

Parts of Speech

Punctuation helps the reader to make sense of what has been written. When we speak, we use not only words but also body language, voice tone and emphasis, and pauses to convey our message. When we write, on the other hand, we need to use punctuation marks to help the reader understand our meaning.

This resource will consider the following writing skills:

Nouns

Pronouns

Adjectives

Verbs

Adverbs

Conjunctions

Prepositions

Interjections

Nouns

Nouns are “name” words.

They can be names for:

	For example:
Things:	car grass book
Places:	EIT Taradale outside
People:	Mary man child
Periods of time:	day, month, year morning, afternoon, evening
Qualities:	kindness beauty
Ideas:	communism

Nouns can be **countable** or **uncountable**,

i.e., some nouns you can count, e.g., one book or two books.

Others you cannot count, e.g., music. You cannot say musics.

Pronouns

A pronoun is used in place of a noun or nouns.

Type of Pronoun	Description	Examples
Subjective Pronouns	A subjective pronoun acts as the subject of the sentence; they are: I, we, you, he, she, it and they.	I have lost my keys. He spends a lot of time on the computer. They were late for the concert.
Objective Pronouns	An objective pronoun acts as the object of a sentence; they are: her, him, it, me, them, us and you.	Sophie gave me a gift voucher. I showed them my ipad.
Possessive Pronouns	A possessive pronoun tells you who owns something; they are: hers, his, its, mine, ours, theirs and yours.	Mine is on the desk. His was the best exhibit. This book is yours . Their flowers are as good as ours .
Demonstrative Pronouns	A demonstrative pronoun points out a noun; they are: that, these, this and those.	That is a good idea. These books belong to Jan. This is the meat I bought from the supermarket.
Interrogative Pronouns	An interrogative pronoun is used in a question; they are: what, which, who, whom, whatever, whichever, whoever and whomever. The interrogative pronoun may look like an interrogative adjective, but it is used differently in a sentence. It acts as a pronoun, taking the place of a noun.	Who left the door open? What are you doing? Where are you going? Who told you to do that?
Indefinite Pronouns	An indefinite pronoun refers to an indefinite, or general, person or thing; they include: all, any, both, each, everyone, few, many, neither, none, nothing, several, some, something and somebody.	Something smells good. Many like salad with their dinner.

	An indefinite pronoun may look like an indefinite adjective.	Somebody must have seen the accident.
Relative Pronouns	A relative pronoun introduces a clause, or part of a sentence that describes a noun; they are: that, which, who and whom .	The girl, who likes swimming, competed at the Commonwealth Games. You should buy the car that you love most. Hector is a photographer who does great work.
Reflexive Pronouns	A reflexive pronoun refers back to the subject of the sentence; they are: herself, himself, itself, myself, ourselves, themselves, and yourselves .	I learned a lot about myself at summer camp. They should divide the chocolates among themselves . John made the cake himself .
Intensive Pronouns	An intensive pronoun emphasizes its antecedent (the noun that comes before it); they are: herself, himself, itself, myself, ourselves, themselves, and yourselves . Unlike reflexive pronouns, intensive pronouns are not essential to the basic meaning of a sentence.	I myself do not play sport. The chef herself came to our table.

Adjectives

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

Examples: Big, green, beautiful, old, crazy, hungry, noisy

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

Adverbs

These words **describe/modify**/give more information about verbs, other adverbs and adjectives.

These words often (but do not always) end in “y” or “ly”.

Examples: Happily, loudly, slowly, neatly, very, fast, hard

Conjunctions

These link words, or parts of sentences.

Examples: and, but, because, if, although, or, until, since

Prepositions

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

Prepositions go before the noun or pronoun

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

Articles

The 3 articles in English are **a**, **an**, and **the**.

Before singular countable nouns you can use **a/an** and **the**.

Instead of an article, uncountable nouns can be preceded by a determiner such as **some/any/much/this/his etc.**

Nouns can be countable or uncountable nouns.

- Some nouns you can count, e.g., one book or two books
- Others you cannot count, e.g., music. You cannot say musics

Many nouns can be used as countable or as uncountable nouns.

Paper I bought a paper (= a newspaper - countable)
 I bought some paper (= material for writing – uncountable)

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

For example:

advice furniture weather information traffic news bread behaviour

Interjections

These are words of exclamation and are usually followed by an exclamation mark.

Examples: Wow! Hey! Ugh! Oops! Ouch!

NB. Interjections are not used in academic writing except in transcription of speech.

Summary

Nouns	“Name” words
Pronouns	Used in place of nouns
Adjectives	Describe/modify nouns
Verbs	Tell what the noun is doing
Adverbs	Describe/modify: verbs, adjectives, other adverbs
Conjunctions	Link words/ joining together words
Prepositions	Used before a noun or pronoun to link it to another part of the sentence
Interjection	Exclamations!

References

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