

7: Pronunciation of -s Suffix

Voiceless /S/

Voiced /Z/

Voiced /IZ/

Nouns

banks
books
cents
clocks
exits
minutes
mistakes
months
nights
parents
pints
quarts
seats
shops
stamps
streets
tickets
weeks

brothers
cars
days
dollars
doors
friends
girls
homes
hotels
lessons
mornings
planes
problems
roads
rooms
schools
taxis
words

bridges
buses
classes
colleges
garages
glasses
houses
inches
languages
lunches
offices
ounces
packages
pages
pieces
places
prices
sentences

Verbs

asks
drinks
gets
helps
likes
makes
puts
sits
sleeps
speaks
stops
takes
talks
thanks
thinks
waits
walks
wants

buys
gives
goes
knows
leaves
listens
lives
needs
opens
pulls
reads
returns
says
sees
spells
studies
turns
understands

catches
changes
closes
finishes
fixes
freezes
guesses
kisses
loses
notices
practices
pronounces
pushes
reaches
realizes
uses
watches
wishes

9: Basic Intonation Patterns

1. I bought a new computer.	Statement (final word is multisyllabic)
2. Did you get it at Office Shop?	Yes/No question
3. I bought it at Brown's.	Statement (final word is one syllable)
4. When did you buy it?	WH question
5. You like to shop there, don't you?	Tag question expecting agreement
6. So, you got another HT, didn't you?	Tag question for information or clarification
7. Don't you like the new Bells?	Negative question expressing surprise
8. I looked at a Bell, an HT, and a Trac.	Series
9. So, did you get an HT or a Trac?	Alternative
10. I bought a used HT.	Focused information
11. If I have enough money, I'll get a printer.	Continuation of a phrase or clause. (Here, in the 'result' clause.)

8: A Collection of Common Collocations

Food Pairs with *AND*

bacon and eggs
bacon, lettuce,
and tomato
bread and butter
fish and chips

half and half
meat and potatoes
milk and honey
pork and beans
salt and pepper

soup and sandwich
spaghetti and
meatballs
sugar and spice
surf and turf

Noun Pairs with *AND*

aches and pains
brothers and sisters
cats and dogs
cops and robbers
cowboys and Indians

dos and don'ts
fame and fortune
husband and wife
ladies and gentlemen
life and death

peace and prosperity
odds and ends
sticks and stones
supply and demand
thunder and lightning

Other Pairs with *AND*

back and forth
betwixt and between
down and out
each and every
far and away
fast and furious
few and far between
first and foremost
forever and ever
forgive and forget
front and center
fun and games
hard and fast

high and mighty
hit and run
hot and bothered
lost and found
more and more
nice and easy
now and forever
off and on
out and out
over and done with
over and over
pure and simple
rise and shine

rough and tumble
safe and sound
sick and tired
spick and span
stop and go
straight and narrow
thick and thin
time and again
tried and true
up and coming
up and down
war and peace
wear and tear

Pairs with *OR*

dead or alive
do or die
double or nothing
feast or famine
friend or foe
give or take

hit or miss
life or death
more or less
no ifs, ands, or buts
on or about
plus or minus

rain or shine
ready or not
right or wrong
sink or swim
trick or treat
win or lose

Adjective + Noun

confirmed bachelor
happy ending
inveterate smoker

moldy bread
rancid butter

rotten apple
sonic boom

4: A Grammar Sequence

This grammar sequence is only a handy guide to what can and should be covered in a basic English course. The list represents a series of steps from very basic phrase structures and transformations to increasingly complex or unusual structures. Some of the steps are large, and some small, and some will be easier than others. It is by no means a complete outline of the grammar of English. However, mastery of this list, along with commensurate progress in pronunciation, vocabulary development, and communicative skills would enable a student to function reasonably independently in an English-speaking world.

- | | |
|--|---|
| <p>1. Affirmative Statement Word Order
 Subject noun phrase + verb phrase + object
 Subject Pronouns
 Present forms of BE
 Subject - verb agreement with BE
 Present progressive aspect
 <i>BE + V -ing</i>
 Determiner + Object noun</p> | <p><i>I am reading this sentence now.</i>
 subject noun phrase + adverbial
 <i>I, you, he, she, we, they</i>
 <i>am, are, is</i>
 <i>I am, etc.</i>
 <u><i>am reading</i></u>
 <u><i>this sentence</i></u></p> |
| <p>2. Negative Statement Word Order
 Placement of <i>not</i> after 1st auxiliary
 Determiner + adjective + noun</p> | <p><i>I am <u>not</u> reading a French sentence.</i>
 <u><i>a French sentence</i></u></p> |
| <p>3. Yes/No Question
 Inversion of subject and 1st auxiliary
 Short answer</p> | <p><u><i>Are you learning English?</i></u>
 <i>Yes, I <u>am</u>.</i></p> |
| <p>4. Simple Present Tense Aspect with Stative Verbs
 Affirmative statement
 3rd person singular –S
 Negative statement
 Do insertion; placement of <i>not</i> after <i>do</i>
 3rd person singular with <i>do</i>
 Yes/No question with <i>do</i>
 <i>Do</i> insertion and inversion of subject and <i>do</i>
 Short answer

