

# A FUNCTIONAL OUTLINE OF ENGLISH GRAMMAR

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intended for reference rather than instruction

## BASIC TERMS

<i>language</i>	the use of vocal sounds to communicate experience, thought or intention, <i>etc.</i>
<i>grammar</i>	principles governing the form and use of words; how language shows meaning;. the study of grammar comprises speech and writing.
<i>word</i>	a group of vocal sounds which symbolizes a particular object, action or characteristic, <i>etc.</i> ; the basic unit of language. Some words have merely structural functions
<i>inflection</i>	change in the form of a word to show a particular property, <i>e.g.</i> number (book/books) or tense (talk/talked)
<i>paradigm</i>	list of the different forms of a word, in a logical order
<i>decline (declension)</i>	to list the different forms of a noun, pronoun or adjective in logical order
<i>conjugate (conjugation)</i>	to list the different forms of a verb in logical order
<i>regular</i>	word uses the same forms as the majority of other words in its class
<i>irregular</i>	word uses different forms from the majority of others words in its class
<i>syntax</i>	the order of words in a sentence, esp. with regard to their function
<i>sentence</i>	expresses a complete thought; the basic act of language
<i>parse</i>	to analyze the structure of a sentence
<i>subject</i>	person or thing, <i>etc.</i> . spoken of in a sentence or clause
<i>predicate</i>	what is said of the subject in a sentence or clause
<i>substantive</i>	a noun or a pronoun
<i>modify</i>	to qualify, limit or, in some cases, add to the meaning of a word
<i>referent</i>	word to which a modifier refers
<i>absolute</i>	a word or group of words which, although belonging to identifiable part(s) of speech, performs no grammatical function in the sentence in which it appears
<i>idiom</i>	an accepted phrase, the structure of which is unconventional, or the meaning of which is different from the literal
<i>archaic</i>	no longer in common use
<i>speech</i>	spoken language, the primary activity of language
<i>rhetoric</i>	the formal skill, or "art", of speech
<i>writing</i>	the use of graphic symbols to represent language
<i>composition</i>	the formal skill, of "art", of writing

Sections I through VIII of this outline treat individual words, and IX and X, groups of words.

## WORDS

**EIGHT PARTS OF SPEECH:** describe the functions that words perform in a sentence. Most words belong primarily to one part of speech. A single word, however, in different contexts, may function as more than one part of speech. Also, a group of words may function as a single part of speech.

<i>noun</i>	a person, place, thing or idea (child, city, book, logic)
<i>pronoun</i>	represents a noun or nouns (she, they, who)
<i>verb</i>	shows action, existence or occurrence (make, exts, walk); some forms of a verb may contain more than one word (will have done, was standing)
<i>adjective</i>	modifies a noun or pronoun (flat, calm, few)
<i>adverb</i>	modifies a verb, adjective or another adverb (softly, soon, very)
<i>preposition</i>	shows position or relation of a noun or pronoun to another word (in, with, of)
<i>conjunction</i>	connects words or groups of words (and, or, although)
<i>interjection</i>	expresses surprise or emotion (oh, alas)
<i>compound word</i>	two or more words may be combined to form a single word, which functions as one part of speech (tablespoon, overlook)
<i>particle</i>	a word, the function of which cannot be identified as one of the parts of speech; rare in English

### GROUPS OF WORDS

<i>compound</i>	two or more words may perform the function of a single word in a sentence; if a noun, it may be described by case. <i>compound subject</i> my <u>friend and I</u> are walking to school <i>compound verb</i> they <u>saw and heard</u> the speaker
<i>phrase</i>	a group of words having a grammatical relation (other than a subject and verb) the books on the shelf carefully watching the sky
<i>clause</i>	a group of words which contains a subject and a verb they watched the game who were not present
<i>sentence</i>	a group of words which expresses a complete thought, such as an observation, inquiry or intention, <i>etc.</i> ; most sentences contain at least one clause: The house stands on a hill. When are we leaving? Please close the door!

## WORDS | continued

Words and groups of words will be described in more detail, observing the following features:

<i>types</i>	categories within a part of speech that perform more specific functions
<i>properties</i>	variable characteristics of a part of speech
<i>(other) functions</i>	describes how or when a word may function as another part of speech, and what functions a group of words may fulfill
<i>when omitted</i>	describes when a word may be omitted without changing the meaning of a sentence. Such a word, when omitted, is said to be "understood".

### I. NOUN

#### A. TYPES

1. *common*: names all the beings or objects, *etc.*, which share a particular set of characteristics
2. *concrete*: names a material being or object, *etc.* (horse, mountain, house)
3. *abstract*: names a quality, state, activity or idea (mercy, life, motion, extent)
4. *collective*: names a group of similar members (crowd, herd, committee)
  - a. with a singular verb denotes the group as a whole  
A flock of birds was flying overhead.
  - b. with a plural verb denotes the separate members of a group  
The committee are not all present.
  - c. the plural of a concrete or abstract noun, without a definite article, may be used in this sense  
Mules are stubborn.
  - d. the plural of a collective noun refers to two or more similar groups  
Both teams agreed to postpone the game.
5. *proper*: names a specific being or place, *etc.*; its first letter is capitalized (Henry, Susan, Denver, France)
  - a. a common noun indicating rank, office or relationship may become proper when used in place of a proper name  
The President will speak in public tomorrow.  
Mother and Father arrived an hour ago.
  - b. a noun derived from a proper noun, although common in function, remains proper  
An American invented the telephone.
  - c. *personification*: a common noun may become proper when treated as an animate being, or when used as a name  
Philosophy is the handmaid of Theology.

## B. PROPERTIES

1. *case*: indicates the grammatical relation of a noun to the other words in a clause or sentence.

