

GRAMMAR REVIEW PACKET 5, Part 1

SENTENCE STRUCTURE AND SENTENCE ERRORS**SENTENCE STRUCTURE OVERVIEW**

- A. **Simple Sentence** - has a subject and a verb (or verb phrase) and expresses a complete thought. It consists of one and only one independent clause.

Example: John joined the Marines.

- B. **Compound Sentence** - contains two or more simple sentences, usually joined by a comma and a connecting word or by a semicolon.

Examples: He called the children to supper, but they could not hear him.
He called the children to supper; they could not hear him.

- C. **Complex Sentence** - has one independent clause and one or more dependent clauses.

Example: Although it snowed, the schools were still opened.

COMMA USAGE OVERVIEW

- A. **Compound and Complex Sentences**

Examples: Melissa mailed the invitations, but she forgot to provide a return address. (compound)
Since her doctor's appointment was canceled, Jane decided to stay in bed. (complex)

- B. **Interrupters**

Examples: The three boys, on the other hand, enjoyed the movie.
 Jason participates in several sports, such as tennis and golf, in his spare time.
 Mr. White, as well as his students, watched the shuttle launch from his classroom.

- C. **Transitional Expressions**

Examples: Consequently, the school bus was sent to the garage for repairs.
 My cat has pneumonia; however, she seems to be recovering rapidly.
 We decided to go, nevertheless.

- D. **Introductory Words and Phrases**

Examples: Under the bridge near the highway, the city is building a new sewer drain.
While playing in the street, the children occasionally irritated the taxi drivers.
Luckily, the storm ended before the river overflowed its banks.

- E. **Series**

Examples: The boys, the girls, and their parents attended the graduation party.
 We were playing the piano, singing songs from old movies, and dancing the jitterbug.

SENTENCE ERRORS OVERVIEW

A. **Fragment** - is an incomplete sentence and does not express a whole thought.

Example: When Bob flew his plane.

B. **Comma Splice** - incorrectly joins two separate sentences with only a comma.

Example: Tom ran to the store, he needed to buy shoes.

C. **Fused** - incorrectly joins two separate sentences with no punctuation mark.

Example: Tom ran to the store he needed to buy shoes.

SENTENCE STRUCTURE

A. THE SIMPLE SENTENCE

A **simple sentence** is a sentence having **one** subject and **one** verb, either or both of which may be **compound**. A simple sentence consists of one and only one independent clause. All of the following sentences are simple sentences, but some have compound subjects or verbs. The last sentence has both a compound subject and a compound verb.

John joined the Navy.

John and Fred joined the Marines.

Mary sang and played at the concert.

Mary and Jane sang and played at the concert.

Note that although the subjects and/or verbs may be compound, the sentence is still simple.

EXERCISE: Draw one line under the subject **nouns** or **pronouns**. Draw two lines under the **verbs** or **verb phrases**. On the line to the right, indicate whether the subject or the verb is compound by writing **S** or **V**.

Example: Mary and Don did the proofreading.

_____ S _____

1. The boys swept the walks and mowed the lawn.

1. _____ V _____

2. Harry and Jim built a canoe.

2. _____ S _____

3. The stenographer wrote the letters and mailed them.

3. _____ V _____

4. The president and the manager interviewed the candidates for the position.

4. _____ S _____

5. Paper, pencils, and erasers were piled on the top of the desk.

5. _____ S _____

6. Snow and ice covered the ground and made driving difficult.

6. _____ S,V _____

7. Either Charles or Henry will conduct the meeting.

7. _____ S _____

8. The money and the bonds were taken out of the safe. 8. S
9. I sold my old car and purchased another. 9. V
10. The men and the women worked overtime. 10. S

B. THE COMPOUND SENTENCE

A **compound sentence** is a sentence that contains two or more independent clauses. The independent clauses of a compound sentence are joined in some way to indicate that the independent clauses form one sentence. In the compound sentence, both clauses are of equal importance.

John joined the Navy. (simple sentence)

Harry joined the Marines. (simple sentence)

The following sentence shows one way in which these two simple sentences can be joined to form one compound sentence.

John joined the Navy, but Harry joined the Marines. (comma and coordinating conjunction)

This compound sentence was created by using coordinating conjunctions. The coordinating conjunctions and their meanings are as follows. The acronym FANBOYS can help you remember the conjunctions.

F	A	N	B	O	Y	S
for	and	nor	but	or	yet	so
result	addition	negation	contrast	choice	contrast	result

EXERCISE 1: Change the two simple sentences into a compound sentence by removing the period and adding a comma and a joining word.

