

Professional Development Resources Presents ...

RANLY ON GRAMMAR

Grammar & Punctuation For
Writers and Editors

by Professor Don Ranly, Ph.D.

- I. The "parts" of speech
 - A. Why know them? — vocabulary
 - B. What are they?
 - 1. Nouns — names
 - a. Proper
 - b. Common
 - 2. Pronouns — take the place of nouns
 - a. Personal
 - b. Relative
 - c. Indefinite
 - d. Demonstrative
 - e. Reflexive
 - f. Intensive
 - g. Interrogative
 - 3. Adjectives — describe, what kind of, qualities
 - 4. Verbs — action or state of being
 - a. Transitive
 - b. Intransitive
 - 5. Adverbs — how, when, why
 - 6. Conjunctions — join
 - a. Coordinating
 - b. Subordinating
 - c. Correlative — either, or — neither, nor
 - 7. Prepositions — show a relationship
 - 8. Articles
 - a. Definite — the
 - b. Indefinite — a, an
 - 9. Verbals
 - a. Participles
 - b. Gerunds
 - c. Infinitives
- II. Properties of nouns and pronouns
 - A. Gender

Session 2:

Parts of Speech —

Nouns and Pronouns

Other sessions in this series:

- 1. *Clauses, Sentences, Punctuation*
- 3. *The Verb*
- 4. *Verbals, Dangers & Other Stuff*

- 1. Masculine
- 2. Feminine
- B. Number
 - 1. Singular
 - 2. Plural
- C. Case
 - 1. Subjective (nominative)
 - 2. Objective
 - a. Direct object (accusative)
 - b. Indirect object (dative)
 - c. Objective of a preposition
 - 3. Possessive
- III. Nouns
 - A. Gender — (sexist language)
 - 1. Masculine
Examples: mankind, chairman, manhole, manhours
 - 2. Feminine
Examples: ships, hurricanes

Session 2 continues on the inside ...

Session 2, from front ...

- 3. Neuter
 - B. Number
 - 1. Singular
 - 2. Plural — many ways
 - a. add "s" "es" — dogs, porches
 - b. add nothing at all — sheep, deer
 - c. Latin words, Greek words
- Examples: *medium-media; criterion-criteria; crisis-crises; index, indices*
- C. Case
 - 1. Subjective (nominative)
 - a. Subject of a sentence, clause
 - b. Predicate nominative — following "to be"
 - 2. Objective
 - a. Direct object — accusative
 - b. Indirect object — dative
 - c. Object of the preposition
 - 3. Possessive
 - a. Singular ('s)
 - b. Plural (s')
 - c. Exceptions

IV. Pronouns

- A. Gender
 - 1. Masculine
 - 2. Feminine
 - 3. Neuter
 - B. Number
 - 1. Singular
 - 2. Plural
 - C. Case
 - 1. Subjective
 - a. Subject of a sentence, clause
 - b. Predicate nominative
 - 2. Objective
 - 3. Possessive
- (See the chart on the back page.)
- D. Compound pronouns
 - 1. Direct object — He took him and me to the ballgame.
 - 2. Indirect object — He spoke to him and me.
 - 3. Object of the preposition — Between you and me.

Exercise 4

Above each pronoun, indicate the case it should be in. If the pronoun is used incorrectly, correct it.

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|--|---|
| 1. If I were him, I would not go. | 14. He took Tom and I to the zoo. |
| 2. He spoke to me yesterday. | 15. Who are you talking about? |
| 3. Everyone is doing their thing. | 16. It was her, not me, you wanted for the job. |
| 4. Just between you and I, I don't think this makes sense. | 17. The building is not known for it's architecture. |
| 5. He told my wife and I a sad story. | 18. She and myself will stay behind. |
| 6. Me and him are buddies. | 19. Who did he ask to do it? |
| 7. The president and myself do not agree often. | 20. The group is having their meeting in Chicago. |
| 8. Their's was not an easy task. | 21. It was her who thought it would work. |
| 9. No one seemed to mind him smoking. | 22. Tom and me were asked to go. |
| 10. This is not your's. | 23. She walked right behind Bill and I. |
| 11. Who do you think tried to stop her? | 24. Did you say whom is going? |
| 12. Is that her coming down the hall? | 25. The board is expected to reach their decision Monday. |
| 13. No one knew who's it was. | |

Personal Pronouns and Their Cases

Gender	Number	Person	Subjective	Objective	Possessive	
					adjective	pronoun
masculine and feminine	SINGULAR	[1st]	I	me	my	mine
masculine and feminine		[2nd]	you	you	your	yours
masculine		[3rd]	he	him	his	his
feminine		[3rd]	she	her	her	hers
neuter		[3rd]	it	it	its	its
masculine and feminine	PLURAL	[1st]	we	us	our	ours
masculine and feminine		[2nd]	you	you	your	yours
masculine, feminine and neuter		[3rd]	they	them	their	theirs

Relative and Interrogative Pronouns

Gender	Number	Person	Subjective	Objective	Possessive
masculine and feminine	SINGULAR and PLURAL	[all persons]	who	whom	whose