

# DGP Notes

## Monday Notes (Label the Parts of Speech)

### Noun

- A noun is a person, place, thing, or idea
- A proper noun names a specific person, place, or thing; it is always capitalized. (Ex. Detroit)
- A common noun names any one of a group of persons, places, or things; it is not capitalized. (Ex. city)
- A possessive noun shows ownership. (Ex. The dog destroyed the **boy's** sock.)

### Pronoun

- A pronoun takes the place of a noun. (Ex. **She** is a good artist.)
- There are six different types of pronouns: personal, reflexive, relative, interrogative, demonstrative, and indefinite.
- **Personal Pronouns:** When identifying personal pronouns, you must tell me if you have a first, second, or third person pronoun, and you must label it as nominative, objective, or possessive. Use the following chart to help you on the quizzes:

	Singular	Plural
<b>First Person</b>	I, Me, My, Mine	We, Us, Our, Ours
<b>Second Person</b>	You, Your, Yours	You, Your, Yours
<b>Third Person</b>	He, She, It, Him, Her, Its, His, Hers	They, Them, Their, Theirs

- You will label the personal pronoun *nominative* if the pronoun is used as (1)the subject of a verb or as a (2) predicate nominative (See the Tuesday notes for more information about subjects and predicate nominatives).
- You will label the personal pronoun *objective* when the personal pronoun is (1)the direct object of a verb, (2)an indirect object of a verb, or (3) the object of a preposition (See the Tuesday notes for more information about direct and indirect objects).
- You will label the personal pronoun *possessive* when the pronoun shows ownership. Possessive pronouns never use an apostrophe.
- **Reflexive Pronouns:** A reflexive pronoun is a personal pronoun that ends in the word *self* or *selves*. The following are all reflexive pronouns: myself, yourself, himself, herself, itself, ourselves, yourselves, themselves. Hissself, ourself, and theirselves are not words.

- **Relative Pronouns:** Relative Pronouns begin dependent clauses. There are five relative pronouns: that, which, who, whom, whose.
- **Interrogative Pronouns:** Interrogative pronouns ask a question. There are five interrogative pronouns: Which? Whose? What? Whom? Who?
- **Demonstrative Pronouns:** Demonstrative pronouns are used to point out a specific person or thing. There are four demonstrative pronouns: this, that, these, those.
- **Indefinite Pronouns:** Indefinite pronouns do not refer to an unspecified person or thing. The following can all be used as indefinite pronouns: each, either, neither, few, some, all, most, several, few, many, none, one, someone, no one, everyone, anyone, somebody, nobody, everybody, anybody, more, much, another, both, any, other, etc.

### **Adverb**

- Adverbs modify (or describe) adjectives (Ex. really cute), verbs (Ex. extremely fast), or other adverbs (very easily).
- An adverb will answer the question How? When? Where? or To what extent?
- The word “Not” is ALWAYS an adverb.

### **Adjective**

- Adjectives modify nouns (Ex. I have a green pen.) and pronouns (Ex. They are happy.).
- An adjective will answer the question Which one? What kind? or How many?
- The words *a*, *an*, and *the* are all adjectives. However, DGP wants you to label them as articles.
- A proper adjective is a proper noun that functions as an adjective. (Ex. American flag)

### **Preposition**

- A preposition is a word that shows the relationship of a noun or a pronoun to some other word in the sentence. (Ex. We went to school. We went up the stairs.)
- The following words can be used as prepositions: across, after, against, around, at, before, below, between, by, during, except, for, from, in, off, of, on, over, since, through, to, under, until, with, according to, because of, instead of, etc.

### **Conjunction**

- Conjunctions join words or groups of words.

- There are three types of conjunctions: coordinating, subordinating, and correlative.
- **Coordinating Conjunctions:** Coordinating conjunctions connect similar kinds of words or similar groups of words.
- There are seven coordinating conjunctions: (FANBOYS) For, And, Nor, But, Or, Yet, So (Ex. My sister and brother ran the program.)
- **Subordinating Conjunctions:** Subordinating conjunctions introduce dependent clauses. They must be followed by a subject and a verb. (Ex. We protect the wetlands because they are important to the ecosystem. The word *because* begins the dependent clause in the previous sentence.)
- The following words can all be used as subordinating conjunctions: after, since, before, while, because, although, so that, if, when, whenever, as, even though, until, unless, as if, etc.
- **Correlative Conjunctions:** Correlative conjunctions ALWAYS appear in pairs.
- The following conjunctions can be used together as correlative conjunctions: both...and; neither...nor; whether...or; either...or; not only...but also. (Ex. Neither Don nor she will go.)