1. Arthur washed our new car, **and** Ned polished it.
2. I may consider your plan, **yet** I may disregard it.
3. I did not seek the position, **but** I do want it.
4. Michael likes tennis, **but** he prefers to play golf.
5. Jack went to bed early, **for** he was very tired.

Another way to create a compound sentence is to join two simple sentences by using a semicolon.

John joined the Navy; we joined the Marines.

NOTE: The word following a semicolon is **never** capitalized unless it is a proper noun.

My sister flew to Mexico; she is on a vacation.

Mr. Smith owns the bakery; Mr. Jones owns the drugstore.

EXERCISE 2. Change the two simple sentences into a compound sentence by removing the period and replacing it with a semicolon. Remember, the word following the semicolon should not be capitalized unless it is a proper noun.

1. The leopard was running; Ed ran faster.
2. Harold tried his best; his best was not enough.
3. Rita spoke no Turkish; the Turks spoke no English.
4. Sara didn't like the offer; it was better than nothing.
5. The telephone rang; Mrs. Talley ignored it.

REVIEW OF SIMPLE AND COMPOUND SENTENCES

EXERCISE: On the line to the right, indicate whether the sentence is a simple sentence or a compound sentence. Underline the independent clauses in the compound sentences. Write an S for simple and a CD for compound.

1. Jack and Ned built the garage and painted it. 1. S
2. We located the cabin, but the owner was not there. 2. CD
3. The architect made the plans, and the contractor carried them out. 3. CD
4. Both the man and the boy were honored for bravery. 4. S
5. Eat nourishing food, or you may become anemic. 5. CD
6. Neither the speaker nor the soloist has arrived. 6. S
7. The wind blew; the rain fell in torrents. 7. CD
8. We must finish the job, or we must give up the contract. 8. CD

9. We found the manuscript, but it was not complete.

9. CD

10. Obey the traffic lights, or the officer will give you a ticket.

10. CD

C. THE COMPLEX SENTENCE

A **complex sentence** contains one independent clause and one or more dependent clauses. A complex sentence is formed by joining an independent clause (which contains the primary or main information) with one or more dependent clauses (which express subordinate or secondary information).

The dependent clause begins with a subordinating word (subordinating conjunction or relative pronoun) which expresses the relationship between the independent clause (which is a complete thought) and the dependent clause (which is an incomplete thought).

- Examples:*
1. The telephone book, which has many pages, has relatively few errors.
 2. Even though rain fell for a while, the game continued.
 3. The boys ordered the pizza after the test was completed.

Common subordinating conjunctions and relative pronouns are listed below.

<u>Subordinating Conjunctions</u>		
after	if	when
although	in order that	whenever
as	since	where
as if	so that	whereas
because	than	wherever
before	though	whether
even if	unless	while
even though	until	why

<u>Relative Pronouns</u>
who
whoever
whom
whomever
whose
which
whichever
that
what
whatever

The various kinds of sentence structure can be demonstrated by a diagram.

	INDEPENDENT CLAUSE	DEPENDENT CLAUSE
SIMPLE	1	0
COMPOUND	2 OR MORE	0
COMPLEX	1	1 OR MORE

REVIEW OF SIMPLE, COMPOUND, AND COMPLEX SENTENCES

Tips for identifying types of sentences:

1. Take out all prepositional phrases.
2. Look for a semicolon or a comma and a coordinating conjunction (FANBOYS) – COMPOUND SENTENCE.
3. Look for and underline a subordinating conjunction or relative pronoun that begins a dependent clause – COMPLEX SENTENCE.

If there are no semicolons, no commas and joining words, and no dependent clauses, it is a SIMPLE SENTENCE.

Label each of the following sentences: S (simple), CD (compound), or CX (complex). In the compound sentences, circle the comma and joining word or semicolon. In the complex sentences, underline the dependent clause.

EXERCISE: Label each of the following sentences: S (simple), CD (compound), or CX (complex). In the compound sentences, circle the comma and joining word or semicolon. In the complex sentences, underline the dependent clause.