 Common Stative Verbs</p> | <p><i>I <u>need</u> English.</i>
 <u><i>She needs English.</i></u>
 <u><i>I do not know that word.</i></u>

 <i><u>She does not know that word.</u></i>
 <u><i>Do you like English?</i></u>

 <i>Yes, I <u>do</u>. /Yes, she <u>does</u>.</i>
 <i>No, I <u>do not</u>. /No he <u>does not</u>.</i>
 <i>cost, feel, have, hear, know, like, need, want, understand</i></p> |

7: Education

Expectations, routines

classroom
schedules
being on time
assignments, homework
researching, writing papers
library
tests, quizzes
final exams
standardized tests
grades, records
tuition, room and board
scholarships
neatness
honesty/cheating

At school, on campus

registration
dean's office
adviser's office
 scheduling
 course change
teacher's office hours
 getting help
 planning a research paper
housing office
bursar's office
dormitory life
 rooms, roommates
 dorm rules
 laundry
off-campus housing

campus post office
book store
student center
cafeteria, dining hall
fraternity, sorority
chapel, chaplain's office
student health service
foreign student adviser
computer center
library
other campus services
gymnasium
team, coach
team spirit
locker room
drugs and sports

See topics 53, 57, 58; Culture topic 37

8: Shopping and Services

planning
making a shopping list
using the yellow pages
newspaper/magazine ads,
 junk mail
sales, come-on's
coupons, bargains
internet shopping
finding products in big stores
kinds of stores
 department store
 supermarket
 mall
 specialty shops
 main street
 boutiques
 copy center
getting advice about products
 from consumer services
 in specialty shops
 bakery
 optician
 book store
 camera store
 on the internet

unit pricing
asking for prices
fixed prices/bargaining
ordering from catalogues
ordering on the internet
paying for purchases
 cash
 charge
 credit cards
 time payments
 layaway plans
 lease-purchase
 rental
 getting change
 tipping
returning merchandise
choosing and getting services
 mechanic
 barber/hairdresser
 plumber
 electrician
 carpenter
 car mechanic
 doctor
 dentist
 lawyer
 accountant

tax preparation service
insurance agent
pastor/priest
real estate agent
getting help/public services
 police department
 court
 public defender/legal aid
 emergency services
 ambulance service
 hospital/emergency room
 fire department
 town offices/city hall
 local town officials
 extension agent
 post office
 state and congressional
 representatives
 school board
 IRS - internal revenue service
 INS - immigration and
 naturalization service
 public library
 childcare, eldercare
 adult center
 teen center
 YMCA

*See topics 33, 34

5: Lawn and Garden also see #16 Plants & Trees

Materials

dirt	mud	potting soil	seed starter mix
earth	mulch	fertilizer	seedling
insecticide	compost	seed	soil
manure			weed killer

Tools and Equipment

aerator	grafting tape	plant stand	shovel
bulb planter	greenhouse	plant stakes	spade
bushel basket	hedge clipper/trimmer	plant support ring/ cage	sprayer
clipper	hoe	posthole digger	spreader
compost bin	hose	pot, flower pot	sprinkler
compost heap	lawn mower	pruner	snow shovel
cultivator	lawn roller	pruning knife	snow blower
edger	leaf blower	pruning saw	tiller
garden cart	lopper	rake	tractor
gardening glove	netting	rider mower	trimmer
gardening shears	pest control	rototiller/roto tiller	trowel
gardening scissors	pitchfork	seed tray	weeder
grafting knife	planter		wheelbarrow

Procedures

broadcasting seed	harvesting	planting	splitting
clearing	heading off	potting	shoveling
clipping	grafting	pruning	tilling
composting	mowing	raking	transplanting
culling	mulching	replanting	trimming
cultivating	picking	seeding	watering
fertilizing	pinching back/off	soil testing	weeding

