

Types of words and parts of sentences.

Nouns - are the name of a person place or thing. Examples: mother, father, cat, dog, or horse

Verbs - are a word that shows action. Examples: run, jump, kick, or sing

Pronouns - are a word that takes the place of a noun.
Examples: I, he, she, or they

Adverbs - are a word that modifies a verb. Example: She did the work *carefully*. *Carefully* is the adverb.

Adjectives - are a word that modifies a noun. It describes the quality, state or action that a noun refers to. Examples: The girl sat in the red chair. Red is the adjective.

Participles - there are two participles in English: the present participle and the past participle. They can both be used as adjectives

Acronyms - are a kind of abbreviation. It is a word formed by taking letters from a phrase that is too long to use comfortably.

Homonyms - are a word that is written and pronounced the same way as another, but which has a different meaning.

Synonyms - are a word that means the same as another word, or more or less the same. If a word is slightly different, it is a near-synonym.

Prefixes - are groups of letters that can be placed before a word to modify its meaning.

Suffixes - are groups of letters placed after a word to modify its meaning or change it into a different word group, from an adjective to an adverb, etc.

Conjunctions - a word that connects various parts of the sentence. There are the simple, little conjunctions: *and*, *but*, *yet*, *for*, *nor*, and *so*.

Prepositions - Most prepositions locate things in time or space. Prepositions are often accompanied by objects of prepositions in what are called Prepositional Phrases.

Articles - The three articles -- *a*, *an*, *the* -- are adjectives. *The* is called the definite article because it names, specifically, a noun; *a* and *an* are indefinite because they don't.

When to Capitalize:

1. The first word of every sentence.
2. The first-person pronoun, I.
3. The first, last, and important words in a title. ("Important words" usually do not include articles, prepositions, and coordinating conjunctions. This is not true in APA Reference lists (where we capitalize only the first word), nor is it necessarily true for titles in other languages.)
4. Proper nouns
 - Specific persons and things.
 - Specific geographical locations.
 - Names of newspapers and journals. Never capitalize the word *the*, even when it is part of the newspaper's title.
 - Days of the week, months, holidays. Never capitalize the names of seasons (spring, summer, fall, autumn, winter).
 - Historical events.
 - Races, nationalities, languages.
 - Names of religions and religious terms.
 - Names of courses.
 - Brand names.
5. Names of relationships *only* when they are a part of or a substitute for a person's name.

Punctuation Tips

- Use a **period** at the end of a sentence that makes a statement.
- Use a **question mark** at the end of any sentence that asks a question.
- Use an **exclamation point** at the end of any sentence that has urgency, makes a declaration, or shows excitement.
- Use a **colon** for the beginning of a list, which follows a sentence that can stand on itself.
- Use a **semi-colon** to separate items in an extremely large list.
- Use a **hyphen** anytime you must separate a word, but refer to a dictionary as to where the hyphen should go so the word will be split to where the reader will comprehend it.
- Use **parentheses** to include material that you want to de-emphasize or that wouldn't normally fit into the flow of your text but you want to include nonetheless.
- Use an **apostrophe** to create possessive forms, contractions, and some plurals.
- Use **quotation marks** to set off material that represents quoted or spoken language.
- A **slash** is used to indicate a choice between the words it separates.