## Grammar Section

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The importance of distinguishing parts of speech

A part of speech refers to the identification of a word as used in a sentence, such as noun, verb, adjective, and so on. It is important to know the different parts of speech when using a dictionary. For instance, when looking up a word, how often do you simply take the first meaning listed? This is not always appropriate. Further, if a word in the dictionary is listed under different parts of speech, how do you know which one to choose? Being able to identify parts of speech will help you understand the meaning of a word in context. (Refer to “Using a dictionary” on pages XX–XX.)

Take a look at the following examples.

1. You have probably seen these two words: advice, advise. Are they the same word just with two different spellings? No. If you look them up in the dictionary, you will see that advice is a noun and advise is a verb. Look at the following sentences.
   
   I asked my best friend for some dating advice.
   My guidance counsellor is the best person to advise me about which courses to take.

2. You have probably seen the following structures: John and I; John and me. When do you use I and when do you use me? If you know that I is a subject pronoun and me is an object pronoun, you will be able to use them correctly. Look at the following sentences.
   
   John and I went to the movies last night.
   The usher used a flashlight to guide John and me to our seats.

(You will find a chart explaining the different parts of speech on page XX.)

EXERCISE 1.1

Read the following sets of sentences. Identify the part of speech of each of the words in bold. If the word has a different meaning in each sentence, explain the difference. If it has the same meaning, simply write “same.”

<table>
<thead>
<tr>
<th>EXAMPLES</th>
<th>1. a) James left <strong>his</strong> briefcase at home.</th>
<th>b) James left <strong>his</strong> at home.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of speech:</td>
<td>a) possessive adjective that modifies the noun briefcase</td>
<td>b) possessive pronoun that stands for his briefcase</td>
</tr>
<tr>
<td>Meaning:</td>
<td>same</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. a) I <strong>will</strong> give you a hand with your assignment.</th>
<th>b) He left his <strong>will</strong> in a safety deposit box.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of speech:</td>
<td>a) modal auxiliary; b) common noun</td>
</tr>
<tr>
<td>Meaning:</td>
<td>a) future; b) testament</td>
</tr>
</tbody>
</table>

EXERCISE 1.1

1. a) The secretary is **filing** records.

   b) The secretary is putting away the records in the **filing** cabinet.

   Part of speech: a) present participle; b) noun modifier

   Meaning: same
2. a) She enjoys listening to the **news**.
   b) It was an extremely interesting **news** report.
   - **Part of speech:** a) common noun; b) noun modifier
   - **Meaning:** same

3. a) He is a **fast** and efficient worker.
   b) He works very **fast**.
   - **Part of speech:** a) adjective; b) adverb of manner
   - **Meaning:** same

4. a) Your office door is **open**.
   b) I always **open** my office door.
   - **Part of speech:** a) adjective; b) verb
   - **Meaning:** same

5. a) Your secret is **safe** with me.
   b) The manager left his financial statements in the **safe**.
   - **Part of speech:** a) adjective; b) common noun
   - **Meaning:** a) secure; b) locked place to keep valuables

6. a) She **can** type fifty words a minute.
   b) A good chef never uses soup from a **can**.
   - **Part of speech:** a) modal auxiliary; b) common noun
   - **Meaning:** a) is able to; b) cylindrical container made of aluminum

7. a) Arthur plays the piano **well**.
   b) He is not **well**. He was operated on yesterday.
   - **Part of speech:** a) adverb of manner; b) adjective
   - **Meaning:** a) in a skilful manner; b) healthy

8. a) Your time is **up**.
   b) The marketing department is **up** on the second floor.
   - **Part of speech:** a) adjective; b) adverb of place
   - **Meaning:** a) finished, over; b) opposite of down

9. a) This woman has very attractive **features**.
   b) This talk show always **features** interesting guests.
   - **Part of speech:** a) common noun; b) verb
   - **Meaning:** a) parts of the face; b) presents

10. a) The children were excited to visit the **fire** station.
    b) The new boss intends to **fire** anyone who is consistently late.
    - **Part of speech:** a) noun modifier; b) verb
    - **Meaning:** a) burning flames; b) dismiss someone from his or her job
EXERCISE 1.2

Choose one word from the list below. Write two sentences illustrating its use as different parts of speech. In each sentence, underline the word and write the part of speech under it. Indicate if the meaning of the word is the same or different in your sentences. Then choose a word that is not in the list and follow the same steps.

free, book, writing, interest, stand, used, capital

1. Word from the list:
Possible answer: free

a) They will free the prisoner next week.
   verb

b) I didn’t have to pay for it. It was free.
   adjective

Meaning: a) release; b) without any cost

2. Your own word:
Answers will vary.

   a) 
   
   b) 

Meaning: 

Words used as different parts of speech

Some words can cause confusion when used as different parts of speech. For example, other can be plural if it is a noun but can never be plural if it is an adjective.

Remember: 1. Words that replace nouns are pronouns.
   2. Words that add qualities are adjectives, modifiers and quantifiers.

EXERCISE 1.3

For each question, read the sentence(s), then determine if the word in bold is a pronoun replacing a noun or an adjective adding a quality to something. Circle the letter of the correct answer.

EXAMPLE

Where did you put the other books?

a) The word other is a pronoun replacing a noun.

b) The word other is an adjective adding a quality to something.

1. Jack threw the ball. He threw it far.
   a) The word it is a pronoun replacing a noun.
   b) The word it is an adjective adding a quality to something.

2. I forgot my book at home.
   a) The word my is a pronoun replacing a noun.
   b) The word my is an adjective adding a quality to something.

3. Please tell me how to spell your last name.
   a) The word me is a pronoun replacing a noun.
   b) The word me is an adjective adding a quality to something.
4. I prefer that colour.
   a) The word that is a pronoun replacing a noun.
   b) The word that is an adjective adding a quality to something.

5. Look at that! It’s incredible!
   a) The word that is a pronoun replacing a noun.
   b) The word that is an adjective adding a quality to something.

6. The policemen left their car unlocked and a thief stole it.
   a) The word their is a pronoun replacing a noun.
   b) The word their is an adjective adding a quality to something.

7. The school principal enforces strict rules to stop bullying.
   a) The word strict is a pronoun replacing a noun.
   b) The word strict is an adjective adding a quality to something.

8. Did you see anyone you know at the library?
   a) The word anyone is a pronoun replacing a noun.
   b) The word anyone is an adjective adding a quality.

Pronouns

Pronouns refer to previously mentioned nouns. Instead of repeating a noun several times in a sentence or paragraph, other words are used to replace it. Usually these are pronouns. When reading, it’s important to know what nouns they refer to.

Subject pronouns: I, you, he/she/it, we, you, they

Object pronouns: me, you, him/her/it, us, you, them

Indefinite pronouns: everyone, anyone, someone, no one, everything, nothing, something, etc.
   Note: You can use one or body interchangeably: everyone/everybody, someone/somebody, etc. No one is always written as two separate words, but nobody is written as one word.

Demonstrative pronouns: this, that, these, those
   Note: This and these are used for things close in space or time. That and those are used for things that are further away in space or time.

Relative pronouns: who (refers to people), that (refers to things)

When there are both a direct and an indirect object, it is more common to put the direct object first.

Give them the present. If the present is also replaced by a pronoun: Give it to them.

Give him the toys. If the toys is also replaced by a pronoun: Give them to him.