- S 1. Over the river and through the woods to grandfather's house we go.
- CD 2. Wesley must raise his grades, or the school will suspend him.
- CX 3. Sybil always carries a briefcase when she calls on clients.
- S 4. The sharp oyster shells protruding from the mud were a hazard to barefooted persons.
- CD 5. Dan put too much liquid starter on the charcoal, and the flames leaped dangerously high.
- CD 6. The Buccaneers must win tomorrow, or they will lose the championship.
- S 7. Mother sewed new cases for the pillows on the couch.
- CX 8. When the jam was unlocked, the logs began to move.
- S 9. My neighbor returned from vacation a week early because of illness.
- CX 10. The radio announcer played the songs that were requested.
- CX 11. The sisters who sing in the choir will appear on television in the fall.
- S 12. While driving his car on Main Street, Dad witnessed the accident.
- CD 13. Our neighbor invited us to the party, but we were unable to attend.
- CX 14. The boys who won celebrated after their victory.
- CX 15. During the night, the dog that was sick died from complications.
- S 16. After completing the test, I handed it to the teacher.
- CX 17. The old building that burned to the ground will be rebuilt next year.
- CX 18. After the track meet, the team that lost congratulated the members of the winning team.
- CD 19. The swimmers practiced for three hours each day, but they still could not improve their speed.
- CX 20. Bob replaced the window that was broken at the Christmas party.

COMMA USAGE

A. COMMAS IN COMPOUND AND COMPLEX SENTENCES

Use a comma before the conjunction (FANBOYS: and, but, or, nor, for, so, yet) which connects the parts of a compound sentence.

Example: The airplane took off on time, and we soon lost sight of it.

Use a comma to set off a dependent clause which comes first in a complex sentence.

Example: Although Mike giggled, Sue was solemn.

If the dependent clause comes after the main clause and begins with a subordinating conjunction (such as because, after, when, although), no comma is needed.

Example: Sue was solemn although Mike giggled.

If the dependent clause comes in the middle of an independent clause, it generally is a relative clause (beginning with a relative pronoun such as with who, which, that). Relative clauses are either essential or nonessential (adding or not adding information essential to the meaning of the sentence). If a relative clause is essential, no commas are needed. If a relative clause is nonessential, commas are required.

Example: A man who is wearing a wedding ring is married.
(Essential: The relative clause is needed to clarify “which” man is married.)

Mike, who is wearing a wedding ring, is married.
(Nonessential: The relative clause is not needed because Mike is identified as the one who is married.)

EXERCISE: Insert commas where needed.

1. Since Liz chose the restaurant, she will suggest the best selections from the menu.
2. Before class starts, you should study your notes.
3. He never bakes on weekends, nor does he use the stove at all.
4. Although I painted the fence, it chipped and peeled in the winter cold.
5. Your guidance counselor can help you when you have a problem.
6. The sisters who sing in the choir will appear on television in the fall.
7. I saw the time but did not pay any attention to it.
8. Mr. Montalvo left the hospital, for his doctors had dismissed him.
9. After Iris arrived, the party began.
10. Stephen Crane, who wrote *The Red Badge of Courage*, is a much admired novelist.

11. The twins will see their favorite babysitter, for their parents are going out to dinner.
12. Tom turned off the television because he was going to bed.
13. The old building that burned to the ground will be rebuilt next year.
14. Many of the parents and kids left, and only the teachers remained.
15. When Mrs. Jones flew to Mexico in July, she was reunited with her son.
16. The tarantula which is large and hairy is beautiful.
17. Helen was a popular girl in the freshman class, but Sue wasn't.
18. We studied for the test, yet we failed anyway.
19. Unless you are finished, sit and complete your homework.
20. Although my aunt could not swim, she was not afraid of the water.

B. INTERRUPTERS

Use commas to set off expressions which interrupt a sentence.

Examples: You are, of course, planning to attend.
Some Americans, however, use chopsticks improperly.
We enjoy different types of food, such as Chinese or Mexican, when we dine out.

EXERCISE: Insert commas where needed.

1. The report on cancer research, in fact, was very informative.
2. Hercules, of course, is an interesting constellation.
3. Studying for exams is, in my opinion, a worthwhile task.
4. It takes some imagination, however, to pick out some of the stars.
5. The new book, for example, is hard to understand.
6. The Scorpion, on the other hand, is quite clearly outlined.
7. On a summer night, for instance, you can view the Scorpion and the Serpent.
8. We should not, to be sure, overlook the Milky Way.
9. Bob tried new activities, such as hiking and jogging, while on vacation.
10. Mom loved to cook Italian food, especially ravioli, for the holidays.

