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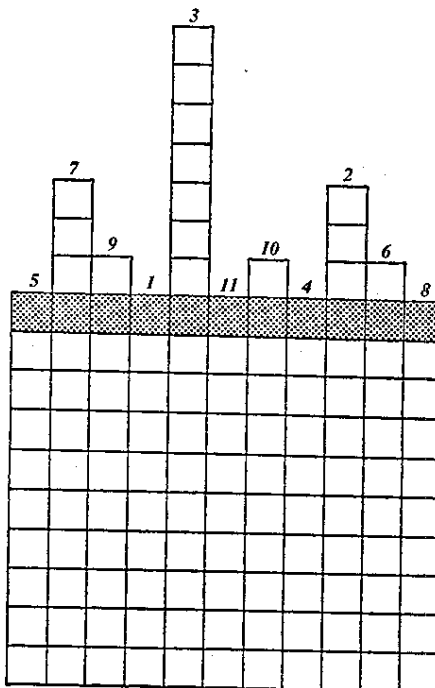
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Name \_\_\_\_\_ Date \_\_\_\_\_

## 2-1 PARTS OF SPEECH

Identify the part of speech of each underlined word and write the name of that part of speech in the proper vertical column, starting at the top and leaving blank whatever spaces you don't need at the bottom. If you do it correctly, a word will magically appear in the shaded boxes. What is unusual about the beginning and ending of this word?

Write your answer here: \_\_\_\_\_



1. From this hill on a clear day you can see for miles.
2. Clear the snow off the walk as soon as possible.
3. Wow, what a performance he gave!
4. Our club meets monthly.
5. Our last monthly meeting accomplished little.
6. The cat climbed up the ladder right behind me.
7. That dealer may up the price on new cars next week.
8. The up side of this situation is that the robber stole very little.
9. Though I like Melvin, I won't vote for him.
10. Tie the horse fast to the post.
11. The label on this cloth says the color is fast.

### BONUS

Two parts of speech were not included in the exercise above. The word *but* in the following sentences illustrates these two parts of speech. Write the part of speech next to each sentence in the blank provided.

\_\_\_\_\_ *But* is a three-letter word.

\_\_\_\_\_ JoAnn went to the play, *but* I stayed home.

## GRAMMAR & USAGE

### The Basic Sentence

What are the eight parts of speech?	What is their function?
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

### Run-on Sentences & Fragments

When two complete sentences are joined by a comma, they are called a “run-on” sentences or “comma splices.” Use a period or semi-colon if the two sentences are very closely related in thought. A period is always a safe choice. You may also use conjunctions such as *and*, *but*, *or*, *for*, *nor* preceded by a comma.

A sentence fragment is a word group that pretends to be a sentence. To be a sentence, a word group must consist of at least one full independent clause. An independent clause has a subject and a verb, and it either stands alone or could stand alone. You can repair most fragments in one of two ways: Either pull the fragment into a nearby sentence or turn the fragment into a sentence.

### Active vs. Passive Voice

Active voice is usually preferable to passive voice. Active voice means your subject is doing the action. In sentences with passive voice, the subject is the person, people or things to whom the action was done. The sentence with active voice often contains the words *by* or *for*. In some cases, you want to use passive voice if you want to stress who received the action, but strive for active voice.

*Active: Students planned a demonstration to protest tuition increases.*

*Passive: A demonstration was planned by students to protest tuition increases.*

Identify whether active or passive voice is used in the following sentences:

- a. John Smith was nominated for fraternity president by Joe Chance.
- b. Judge Raymond Burr sentenced the man convicted of drunken driving to two years in jail.
- c. Students conducted a rally yesterday to raise money.
- d. The case was dismissed by a three-judge panel.

### Dangling Modifiers

Phrases that start with participles (verbs that end in *-ing*) are used to modify nouns. They should be placed directly before the noun they modify. When they are incorrectly placed they can be silly. They dangle! Ask yourself who is doing the action in the phrase.

*Dangling Phrase: Running to class, his boot fell off when he tripped.*

*Correct: Running to class, he tripped and his boot fell off.*

*Alternative: As he was running to class, he tripped and his boot fell off.*

Correct the dangling modifiers in the following sentences:

- a. Carrying his books in his backpack, the strap broke.
- b. When planning a meeting, an agenda is advisable.
- c. While discussing the election, the topic of privacy and politicians aroused heated debate.
- d. Living in a small town for many years, the large population of this city overwhelmed him.

### It's vs. Its

It's is a contraction for it is. Its is possessive, meaning belonging to it. If you can substitute it is for it's, the contraction is the right form.

Choose the correct form in the following sentences:

- Its, It's** important for you to learn the difference between these two words.
- The dog chased **its, it's** tail for hours.
- When **its, it's** time for you to graduate, you need to fill out several forms.
- The university lost **its, it's** accreditation last year.
- The newspaper won **its, it's** first Pulitzer Prize this year.

### Subject-Verb Agreement

A singular subject, such as each, neither, either, every, everyone, must take a singular verb. Likewise a plural subject takes a plural verb. The agreement can be tricky if a phrase or clause follows the word. For example: Each one of the women is going to play on the team. (\*tip: ignore the phrase "of the women.")

Choose the correct verb:

- Every one of the players **is are** getting new sneakers.
- Each of the students **expects expect** to get an A.
- Three quarters of the students **are is** failing the course.
- Either the professor or the graduate assistant **is are** going to bring the test.
- Everybody in this program **want wants** to get a job.

### Avoid Sexist Language

Sexist language is language that stereotypes or demeans men or women, usually women. Using nonsexist language is a matter of courtesy – of respect for and sensitivity to the feelings of others.

Some sexist language is easy to recognize because it reflects genuine contempt for women: referring to a woman as a "broad," or calling a lawyer a "lady lawyer," or saying in an advertisement, "If our new sports car were a lady, it would get its bottom pinched." Other forms of sexist language are less blatant. The following practices, while they may not result from conscious sexism, reflect stereotypical thinking: referring to nurses as women and doctors as men, using different conventions when naming or identifying women and men, or assuming that all of one's readers are men.

Still other forms of sexist language result from outmoded traditions. The pronouns *he, him, and his* for instance, were traditionally used to refer generically to persons of either sex. Like the pronouns *he, him and his*, the nouns *man and men* were once used indefinitely to refer to persons of either sex. Current usage demands gender-neutral terms instead.

When revising sexist language, be sparing in your use of the wordy constructions "he or she" and "his or her." Although these constructions are fine in small doses, they become awkward when repeated throughout an essay. A better revision strategy, many writers have discovered, is to write in the plural; yet another strategy is to recast the sentences so that the problem does not arise.

### Avoid Clichés

The pioneer that first announced that he had "slept like a log" no doubt amused his companions with a fresh and unlikely comparison. Today, however, that comparison is a cliché, a saying that has lost its dazzle from overuse. The cure for clichés is frequently simple: Just delete them! When this won't work trying adding some element of surprise.

*Cliché: "I had butterflies in my stomach."*

*Revised: "If all of the action in my stomach is caused by butterflies, there must be a horde of them with army boots on."*