## Verbs

- A verb shows action or helps to make a statement.
- There are three types of verbs: action, linking, and helping.
- **Action Verbs:** An action verb is a verb that tells what action someone or something is performing. (Ex. She wrote a note.)
- **Linking Verbs:** A linking verb is a verb that links two words together. (Ex. English is fun. The flower smells pretty.)
- The following words can be used as linking verbs: Am, is, are, was, were, be, being, been, appear, become, feel, grow, look, remain, seem, smell, sound, stay, taste.
- **Helping Verbs:** Helping verbs are verbs that can be added to another verb to make a single verb phrase.
- If a verb phrase has four verbs, the first three are helping. If it has three verbs, the first two are helping. And so on. (Ex. We have been taking notes all day. *Taking* is the action verb.)
- The following words can be used as helping verbs: Am, is, are, was, were, be, being, been, will, would, can, could, shall, should, may, might, must, have, has, had, do, does, did, ought.
- **Verb Tenses:** Present (happening now; Ex. jump, talk, eat, am falling);  
Past (happened previously; Ex. jumped, talked, ate, etc.)  
Future (will happen in the future; Ex. will jump, shall talk, etc.)  
Present Perfect (The word *have* or *has* plus a past participle; Ex. have jumped, has talked, have been eating, etc.)  
Past Perfect (The word *had* plus a past participle; Ex. had jumped,

had talked, etc.)

Future Perfect (The words will have or shall have plus a past participle; Ex. will have jumped, shall have talked, etc.)

### Verbal

- A verbal is a verb that acts as a noun, adjective, or adverb in a sentence.
- There are three types of verbals: gerunds, participles, and infinitives.
- **Gerund:** A gerund is a verb that acts like a noun in a sentence and ends in -ing. (Ex. Reading is fun. *Reading* is a gerund because the word is functioning as the subject of the sentence.)
- **Participle:** A participle is a verb that acts as an adjective in a sentence. Participles end in -ing or -ed (or other past tense ending). (Ex. I have running shoes. *Running* is a participle because it modifies the noun *shoes*.)
- **Infinitive:** An infinitive is a form of a verb that generally appears with the word *to* and acts as a noun, adjective, or adverb (Ex. *to* + verb; I like to eat.)

## **Tuesday Notes (Label Sentence Parts and Phrases)**

### Subject

- The part of a sentence about which something is being said.
- The subject MUST be a noun, pronoun, gerund, or infinitive.
- The subject will NEVER be in a prepositional phrase.
- The words *THERE* and *HERE* are NEVER the subject of a sentence.
- The subject can be an “understood you.” (Ex. Bring me the remote control, please. You bring it.)

### Verb

- In order to label a verb as **transitive**, your sentence MUST have a direct object. Direct objects follow ACTION VERBS. (Ex. We love English. *Love* is a transitive verb because *English* is a direct object.)
- If a verb does NOT have a direct object, label the verb as **intransitive**. (Ex. Please sit down. *Down* can not be a direct object because it is functioning as an adverb.)
- If your sentence has a linking verb, your verb will ALWAYS be intransitive. (I am happy.)

