

GRAMMAR

REFERENCE SHEET

Name: _____

Date: _____

Grade: _____

PARTS OF SPEECH

PART	DEFINITION & EXAMPLES
NOUN	A person, place, thing, or idea. Ex: _____
PRONOUN	Used in place of a noun. Ex: _____
VERB	Shows action or state of being. Ex: _____
ADJECTIVE	Describes a noun. Ex: _____
ADVERB	Describes a verb, adjective, or adverb. Ex: _____
PREPOSITION	Shows relation of a noun or pronoun to another word. Ex: _____
CONJUNCTION	Joins words, phrases, or clauses. Ex: _____
INTERJECTION	Expresses strong emotion. Ex: _____

SENTENCE ANATOMY

SIMPLE SENTENCE

One independent clause. Expresses a complete thought.

Ex: _____

COMPOUND SENTENCE

Two or more independent clauses joined by a conjunction.

Ex: _____

COMPLEX SENTENCE

One independent clause and one or more dependent clauses.

Ex: _____

COMPOUND-COMPLEX SENTENCE

Two or more independent clauses and one or more dependent clauses.

Ex: _____

SUBJECT-VERB AGREEMENT

The subject and verb must agree in number.

SUBJECT	VERB EXAMPLE
Singular (he, she, it, one)	He reads. / She runs. / It is.
Plural (we, they, two or more)	We read. / They run. / They are.

NOTES

SENTENCE TYPES

TYPE	PURPOSE	EXAMPLE
DECLARATIVE	Makes a statement.	_____
INTERROGATIVE	Asks a question.	_____
IMPERATIVE	Gives a command or makes a request.	_____
EXCLAMATORY	Expresses strong emotion.	_____

PUNCTUATION GUIDE

MARK	USE
.	End of a declarative sentence
?	End of an interrogative sentence
!	End of an exclamatory sentence
,	Separates items in a list / After introductory words or phrases
;	Joins related independent clauses / Separates items with commas
:	Introduces a list, explanation, or quotation
" "	Encloses direct speech or a quotation
()	Encloses extra information or clarifies
-	Shows a break or interruption
!	Shows possession or contraction

COMMONLY CONFUSED

WORD PAIR	TIP
its / it's	its = possession (no apostrophe) it's = it is or it has (uses apostrophe)
your / you're	your = possession you're = you are
there / their / they're	there = place their = possession they're = they are
to / too / two	to = toward too = also or very two = the number 2
affect / effect	affect = to influence effect = result
lay / lie	lay = to put something down (transitive) lie = to rest or recline (intransitive)

CAPITALIZATION RULES

- ☐ First word of a sentence
- ☐ Names of people, places, and things
- ☐ Days of the week, months, and holidays
- ☐ Titles of books, movies, and specific works
- ☐ I (always capitalized)