Miscellaneous

annual	fallow	gate	root
bouquet	fence	organic gardening	stem
branch	flower bed	overfeeding	trunk
brush	garden – types	over watering	perennial
bulb	flower	plant – parts	raised bed
bush	formal	branch	row
crop	herb	bud	scarecrow
drought	vegetable	leaf	tree

Common Flowers

bulb – types	iris	columbine	pansy
bluebell	oriental lily	geranium	peony
crocus	snowdrops	hibiscus	petunia
day lily	aster	impatiens	phlox
daffodil	buttercup	marigold	poppy
tulip	chrysanthemum	morning glory	rose
hyacinth			zinnia

9: Human Relationships, Qualities, and Stages

Nouns

admiration	antagonism	competition	envy	hatred	love	rivalry
affection	cooperation	friendship	hate	intimacy	marriage	sex
						teamwork

Verbs

admire	cooperate	dislike	envy	have sex	like	make love
befriend	compete	distrust	hate	ignore	love	share
						trust

People

acquaintance	colleague	crony	fiance/fiancee	guest	mistress	party
antagonist	companion	crowd	follower	host	mob	playmate
associate	company	date	friend	leader	newbie	relative
boyfriend	comrade	disciple	gang	lover	pal	roommate
buddy	counselor	enemy	girlfriend	mate	partner	team
						teammate

Qualities

aloof	cooperative	fresh	insane	pretty	sexy
artistic	courageous	friendly	intelligent	quiet	shy
attractive	courteous	funny	jealous	reserved	spiteful
bashful	cowardly	gorgeous	kind	romantic	stand-offish
beautiful	crazy	greedy	lazy	rude	strong
bold	cruel	gullible	loud	ruthless	stuck up
brave	dependable	handsome	lovely	sane	studious
brazen	determined	hard-working	lovable	self-conscious	stupid
cheerful	diligent	helpful	mean	selfish	trustworthy
conceited	disciplined	humorous	plain	sensitive	ugly
cold	dumb	ill-mannered	pleasant	sentimental	up-tight
complacent	foolish	impolite	polite	serious	well-mannered

Stages

adolescent	child	immature	juvenile	old	teenager
adult	childhood	infant	mature	pre-teen	toddler
age	childish	infantile	middle-age	retired	young
aged	elderly	kid	newborn	senior citizen	young adult
baby	grownup			senile	youth

Idioms and Expressions

to have an affair	fair sex	to hang it all out	to pull no punches
assisted living	fall-guy	to have a crush on	ringleader
blind date	to flip one's lid	living together	side-kick
to break up	to gang up on	live-in boyfriend	to sponge off
cruising	to go through the motions	old man (lady)	steady date
dating sites	to hang in there	playing the field	to take someone down a peg
			every Tom, Dick and Harry

46: Jobs and Work

accountant	entertainer	manager	scientist
advertising agent	factory worker	mason	school administrator
artist	farmer	masseur, masseuse	secretary
assembly line worker	farm hand	mechanic	security officer
automotive engineer	field hand	merchant marine	service station attendant
babysitter	file clerk	messenger	shipping clerk
baggage handler	fireman, firefighter	meter reader	shoemaker
baker	fisherman	mover	soldier
banker	flight attendant	musician	spy
bank teller	food handler	news reporter	stenographer
barber	garbage collector	nurse	steward(ess)
beautician	gardener	office boy	store clerk
bookkeeper	glazier	ombudsman	street cleaner
building contractor	guard	optician	student
bureaucrat	groundskeeper	optometrist	surgeon
bus driver	heating contractor	painter (house)	surveyor
business consultant	hotel/motel clerk	parking lot attendant	swimming pool contractor
businessman/woman	house detective	pest exterminator	tailor
butcher	housekeeper	pharmacist	tax consultant
carpenter	housewife/ -husband	photographer	taxidermist
car washer	insurance agent	piano tuner	taxi driver
cashier	insurance claims adjustor	pilot	teacher, professor
chambermaid	insurance investigator	plumber	technician
chef	interpreter	podiatrist	telephone lineman
chiropractor	illustrator	police officer	telephone operator
civil engineer	interior decorator	politician	teller
cleaningman/ woman	jack of all trades	pollster	translator
commercial artist	janitor	post office clerk	travel agent
computer programmer	jeweler	potter	traveling salesman
construction worker	journalist	priest, minister, rabbi, evangelist	tree surgeon
cook	judge	nun, imam	trucker, truck driver
courier	junk dealer	press spokesperson	TV/radio repairman/ woman
cowboy/ cowgirl	lab technician	printer	typesetter
crossing guard	landscape architect	psychiatrist	typist
delivery person	laundry worker	psychologist	undertaker
dental hygienist	lawyer	publicist	upholsterer
dentist	legislator	publisher	veterinarian
detective	librarian	receptionist	volunteer
diplomat	life guard	real estate agent	waiter, waitress
dishwasher	lighting contractor	red cap	webmaster
doctor	lobbyist	repairman/woman	weather forecaster
dog walker	logger	reporter	meteorologist
doorman/woman	longshoreman	research specialist	window washer
editor	machine operator	roustabout	writer
electrical engineer	mail carrier	rubbish collector	zoo keeper
electrician	maintenance worker	sailor	
employment officer		sales clerk	
engineer			

