action
verbs are used; the subject, or noun,
of the sentence is doing the action.

- FOLD -

01 of 82 E-Flash Cards



adjective

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

- FOLD -

02 of 82 E-Flash Cards



adjective pronoun

An adjective that acts as a pronoun.

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03 of 82 E-Flash Cards



adverb

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.

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04 of 82 E-Flash Cards

antecedent

The word replaced by the pronoun.

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article

An adjective that limits the noun or pronoun it modifies.

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clause

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

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07 of 82 E-Flash Cards



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collective noun

Refers to a group or unit that contains more than one person, place, or thing.

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08 of 82 E-Flash Cards

common noun

Describes a person, place, or thing in general terms.

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comparative adjectives

Compare two people or things.

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comparative adverbs

Compare two actions, conditions, or qualities by adding *er* or *more* to the original adverb.

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11 of 82 E-Flash Cards



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complete predicate

Includes the verb and other information that tells what the subject is or does.

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12 of 82 E-Flash Cards

complete subject

The simple subject and other words
that describe it.

- FOLD -

13 of 82 E-Flash Cards



complex sentence

A sentence that has an independent
clause and one or more dependent
clauses.

- FOLD -

14 of 82 E-Flash Cards



compound predicate

Contains two or more verbs joined
by *and* or some other conjunction;
both verbs describe action or state of
being for the subject.

- FOLD -

15 of 82 E-Flash Cards



compound-complex
sentence

A sentence that has two independent
clauses and one or more dependent
clauses.

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16 of 82 E-Flash Cards

compound sentence

A sentence that has two independent clauses joined by a conjunction, such as *and* or *but*.

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17 of 82 E-Flash Cards



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compound verb

A compound verb consists of two or more verbs in the same sentence; the verbs can be main verbs and helping verbs or contain two or more main verbs and no helping verbs.

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18 of 82 E-Flash Cards



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conjunction

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

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19 of 82 E-Flash Cards



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conjunctive adverbs

Words like *however* and *also* that connect or introduce clauses or phrases in a sentence.

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coordinate adjectives

Two or more related adjectives that appear before a noun or pronoun and equally modify it.

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21 of 82 E-Flash Cards



coordinating conjunctions

Join two or more sentence elements that are of equal importance; they include *and*, *or*, *not*, *but*, and *yet*.

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22 of 82 E-Flash Cards



correlative conjunctions

Two or more words that work together to connect words, phrases, or clauses in a sentence such as *neither/nor* or *rather/than*.

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23 of 82 E-Flash Cards



dangling participle

A writing error in which a participle phrase modifies nothing or the wrong person or object.

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24 of 82 E-Flash Cards

definite article

Refers to a specific person or thing; a common definite article is *the*.

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25 of 82 E-Flash Cards



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demonstrative adjective

Typically refers to a person or thing in a general way such as *this, that, or those*.

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demonstrative pronouns

Identify or direct attention to a noun or pronoun.

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27 of 82 E-Flash Cards



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dependent clause

A clause that requires the rest of the sentence to provide a complete thought.

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28 of 82 E-Flash Cards

direct object

Someone or something that receives
the action of the verb.

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29 of 82 E-Flash Cards



first person

Refers to someone who is speaking or
writing.

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30 of 82 E-Flash Cards



future perfect tense

Formed by adding *will have to*
the past tense; it expresses that
something will happen over or during
a certain time.

- FOLD -

31 of 82 E-Flash Cards



future tense

Indicates that the action or state of
being will occur at a later time.

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32 of 82 E-Flash Cards

gerund

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

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33 of 82 E-Flash Cards



helping verbs

Verbs that work with a main verb to show action.

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34 of 82 E-Flash Cards



imperative mood

Denoted by the speaker or writer, it states a command or direct request.

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35 of 82 E-Flash Cards



indefinite article

Typically refers to a person or thing in a general way such as a or an.

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36 of 82 E-Flash Cards

indefinite pronouns

Refer to an object or person that has been identified earlier or does not need specific identification.

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37 of 82 E-Flash Cards



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independent clause

A clause that presents a complete thought and could stand alone as a separate sentence.

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indicative mood

Denoted by the speaker or writer, it expresses a straightforward statement or poses a question.

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indirect object

Names something or someone for whom the action of the verb is performed.

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infinitive

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.

