

GRADE 10 GRAMMAR LECTURE

COMMA RULES

1. Use a COMMA before _____ that join independent clauses.

Example: Tom enjoys writing poetry, and he has submitted several poems to regional literary magazines.

COORDINATING CONJUNCTIONS (Hint- there are 7):

An **INDEPENDENT CLAUSE** is a word group that contains at least one subject, at least one verb, and expresses a complete thought; also called a sentence.

2. Use COMMAS to separate items in a _____.

Example: She bought bread, milk, cookies, and juice.

Example: Of the three children, Becky is the oldest, James is the youngest, and Jack is the middle child.

3. Use a COMMA after _____ words, phrases, and clauses.

Example: Quietly, she tiptoed past the sleeping child. (introductory word)

Example: Running quickly, Marjorie arrived at the bus stop before the bus pulled away. (introductory phrase)

Example: After he finished his homework, Brian read *The Great Gatsby*. (introductory clause)

4. Use COMMAS to set off _____ phrases or clauses from the rest of the sentence.

A **NONRESTRICTIVE PHRASE OR CLAUSE** is a phrase or clause that adds nonessential information to the sentence. In other words, if the phrase or clause was removed from the sentence, the sentence would still retain its original meaning.

Example: Several politicians, lawyers, and business leaders attended the conference, which began at 2 p.m. (nonrestrictive clause)

5. Use a COMMA between _____ that modify the same noun.

Hint: If you can put *and* or *but* between the adjectives, a comma will probably belong there.

Example: Edgar is a tall, distinguished businessman. (Since we could write tall and distinguished, the comma is necessary.)

Example: When I was in college, I lived in a small brown house next to a filling station. (Since we are not likely to say that we lived in a small and brown house, no comma is necessary between these adjectives.)

6. Use a COMMA to _____ a direct address from the rest of the sentence.

Example: Becky, please go to the store and buy some milk.

Example: If we don't go soon, Barney, it will be too late.

7. In direct _____, use a COMMA (or commas) to separate the speaker from the quote.

Example: The teacher said, "Please pass your essays to the front of the room."

Example: "I want to go to Grandma's house," the child said.

Example: "Drive to *Dick's*," Mother said, "and buy a new sleeping bag for your camping trip."

PRONOUNS

A **PRONOUN** is a word that takes the place of a noun. Pronouns can be in one of three cases: SUBJECT, OBJECT, or _____.

SUBJECT PRONOUNS are used when the pronoun is the subject of the sentence. Remember subject pronouns by easily filling in the blank subject space for a simple sentence.

Example:

_____ did the job.

I, you, he, she, it, we, and they all fit into the blank and are, therefore, subject pronouns.

SUBJECT PRONOUNS are also used if they rename the subject. They follow **to be** _____ such as *is, are, was, were, am, and will be*.

Example:

It is *he*.

It is *we* who are responsible for the decision to downsize.

OBJECT PRONOUNS are *me, you, him, her, it, us, and them*.

Examples:

Jean talked to *him*.

Are you talking to *me*?

To decide whether to use the **SUBJECT** or **OBJECT PRONOUN** after the words *than* or *as*, mentally complete the sentence.

Examples:

Kayla is as smart as *she/her*.

If we mentally complete the sentence, we would say, "Kayla is as smart as she is." Therefore, *she* is the correct answer.

Zoe is taller than *I/me*.

Mentally completing the sentence, we have, "Zoe is taller than I am."

Daniel would rather talk to her than *I/me*.

We can mentally complete this sentence in two ways: "Daniel would rather talk to her than to me." **OR** "Daniel would rather talk to her than I would." As you can see, the meaning will change depending on the pronoun you choose.

The _____ **PRONOUNS** *myself, himself, herself, itself, themselves, ourselves, yourself, yourselves* should be used only when they refer back to another word in the sentence.

Incorrect:

My brother and *myself* did it. (The word *myself* does not refer back to another word.)

Correct:

My brother and *I* did it.

Incorrect:

Please give it to John or *myself*.

Correct:

Please give it to John or *me*.

ME OR I

"I" is a pronoun that must be the subject of a verb.

"Me" is a pronoun that must be the object of the verb.

To decipher the two remove the other noun from the sentence and see if it still makes sense.

Examples:

Georgia and *I* went to the beach this weekend.

I went to the beach this weekend. Me went to the beach this weekend doesn't make sense.

Please come with Julia and *me* to the park.

Please come with *me* to the park. Please come with *I* to the park doesn't make sense.

POSSESSIVE PRONOUNS show ownership and never need apostrophes.

POSSESSIVE PRONOUNS: *mine, yours, his, hers, its, ours, theirs*

Example:

The thermometer reached *its* highest reading.

APOSTROPHE

The _____ has three uses:

1. to form possessives of nouns
2. to show the omission of letters
3. to indicate certain plurals of lowercase letters

FORMING POSSESSIVES OF NOUNS

Determine if a noun is possessive by turning the phrase around to make it an "of the..." phrase.

Examples:

the boy's hat = the hat of the boy

three days' journey = journey of three days

If the noun after "of" is a building, an object, or a piece of furniture, then **NO APOSTROPHE** is needed.

room of the hotel = hotel room

door of the car = car door

leg of the table = table leg

POSSESSIVE RULES

1. Add 's to the _____ form of the word (even if it ends in -s)

Example: James's hat

2. For _____, proper nouns that are possessive, use an apostrophe after the s'.

Example: The Burkholders' presentation was good.

