

Glossary of Grammar Terms

- **Adjectives** are modifiers. They describe nouns & specify size, color, number, etc., e.g., The *small* "x" in the *upper* corner of the window is used to exit your file.
- **Adverbs** describe verbs, adjectives & other adverbs, e.g., The exhausted secretary screamed *loudly* as her monitor flickered *slowly*, then died.
- **Alliteration** can give a pleasing sound to a sentence, as long as it's not overdone, e.g., World Wide Web . . . smelly, slimy SCSI . . . resonant ringing.
- **Conjunctions** join words, phrases or clauses. **Coordinating** conjunctions: and, but, for, or, nor, either, neither, yet, so, so that. (Yet & so are also used as adverbs.) **Subordinating** conjunctions join two clauses (main and dependent/subordinate): although, because, since, until, while, etc.
- **Metaphors** suggest comparison between two different things, e.g., Bill Gates has a heart of gold . . . His mind is a sharp razor.
- **Noun** The name of a person, place, thing, quality or action. *Secretary, desk, computer, Redmond, technology, frustration.*
- **Predicates** are one of two main components of a sentence. They are verbs and the words used to explain the action or condition. They always agree with the **Subject**, e.g., Choosing the right ISP *can be a difficult process.*
- **Prepositions** show how nouns or pronouns relate to other words in a sentence, e.g., Little Susie rolled the \$800 CD ROM *into* the bathroom; her mother hid *behind* the shower curtain.
- **Pronouns** are substitutes for nouns, e.g., Judy sat at *her* computer and turned *it* on.
- **Proper nouns form their plurals** by adding *s* to the singular or *es* if the word ends in *s, z, ch, sh,* or *zh*, e.g., the Carolinas, Robinsons, Piersons, Judys, Joneses, Savages, Morrisises.
- **Similes** show a similarity between two things, using "like." Bill Prowell has a mind like a razor . . . After six hours at the computer, her eyelids felt like lead weights.
- **Subjects**, one of two main components of a sentence, are nouns, pronouns, or phrases used as nouns, e.g., *Choosing the right ISP* can be a difficult process.
- **Verbs** make things happen, show action or state of being & also indicate time of action or being, e.g., Jeff's son *waved* goodbye to the computer repairman (past). I *need* to shut down Windows (present). You *will enjoy* learning HTML (future).
- **Voice.** Active is preferable to passive to create action and interest. Sometimes, in certain types of documents, passive voice is preferred, e.g., Connie typed the letter (active). The letter was typed by Connie (passive).