C. COMMAS, SEMICOLONS, AND TRANSITIONAL EXPRESSIONS

Some transitional expressions are often used to link the thoughts of a compound sentence. Some of the more commonly used expressions are written below.

in fact	otherwise	therefore	for example
however	finally	consequently	nevertheless
in spite of	likewise	on the other hand	accordingly

When the compound sentence is punctuated with a semicolon, transitional expressions will often appear after it. When this occurs, there are certain comma rules which apply:

1. If the transitional expression appears immediately after the semicolon, a comma must follow the expression.

Examples: Ed didn't like the offer; however, it was better than nothing.
Mr. Flanders wanted to visit Europe; as a result, he made reservations for a trip to France.

However, two transitional words, then and still, are rarely set off by commas. These words are usually set off by a semicolon.

Examples: The mayor introduced the speaker; then he sat down.
Mary was ill with the flu; still she went to school.

2. If the transitional expression appears as an interrupter, commas are used to set off the expression.

Examples: Ed didn't like the offer; it was, however, better than nothing.
Mr. Flanders wanted to visit Europe; he, as a result, made reservations for a trip to France.

3. If the transitional expression appears at the end of the compound sentence, a comma is placed before the expression.

Examples: Ed didn't like the offer; it was better than nothing, however.
Mr. Flanders wanted to visit Europe; he made reservations for a trip to France, as a result.

DO NOT confuse these words with the conjunctions (for, and, nor, but, or, yet, so), which have commas before them when they are used **to link the thoughts of a compound sentence**.

EXERCISE: Punctuate the following sentences with commas and semi-colons where necessary.

1. The road was unpaved; we drove on in the rain, nevertheless.
2. I cannot miss the boat; otherwise, I will not arrive on time.
3. The president introduced the speaker; then he sat down.
4. Ethel was sick; she had, in fact, one of her usual colds.

5. We arrived early; as a result, we had time to visit with our friends.
6. We cannot get materials; consequently, we cannot finish the job.
7. I became tired of doing his work; I had, moreover, my own work to do.
8. I did not dislike the play; on the contrary, I enjoyed it immensely.
9. Sometimes I finish my homework early; often, however, it takes me all night.
10. Joann decided to attend the conference; she, therefore, made plane reservations.

D. INTRODUCTORY WORDS AND PHRASES

Words - A comma is used to set off any introductory word.

Examples: Later, I went for a walk.
 Unfortunately, I failed the final.

Prepositional Phrases - A comma is placed after prepositional phrases used to introduce a sentence.

Examples: (At noon) (on Monday morning), we will leave.
 (On a beautiful and sunny Monday morning), we left.
 (At noon) it was very hot. (*comma optional*)

Other Phrases - A comma is used to set off other phrases which come at the beginning of a sentence.

Examples: To be sure, we shall visit you again.
 Walking very quickly, she tripped on the sidewalk.
 While giving his speech, Mr. Jones stared at me.

EXERCISE: Correctly punctuate the following sentences.

1. Trying to be helpful, Jan made things worse.
2. Since moving to Florida, I have learned how to water-ski.
3. Naturally, we expect to win.
4. Later, we will attend the concert in the park.
5. Sobbing uncontrollably, Peter could not speak.
6. For six months during this past year, she suffered from back pain.
7. By the way, what are you doing tonight?
8. Of course, I agree with your views.
9. Because of the flood, our living room rugs have to be replaced.

10. Warbling in its cage, the little canary greeted us each day.

E. COMMAS IN A SERIES

A comma is used to separate three or more items in a series. The series may be words, phrases, or clauses.

Examples: We enjoy mathematics, music, and art.
He ran into the woods, down the valley, and over the bridge.
She knew what he said, why he said it, and when he said it.

EXERCISE: Place commas to separate items in a series.

1. The whole department wondered whether Mrs. Louis would come, what she would say, and how she would act.
2. My father travels by train, airplane, and boat.
3. Hot dogs, potato chips, ice cream, and milk are sold at each game.
4. Jim shined his shoes, pressed his trousers, and rented a white coat.
5. The crowd cheered the singer, the orchestra, and the dancers.
6. Maria, Ricardo, Tomas, and Nita went to the movies.
7. Shall we meet in Room 11, the office, or the auditorium?
8. Alvin didn't let snow, wind, rain, or sleet deter him in his deliveries.
9. Salt, pepper, and mustard were on the table.
10. Two captains, a lieutenant, and ten civilians attended the ceremony.
11. A pilot must learn to climb, bank, roll, and stall a plane.
12. Washing the clothes, vacuuming the house, and dusting the furniture are chores that I do each week.