

Contents

Tips for Daily Maintenance

1

GRAMMAR

SECTION 1—Nouns

Daily Maintenance	2
1.1 Common and Proper Nouns	5
1.2 Singular and Plural Nouns	6
1.3 More Singular and Plural Nouns	7
1.4 Possessive Nouns	8
1.5 Collective Nouns	9
1.6 Nouns as Subjects and Subject Complements	10
1.7 Nouns as Objects	11
1.8 Nouns as Indirect Objects	13
1.9 Nouns in Direct Address	15
1.10 Words Used as Nouns or as Verbs	16
1.11 Words Used as Nouns or as Adjectives	17

SECTION 2—Pronouns

Daily Maintenance	18
2.1 Singular and Plural Pronouns	21
2.2 Personal Pronouns	22
2.3 Subject Pronouns	23
2.4 Object Pronouns	24
2.5 Indirect Objects	26
2.6 Uses of Pronouns	27
2.7 Possessive Pronouns and Adjectives	28
2.8 Intensive and Reflexive Pronouns	29
2.9 Antecedents	30
2.10 Pronouns and Contractions	32
2.11 Demonstrative and Interrogative Pronouns	33

SECTION 3—Adjectives

Daily Maintenance	34
3.1 Descriptive Adjectives	37
3.2 Proper Adjectives	38
3.3 Articles	39
3.4 Repetition of Articles	40
3.5 Demonstrative Adjectives	41
3.6 Adjectives That Tell How Many	42
3.7 Adjectives as Subject Complements	43
3.8 Adjectives That Compare	44
3.9 More, Most and Less, Least	45
3.10 Fewer, Fewest and Less, Least	45
3.11 Interrogative Adjectives	47

SECTION 4—Verbs

Daily Maintenance	48
4.1 Action Verbs and Being Verbs	51
4.2 Verb Phrases	52
4.3 Principal Parts of Verbs	54
4.4 Irregular Verbs	56
4.5 More Irregular Verbs	57
4.6 Simple Tenses	58
4.7 Progressive Tenses	59
4.8 Present Perfect Tense	60
4.9 Past Perfect Tense	61
4.10 Future Perfect Tense	62
4.11 Linking Verbs	63

SECTION 5—Adverbs

Daily Maintenance	65
5.1 Adverbs of Time, Place, and Manner	67
5.2 Adverbs That Compare	68
5.3 Troublesome and Negative Words	69
5.4 There Is and There Are	70
5.5 Adverb Clauses	71

SECTION 6—Prepositions, Conjunctions, and Interjections

Daily Maintenance	73
6.1 Prepositions and Their Objects	75
6.2 Prepositional Phrases as Adjectives	77
6.3 Prepositional Phrases as Adverbs	79
6.4 Coordinating Conjunctions	81
6.5 Subordinate Conjunctions	82
6.6 Interjections	83

SECTION 7—Sentences

Daily Maintenance	84
7.1 Kinds of Sentences	87
7.2 Simple Subjects and Predicates	88
7.3 Complete Subjects and Predicates	89
7.4 Direct and Indirect Objects	90
7.5 Subject Complements	92
7.6 Sentence Order	94
7.7 Compound Subjects and Predicates	95
7.8 Compound Direct Objects	96
7.9 Compound Subject Complements	97
7.10 Compound Sentences	99
7.11 Complex Sentences	100