

# How to

## ...use parts of speech

This worksheet covers the parts of speech that will be of most use to you.

### Nouns

A noun names a person, place or thing. Nouns fall into the following categories:

<b>Proper nouns</b>	the name of a specific person, place or thing, e.g. <b>Mrs Bloggs, Manchester United FC, The Department for Education and Skills, London</b> . Proper nouns always have capital letters.
<b>Common nouns</b>	everyday persons, places or things, e.g. <b>cat, dog, table, boy, friend, road, market</b> .
<b>Collective nouns</b>	describe a group, e.g. <b>club, shoal, swarm, congregation, library</b> .
<b>Abstract nouns</b>	describe things we can't perceive, that is, things we can't experience with our senses, e.g. <b>love, hatred, happiness, sadness</b> .
<b>Verbal nouns</b>	are taken from verbs and often describe activities, e.g. <b>climbing, running, jumping</b> . 'Climbing is dangerous.' 'Running is tiring.'

Nouns are important because they name the subject about which we are talking. Every sentence must have either a **noun** or a **pronoun** (a word that can stand in the place of a noun).

### Pronouns

A pronoun can stand in the place of a noun. For example:

Noun	Pronoun
<b>The girl</b> ran down the road.	<b>She</b> ran down the road.

Examples of pronouns are:

<b>Personal pronouns</b>	I, you (singular), he, she, it, we, you (plural), they
<b>Possessive pronouns</b>	mine, his, hers, its, ours, yours, theirs
<b>Relative pronouns</b>	that, which, who, whose, whom, what

## Adjectives

An adjective describes or qualifies a noun or pronoun, e.g.

- The **black** dog.
- The dog is **black**.
- It is **black**.

## Verbs

A verb describes an action or state of being.

<b>Infinitives</b>	To run, to jump, to play The infinitive should not be split: e.g. to boldly go where no man's been before ✗ to go boldly ✓ boldly to go ✓
<b>Finite verbs</b>	tell <b>who</b> is doing the action and <b>when</b> They have a tense: The marksman fires his gun - <b>present tense</b> The marksman is firing his gun - <b>present continuous tense</b> The marksman will fire his gun - <b>future tense</b> The marksman fired his gun - <b>past tense</b>

The present tense of the verb 'to run':

1	I run	Singular	Finite verbs
2	you run		
3	he, she, it runs		
1	we run	Plural	
2	you run		
3	they run		

The future tense of the verb 'to run':

1	I will run	Singular	Finite verbs
2	you will run		
3	he, she, it will run		
1	we will run	Plural	
2	you will run		
3	they will run		

The past tense of the verb 'to run':

1	I ran	Singular	Finite verbs
2	you ran		
3	he, she, it ran		
1	we ran	Plural	
2	you ran		
3	they ran		

To be:

	<b>Present</b>	<b>Future</b>	<b>Past</b>
I	am	will be	was
you	are	will be	were
he, she, it	is	will be	was
we	are	will be	were
you	are	will be	were
they	are	will be	were

To have:

	<b>Present</b>	<b>Future</b>	<b>Past</b>
I	have	will have	had
you	have	will have	had
he, she, it	has	will have	had
we	have	will have	had
you	have	will have	had
they	have	will have	had

The verbs **to be** and **to have** may be used in conjunction with other verbs, to form a **finite verb**.

e.g. **to be** (in the **present tense**) + to run

I am running
you are running
he is running
we are running
you are running
they are running

Each verb relies on the other for meaning and sense; **both** words therefore form the **finite verb**.

e.g. am running, are running.

## Adverbs

An adverb is a word that tells us more about a verb, an adjective, another adverb, or even a preposition or conjunction. For example:

ADVERB  
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Mary ran down the road **quickly**.

ADVERBS  
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Mary ran down the road **very quickly**. ('Very' modifies 'quickly'.)