Prepositions can perform a similar function; certain prepositions can perform some case functions.

a. *subjective*:

i. *nominative*: shows a subject; performs the action of a verb

A bird ate the seeds.

ii. *vocative*: used for direct address, often in an imperative or interrogative sentence; usually a proper noun

Robert, please close the door.

b. *objective*:

i. *direct object*: receives the action of a transitive verb

Ann bought a new coat last weekend.

ii. *indirect object*: to or for whom the action of a transitive verb is performed

I will lend Edward the magazine soon.

iii. *object of a preposition*: noun follows a preposition which shows its relation to another word

The house on the corner is vacant.

c. *possessive*: indicates possession or a similar relation of a noun to another noun

i. nouns usually show the possessive case by the suffix -'s (s.), -'s' (pl.)

The book's pages are gray; most books' pages are white.

ii. the possessive case may also be shown by the preposition 'of'.

All the doors of the house are locked.

aa. *note*: the preposition 'of' does not always signify the possessive

Our cabin is located two miles north of the lake.

2. *number*: indicates whether a noun refers to one or more than one of the beings or objects, *etc.*, that it denotes

a. *singular*: one

b. *plural*: more than one

i. regular nouns show the plural by the suffix -s, -es (book/books, wish/wishes)

ii. some nouns change an internal vowel to show the plural (foot/feet, mouse, mice)

iii. certain nouns have the same form in both singular and plural (sheep/sheep, series/series)

iv. several nouns show the plural by the suffix -en (child/children, ox/oxen)

3. *gender*: indicates the sex of a person or animal, as distinguished from an object, *etc.*

a. *masculine*: a male person or animal (man, rooster)

b. *feminine*: a female person or animal (woman, cow)

c. *neuter*: inanimate object, or idea, *etc.*

d. Gender is seldom revealed by the form of a noun; in certain nouns it may be shown by suffixes such as -er (m.) or -ress (f.), *e.g.*, waiter, waitress.

## NOUN | PROPERTIES | Gender | continued

- e. undetermined: certain nouns denoting a person whose gender is not specified may be masculine or feminine, *e.g.*, parent, child.
- f. an animal whose gender is not specified is treated as neuter.
- g. Plants are neuter.
- h. *personification*: an object or idea, *etc.* may be personified as masculine or feminine  
She's an old ship, but remains seaworthy.

### C. OTHER FUNCTIONS

- 1. *pronoun*: a noun, usually proper, in the possessive case, may function as a pronoun  
Whose suggestion do you like best? I prefer Diane's.

NOTE: The possessive case causes the proper noun 'Diane's' to function as an adjective; therefore, this usage may also be construed as a substantive adjective (*see* III.C.2.a)

#### 2. *adjective*

- a. *attributive*: a noun in the possessive case usually functions as an adjective  
What is your cousin's name?
- b. an uninflected noun may precede another noun to modify it  
The letter concerns family matters.
- c. *appositive*: a noun may follow another noun, *esp.* to specify or to clarify  
Mr. Jones, our neighbor, was looking for his son William.
- d. *predicate (nominative)*: a noun may be referred to the subject by the verb 'be' or another linking verb  
William is our daughter's husband.

#### 3. *adverb*

- a. some nouns can modify a verb  
I went home after the meeting.
- b. some nouns can modify an adjective  
Her brother is six feet tall.
- c. some nouns can modify an adverb  
You've been working all day long.

### D. WHEN OMITTED

- 1. A noun may be omitted when it is the subject of successive sentences.  
That dog barked all night, then went to sleep in the morning.

## II. PRONOUN

### A. TYPES

1. *personal*: represents a noun with reference to the speaker of a sentence (I, we, you, he, she, it, they)  
I found the hotel where you said they were staying.
  - a. 'one' denotes a hypothetical third person or an object  
One would have expected the room to have an alarm clock; do you have one?
2. *impersonal*: 'it' with an intransitive verb describes a general condition  
It rained all winter.  
It is time to go now.
  - a. with a linking verb, 'it' may represent a predicate noun or adjective  
Who is at the door? It is Barbara.
3. *reflexive*: represents the subject acting upon itself; formed by affixing -self (*sg.*) or -selves (*pl.*) to the objective case of the personal pronoun  
James reminded himself to mail the letter.  
Did you find yourselves confused by the map?
4. *intensive*: emphasizes a noun or personal pronoun; has the same form as a reflexive pronoun  
Catherine herself has often said the same thing.  
I thought the same thing myself.
  - a. 'you', stated as the subject of an imperative sentence, intensifies its identity as subject  
You do that right now!
  - i. separated by a comma, it is vocative  
You, why are you late?
5. *indefinite*: represents a noun, the identity of which is unknown or not specified (somebody, someone, something, anybody, anyone, anything, everybody, everyone, everything)  
Is anybody home? Something is wrong with the doorbell.
6. *negative*: represents the absence of any person or thing (nobody, no one, none, nothing)  
No one answered when I rang; I hope that nothing else is wrong.
7. *relative*: introduces a relative (adjective) clause (who, which, that)  
The guest who left yesterday forgot to mail those letters which are on the table.  
*indefinite relative pronoun*: referent is often not stated in the sentence, and so introduces a substantive rather than adjective clause [who(so)ever, what(so)ever, who, what, which)  
Whoever told you that did not understand what I had said.
  - i. when the referent is stated, an indefinite form of the relative pronoun indicates uncertainty  
Someone, whoever it was, gave us wrong directions.
8. *interrogative*: introduces a question (who, what, which)  
Who is that man, and what did he say?
  - a. 'which' is used to represent an alternative  
Which does she prefer?
  - b. 'whoever, whatever' may be used to intensify a question  
Whatever is the matter?