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41 of 82 E-Flash Cards



interjection

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

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42 of 82 E-Flash Cards



interrogative pronouns

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

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43 of 82 E-Flash Cards



linking verbs

Verbs that show a state of being when they relate a subject to a subject complement.

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44 of 82 E-Flash Cards

nominative case

Pronouns that are used as the subject in a sentence or as subject complements.

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45 of 82 E-Flash Cards



nonrestrictive clause

Provides information that may be helpful, but is not essential to the meaning of the sentence.

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46 of 82 E-Flash Cards



noun

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

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47 of 82 E-Flash Cards



objective case

Pronouns that are used as direct objects, indirect objects, or objects of prepositions.

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48 of 82 E-Flash Cards

passive voice

Indicates the subject of the sentence is acted upon when action verbs are used; the subject, or noun, of the sentence receives the action.

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49 of 82 E-Flash Cards



past participle

Indicates that action has been completed.

- FOLD -

50 of 82 E-Flash Cards



past perfect tense

Formed by adding *had* to the past tense, it expresses that something has happened over or during a certain time.

- FOLD -

51 of 82 E-Flash Cards



past tense

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

- FOLD -

52 of 82 E-Flash Cards

phrase

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

- FOLD -

53 of 82 E-Flash Cards



positive adjectives

Describe, but do not compare, people or things.

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54 of 82 E-Flash Cards



positive adverbs

Describe, but do not compare, actions or qualities.

- FOLD -

55 of 82 E-Flash Cards



possessive case

Pronouns that show ownership.

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56 of 82 E-Flash Cards

possessive nouns

Indicate ownership by the noun or an attribute of the noun.

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57 of 82 E-Flash Cards



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predicate

Describes an action or state of being for the subject.

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58 of 82 E-Flash Cards



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preposition

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

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present participle

A verb form that indicates action in progress or ongoing.

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60 of 82 E-Flash Cards

present perfect tense

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

- FOLD -

61 of 82 E-Flash Cards



present tense

Indicates that the action or state of being takes place now.

- FOLD -

62 of 82 E-Flash Cards



pronouns

Words that replace nouns in a sentence such as *he* or *she*.

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63 of 82 E-Flash Cards



proper noun

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

- FOLD -

64 of 82 E-Flash Cards

relative pronouns

Pronouns used to begin dependent clauses in complex sentences.

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65 of 82 E-Flash Cards



restrictive clause

A type of dependent clause that identifies a particular person or thing and is essential to the meaning of the sentence.

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66 of 82 E-Flash Cards



second person

Refers to someone who is being addressed.

- FOLD -

67 of 82 E-Flash Cards



sentence

A group of words that expresses a complete thought.

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68 of 82 E-Flash Cards

sentence fragment

A writing error, a sentence fragment is a dependent clause used alone.

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69 of 82 E-Flash Cards



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simple predicate

Includes only the verbs that show action or state of being.

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70 of 82 E-Flash Cards



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simple sentence

A sentence that has one independent clause and no dependent clauses and often contains one or more phrases.

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71 of 82 E-Flash Cards



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simple subject

The nouns or pronouns about which the sentence gives information.

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72 of 82 E-Flash Cards

split infinitive

Useful for emphasizing an adverb,
it occurs when the adverb is placed
between the word *to* and the verb.

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73 of 82 E-Flash Cards



subject

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

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74 of 82 E-Flash Cards



subject complement

An adjective that describes the
subject or a noun that renames or
tells what the subject is.

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75 of 82 E-Flash Cards



subjunctive mood

Expresses an idea, suggestion, or
hypothetical situation.

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76 of 82 E-Flash Cards

subordinate clause

A dependent clause that is joined to the rest of the sentence with a subordinating conjunction, such as *since, because, when, if, or though*.

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77 of 82 E-Flash Cards



subordinating conjunctions

Connect dependent clauses to independent clauses; subordinating conjunctions introduce the dependent clause and include *although, because, and unless*.

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78 of 82 E-Flash Cards



superlative adjectives

Compare three or more people or things.

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79 of 82 E-Flash Cards



superlative adverbs

Compare three or more actions, conditions, or qualities; formed by adding *est* or *most* to the original adverb.

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third person

Refers to someone being discussed.

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81 of 82 E-Flash Cards



verb

A word that shows action or state of being.

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82 of 82 E-Flash Cards



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- FOLD -