

Adjectives and Adverbs.

Nouns and verbs make straightforward statement about what things are and what they do .
However ,the world is not black and white ; there are infinite details that need to be expressed .
Modifiers give additional information about nouns, pronouns, verbs, and themselves to make things more definite. There are two types of modifiers adjectives and adverbs.

- **Adjectives :**

Adjectives are words that modify nouns and pronouns. Adjectives answer the question : what kind ? which one ? and how many ?

What kind ? black ball, gigantic tower .

Which one ? Whose music, that sofa.

How many/much ? both books, several hours....

Adjectives may come before or after a noun .They may also come at the end of a sentence with the auxiliary to be.

E,g : Blue dolphins play in the Pacific.

The portrait , priceless to collectors , was stolen out of the museum last night.

Lipstik is expensive.

Types of adjectives :

Adjective can take several forms

Articles : A, An, the **Example** : Pass me a plate.

Titles : Mr, Mrs, Dr.... And other name modifiers are adjectives . **Example** : Mt, kota kinabalu is the tallest mountain in Java.

Possessives : My, his, your, her,its, our,their.

Example : the students funbled for their textbooks .

Comparative Adjectives : it indicates comparaisn between relationships. Many adjectives have a comparative form indicating that something is better or more than something else and a superlative form indicating that something is the best or most.

Positive	comparative	superlative
Good	better	best
Tall	taller	tallest
Bad	worse	worst
big	bigger	biggest

In order to form comparative and superlative of short ajectives you just need to adj+er **Example** : late : later : latest

In order to form comparative and superlative of long adjectives :more+ adj/ most+adj

Example : incredible, **more** incredible : **most** incredible

Numbers : they modify how many of a noun.

Example : There are nine eggs in that nest.

Nouns : if the noun modifying another noun.

Example : the mountain range spread across the land.

Demonstrative adjectives : the demonstrative pronoun can also be used as adjectives.

Example : do not put that apples in the pie, they have warm.

Indefinite adjectives : Adjectives can express non specific amounts : **Example** : No girls are allowed in the boy's tree house.

Some common adjectives :

Able : honorable, useable.

lc :

scientific, fantastic

less :

careless, ruthless

Al : Parental, economical

Ive :disruptive, festive

ous :

rebellious, joyous

Ful : forgetful, soulful

ish :

selfish , boyish

Word order adjectives : (ODASCOMP)

Opinion : dimension, age, shape, color, origin, material, purpose.

Example : the smart American teacher taught the quiet, young Chinese students.

- **Adverbs :** Adverbs are words that modify verbs , adjectives or other adverbs.

Adverbs answer the question how ?
when ? where ? How much ? To what extent ?

How ? he runs quickly.

When ? Immediately after receiving the order, the troops began to March.

Where ? The dog moved backwards.

How much / To what extent ? Karim jumped slightly to the left.

Many adverbs can often be recognized by their **ly** ending . So in order to form an adverb you just need to add **ly** at the end of an adjective.

Example : She was quick : she moved quickly

- **Purposes of Adverbs :**

Manner : these answer the question how ? **Example :** he works well. Eat quietly

Place : these answers the question where ? **Example** : we were sitting here. We looked everywhere .

Time : These answers the question when ? **Example** : he still wears old fashioned clothes.

Frequency : These answers the question how many times ? **Example** : i have often wondered how they did that.

Degree : These answers the question to what extent ? **Example** : the bottle is nearly empty.

- **Note :**

Like adjectives adverbs can be comparative. Most adverbs are compared using (more) or (most) ;

Examples :quickly= more quickly : the most quickly

Happily = more happily : the most happily.

Some adverbs often the ones that do not ends with (ly) can take the (er) and (est) end .

Example : fast : faster : fastest .

adjective	adverb
I feel bad	I feel badly

Punctuating adjectives and adverbs :

Adjectives : use a comma separating two or more adjectives **example** : Amel is an intelligent , ambitious woman.

Adverbs : place a comma at the end of an adverb phrase when it comes at the beginning of the sentence. **Example** : before next Wednesday, she needed to cash her paycheck.

Note : in English, we never put an adverb between a verb and the object . **Example** : She always cooks pizza .

Articles:

Articles : are words that define a noun as specific or unspecific

There are three articles : A ,An,The . They are also called determiners .

An /An : are definite articles ,used only before **singular countable nouns** .