9. *demonstrative*: indicates the relative distance of the noun it represents to the speaker:  
this/these (near),that/those (far)

That is the hotel I mentioned earlier.

a. *correlative*: demonstrative pronouns can also be used to distinguish between alternatives  
Does she prefer these or those?

## B. PROPERTIES

1. *person*: identifies a pronoun with reference to the speaker

a. *first person*: indicates the speaker

b. *second person*: indicates the party spoken to

c. *third person*: indicates who or what is spoken of

d. personal, reflexive and intensive pronouns distinguish all three persons

i. I/we

ii. you

iii. he,she,it/they

iv. 'one' is third person

e. indefinite pronouns are usually third person

Someone is at the door.

f. relative pronouns take the person of their referent

I, who am present, will finish the job; others, who are absent, cannot help.

g. indefinite relative pronouns are usually third person, but may be used as the predicate of a personal pronoun

Who am I to complain?

h. demonstrative pronouns are third person

## 2. *case*

a. personal pronouns are inflected to show case

<i>subj. sg.</i>	1. I	2. you	3. he,she,it	<i>pl.</i>	1. we	2. you	3. they
<i>obj. sg.</i>	1. me	2. you	3. him,her,it	<i>pl.</i>	1. us	2. you	3. them
<i>poss. sg.</i>	1. mine	2. yours	3. his,hers,its	<i>pl.</i>	1. ours	2. yours	3. theirs

i. 'one' shows the possessive by the suffix -'s

b. reflexive and pronouns are in the objective case

*sg.* myself, yourself, him-,her-,itself *pl.* ourselves, yourselves, themselves

c. indefinite pronouns show the possessive by the suffix -'s

d. negative 'nobody', 'no one', and 'nothing' show the possessive by the suffix -'s

PRONOUN | PROPERTIES | Case | continued

e. relative pronouns have the same forms in the singular and plural

<i>masc./fem.</i>	<i>subj.</i>	who	<i>obj.</i>	whom	<i>poss.</i>	whose
<i>neuter</i>	<i>subj.</i>	which	<i>obj.</i>	which	<i>poss.</i>	of which

'that' has the same form in subjective and objective, and is not used in the possessive.

f. interrogative pronouns have the same forms in both singular and plural

<i>masc./fem.</i>	<i>subj.</i>	who	<i>obj.</i>	whom	<i>poss.</i>	whose
<i>neuter</i>	<i>subj.</i>	what	<i>obj.</i>	what	<i>poss.</i>	of what
		which		which		of which

g. demonstrative pronouns are not inflected to show case

i. the possessive is indicated by the preposition 'of'

The color of these is blue.

aa. also used in *partitive* sense, as are personal pronouns

Have you heard enough of that?

### 3. number

a. personal pronouns distinguish number in the first (I/we) and third (he, she, it/they) persons

i. 'one' is singular

b. the second person has the same form in both singular and plural (you)

i. the second person sg. 'thou, thee, thy', *etc.* and plural 'ye' are archaic

c. reflexive and intensive pronouns distinguish number as do personal pronouns, and by the suffix -self/-selves

d. indefinite pronouns are singular

e. a relative pronoun agrees in number with its referent

Susan, who is our neighbor's niece, is going to buy a car.

i. an indefinite relative pronoun, when a predicate, agrees in number with its subject

No one knows who they are.

f. an interrogative pronoun is usually singular, but will agree in number with a predicate noun or pronoun

Who are those men?

g. demonstrative pronouns distinguish singular (this/that) and plural (these/those)

### 4. gender

a. personal and reflexive pronouns distinguish gender only in the third-person singular (*m.* he, *f.* she, *n.* it)

i. 'one' as masculine or feminine refers to a hypothetical third person

One expects more help in a situation like this.

ii. 'one' as neuter refers to a single member of a group

Do you have any pencils? Yes, here's one.

- b. indefinite pronouns distinguish masculine or feminine (somebody, someone, *etc.*) from neuter (something, *etc.*)
- c. relative pronouns distinguish masculine or feminine (who) from neuter (which);  
'that' is masculine, feminine or neuter
- i. indefinite relative pronouns distinguish masculine or feminine [who(so)ever, who] from neuter [what(so)ever, what which]
- d. interrogative pronouns distinguish masculine or feminine (who) from neuter (what, which)
- e. demonstrative pronouns do not show gender

### C. OTHER FUNCTIONS

1. *noun*: (following are exceptions to the general rule that pronouns function as nouns)

2. *adjective*:

- a. The possessive forms of personal pronouns function always as pronouns, and must not be confused with possessive adjectives.
- b. an intensive pronoun may be used in apposition with a noun or pronoun to emphasize its identity  
The children themselves will arrive tomorrow; their mother is already here.
- c. an indefinite pronoun in the possessive case often functions as an adjective  
Anyone's guess would be as good as mine.
- i. the appositive adjective 'else' may also be used in this construction  
We would like to hear someone else's suggestion.
- d. a relative pronoun in the possessive case usually functions as an adjective  
Our neighbor's niece, whose car is parked on the corner, came to visit.
- e. an indefinite relative pronoun in the possessive case often functions as an adjective  
I hadn't known whose car it was until she told me.
- f. an interrogative pronoun in the possessive case often functions as an adjective  
Whose car did you say it was?

3. *adverb*

- a. The intensive pronoun may be placed at the end of a clause or sentence, so that it modifies the verb rather than a substantive.  
The children have finished the work themselves.  
I will lend the book to Robert, who wants to read it himself.
- i. The intensive pronoun, *esp.* the first person singular, and all the objective forms of personal pronouns are sometimes used disjunctively in an absolute sense, to modify the entire clause or sentence.  
This use is considered colloquial, and unsuited to formal conversation or writing.  
Myself, I wouldn't go near the place.