## Complements

### Types

- **Direct Objects**
  - A direct object will ALWAYS be a noun or a pronoun.
  - A direct object follows an action verb.
  - A direct object will NEVER be in a prepositional phrase.
  - **How do I locate a direct object in a sentence?**
    1. To find a direct object, say “subject,” “verb,” and “whom?” or “what?”
    2. Example: I like English. I like whom or what? English (direct object).
- **Indirect Objects**
  - An indirect object will always be a noun or a pronoun.
  - An indirect object comes before a direct object.
  - An indirect object is never in a prepositional phrase.
  - **How do I locate an indirect object in a sentence?**
    1. To find an indirect object, say “subject,” “verb,” “direct object,” “to whom or for whom” or “what?”
    2. Example: He gave me the paper. He gave whom or what? (Paper=direct object) To whom or for whom did the give the paper? (me=indirect object)
- **Predicate Nominatives**
  - A predicate nominative is always a noun or pronoun.
  - A predicate nominative follows a linking verb and renames the subject.
  - **How do I locate a predicate nominative in a sentence?**
    1. To find a predicate nominative, say “subject,” “linking verb,” “what?”
    2. Example: My dog is a Dalmatian. “Dog” (subject) “is” (linking verb) what? (Dalmatian=predicate nominative).
- **Predicate Adjective**
  - A predicate adjective is an adjective.
  - A predicate adjective follows a linking verb and describes the subject.
  - **How do I locate a predicate adjective in a sentence?**
    1. To find a predicate adjective, say “subject,” “linking verb,” “what?”
    2. Example: He is nice. “He” (subject) “is” (linking verb) what? (nice=predicate adjective).
- **Appositive/Appositive Phrase**
  - An appositive is a noun or a pronoun placed near another noun or pronoun to identify, rename, or explain it.
  - Example: My son Beck likes trains. (“Beck” renames “son”)

- **Object of Preposition**
- The object of a preposition follows a preposition and tells “what?”
- The object of a preposition is always a noun or a pronoun.
- Example: The key is under the rug. Under what? (“Rug” is the object of the preposition “under.”)
- **Object of Infinitive**
- The object of the infinitive follows an infinitive and tells “what?”
- Example: I want to eat pizza. I want to eat what? (“To eat” is the infinitive, and “pizza” is the object of the infinitive.)
- **Object of Gerund**
- The object of a gerund follows a gerund and tells “what?”
- Example: I like eating pizza. I like eating what? (“Eating” is the gerund, and “pizza” is the object of the gerund.)
- **Object of Participle**
- The object of a participle follows a participle and tells “what?”
- Example: Riding his bike, he struggled up a hill. “Riding what?” (“Bike” is the object of the participle.)
- **Prepositional Phrase**
- A prepositional phrase is a group of words beginning with a preposition and ending with a noun or pronoun.
- Example: I want a room with a view. (“With” is the preposition, and “view” is the object of the preposition.)
- **Gerund Phrase**
- A gerund phrase is made up of a gerund and its modifiers and objects.
- Example: Writing long essays can be fun.
- **Participle Phrase**
- A participle phrase is made up of a participle and its modifiers and objects.
- Example: Running down the hall, he bumped into the principal.
- **Infinitive Phrase**
- An infinitive phrase is made up of an infinitive and its modifiers and objects.
- Example: He likes to eat pepperoni pizza.

## **Wednesday Notes (Identify Clauses and Sentence Types)**

### **Clauses**

- Each clause must have a subject and a verb.
- There are two types of clauses: independent and dependent.

- **Independent Clause**
- Every sentence must have at least one independent clause.
- The independent clause can usually stand alone.
- **Dependent Clause (AKA: Subordinate Clause)**
- The dependent clause can never stand alone.
- A dependent clause starts with a relative pronoun or a subordinating conjunction (see Monday notes).
- There are **three types of dependent clauses: adverbial, adjectival, or noun.**
- **Adverb Dependent Clauses**
- Usually starts with a subordinating conjunction.
- Acts like an adverb.
- Example: We will eat when the bell rings. (modifies eat)
- **Adjective Dependent Clauses**
- Usually starts with a relative pronoun.
- Acts like an adjective.
- Example: She likes the guy who sits in front of her. (modifies guy)
- **Noun Dependent Clauses**
- Usually starts with a relative pronoun.
- Acts like a noun.
- I hope that you understand the examples. (acts as a direct object)

### **Sentence Types**

- **Simple Sentence**=one independent clause
- **Compound Sentence**=two or more independent clauses
- **Complex Sentence**=one independent clause + one or more dependent clauses
- **Compound-Complex Sentence**=two or more independent clauses + one or more dependent clauses

# Thursday Notes

## (Punctuation and Capitalization)

### CAPITALIZATION

- Capitalize proper nouns and proper adjectives.
- Capitalize the first word of each sentence.

### SEMICOLON

- joins two clauses without a coordinating conjunction
  - He likes apples; she likes oranges.
  - He goes to Harvard; however, she goes to Yale.
- can be used in series with commas for clarity
  - We went to London, England; Paris, France; Madrid, Spain; and Rome, Italy.

