

4. VERBS express an action, state or a condition in a sentence

Finite verb is one that can be used with a subject to make a tense.
e.g. *I walked to school yesterday. We danced all night at the party.*

Non-finite verb cannot be used with a subject to make a verb tense
e.g. *Knitting is very relaxing. Swimming keeps you fit. (Gerunds)*

Infinitive is the 'to' form of a verb and is a special form of the non-finite verb. e.g. *to sing, to dance, to run, to walk, to swim, to write.*

Transitive verb is one that can have an object. The action of the verb is passed on to a person or thing (a direct object).

e.g. *The boy kicked the ball. He broke the camera.*
Transitive verb ↪ ↘ object verb ↪ ↘ object

Intransitive verb does not pass the action of the verb on to a person or thing. e.g. *His wife just looked and smiled. People laughed. Jesus wept.*

Note: The verb 'to lay' is always transitive. It means to place or put something somewhere.
e.g. *My chicken lays two eggs every day. I laid my cards on the table.*

The verb 'to lie' is always intransitive. It can mean to be at rest.
e.g. *I lie down to contemplate after reading the English Grammar Card.*
Note: *My sister lies with such sincerity. (She does not tell the truth!)*

Active Voice is when the subject of the verb does the action.
e.g. *The children broke the door. Mark kicked the ball.*

Passive Voice is when the subject is affected by the action.
e.g. *The door was broken by the children. The ball was kicked by Mark.*

Participles are forms of the verb ending in **-ing** for the present participle and **-ed** for past participle. Participles can be used as adjectives in a sentence. **Note:** *I am washing my dog. Washing is used as a verb.*
e.g. *My mother bought a new washing machine. The talking donkey tale.*
Descriptive adjective ↪ ↘ noun

Gerunds are also known as **verbal nouns** and like participles are formed by adding **-ing** to the verb.
e.g. *I love walking. My grandmother enjoys dancing. I dislike smoking.*

Auxiliary Verbs – can, could, do, may, might, ought, used to.

Examples *Can I take your dog, Toto, for a walk?
Della could sing as well as dance.
Do you know the Eight Parts of Speech, honey?
May I have the pleasure of dancing with you?
I might go to the party with Donna.
He ought to look for another job in the city.
I used to do 50 one-arm press-ups before vespers.*

5. ADVERBS qualify or modify verbs, adjectives or other adverbs

Adverb modifying a verb
e.g. *Tony jumped quickly over the fence when he saw the bull charging.*
The adverb **quickly** modifies the verb **jumped**.

Adverb modifying an adjective
e.g. *Shanika is a very clever girl, unlike her friend, Griselda.*
The adverb **very** modifies the adjective **clever**.

Adverb modifying another adverb
e.g. *Rachel danced extremely well, despite her crab-footed partner, Ned.*
The adverb **extremely** modifies the adverb **well**.

KINDS OF ADVERBS

TIME *The children departed for Mauritius yesterday.*
PLACE *They put the computer here for you, sweetheart.*
MANNER *Dickie spoke cheerfully about his new school.*
DEGREE *My teacher, Miss Perkins, was rather pleased with me.*
REASON *Why did you annoy that spider?*
CONDITION *I will leave if you start shouting at the waiter.*
CONCESSION *Though Johnny is late, I will continue to wait for him.*
FREQUENCY *I always send flowers to my mother at Easter.*

COMPARISON OF ADVERBS

Positive	Comparative	Superlative
<i>hard</i>	<i>harder</i>	<i>hardest</i>
<i>quickly</i>	<i>more quickly</i>	<i>most quickly</i>
<i>badly</i>	<i>worse</i>	<i>worst</i>

7. CONJUNCTIONS join words, phrases and sentences together

There are two kinds of Conjunctions: **Co-ordinating** and **Subordinating**
Co-ordinating: **and, but, or, for, yet** e.g. *My father and I went fishing.*
Subordinating: **as, because, if, since** e.g. *We left because it was too late.*

8. INTERJECTIONS are words used to express surprise, delight and other emotions

Examples: *Help! Hello! Cheers! Rubbish! Bravo! Well done! Encore! Oh! Goal!*

SENTENCE STRUCTURE

Every sentence contains two basic parts: **Subject** and **Predicate**.
The **subject** is the person who performs the action. The subject can also be a thing.
The **predicate** describes the action by the subject; denoted by the effect of the verb.
e.g. *The boys played football after school.*
Subject ↪ ↘ Predicate

Types of Sentences: 1. Simple 2. Compound 3. Complex

1. Simple Sentences can be a statement, a question or a command.
e.g. *I love that dog. **Statement**
Is that dog trained? **Question**
Watch that dog! **Command***

2. Compound Sentences consist of two or more simple sentences joined together by a co-ordinating conjunction.
e.g. *My friend, Janelle, visited me today and we went shopping.*

3. Complex Sentences contain one main clause and one or more subordinate clause.
e.g. *The boy who had the accident went to hospital.*

Main clause: *The boy went to hospital. **Subordinate clause:** *who had the accident**

PUNCTUATION

Full Stop (.) or period indicates the end of a complete sentence and is also used after abbreviations (e.g. *for example i.e. in other words etc. and so forth*).
e.g. *I do not like prunes. Flinty McQwerty is such a cad. He arrived at 4 p.m. for lunch.*

Colon (:) is used to introduce a list, explain a previous clause or introduce a quotation.
e.g. *You will require the following tools: a spoke shave, a bradawl and a plumb bob.*

Semicolon (;) is used to join independent parts (clauses) of a sentence. It can also introduce a list of items. Use a comma to separate short clauses. *Dogs run, cats stroll.*
e.g. *Valerie did not speak; she just glared at Brendan. I love cricket; my sister hates it.*

Comma (,) is used to separate or enclose parts of a sentence. It can also be used to write a list of items. **Note the non-defining clauses enclosed in the first set of examples below.**
e.g. *My sister, who loves donkeys, got married today. Flinty was born, so he claims, at sea. Ryan's house is painted red, white, and blue. My Mum loves snook, snuff and snugs.*

Question mark (?) is used for all direct questions.
e.g. *How much did you pay for that donkey? How can you tell a dog's age, Mummy?*
Note: There is no question mark in reported or indirect questions.
e.g. *I wonder how much Maria paid for that donkey. I often think what might have been.*

Exclamation mark (!) can be used with interjections or to express astonishment or a sharp comment. e.g. *Fire! Stop! Wait! Help! You idiot! Yes! No! Look out! Yikes!*

Quotation marks (" ") or inverted commas indicate words spoken in the text.
e.g. *"It's not serious," she said, "but he'll never walk again." I growled, "Do you mind?"
"We all make mistakes," father said, "but you seem to specialize in them, boy!"*

Apostrophe (') is used to show possession or ownership of nouns.
e.g. *Jamilah's birthday. The doctor's surgery. The doctors' surgery. Gervais's work.*
The apostrophe can also indicate an omitted letter in a word; when that word is contracted.
e.g. *I don't know him. It's very hot today. Sorry to hear you're leaving. Here's Johnny!*

Parenthesis () can be used to mark out a comment or explanation from the rest of the text.
e.g. *I tried to daydream (as you do), but my mind kept wandering.
My wife's autobiography (listed as fiction) is a best-seller in the shops!*

* See the English Punctuation Card © 2005 for more detailed examples of punctuation *

Present/Past tense of the verbs to lay and to lie

Present tense	Past tense	Present tense	Past tense
I lay	I laid	I lie	I lied
you lay	you laid	you lie	you lied
he lays	she laid	he lies	she lied
we lay	we laid	we lie	we lied
you lay	you laid	you lie	you lied