#### D. WHEN OMITTED

1. the impersonal pronoun 'it' may be omitted in a passive adverbial clause introduced by the conjunction 'as'

As (it) has been discussed, the meeting is postponed until July.

a. the auxiliary verb may also be omitted

As (it has been) mentioned, the speaker will not be available until then.

2. a relative pronoun is often omitted when the object of an adjective clause

The family (whom) you mentioned are friends of mine.

The business (which) I had contacted called me back yesterday.

3. many pronouns may be omitted in successive phrases or clauses

We went shopping, returned home, and (we) went out for dinner.

### III. ADJECTIVE

#### A. TYPES

1. *descriptive*: denotes a quality or characteristic of a substantive (long, heavy, green, slow, pleasant)

a. *proper*: is derived from a proper noun, or is a proper noun used as an adjective (Roman architecture, Christmas dinner)

2. *definitive*: specifies which or how many (same, several)

3. *demonstrative*: indicates relative distance of a noun from the speaker  
[this/these (near)      that/those (far)]

a. demonstrative adjectives may also be used to distinguish between alternatives

I don't know which to prefer, this painting or that sculpture.

4. *articles*

a. *definite*: the

b. *indefinite*: a, an

5. *correlative* adjectives are used to contrast substantives (either...or, both...and)

6. *indefinite*: (some, any, many, such, much, each, every, all, few, either, etc.)

7. *negative*: no (e.g., no water), not...any

## ADJECTIVE | TYPES | continued

8. *possessive*: possessive adjectives are sometimes confused with the possessive forms of personal pronouns; these adjectives, however, function always as adjectives, and possessive personal pronouns as pronouns.

Are these your books? Yes, they're mine.

<i>sg.</i>	1. my	2. your	3. his,her,its
<i>pl.</i>	1. our	2. your	3. their

a. *reflexive*: the reflexive adjective 'own' is used with a possessive adjective to refer back to the subject.  
I would like my own copy of that book.

9. *intensive*: the appositive adjective 'whatsoever' is used with the indefinite adjective 'any' or the negative 'no'; it may also modify the negative pronouns 'none' or 'nothing'.

She did not express any reservations whatsoever.

She had no reservations whatsoever about the plan.

Their report omits nothing whatsoever.

10. *numerical*

a. *cardinal*: specifies number of a quantity (one sheep, two sheep, *etc.*)

b. *ordinal*: specifies number in a sequence (first, second, third, *etc.*)

11. *relative*: which

a. *indefinite relative*: which, what, whichever, whatever)

12 *interrogative*: which, what

Which dress did she buy? What color is it?

## B. VARIABLES

1. *degree*: indicates whether comparison is intended and, if so, to what extent.

a. There are three degrees:

i. *positive*: no comparison to another substantive is indicated

ii. *comparative*: indicates comparison relative to certain other substantive(s) of a class

iii. *superlative*: indicates comparison superior to all other substantives of a class

b. most descriptive and some definitive adjectives can show comparison

c. many adjectives use the suffix -er to show the comparative degree, and -est to show the superlative

The sky is bluer than yesterday; it seems brightest at noon.

d. other adjectives show the comparative degree with the preceding adverb 'more', and the superlative with 'most' (more beautiful, most beautiful)

e. the comparison of certain adjectives is irregular, *e.g.*:  
good, better, best; bad, worse, worst; some, more, most

## ADJECTIVE | VARIABLES | continued

2. *position*: indicates the manner in which an adjective modifies a substantive

a. There are three positions in which an adjective may modify a noun

i. *attributive*: adjective precedes the noun it modifies, usually to qualify or limit the meaning (the bright sun, the dark night, every day)

ii. *appositive*: adjective(s) follow the substantive it modifies, usually to add to its meaning; it is separated by commas

The flag, red, white and blue, shone in the sunset.

aa. such an adjective, a single word or phrase, may also be placed elsewhere in a clause of which is referent is the subject

iii. with the object of a verb expressing *intention* or *perception*

I would like the walls blue and the ceiling white.

I've seen similar walls green and the ceiling beige.

iv. *predicate*: an adjective may be referred to a substantive by the verb 'be' or another linking verb (*cf.* I.C.2.d)

The air was dry yesterday; it seems fresher today.

b. most adjectives commonly appear in the attributive position; a few are used exclusively in the appositive (else, galore)

### C. OTHER FUNCTIONS

1. *noun*: cardinal numbers and colors may function as abstract nouns

2. *pronoun*

a. a substantive adjective is used to represent the noun it modifies

Do you prefer the beige or green wallpaper? I prefer the beige.

b. the reflexive adjective 'own' may also be used substantively as a pronoun

James borrowed the book; he would also prefer to have his own.

i. as a pronoun, this may be used in a *partitive* sense

She would also like a copy of her own.

c. the interrogative pronoun 'which' is a substantive use of the adjective

d. demonstratives share qualities of both pronouns and adjectives

3. *adverb*

a. many descriptive adjectives may be converted into adverbs by the suffix -ly (quickly, certainly)

i. some words ending in -ly are adjectives only (lovely, friendly)

b. certain adjectives are also adverbs (only, daily, more)

Edward can study only in the evening; he needs more time.

### D. WHEN OMITTED

1. an adjective may have a compound referent

All overdue books and magazines must be returned by Friday.

## IV. VERB

A. TYPES: some verbs may function as more than one type

1. *transitive*: expresses an action of the subject upon an object, whether direct or indirect (build, give, repair)

Her mother gave Bridget that book for her birthday.

2. *intransitive*: expresses existence or occurrence on the part of the subject, and so does not take an object (endure, walk, wait)

Robert smiled when he saw her at school the next morning.

a. *linking*: can refer a predicate adjective or noun to the subject (seem become, appear, feel)

Children grow more independent as they become adults.

i. *be*, expressing pure existence, forms almost a separate class

Some things are now that were not, other things will be that are not now.

b. some verbs may be transitive, intransitive or linking

Leonard and Molly grow flowers as a hobby.