Communicative Functions

The sub-aspect of Communicative Functions is similar to a notional-functional syllabus. However, we have used the term communicative function to focus on the how and why of the communicative exchange. To relate this sub-aspect to the Situations and Topics, we can say that the Situation is concerned with the “where” of the exchange, the Topic the “what” and the Function the “how” and “why.”

To organize the various communicative functions in some useful way, we have presented them as a kind of syllabus/check list. We have used as a sequential basis, four levels of language sophistication. These levels represent a transition from beginning language student to fully functioning bilingual person. These four levels are:

- ❑ Level 1 **Surviving** (Beginner) 171
- ❑ Level 2 **Adjusting; Settling In** (Advanced beginner) 172
- ❑ Level 3 **Participating** (Intermediate) 173
- ❑ Level 4 **Integrating** (Advanced) 174



Within each level we have organized the functions into general types as described below:

- A. **Basic Needs.** Using the language to satisfy basic physical requirements of food, shelter, and clothing.
- B. **Socializing.** Using the language to make social links with native speakers. At its lowest level it satisfies basic emotional needs.
- C. **Metalinguistic.** Using the language to deal with the language. This includes certain fundamental linguistic labels (noun, etc.) and tactics and strategies for managing communication (paraphrasing, interrupting, clarifying, etc.).
- D. **Professional.** Using the language to make a living.
- E. **Cultural.** Using the language to deal with the social and cultural milieu.

7: Government Structure of the U.S.

There are three basic levels of government: local, state, and federal (national). At each level, there are three, independent branches: the legislative, the executive, and the judicial. Because each branch is independent, it can check and balance (control) the authority of the other branches. This is called the balance of powers.

The United States is a democracy; it is controlled by its citizens. As Abraham Lincoln said, it is a “government of the people, by the people, and for the people.” The United States is also a republic,

to be specific, a democratic republic. This means that its laws are made and administered by representatives elected by the people. (In this sense, the President, senators, and even local mayors are representatives.)

The only governments in the U.S. run directly by the people (pure democracies) are those of small towns, like those in New England, which make all basic decisions in Town Meetings, and even in those towns elected volunteers (selectpersons) run the town between Town Meetings.

Federal Government

The structure and function of the federal government are established and limited by the Constitution of the United States and its twenty-six amendments. The responsibilities of the federal government are for the common defense and the general welfare of the citizens, for the regulation of interstate commerce, and for relations with other countries and between the states. All powers not specifically given to the federal government by the Constitution or prohibited by the Bill of Rights (the first ten amendments) are left to the states.

How laws are made and used: The executive branch can suggest laws to the congress (the legislative branch) or the congress can originate laws. Laws authorizing the government to tax or spend money are written by the House of

Representatives. All laws must be passed by both houses of congress and signed by the President. If the President will not sign (vetoes) a law, the congress can vote to override the veto.

The executive branch uses the laws made by congress; it spends the government’s money and runs most of the functions of government following the instructions (laws) passed by congress, and it makes the people obey the law (enforces the law).

When people or the government are accused of breaking the law, the courts (the judiciary branch) judge whether the law has been broken and what the government should do if it has been. The courts interpret the laws made by congress, but they also base their decisions on previous decisions made by the courts. Under this system (called “common law”), the courts make decisions which function as new laws.

Legislative Branch

The Congress of the U.S. has two houses (a bicameral structure). The congress makes laws, advises the President, and must consent (agree with) his appointments and certain of his decisions such as treaties with other countries and declarations of war.

U.S. Senate: There are 100 senators, two from each state, elected directly by popular vote to serve six-year terms. Each senator has their own office and staff.

Officers: President of the Senate (the Vice President of the U.S.), President Pro Tempore, Majority Leader and Whip, Minority Leader and Whip.

Annual salary of a senator: \$174,000.