An : is used before a word beginning with a **vowel sound** . **E.g** : **An** apple. Or a silent **h** .**E,g** :**an** hour .

A : is used before word beginning with a consonant or a vowel having the sound of /ju/ **E,g** : **A** European , **A** useful thing .

1. **The definite articles : /A/** are used when we say what something or someone is or , what someone is like.

2. **The** : is a definite article used before **singular ,plural, countable and uncountable nouns**.

3. **The definite article:/The /** is used for referring to a particular thing ,something which is unique ,to something which has already been mentioned . To a group of people /a social class/ or nationality , to an institution shared by a whole community , before cerain geographical names , before numbers which refers to dates/ ordinal numbers or periods of time /historical periods /epochs ; with musical instruments , with comparatived and superlatives

Note : when a noun has no article before it , we can call this a/**Zero /**

Proper nouns cannot take any article before **E .g : 0** London , Mohamed

The indifinte article: indicates that a noun refers to a general idae rather than a particular thing. For example : you might ask yoour friend , should I bring a gift for

you. Here your friend will understand that you are not asking about a specific item.

- We use the indefinite article ;**a**, **an** ,with **singular nouns** when the **listener /reader does not know** exactly which one we are referring to :

Example : police are searching for **a 9 year old girl**.

- We also use it to show that the person or thing is **one of a group** .

Example : police have been looking for a **9 year old girl** who has been missing since Friday .

The use : the indefinite article **an** is used to make pronunciation easier when reading a text aloud. The general rule is to use **A** when the indefinite article precedes a word beginning with a consonant sound

and **An** when it precedes a word starting with a vowel sound.

- **Kyle is an** We do not use an indefinite article with **plural nouns or uncount nouns**. **E,g :** She was wearing **blue shoes** /plural noun.

She has **short ,blonde hair** / uncount noun/

Examples :

The book you want is not in a library .

The Himalaya lie to the north of india .

He is **a** german and she is an indian.

He ate **an** apple.

Kyle is an energetic boy.

They built **a** sandcastle.

Auxiliaries

Every sentence must have a verb . To indicate doable activities , writers use action verbs to describe conditions occurs just ones using what is called **linking verbs**.

An auxiliary verb helps the main full verb and is also called a helping verb , with this type of verbs you can writr sentences in different tenses , moods, or voices . Auxiliary verbs are : be , do, have, will, shall, would, can, could, may, might, must , ought,etc

1. **Be as an auxiliary verb :**

1. Used in progressive sentences : **example :**

I am a bath. She is preparing
dinner for us .

2. Used in passive voice : **example :** this song has been sung by all nations. He was seen by fans at the airport.

2. **Do as an auxiliary verb :**

1. Used in negative sentences :

Example : I don't know

They didn't arrive here yet.

2. Used in questions : **Example : did**

you finish your homework ?

Do we need to keep going straight ?

3. **Have as an auxiliary verb** : is one of the important verbs of the English Language, and is principally used to express the perfect tense, possession, ownership or acquisition.

1. Used perfect sentences **Example :** I

have been following you for a mile .

We have done a lot so far.

ence	Negative sentences	Questions
ce time	I haven't had a nice time	Have I had a nice time ?
nice time.	He hasn't had a nice time .	Has she had a nice time ?

Have as an auxiliary and a main verb : Past Perfect(had) :

pronouns	Affirmative Sentences	Negative Sentences	Questions
I, he,	They had	They	Had they

she, we, it , they	had a nice time	hadn't a had a nice nice time.	had a nice time ?
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Contracted forms of the auxiliary verb

Have : are frequently contracted to the forms **'ve** and **'d** .

Negative forms of the auxiliary to have : the standard negative forms of the auxiliaries **have, has** and **had** are **haven't, hasn't** and **hadn't**. **Example :** I haven't finished my work.

- Use the auxiliary to have in the passive forms :

• Sample verb "take"	• Presnt perfect passive	• Past perfect passive
• 1st sing	• I have been taken	• I had been taken
• 3rd sing	• He, she, it .. has been taken.	• He, she, it.. had been taken.

Be	Do	Have
Am	Does	Has
Is	Do	Have
Are	did	Had
Was		having
Were		
Being		
been		

2. Used as the main verb **Example : I have** an umbrella.

gative Sentence	Questions
ave a new cellphone .	Do I have a new cellphone ?
t have a new cellphone .	Does she has a new cellphone ?