These tulips will grow quickly.

The lilacs have grown very tall.

i. certain other verbs with a preposition may become transitive (smile at, wait for);

3. *auxiliary*: have merely grammatical functions, and are used to form certain tenses, voices or aspects (be, do, have, will, shall)

Has Bridget finished her new book yet?

No, she is reading it now.

a. some auxiliaries also function as transitive or intransitive (be, do have)

A person who does a job well has good reason to be proud.

A penny saved is a penny earned.

b. *modal auxiliaries*: indicated the senses in which a verb expresses action or occurrence (can, may, will, shall, must)

May I borrow your new book?

Certainly, you must read it.

i. The use of 'dare' as a modal auxiliary is archaic

Sir William dared not return to the castle.

aa. 'dare' now usually takes an infinitive as direct object

However, he dared to fight the dragon.

## B. VARIABLES

1. *three principle parts*: forms of a verb from which all of its other forms are derived

a. *simple form*: obtained by dropping the preposition 'to' from the infinitive (help, invite, be)

b. *past tense*:

i. in most verbs (traditionally called *weak*), obtained by adding the suffix -ed to the simple form (trusted, lived) or -t (slept)

ii. some verbs (traditionally called *strong*) form the past tense by a change of internal vowel (sing/sang, fight/fought)

## VERB | VARIABLES | continued

### c. *past participle*:

- i. in most verbs, obtained by adding the suffix -ed to the simple form (love/loved/loved)
- ii. some verbs form the past participle by a change of internal vowel or final consonant (ring/rang/rung, send/sent/sent)
- iii. the past participle may or may not have the same form as the past tense (wash/washed/washed, think/thought/thought, begin/began/begun)
- iv. some past participles have the suffix -en (broken, frozen, seen)
- v. some verbs have the same form in all three principle parts (cut/cut/cut, set/set/set)

### 2. *person*: the same as in personal pronouns

- a. in the present indicative, most verbs show the first person singular by the suffix -(e)s (doubts, proves, teaches)
- b. the second person singular -(e)st (forgivest, dost) and third singular -(e)th (forgiveth, doth) forms are archaic

### 3. *number*: singular or plural; most verbs do not change form to show number, except as above

- a. irregular 'be' is among the exceptions (am/is/are)

### 4. *voice*: indicates the relation of the subject to the verb

- a. *active*: subject "performs" the action of a verb

Sir William slew the dragon.

- i. intransitive verbs always use the active voice

He waited until the dragon had fallen asleep.

- b. *reflexive*: subject "acts" upon itself; takes a reflexive pronoun as its object

Sir William nearly injured himself while fighting the dragon.

- c. *passive*: subject receives the action of a transitive verb; shown by the auxiliary 'be' and the past participle

The book is not finished yet; it will be done by Friday.

I was given the deadline this morning.

### 5. *tense*: indicates the time at which an action or event occurs

- a. *present*: at same time as the act of speech

The rain is continuing as I wait for the sun to appear.

- b. *past*: action terminated at some time before the present

The rain stopped early yesterday.

- i. *past forms of auxiliaries*

be/was, were    shall/should

do/did            can/could

have/had        may/might

will/would      (mote)/must

Janet would have come if she had known, but she didn't learn of the meeting until today.

aa. (The present form 'mote' is archaic; 'must' is used for both present and past.

bb. The verb 'used' with an infinitive indicates habitual action in the past

My family used to eat out more often than we do now.

c. *future*: action will occur at some point later than the present; formed with the auxiliary 'will' and the simple form of the verb

A contractor will build the house next year.

i. the auxiliary 'shall' is preferred in the first person

I shall paint the house myself.

ii. 'will' in the first person (*volitive*) expresses determination

I will paint the house before the end of next year.

iii. the progressive form of 'go' with an infinitive also expresses the future

I am going to paint the house.

iv. 'shall' in any person may express the future in a more formal sense

The ceremony shall take place on one o'clock on Thursday, January fourteenth.

v. 'shall' may also express necessity or obligation, esp. in a hypothetical sense (archaic)

Whoever breaks this law shall pay a fine of ten dollars.

vi. 'should' often expresses necessity or obligation in either a hypothetical or absolute sense

Participants should arrive an hour before the ceremony is scheduled to begin.

d. *present perfect*: action completed with reference to the present; formed by the present tense of 'have' and a past participle

The contractor has built the house on schedule.

i. The auxiliary 'be' may be used in the perfect tenses of some intransitive verbs

He is gone to a distant land.

e. *past perfect*: action completed before some point in the past; formed by the past tense of 'have' and a past participle

I had finished painting the exterior before the interior was completed.

f. *future perfect*: action completed before some point in the future; formed by the future tense of 'have' and a past participle

Alice will have planted a garden before spring is over.

6. *aspect*: indicates the manner in which an action or event occurs

a. *definite*: the "regular" form of a verb

Helen reads a book.

b. *progressive*: indicates an ongoing or incomplete action or event; formed by the auxiliary 'be' and the present participle

Helen is reading a book.

c. *intensive*: action or event is emphasized; formed by the auxiliary 'do' and the simple form of a verb

Helen does read a book.

i. The intensive aspect is used only in the present and past tenses.