U.S. House of Representatives: There are 435 Representatives, apportioned to the states based on the size of each state’s population, elected directly by popular vote to serve two-year terms. Each representative has their own office and staff. *Officers:* Speaker of the House, Majority Leader and Whip, Minority Leader and Whip. *Annual salary of a representative:* \$174,000

Major Offices of the Congress:

- General Accounting Office
- Government Printing Office
- Office of Technology Assessment
- Congressional Budget Office
- Library of Congress

15: Heroes

Folk Heroes and Cultural Icons

Horatio Alger	Barbara Fritchie	Paul Revere
Muhammad Ali	John Henry	Jackie Robinson
Johnny Appleseed	Wild Bill Hickock	Betsy Ross
Billy the Kid	Jesse James	Babe Ruth
Bonnie and Clyde	Casey Jones	Tom Swift
Buffalo Bill	Martin Luther King, Jr.	Uncle Sam
Daniel Boone	Charles Lindbergh	Rip Van Winkle
John Brown	Malcolm X	Sergeant York
Paul Bunyan	Marilyn Monroe	
Al Capone	Mickey Mouse	
Kit Carson	John Muir	
Cesar Chavez	Annie Oakley	
Davy Crockett	Jessie Owens	
James Dean	Rosa Parks	
Amelia Earhart	Pecos Bill	
Wyatt Earp	Molly Pitcher	
Thomas Edison	Pocahontas	
Benjamin Franklin	Elvis Presley	



Presidential Icons

George Washington	Abraham Lincoln
Thomas Jefferson	Teddy Roosevelt
Andrew Jackson	Franklin Roosevelt

Comic Book/Cartoon/Action & Anime Movie Stars and Superheroes

Aquaman	the Flash	Mickey Mouse	Spiderman
Bart & Homer Simpson	Fred Flintstone	Mike Doonesbury	Spike and Jet
Batman and Robin	Garfield	Motoko Kusanagi	Sponge-Bob
Ben Ten	Cats and Casco	& Batou	Square Pants
Betty Boop	Gene Gray	Mystique	Superman
Black Panther	George Jetson	Dr. Octopus	Sylvester and Tweety
Bugs Bunny	Green Arrow	Doctor Strange	Teenage Mutant Ninja
Calvin and Hobbes	Green Goblin	Peter Griffon	Turtles
Captain America	Green Lantern	Penquin	Tesuo, Kanedo, & Akira
Captain Marvel	the Incredible Hulk	Pikachu	Thor
Catwoman	the Inhumans Iron	Poison Ivy	Tintin and Snowy
Charlie Brown	Man	Popeye	Vash the Stampede
Cyclops/Daffy Duck	the Joker	Princess Nausica	Wile E. Coyote
Dagwood and Blondie	Little Orphan Annie	Professor X	and the Roadrunner
Dexter, Boy Genius	Lex Luthor	Samurai Jack	Wolverine
Donald Duck	Loki	Scooby Doo	Wonder Woman
Elmer Fudd	Magneto	Snoopy	Woody Woodpecker

Canadian Federal Holidays

Victoria Day	Penultimate Monday in May	Thanksgiving Day	2nd Monday in October
Canada Day	July 1	Remembrance Day	November 11
Labour Day	1st Monday in September	Boxing Day	December 26

Major Jewish and Christian Holidays

<u>Holiday</u>	<u>Religion</u>	<u>Date</u>
Epiphany	Christian	January 6
Three King's Day	Christian	January 6
Eastern Orthodox Christmas	Christian	January 7
Shrove Tuesday (Mardi Gras)	Christian	Day before Ash Wednesday
Ash Wednesday	Christian	40 days (excluding Sundays) before Easter
World Day of Prayer	Inter-faith	March 7
Saint Patrick's Day	Christian	March 17
Palm Sunday	Christian	Sunday before Easter
Purim (Feast of Lots)	Jewish	14th or 15th of Hebrew month of Adar
Good Friday	Christian	Friday before Easter Sunday
Easter Sunday	Christian	The first Sunday after the full moon occurring on or after March 21
Passover (Pesach)	Jewish	15-22 of Hebrew month of Nisan
Ascension Day	Christian	Ten days before Pentecost
Pentecost	Christian	50 days after Easter
Trinity Sunday	Christian	Sunday after Pentecost
Shavuot (Feast of Weeks)	Jewish	6th or 7th of Hebrew month of Sivan
Rosh Hashanah (New Year)	Jewish	First day of Hebrew month of Tishri
Yom Kippur (Day of Atonement)	Jewish	10th day of Tishri
Sukkot (Tabernacles)	Jewish	15-21 Tishri
All Saint's Day	Christian	November 1
Advent	Christian	Four-week period before Christmas
Baha'U'Llah Birthday	Baha'i	November 12
Saint Lucia's Day	Christian	December 13
Christmas	Christian	December 25
Hanukkah	Jewish	25th of Hebrew month of Kislev

Major Islamic Holidays

Note: Because the Muslim calendar, containing only 354 days, is shorter than the Gregorian calendar Islamic holidays do not always fall on the same days of the Gregorian calendar and so are listed separately.