### APOSTROPHE

- Use apostrophes to make words possessive and to make contractions.
- Don't use apostrophes to make words plural.
- Possessive pronouns don't use apostrophes. (hers, its, ours, yours, etc.)
- Be sure you have a real word before your apostrophe: children's toys, not childrens' toys.
- If the word is plural and ends in s, add apostrophe only: dogs' owners.
- Treat singular nouns ending in s just like any other singular noun: boss's, Brutus's.

### UNDERLINING/ITALICIZING

- Underlining and italicizing are the same thing.
- Underline or italicize titles of long things: newspapers, magazines, CDs, movies, novels, plays, musical compositions, etc.
- Underline or italicize names of ships, planes, trains, and artwork.
- Underline or italicize foreign expressions.

### QUOTATION MARKS

- Quote titles of short things: short stories, poems, songs, articles, episodes of TV shows, etc.
- Quote dialogue and words copied from other sources.
- Commas and periods that follow quoted words always go inside closing quotation marks. (I said, "Go home.")
- Colons and semicolons that follow quoted words always go outside closing quotation marks. (We're "friends"; we don't date.)
- Use single quotation marks only to enclose quotes within quotes.
- Use double quotations marks in all other situations. (He's a real "team player.")

### COMMAS

(Rule numbers are significant for reference purposes only.)

1. **adverb dependent clause\*, independent clause** (If it rains, we'll go inside.)

2. independent clause / adverb dependent clause (We'll go inside if it rains.)
  3. independent clause, cc\*\* independent clause (Joe likes pizza, but Fred likes tacos.)
  4. subject verb / cc verb (Joe likes pizza but does not like vegetables.)
  5. independent clause; independent clause (Joe likes pizza; Fred likes tacos.)
  6. introductory participial phrase, (Running down the hall, he tripped and fell.)
  7. introductory prepositional phrase, (After English class, we go to lunch.)
  8. , nonessential appositive, (We read *The Great Gatsby*, a novel, in class. We read the novel *The Great Gatsby* in class.)
  9. , nonessential adjective clause\*\*\*, (Jane, who drives a red car, is nice. All students who skip school should be suspended.)
  10. items, in, series (Please buy apples, oranges, and bananas. I like the warm, fuzzy blanket.)
  11. , noun of direct address, (Tom, would you hand me the phone? Please don't sit there, Sue.)
  12. day of week, month date, year, (The baby is expected on Sunday, February 27, 2000, in Georgia.)
  13. city, state, (We moved to Peachtree City, Georgia, in 1975.)
  14. introductory word, (Well, I hope these rules come in handy. However, you must use them.)
  15. , interrupter, (These rules, I think, will help you if you use them.)
- \*\*\*\*\*

\*adverb dependent clause = subordinating conjunction + subject + verb

common subordinating conjunctions:

because	after	until
as	though	so that
since	whenever	before
if	even	unless
while	as if	
although	when	