7. *mood*: indicates the sense in which an action or event is intended

a. *indicative*: statement of fact, the action or event really occurs

b. *imperative*: direct order or command; usually present tense

i. second person uses the simple form of the verb

Robert, close the door.

ii. the first and third persons use 'let' with an infinitive clause as direct object

Let Michael do it; I'm busy. ('to' is omitted from the infinitive)

Let's see a movie tonight! (*volitive*)

c. *subjunctive*: shows contrary-to-fact conditions

i. the present subjunctive uses the simple form of the verb

ii. the past subjunctive has the same form as the plural past tense of the verb (when this differs from the singular)

ii. in Modern English, the subjunctive is required only in *jussive* clauses (expressing command or suggestion)

Diane's teacher recommends that she read this book.

iii. the use of the subjunctive in conditional clauses is somewhat archaic

"If this be treason, let us make the most of it."

aa. "If I were you..." is an idiom.

iv. *volitive*: the subjunctive in an independent clause expresses wish or intention

Long live the king! May he reign many years!

d. *conditional*: the past tense is often used to express doubt or uncertainty

i. of the subjunctive or indicative in conditional clauses

ii. of auxiliaries in result clauses

iii. of future auxiliaries to express anticipated action with reference to some point in the past

## C. OTHER FUNCTIONS

1. *verbal nouns*: may take an object or predicate, and be modified by an adverb

a. *infinitive*: the simple form of the verb with the preposition 'to'

i. as subject

To speak in public is difficult for some people.

ii. as direct object with certain transitive verbs

Other people like to speak at gatherings.

iii. the infinitive may change voice, tense or aspect by the use of auxiliaries, e.g.

to have been seen      to be watching

b. *gerund*: has the same forms as a present or present perfect participle, of which it may be considered a substantive use

Seeing is believing.

The knowledge of having succeeded at a task is satisfying.

## VERB | OTHER FUNCTIONS | continued

2. *verbal adjectives*: may take an object or predicate, and be modified by an adverb

a. *participles*: have tense and voice

i. *present*:

aa. *active* is formed by the simple form of a verb with the suffix -ing  
hearing

bb. *passive*: composed of 'being' and a past participle  
being seen

ii. *past*: passive voice (*rf.* IV.B.1.c)

iii. *present perfect* is a compound form

aa. *active*: composed of 'having' and a past participle  
having done

bb. *passive*: composed of 'having been' and a past participle  
having been planned

b. an *infinitive* may function as an adjective; its *referent* relates in various manners to the infinitive (*cf.* IX.A.1.b.i):

i. The person to do the job is Susan. (*subject*)

ii. The city to see is Paris. (*direct object*)

iii. The man to ask is Robert. (*indirect object*; may also be *subject*)

iv. That is the correct way to do the job. (*adverbial*; the noun 'way' refers to *manner*)

aa. We haven't decided yet where to hold the meeting. (*adverbial*; *rf.* V.C.2.a.i))

3. *adverb*:

a. an infinitive may function as an adverb to express *purpose*  
We need a hose to wash the car.

b. a gerund may function as an adverb with certain expressions of *duration*  
I spent an hour waiting for the doctor.

c. some present participles may be converted into adverbs by the suffix -ly

d. *nominative absolute*: a substantive with a participle may modify an entire clause or sentence  
Other things being equal, let us proceed as planned.

4. *preposition*

a. certain present, active participles also function as prepositions (concerning, regarding)

## D. WHEN OMITTED

1. a verb may be omitted when used in successive clauses with different subjects

Max will buy the paint, and Henry the brushes.

## V. ADVERB

### A. TYPES

1. *simple*: most adverbs describe when (now, often, soon), where (nearby, forward, outside), how (slowly, carefully, well) or why

a. *numerical*: describes how many times (once, twice); 'thrice' is archaic

b. *degree*: describes "how much" of an adjective or adverb (too, very, almost, quite)

very soon      too quickly      almost ready

c. *absolute*: modifies a clause or a sentence

Some quests, however, arrived late; fortunately, they did not interrupt the ceremony.

2. *indefinite*: time, place or manner, *etc.* is not specified (somewhere, anywhere, everywhere, sometimes, somehow, ever)

a. *negative*: indicates the absence of time or place, *etc.* (nowhere, never)

i. 'not' may modify a verb, adjective or another adverb

3. *demonstrative*: *indicates* relative distance from the speaker

here (near)      there (far)      hence      thence

a. 'here' and 'there' are sometimes used in compounds (hereafter, thereafter, *etc.*)

4. *correlative*: certain pairs of adverbs may show a relationship between verbs, adjectives or adverbs (as...as, so...as, the...the)

a. first of these functions as a simple adverb, and the second as a relative adverb

The sooner Mark washes the car, the better.

This fruit seems fresh as well as ripe.

'well' modifies 'seems', which is implied a second time before 'ripe'; 'as' modifies 'well' in the first instance, and represents it in the second

b. demonstrative adverbs may be used in a correlative sense

My car is parked here on the corner, and his is parked there across the street.

### B. VARIABLES

1. *degree*

some adverbs show degree in the same manner as adjectives, by the suffixes -er, -est (soon, sooner, soonest), and others by the adverbs 'more' and 'most' (quickly, more quickly, most quickly)

### C. OTHER FUNCTIONS

1. *noun*: certain adverbs may be said to function as nouns when the object of a preposition:

at once                      until now

2. *pronoun*

a. a *relative adverb* represents a substantive referring to time, place, *etc.*, and so introduces an adverbial clause (when, where, why, whence)

I have found the hotel where you made reservations;  
please let me know the time when you plan to arrive.

Leslie did not explain the reason why they left early.

i. *indefinite relative adverb*: referent is not stated in the sentence  
(when, where, how, why, whenever, wherever)

Leslie explained where the tools are kept, and how to use them.  
Whenever her right knee hurts, my grandmother says it is going to rain.

b. an *interrogative adverb* represents an expression of time, place, *etc.* introduces a question  
(when, where, how, why, whence)

When were Robert and Susan married?

i. the use of 'whenever' or 'wherever' as interrogative adverbs is *intensive*.

