Parts of Speech

This guide covers the following:	
Nouns	Naming words
Pronouns	Used in place of nouns
Adjectives	Qualify nouns and pronouns
Verbs	Describe what the noun is doing
Adverbs	Modify verbs, adjectives, and other
Conjunctions	Link words together
Prepositions	Used before a noun or pronoun
Articles	Used before nouns

Nouns
Nouns are "name" words

A noun can be the name of a place, person, thing, period of time, feeling, or idea.

Examples of nouns: EIT, Taradale; Mary, man, child; computer, pencil; day, month, year, morning, afternoon, evening; kindness, beauty; communism.

Proper nouns / Common nouns

Nouns are either proper and are **capitalised** (e.g., World Health Organisation, Einstein, Napier) or common (e.g., pencil, empathy).

Common nouns are **not capitalised** unless they are used at the beginning of a sentence.

Singular nouns / Plural nouns

Some nouns change when they are plural.

In the singular   (e.g., book, child)   In the plural (e.g., books, children)

Some nouns do not change in the plural form

Examples include: sheep, music

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Countable nouns / Uncountable nouns

Nouns with a plural form can be counted; they are **countable nouns.**

> **For example:**

- one book or two books

Nouns without a plural form are **uncountable**

> **nouns. For example:**

- you cannot say two sheeps or two musics

Some nouns are uncountable in English but are often countable in other languages.

For example:			
advice	furniture	weather	information
traffic	news	bread	behaviour

Articles

The three articles in English are a, an, the

All three articles can be used before singular countable nouns.

> **For example:**
> - a book, the book
> - I have a few jobs to do
> - an egg, an organisation, the egg, the organisation

The may also be used before an uncountable noun, e.g., **The** traffic is heavy. **The** rice is cooked.

How do you know which article to use?

A and **an** are **indefinite** articles. This means that if, for example, I ask you for a pen it could be any pen. I am not referring to a particular one.

However, if I ask for the pen, both of us know which pen is being referred to.

The is a **definite** article.

Note that **an** is used (instead of **a)** before a noun beginning with a vowel, i.e., **a, e, i, o, u.**

Pronouns

(pro = for – Latin)
A pronoun stands in place of a noun or nouns.

Note also, that when using a pronoun in place of a person's name, it must be clear to whom you are referring.

For example:
- The tutor told him that **he** was a good writer. The tutor told the student that **he**, the student, was a good writer.

Subject pronouns are used if the pronoun is the subject of the sentence.

For example:
- **I, we, you, he, she, it, they**

Object pronouns are used if the pronoun is not the subject, but the object of the sentence.

For example:
- **her, him, it, me, them, us, and you**
- The supervisor gave **me** the Health and Safety policy to read.
- The supervisor gave the Health and Safety policy to **me.**

Examples of **indefinite pronouns** (used to refer to general or indefinite person(s) or thing(s):
all, any, both, each, everyone, few, many, neither, none, nothing, several, some, and **somebody.**

For example:

- **Each** student needs to get real about deadlines and demands.

- **Something** isn't making sense.

- **All** of the students completed their course.

Some pronouns give information about who owns something.
They are named **possessive pronouns: hers, his, mine, ours, theirs,** and **yours.**

For example:

- **His** research was thorough and his methodology good.

Some pronouns introduce a part of a sentence (a clause) that describes, or gives extra information about, the noun that precedes it.

These pronouns are relative pronouns; they start a relative clause:

Use:	
who/whom/whose	for people
which	for things
that	for people or things
when	time
where	place

For example:
- I stood where you could see me.
- The judge, who spoke first, asked for silence.

This, that, these and those are also pronouns.

For example:
- **That** is a good idea.
- **These** books belong to EIT.

Note that in **academic writing the personal pronouns** (I, you, we, me, our, us) are **not normally used** unless the assignment is reflective and calls for personal experience.

Adjectives

Adjectives describe/modify/give more information about a noun.

Adjectives usually precede a noun but can come afterwards

For example:
- a **disappointing** article/ the article was **disappointing**

Adjectives can describe:	For Example:
Number (describe quantity)	1,2,3
Qualities/opinion	kind, thoughtful, credible
Size	large, small
Age	old
Shape	square
Colour	red
Purpose or quality	usually, occasionally
Origin or material	New Zealand manufacturer fleece blanket

Order of Adjectives

Academic English does not use many adjectives at a time, but note that there is an order to the adjectives in English:

Number/quality or opinion/size/age/shape/ colour/ origin/material /purpose or qualifier.

For example:
- I have two large text books.
- Not large two textbooks.

Prepositions

Prepositions link nouns/pronouns to other words in a sentence.

Prepositions go before the noun or pronoun.

Examples of prepositions:
to, with, near, of, at, from, under, during, through

For example:
- He hid **under** the desk.
- EIT is **near** a bus stop.

Verbs
These are action words/doing words.

These words tell what the noun is doing.

Examples:	
write	I write a lot.
dance	They dance well.
talk	We talk about the news.
remember	Do you remember that?
love	I love learning.
hit	The hammer hits the nail.

Verbs give an idea of time. Verbs can be in the present/now time; in future time, or in past time.

For example:
- I write…(present time); I wrote…(past time); I will write…(future time).

Adverbs

Adverbs describe/modify/give more information about verbs, other adverbs and adjectives, to add detail to sentences.

For example:
- The year passed **quickly.**
- The course was **unnecessarily** long.
- She went **outside.**
- He ran **fast.**

Conjunctions

These link words or parts of sentences and prevent "choppiness."

Conjunctions are useful for linking parts of sentences together for more streamlined writing.

Coordinating conjunctions join equal grammatical structures together.

FANBOYS
F: for
A: and
N: nor
B: but
O: or
Y: yet
S: so

Correlative Conjunctions are conjunctions which are word pairs:

Either/or Neither/nor
not only/but also

Subordinating Conjunctions join independent and dependent clauses (See the *Sentence Structure* study guide).

These can be used to signal cause and effect, contrast, or some other kind of relationship between the clauses.

after	before	lest	then	whereas
although	because	now that	though	wherever
as long as	by the time	once		whether or not
as much as	even if	only	unless	while
as soon as	even though	only if	until	
as though	in order that	provided that	when	in case
since	whenever	in the event that	supposing that	where

For example (note the use of commas):

- The library remained open until late, although it was holiday time.
- Although it was holiday time, the library remained open until late.