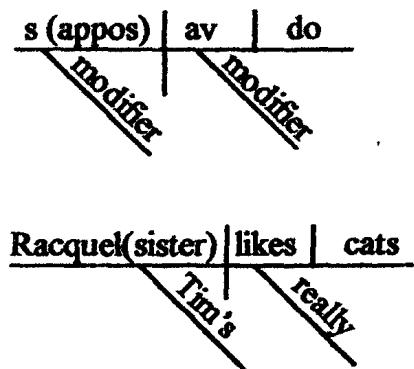
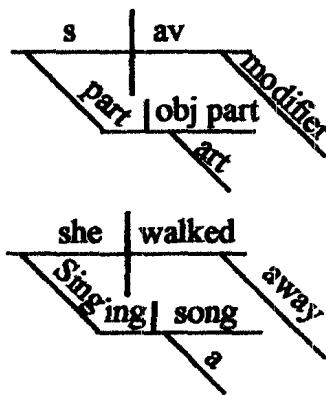
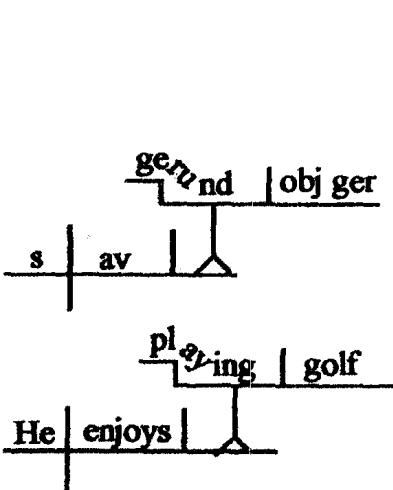
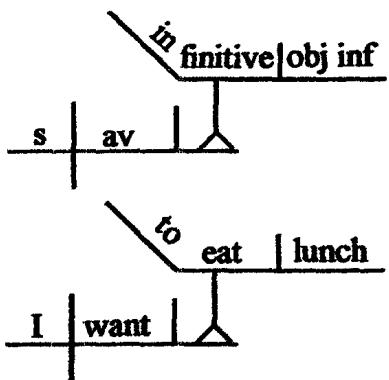
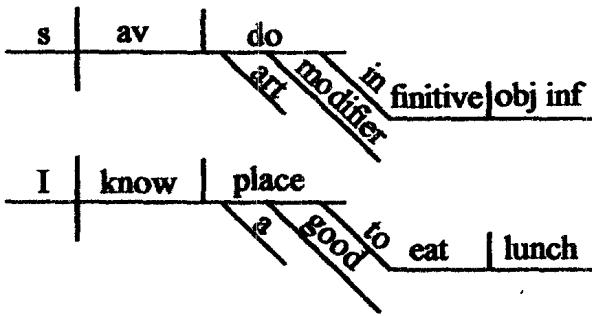
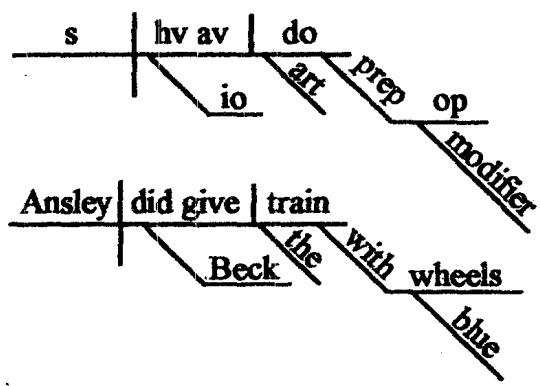
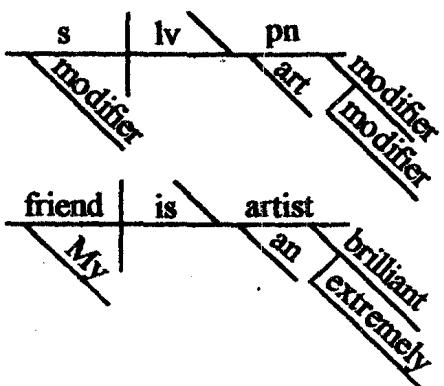
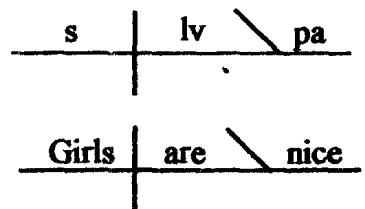
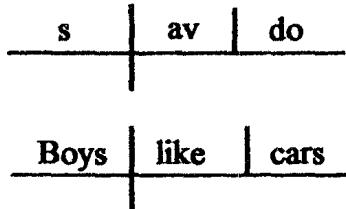
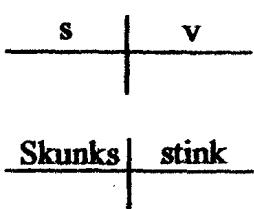
\*\*coordinating conjunctions = FANBOYS