Wherever did you find the keys?

c. a demonstrative adverb may function as the object of a preposition

I wouldn't go in there if I were you.  
Let's get out of here.

d. impersonal 'there' with a linking verb, represents a predicate substantive

There is someone knocking at the door.  
There remained a slight fragrance after the flowers had been removed.

3. *adjective*: certain adverbs are also adjectives (*cf.* III. ADJECTIVE)

a. demonstrative adverbs 'here' and 'there' may modify certain nouns

Ellen's work here has been quite productive.  
The Morgans' arrival there was two hours later than scheduled.

4. *preposition*: certain adverbs are also prepositions (before, after, near)

The store is located down the street.

5. *conjunction*

a. the demonstrative adverbs 'hence' and, less often, 'thence' are sometimes used as conjunctions with reference to a preceding clause

b. some correlative adverbs may function as conjunctions, esp. when they connect related clauses

"As the twig is bent, so grows the tree."  
"Where there is smoke, there is fire."

D. WHEN OMITTED

(Examples are lacking.)

## VI. PREPOSITION

As prepositions are single words and comprise a separate part of speech, prepositional phrases are treated here, rather than in Sections IX and X.

### A. TYPES

1. *simple*: a single word (at, by, of, with)
2. *compound*: consists of more than one word (by means of, out of, with respect to)

### B. FUNCTIONS

#### 1. *pronoun*

a. *relative preposition*: represents its object in an adjective or adverbial clause; its use is somewhat formal or archaic (wherein, whereof, whereat)

The chair whereon she sat enhanced her appearance like a throne.

b. *indefinite relative preposition*

They declined to say wherein the problem lies.

c. *interrogative preposition*: inquires about its object; its use is also somewhat formal or archaic (wherein, whereof, whereat)

Whereof do the children lack?

#### 2. *adjective*

a. some nouns, often derived from verbs or adjectives, may use or require a preposition to complete their meaning

agreement with      need for, of      similarity to

b. a prepositional phrase may function as an adjective; it usually follows the substantive it modifies, but may distinguish manner (*rf.* ADJECTIVE CLAUSE)

The subject of the lecture is chemistry.

Beethoven composed this theme with variations.

('with variations' modifies 'theme' rather than 'composed')

3. *adverb*: certain prepositions are also adverbs (*rf.* ADVERB)

a. *demonstrative preposition*: indicates relative distance from speaker or, figuratively, from the subject at hand [here, hereof, hereat, *etc.* (near); therein thereof, thereat, *etc.* (far)]; its use tends to be formal or archaic

Herein lies the irony of the situation.

Many people have admired the ocean and the inhabitants thereof.

b. some verbs and adjectives may use or require a preposition to complete their meaning

advise of      compare to, with      wait for  
angry at, with different from      happy about

## PREPOSITIONS | FUNCTIONS | continued

### c. prepositional phrases often function as adverbs

time	The meeting starts <u>at noon</u> .
Place	A lecture will be given <u>in the auditorium</u> .
Manner	Henry understood the speaker <u>with difficulty</u> .
Reason	He went <u>in hope</u> of learning more about chemistry.
Absolute	<u>At any rate</u> , it was an interesting lecture.

### 4. conjunction

#### a. certain prepositions are also conjunctions (until, since, after, etc.)

Anne didn't learn of the lecture until the evening of the day it was scheduled.

James didn't know about it until Anne told him.

#### b. some relative prepositions may function as conjunctions with reference to a preceding clause

She mentioned the meeting after class, whereupon he ran home to get his books.

### C. WHEN OMITTED (Examples are lacking.)

## VII. CONJUNCTION: a conjunction usually connects words or groups of words of the same kind

### A. TYPES

#### 1. *coordinative*: connects independent words, phrases or clauses (and, or, but)

husband and wife      blue or orange

That book is interesting and easy to read, but difficult to understand.

#### 2. *subordinative*: connects a dependent word or group of words to the word or group of words upon which it depends (if, that, than, although)

I need to study chemistry more than French.

('more' modifies 'need'; 'to study' is implied before 'French')

The meeting will be cancelled if it rains.

#### 3. *correlative*: certain pairs of conjunctions may connect words or groups of words

##### a. *coordinative* (both...and, either...or)

Both Anne and James attended the lecture.

##### i. *negative* (neither...nor)

##### b. *subordinative* (if...then, although...yet)

### B. OTHER FUNCTIONS

#### 1. *pronoun*: 'that' is ambiguously a pronoun, adjective, adverb or conjunction

#### 2. *adverb*: certain conjunctions are also adverbs (*rf.* ADVERB)

#### 3. *preposition*: certain conjunctions are also prepositions (*rf.* PREPOSITION)

### C. WHEN OMITTED

1. The coordinative conjunction 'and' may be omitted between two independent clauses; a comma is used to indicate a pause:

The sky is blue, the sun is shining.

## VIII. INTERJECTION

An interjection does not vary much in function, and does not change form. Although words may follow to clarify to what it refers, they cannot be said to modify the interjection itself, as both have a common referent:

Aha! There it is!

(*cf.* X.B.4)

## GROUPS OF WORDS

### IX. DEPENDENT (SUBORDINATE) CLAUSE

#### A. TYPES

##### 1. *noun*

a. may be introduced by

##### i. *subordinative conjunction*

Robert and Susan hope that the lecture will start soon.

##### ii. *indefinite relative pronoun*

Whoever arrives early has the best choice of seats.

##### iii. *interrogative pronoun*

Susan asked the waiter who would speak first.

##### iv. *indefinite relative adjective*

The host announced what subjects would be discussed.

##### v. *interrogative adjective*

Robert asked a speaker which books she would recommend.

##### vi. *indefinite relative adverb*

No one knew when the lecture would begin.

##### vii. *interrogative adverb*

The host asked the usher where the speakers had gone.