<u>Holiday</u>	<u>Date</u>
Islamic New Year	First day of Islamic month of Muharram
Mawlid an-Nabi (Muhammad's Birthday)	12th of Islamic month of Rabi
Fast of Ramadan	9th month of Islamic calendar
Id al-Fitr (Festival of Fast Breaking)	29th or 30th of Ramadan to 3rd of following month of Shawwal
Beiram (The first day of spring)	10th of Islamic month of Zu'lhijjah
Id al-Adhh (The Great Festival)	10th to 13th of the Islamic month of Zu'lhijjah

The Gettysburg Address

Abraham Lincoln, 1863

Fourscore and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation or any nation so conceived and so dedicated can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we cannot dedicate—we cannot consecrate—we cannot hallow—this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember, what we say here, but it can never forget what they did here. It is for us the living, rather, to be here dedicated to the great task remaining before us—that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion—that we here highly resolve that these dead shall not have died in vain—that this nation, under God, shall have a new birth of freedom—and that government of the people, by the people, for the people, shall not perish from the earth.



Statue of Liberty Inscription

The New Colossus

Emma Lazarus

Not like the brazen giant of Greek fame,
 With conquering limbs astride from land to land;
 Here at our sea-washed, sunset gates shall stand
 A mighty woman with a torch, whose flame
 Is the imprisoned lightning, and her name
 Mother of Exiles. From her beacon-hand
 Glows world-wide welcome; her mild eyes command
 The air-bridged harbor that twin cities frame.
 “Keep ancient lands, your storied pomp!” cries she
 With silent lips. “Give me your tired, your poor,
 Your huddled masses yearning to breathe free,
 The wretched refuse of your teeming shore.
 Send these, the homeless, tempest-tost to me,
 I lift my lamp beside the golden door!”

1: Glossary of Grammatical Terms

Absolute construction

A word or phrase which modifies the sentence as a whole, not any single element in it.

The game over, the players left the field.
The cattle having been branded, the cowboys saddled up and rode off.

Active

See Voice

Adjective

A word which modifies a noun or a pronoun.

The old man walked across the narrow street.

Adjective clause

A dependent clause serving an adjective function. See **Relative clause**.

The woman who performed lives next door to me.

Adjective phrase

A word or group of words that functions as an adjective.

dull, exceedingly dull, so very dull

Adverb

A word which modifies a verb, an adjective, or another adverb.

The car moved slowly in very heavy traffic.

Adverbial

A word or group of words which functions as an adverb.

He works in a large university.

It rained very hard.

He was happy when his friend arrived.

Adverbial clause

A dependent clause serving an adverbial function, Common adverbial clauses include:

Comparison (as...as, as...than)

I can't run as fast as I used to.

Concession (though, although, even if)

Although I had a good time, I was happy to leave.

Condition - See Conditional sentences.

Reason (because, as, since)

They turned on the lights because it was too dark.

Result (so...that, such ...that)

He spoke so fast that no one understood a thing.

Time (when, as, while, until, as soon as)

As soon as he lit his cigar, people began to leave the room.

Agreement

Correspondence between grammatically related elements. Agreement in number and person between a subject and its verb.

The children play. The child plays.

Agreement in gender, number, and person between a pronoun and its antecedent.

The girl washed her face.

Antecedent

The word to which a pronoun refers.

Aunt Mary fainted when she heard the news.

Appositive

A word, phrase, or clause used as a noun and placed next to another noun to modify it.

George Washington, the president, slept here.

Article

A and *an* are indefinite articles. *The* is the definite article.

Auxiliary

Function words which help other verbs indicate tense, mood, or voice (be, do, have). Modal auxiliaries (*can, may, might, must, should, etc.*) serve also as structural signals and have a meaning of their own (*ability, obligation, possibility*).

Case

English has the remnants of three cases: *subjective, possessive, and objective*. Nouns are inflected for case in the possessive (*John's*). Some pronouns and the relative pronoun *who* are inflected.

subjective: I, he, she, we, they, who.

possessive: my (mine), your (yours), his, her (hers), its, our (ours), their (theirs), whose.

objective: me, him, her, us, them, whom.

