Parts of a Speech

Noun:	names of a person, place or thing	ex.\\ mother school, banana
Pronoun:	takes the place of a noun	ex.\\ she, we, it
Adjective:	describes or modifies a noun	ex.\\ nice, arrogant, awesome
Verb:	indicated an action or state of being	ex.\\ sing, run, is, need
Adverb:	modifies a verb, an adjective or another adverb	ex.\\ slowly, repeatedly, very
Preposition	shows the relationship of a noun to a verb, adjective or another noun	ex.\\ on, by, to, in, of, for, from
Conjunction:	connects other words, phrases or sentences	ex.\\ because, and, or, but
Interjection:	calls attention to what is being said	ex.\\ Yes! Wow! Yikes!

Types of Sentences

Declarative:	makes a statement	ex.\\ The ice cream is in the freezer.
Interrogative:	asks a question	ex.\\ Where are the car keys?
Imperative:	gives commands or requests	ex.\\ Hand in your assignment.
Exclamatory:	expresses a strong feeling	ex.\\ I've been robbed!

Punctuation:

Question Mark (?)	ends an interrogative sentence	ex.\\ Can you come over to play!
Period (.)	ends a declarative sentence	ex.\\ She left early.
Exclamation Point (!)	ends an exclamatory or imperative sentence	ex.\\ I can't believe we won!

Punctuation: (cont)

Comma (,)	separates elements in a series	ex.\\ Bring a pencil, pen, ruler and compass
Semicolon (;)	signals more pause than a comma but less than a period	ex.\\ Meet me there; it is easy to find.
Colon (:)	signals that a list is coming ahead	ex.\\ For the recipe you will need: choc chips, flour, milk and nuts.
Dash (-)	indicates a break in thought; used	Our best runners - Susan and Kim not there.

Apostrophe

used to show a contraction	ex.\\ I'll mail my application to you right away.
used to Show Possession	ex.\\ He paid for the gas when he used Dan's car.

Quotations Marks

Use double quotation marks:

for a direct quotation	ex.\\ "What doesn't kill me makes me stronger." -Friedrich Nietzsche
in most dialogue	ex.\\ "I am going to a movie with Jenny on Saturday," he replied.
for titles of songs, literary works, movies, television series, etc.	ex.\\ The movie "Network" is on TV Friday.
Use single quotation marks to enclose a quotation within a quotation.	ex.\\ "She yelled 'Stop' when the bus pulled away," Dan added.

Spelling Rules:	
1. I before e except after c, or when sounded as a	ex.\\ receive, freight
2. When a verb ends in ie., change the ie to y before adding the Suffix ing	ex.\\ die becomes dying, tie becomes tying
3. When a word ends in y preceded by a consonant, change the y to i before adding the suffix (unless the suffix begins with i. if the Suffix begins with i, keep the y.)	ex.\\ envy becomes envious, study becomes studying
4. Keep the final e before a suffix beginning with a consonant	ex.\\ advertise becomes advert- isement
5. With the suffixes able and ous, don't drop the e before the Suffixes if the word ends in a soft ce or ge	ex.\\ knowledge becomes knowle- dgeable
6. Doubling the final consonant when a suffix is added to a two syllable word. In the US: most words do not, In Canada: most words do.	ex.\\ US: counsel becomes counselor, Canada counsel becomes counsellor
7. When a word ends with more than one.co- nsonant, dont double when adding the Suffix	ex.\\ drown becomes drowning