##### viii. *indefinite relative preposition*

The plaintiff's attorney failed to establish wherefrom his injuries had resulted.

##### ix. *interrogative preposition*

The defendant's attorney asked the judge whereof damages must consist.

b. *infinitive*: (cf. IV.C.2.b)

with subject (a noun or personal, indefinite or indefinite relative pronoun) in the objective case; clause is the object, direct or indirect, of a verb, esp. one expressing *intention* or *necessity*. The action of an infinitive clause is usually subsequent to that of the verb of which it is the direct object.

Their mother didn't remember whom she had asked to wash the dishes.

They will need someone to finish the report before next week. (cf. IV.C.3.a)

i. in some cases, the "subject" may be construed as an indirect object, and the infinitive as a direct object

Audrey's sister taught her to play the piano.

ii. 'to' of the infinitive is omitted with certain verbs, including 'see', 'hear', 'let' *etc.*; with these verbs, the action of the infinitive is simultaneous; in the following example, the infinitive clause is the direct object of 'watching' (rf. III.B.2.a.ii and IV.C.2.a.iii).

Watching a butterfly dart among the flowers, the cat sat on the windowsill.

aa. constructions similar to the above with a verb expressing *perception* may also use a participle with the direct object, which it may be construed to modify; it may also be regarded as a progressive infinitive

The cat watched the butterfly darting among the flowers.

bb. with 'help', the 'to' may or may not be omitted

Please help me (to) find the book.

2. *adjective*

a. may be introduced by

i. *relative pronoun*

People who live in glass houses shouldn't throw stones.

ii. *relative adjective*

Mrs. Jones was finally selected as Principal, for which position she had applied five months ago.

aa. a possessive relative pronoun often functions as a relative adjective

I met a man whose daughter is a student at the school.

iii. *relative adverb*

Stephen suggested a restaurant where the food was simple and reasonably priced.

iv. *relative preposition*

The charges whereto the defendant had confessed were dismissed on a technicality.

v. *appositive noun clause*

The fact that other suspects had been present influenced the judge's decision.

vi. *predicate noun clause*

His lawyer's defense was not what caused the dismissal.

3. *adverbial*

a. may be introduced by

i. *subordinative conjunction*

If the shoe fits, wear it.

ii. *indefinite relative adverb*

When it rains, it pours.

iii. *one of a pair of correlative adverbs*

Where there is smoke, there is fire.

## B. VARIABLE FUNCTIONS

1. *noun clause*: has the property of case

a. *subject*

Whoever arrives early has the best choice of seats.

b. *direct object*

i. *quotation*: the speech of another may be cited directly, as the direct object of a verb such as 'say', 'ask', 'command', etc., and separated by quotation marks

Susan asked the usher, "Who will speak first, and on what subject?"

ii. *indirect discourse*: relates the content of another's speech, without citing it directly

The host announced what subjects would be discussed.

iii. *statement or suggestion*: noun clause introduced by 'that', or an indefinite relative pronoun, etc.

Robert said afterward that he disagreed with several of the speakers.

iv. *question*: noun clause introduced by 'whether', 'if', or an interrogative pronoun, adjective, etc.

The host asked the usher whether the speakers were all present.

v. *command*: infinitive clause

The Fire Marshall instructed everyone to leave the building at once.

c. *indirect object*:

The host will give whichever speaker starts last enough time to finish his presentation.

d. *object of preposition*:

Some of the audience seemed amused by what the first speaker said.

2. *adjective clause*: usually follows the substantive it modifies, but may distinguish manner, as does the position of a single adjective

a. *attributive*: qualifies or limits the meaning of a substantive; is not separated by commas

The man who owns the store on the corner is my uncle, Mr. Jones.

b. *appositive*: adds to the meaning of the substantive it modifies; is separated by commas

Mr. Jones, who owns the store on the corner, is my uncle.

3. *adverbial clause*: may indicate

a. *time*

The meeting began as soon as all the members were present.

b. *place*

A SHEEP will go wherever it is led.

c. *manner*

As the twig is bent, so grows the tree.

d. *reason*

One lecture was delayed because the speaker arrived late.

e. *purpose*

Some speakers finished their presentations early so that the audience could ask questions.

f. *condition*

Had I known the day before, I would have tried to attend the meeting.

g. *result*: clause is adverbial when it modifies the verb of a clause upon which it depends

I did not learn of the meeting until the same day, so that I was not able to go.

i. when modified by an adverbial condition clause, a result clause may be independent

If the speaker neglected a point, the next one would mention it.

h. *degree*

The meeting ended sooner than its planners expected; the audience, however, was not so large as they had anticipated.

i. *concession*

Although Robert disagreed with several speaker's conclusions, he respected their reasons.

j. *absolute*

Whether or not the speakers were correct, Robert and Susan enjoyed the lectures.

## X. SENTENCE

### A. TYPES

1. *simple*: contains a single independent clause

Someone is ringing the doorbell.

2. *complex*: contains one independent (main) clause, and one or more dependent clauses

It is my neighbor who lives down the street.

3. *compound*: contains two or more independent clauses

She visits often, and we have lunch together.

4. *compound-complex*: contains two or more independent clauses, and one or more dependent clauses

My neighbor who lives down the street visited yesterday, and we had lunch together.

### B. FUNCTIONS

1. *declarative*: makes an assertion; usually followed by a period

The bacon caught fire.

2. *interrogative*: asks a question; followed by a question mark

Was any grease spilled?

3. *imperative*: a direct command; the subject is generally second person, understood; followed by a period or an exclamation point

Turn the stove off, quickly!

4. *exclamatory*: expresses surprise or emotion; may consist of an interjection, a fragment, or at least one independent clause; usually followed by an exclamation point

How quickly accidents can happen!