Clause

A group of words containing a subject and a predicate. See Independent clause and Dependent clause.

Collective noun

A noun singular in appearance which indicates a class or group of persons or things.

a committee of citizens, an army

3: A Brief Guide to Punctuation

Punctuation	Used for	Example(s)	
Apostrophe	'	to indicate omissions in contractions to indicate possession to indicate plurals of letters and numerals	doesn't, won't Mary's, the Joneses' 1870's, p's and q's
Brackets	[]	to indicate comment or question in quoted material to indicate comment or question within material in parentheses	"He [Lincoln] was assassinated by a mad actor." (Kuwait was liberated [was turned into a desolate battleground] by the U.N. forces in March, 1991).
Colon	:	in writing clock time to introduce a list after the names of speakers in a dialogue before a formal quotation after salutations in formal or business letters	9:15, 2:47, 17:09 We need the following items: soap, toothpaste, and hand lotion. Joe: Will you come, Honey? Sue: Are you nuts? No way! The tall speaker began: "Four score and seven years ago,.... Dear Sir: Dear Ms. Landsdowne:
Comma	,	after <i>yes</i> or <i>no</i> in a response before the conjunction in a compound sentence except when the clauses are short to separate the elements in an address to separate the elements in a date to separate equivalent elements in a series to separate a speaker's words from the introductory statement to group large numbers into thousands to set off the name of a person spoken to in direct speech to separate an introductory clause from the sentence	Yes, we have no bananas. The oldest boy is going to school, and the youngest is going to work. He walked and she rode. New Orleans, Louisiana, U. S. A. They live at 418 Cedar Street, Winnetka, Illinois He was born on Tuesday, January 25, 1944, in Chicago. Watch the stocks of Target, Ames, and Walmart. John asked, "May I leave?" 9,121; 1,268,421,135 Mary, take this ring. When the party was over, I walked home.

Postal Abbrs.

<i>State</i>	<i>Traditional</i>	<i>New</i>	<i>State</i>	<i>Traditional</i>	<i>New</i>	<i>State</i>	<i>Traditional</i>	<i>New</i>
Alabama	Ala.	AL	Maine	Me.	ME	Oklahoma	Okla.	OK
Alaska	Alas.	AK	Maryland	Md.	MD	Oregon	Ore.	OR
Arizona	Ariz.	AZ	Massachusetts	Mass.	MA	Pennsylvania	Penn.	PA
Arkansas	Ark.	AR	Michigan	Mich.	MI	Rhode Island	R.I.	RI
California	Cal.	CA	Minnesota	Minn.	MN	South Carolina	S.C.	SC
Colorado	Colo.	CO	Mississippi	Miss.	MS	South Dakota	S.D.	SD
Connecticut	Conn.	CT	Missouri	Mo.	MO	Tennessee	Tenn.	TN
Delaware	Del.	DE	Montana	Mont.	MT	Texas	Tex.	TX
Florida	Fla.	FL	Nebraska	Neb.	NE	Utah	Utah	UT
Georgia	Ga.	GA	Nevada	Nev.	NV	Vermont	Vt.	VT
Hawaii	Ha.	HI	New Hampshire	N.H.	NH	Virginia	Va.	VA
Idaho	Ida.	ID	New Jersey	N.J.	NJ	Washington	Wash.	WA
Illinois	Ill.	IL	New Mexico	N.M.	NM	West Virginia	W.V.	WV
Indiana	Ind.	IN	New York	N.Y.	NY	Wisconsin	Wisc.	WI
Iowa	Ia.	IA	North Carolina	N.C.	NC	Wyoming	Wyo.	WY
Kansas	Kan.	KS	North Dakota	N.D.	ND	Puerto Rico	P.R.	PR
Kentucky	Ky.	KY	Ohio	Ohio	OH	Guam	Guam	GU
Louisiana	La.	LA				Virgin Island	V.I.	VI

North America

United States of America	U.S. U.S.A.	Canada Mexico	Can. Mex.	Central America	C.A.
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Cities

District of Columbia	D.C., DC	Miami	MIA	San Francisco	S.F., SF
Los Angeles	L.A., LA	New York City	N.Y.C., NYC	Seattle	SEA

Other Postal Abbrs.