for and nor but or yet so ~~then~~ ~~however~~ ~~therefore~~

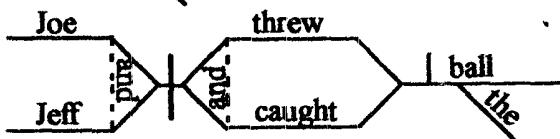
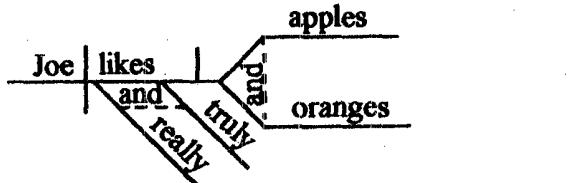
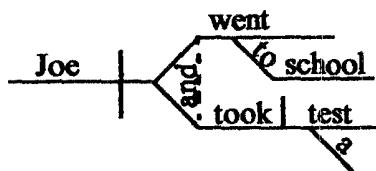
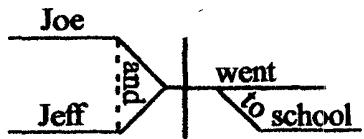
\*\*\*adjective dependent clause = relative pronoun + subject + verb

relative pronouns: that which who whom whose

# Friday Notes (Diagramming)

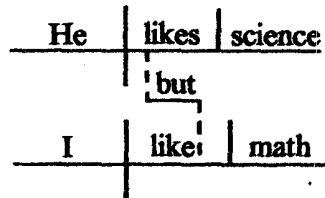


## compound parts

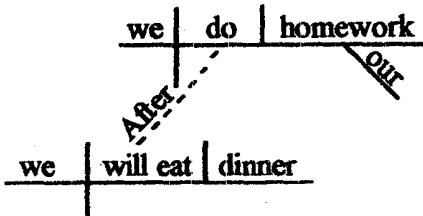
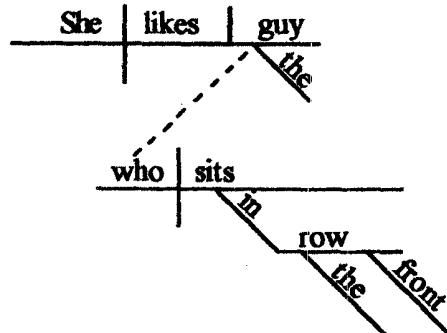


## clauses

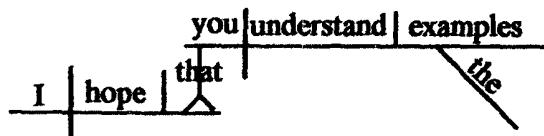
(connect independent clauses at verbs)



(connect adjective and adverb dependent clauses to what they describe)



(noun dependent clauses go on pedestals)



These basics will help you through most of your DGP sentences for the year. If you need more help, check a grammar book or the internet. One good website to check out is [webster.commnet.edu/grammar](http://webster.commnet.edu/grammar), but there are hundreds out there!

# **Appendix B**

## **How to mark your sentences**

n = common noun

N = proper noun

poss n = possessive noun

pron = personal pronoun

1 = first person

2 = second person

3 = third person

nom = nominative

obj = objective

poss = possessive

ref pron = reflexive pronoun

rp = relative pronoun

ind pron = indefinite pronoun

int pron = interrogative pronoun

dem pron = demonstrative pronoun

adj = adjective

Adj = proper adjective

art = article

av = action verb

lv = linking verb

hv = helping verb

pres = present tense

past = past tense

f = future tense

pres perf = present perfect tense

past perf = past perfect tense

f perf = future perfect tense

adv = adverb

prep = preposition

cc = coordinating conjunction

sc = subordinating conjunction

cor conj = correlative conjunction

inf = infinitive

ger = gerund

part = participle

s = subject

vt = transitive verb

vi = intransitive verb

do = direct object

io = indirect object

pn = predicate nominative

pa = predicate adjective

op = object of preposition

adj prep ph = adjective prepositional phrase

adv prep ph = adverb prepositional phrase

obj ger = object of gerund

ger ph = gerund phrase

obj part = object of participle

part ph = participle phrase

obj inf = object of infinitive

inf ph = infinitive phrase

app = appositive

app ph = appositive phrase

ind cl = independent clause

adv dep cl = adverb dependent clause

adj dep cl = adjective dependent clause

n dep cl = noun dependent clause

ss = simple sentence

cd = compound sentence

cx = complex sentence

cd-cx = compound-complex sentence

☰ ☲ ☳ = insert end punctuation

☰ ☳ ☳ = insert comma, semicolon, or colon

☲ ☴ ☴ = insert apostrophe or quotation marks

\_\_\_\_\_ = underline/italicize

☰☰☰ = capitalize