3. Add 's to the plural forms that do not end in -s.

Example: the children's game

4. Add ' to the end of _____ nouns that end in -s.

Example: two cats' toys
the countries' laws

5. Add 's to the end of _____ words.

Example: my brother-in-law's money

6. Add 's to the last noun to show joint _____ of an object.

Example: Todd and Anne's apartment

SHOWING OMISSION OF LETTERS

APOSTROPHES are used in contractions. To use an **APOSTROPHE** to create a _____, place an **APOSTROPHE** where the omitted letter(s) would go.

Examples:

don't = do not

I'm = I am

he'll = he will

who's = who is

shouldn't = should not

didn't = did not

could've = could have

'60 = 1960

FORMING PLURALS OF LOWERCASE LETTERS

APOSTROPHES are used to form plurals of letters that appear in lowercase. To form the plural of a lowercase letter, place 's after the letter. There is no need for apostrophes indicating a plural on capitalized letters, numbers, and symbols.

Examples: Nita's mother constantly stressed minding one's *p's* and *q's*.

There are two G4s currently used in the writing classroom.

The 1960s were a time of great social unrest.

The '60s were a time of great social unrest.

SUBJECT VERB AGREEMENT

A singular _____ takes a singular verb while a plural subject takes a plural verb.

Remember verbs do not form their plurals by adding an s as nouns do. In order to determine which verb is singular and which one is plural, think of which verb you would use with *he* or *she* and which verb you would use with *they*.

Example:

talks, talk

Which one is the singular form?

Which word would you use with *he*?

We say, "He talks." Therefore, *talks* is **singular**.

We say, "They talk." Therefore, *talk* is **plural**.

SUBJECT VERB AGREEMENT RULES

1. Two singular subjects connected by _____ or _____ require a singular verb.

Example:

My aunt or my uncle is arriving by train today.

2. Two singular subjects connected by *either/or* or *neither/nor* require a singular verb.

Examples:

Neither Juan nor Carmen is available.

Either Kiana or Casey is helping today with stage decorations.

3. When _____ is one of the two subjects connected by *either/or* or *neither/nor*, put it second and follow it with the singular verb *am*.

Example:

Neither she nor I am going to the festival.

4. When a singular subject is connected by *or* or *nor* to a plural subject, put the plural subject last and use a plural verb.

Example:

The serving bowl or the plates go on that shelf.

5. When a singular and plural subject are connected by *either/or* or *neither/nor*, put the plural subject last and use a plural verb.

Example:

Neither Jenny nor the others are available.

6. As a general rule, use a plural verb with two or more _____ when they are connected by *and*.

Example:

A car and a bike are my means of transportation.

7. Sometimes the subject is separated from the verb by words such as *along with, as well as, besides, or not*. Ignore these expressions when determining whether to use a singular or plural verb.

Examples:

The politician, along with the newsmen, is expected shortly.

Excitement, as well as nervousness, is the cause of her shaking.

8. The pronouns *each, everyone, every one, everybody, anyone, anybody, someone, and somebody* are singular and require singular verbs. Do not be misled by what follows *of*.

Examples:

Each of the girls sings well.

Every one of the cakes is gone.

FYI: *Everyone* is one word when it means *everybody*. *Every one* is two words when the meaning is *each one*.

9. With words that indicate portions—*percent, fraction, part, majority, some, all, none, remainder, and so forth*—look at the noun in your *of* phrase (object of the preposition) to determine whether to use a singular or plural verb. If the object of the preposition is singular, use a singular verb. If the object of the preposition is plural, use a plural verb.

Examples:

Fifty percent of the pie has disappeared.

Pie is the object of the preposition *of*.

Fifty percent of the pies have disappeared.

Pies is the object of the preposition.

One-third of the city is unemployed.

One-third of the people are unemployed.

FYI: Hyphenate all spelled-out fractions.

All of the pie is gone.

All of the pies are gone.

Some of the pie is missing.

Some of the pies are missing.

None of the garbage was picked up.

None of the sentences were punctuated correctly.

10. The expression *the number* is followed by a singular verb while the expression *a number* is followed by a plural verb.

Examples:

The number of people we need to hire is thirteen.

A number of people have written in about this subject.

11. When _____ and _____ are subjects, they always take singular verbs.

Examples:

Neither of them is available to speak right now.

Either of us is capable of doing the job.

12. The words *here* and *there* have generally been labeled as adverbs even though they indicate place. In sentences beginning with *here* or *there*, the subject follows the verb.

Examples:

There are four hurdles to jump.

There is a high hurdle to jump.

13. Use a _____ verb with sums of money or periods of time.

Examples:

Ten dollars is a high price to pay.

Five years is the maximum sentence for that offense.

14. Sometimes the pronoun *who*, *that*, or *which* is the subject of a verb in the middle of the sentence. The pronouns *who*, *that*, and *which* become singular or plural according to the noun directly in front of them. So, if that noun is singular, use a singular verb. If it is plural, use a plural verb.

Examples:

Jacob is the scientist who writes/write the reports.

The word in front of *who* is *scientist*, which is singular; therefore, use the singular verb *writes*.

He is one of the men who does/do the work.

The word in front of *who* is *men*, which is plural. Therefore, use the plural verb *do*.

15. _____ nouns such as *team* and *staff* may be either singular or plural depending on their use in the sentence.

Examples:

The staff is in a meeting.

The staff are in disagreement about the findings.

Staff is acting as a unit here.

The staff are acting as separate individuals in this example.