APO	Army and Air Force Post Office	Cir.	Circle	Jct.	Junction
FPO	Naval Post Office	Ct.	Court	Ln.	Lane
RFD	Rural Free Delivery	Cres.	Crescent	Pl.	Place
PO Box	Post Office Box	Dr.	Drive	Pt.	Point
		Expy.	Expressway	Rd.	Road
		Ext.	Extension	Rte.	Route
Ave.	Avenue	Fwy.	Freeway	Sq.	Square
Blvd.	Boulevard	Gdns.	Gardens	St.	Street
Byp.	Bypass	Hts.	Heights	Ter.	Terrace
Cswy.	Causeway	Hwy.	Highway	Tpke.	Turnpike
Ctr.	Center				

14: Computer/Internet Acronyms

http	hyper text transfer protocol
html	hyper text markup language (how you build web pages)
ftp	file transfer protocol
ping	packet internet groper
ack	acknowledgment
url	uniform resource locator (aka a web page address)
ajax	Asynchronous JavaScript and XML - a newer approach to building rich, interactive web pages (such as Gmail)
dns	domain name server
ip	internet protocol
www	world wide web
ansi	American National Standards Institute
w3c	world wide web consortium (www.w3c.org)
ASCII	American Standard Code for Information Interchange
xml	eXtensible Markup Language
xsl	eXtensible Stylesheet Language
css	Cascading Style Sheets
wysiwyg	what you see is what you get (the technology whereby the word processor screen looks just like what is ultimately printed, pronounced wiz ee wig)
vm	virtual machine
usb	universal serial bus
tcp/ip	transmission control protocol/internet protocol
ssi	server side include
smtp	simple mail transfer protocol
sql	structured query language
ssl	secure sockets layer
ram	random access memory
dram	dynamic random access memory
eprom	eraseable programmable read only memory
rom	read only memory
p2p	peer to peer
pc	personal computer
pgp	pretty good privacy

AMERICAN GESTURES

- ❑ 19. To say goodbye to a loved one. Men or women kiss their finger tips and then either toss or blow the “kiss” to the departing person.
- ❑ 20. The “Vulcan salute” (now often comical) is a leave taking and blessing. It originated with the character Mr. Spock, a Vulcan officer on space ship Enterprise, in the TV series *Star Trek*. It became popular with young people of the 1960’s and remains so with fans today, perhaps because it is similar to a “Peace” gesture.

PARALINGUISTIC ASPECT

- Blowing a kiss. “I love you.”
- Vulcan farewell salute “Live long and prosper.”

Gestures of Complicity and Fraternity

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- ❑ 21. Tapping your temple with your forefinger or making a circular motion around your ear, usually while rolling your eyes towards someone and then pointing at them, means that you disapprove (good naturedly) of that person’s behavior or opinions as being abnormal. Crazy sign “He’s crazy.” “...nuts.” “...wacko.” “...batty.” “...loco.” “...got a screw loose.” “... out of his mind.” and other such comic overstatements.
- ❑ 22. Pointing with one’s thumb, often while extending the lower lip and rolling one’s eyes upwards, is a gesture generally of mockery, disapproval, or approval shared with someone who will agree with the opinion expressed. It is a common comic gesture. * * *
- ❑ 23. This comic gesture suggests that you have a good and clever idea for some action. It is sometimes done simply to show anticipation, but when it is exaggerated (often with a grin of evil delight and a low chuckling sound), it suggests that you are being crafty. Rubbing your hands (in glee). “Oh, boy!” “Hee, hee, hee!” “Oh, just wait ‘til I ...”
- ❑ 24. A wink is a friendly facial gesture. It may mean many different things depending on the context and the people communicating. It may mean that you are taking someone into your confidence and that you agree with them: Don’t let on, but I agree with you. Don’t really believe me; I was only kidding. A wink may also be a gesture on quiet congratulations: I won’t make a fuss, but, between us, you did a great job! Or it may be a gesture of greeting or invitation. A politician may wink to say: I see you are with me and I like you! Others may wink to say: You’re attractive to me, Handsome (or Beautiful). Come over and get to know me! People are generally careful who they wink at. Winking. Nothing is usually said. Winks are often combined with a slight nod of agreement or encouragement. There is an old saying: “A wink’s as good as a nod.”
- ❑ 25. A gesture of resignation or non-involvement meaning: So, don’t ask me, it’s not my problem, how should I know? I know nothing about it. What can I do? Who cares? A shrug “Damned if I know.” “Who knows?” “So what?”
- ❑ 26. A dramatic gesture showing shock or disappointment, particularly with oneself. Variations are clutching your forehead, covering your eyes, or slapping yourself on the forehead. It is often used when you have made a costly or stupid mistake. *** “No!” “Daaah!” “Stupid me!” “How could I?”



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