Auxiliary verbs 'will, would / shall, should :

The verbs will, would, shall , should, can, could, may, might, and must cannot be the main verbs alone they are used as auxiliary verbs only and always need a main verb to follow.

Will :

1 .used to express desire, , choice , or consent : **Example :** I will take this duty.

Will you stop talking like that ?

3. Used to express the future : **Example :** It will rain tomorrow . The news will spread soon.

4. Used to express capacity or capability
Example : This airplane will take 200 passengers.

5. Used to express determination, insistence, or persistence **Example :** I will do it as you say.

• **Would :** (Past form of will)

1. Often used in auxiliary functions with rather to express preference : **example :** I would rather go shopping today.

2. Used to express a wish or desire :

example : I would like to have one more pencil.

3. Used to express contingency or possibility : **example** : If I were you, I would be so happy.

4. Used to express routine or habitual things **example** : Normally , we would work till 7 p .m.

Shall : maily used in American English to ask polite questions .

1. Used to ask questions :

Example : shall we dance ?

2. Used in formal settings to deliver obligation or requirement :

Example : you shall abide your parents.

- **Should** : often used in auxiliary functions to express an opinion, suggestion, preference, or idea.

Example : you should rest at home today .

- Used to express that you wish had happened but it didn't or couldn't .

example : you should have seen it, It was really beautiful.

- Used to ask someone's opinion.

Example : what should be do now ?

- Used to say something expected or correct **Example :** we should be their this evening.

- **Can / Could :**

• All persons	• pre sent	• p ast	• past perfect
• affirmative	• can	• c ould	• can have+part iciples
• Negative	• Ca n not , cannot, can't.	• C ould not couldn't	• Can not have

-

- **Can :** used to express ability **Example :** I can drive cars .

Used to ask for permission :

Example : Can I leave now ?

Uses to make requests or suggestions : **Example** : you can do whatever you want.,

Can only : in present perfect structure, can+have (+ participle) implies a past possibility , but is not often used in the affirmative. More common is the negative form , **can't have (+ participle)** which expresses improbability : or impossibility.

- **Could (past form of can)** describes an ability that someone had in the past **Example** : they could tell he was nervous.
- Used to express Often used in auxiliary functions to express permission politely : **Example** : you could borrow my laptop.
- possibility **Example** : This plan could really work out.

- **May** : Used to ask for formal permission : **Example** : May I say something now ?
- Used to suggest a smaller possibility than may does :
Example : He might have finished it.
- **Forms of may** :

All persons	present	Past	Present perfect
Affirmative	may	Might	May have
negative	May not	Might not	• May not have

May : used in the present perfect form(may + have + past participle), to express possibility that occurred (something that perhaps occurred) in a relative past , i.e ,in the past time with relation to the present or to some other moment.**Example** : we may go to England next year , if we have enough money.

- **Must** : Used to express something formally required or necessary :
Example : I must complete the project by this week.
- Used to show that something is very likely : **Example** : You must be a genius, There must be an accident .
- Used to show obligation , necessitycertainty, or strong probability **Example** :you must find a job.

All persons	present	Present perfect
affirmative	must	Must have
negative	Must not, mustn't	Must not have, mustn't have

Capitalization

Definition : Capitalizing means to make the first letter of a word a capital letter .Capitalization is used when you want to show the reader that a word is of special importance.

Rules

1. Capitalize the first word of a sentence and the pronoun I in any location .

E,g : The agency bought a computer ,and I leaned how to use it.

2. Capitalize the first word in a quotation

E,g : He requested , "Come see me soon "

3. Capitalize the names of people and words associated with the name (places, diseases, etc)

E,g : Jane Austen , Hodgkin's disease .

4. Capitalize nouns and abbreviations referring to parts of a written work only when the reference is followed by a number

E,g : Chapter 2 , Section 3

5. Capitalize words referring to the deity and a specific religion

E,g : Christian Allah God.

6. Capitalize the specific names of :

1. Geographical sites & places : Austin, Texas
2. Regions : the South, the Midwest
3. Organizations : American Red Cross
4. Buildings : Empire State building
5. State abbreviations : UK

7. Capitalize words based on nationalities or historical background :

E,g : Algerian , Indian Californian .

7. Capitalize the name brand

E,g : Reebok tennis shoes

8. Capitalize the names of specific courses

E,g : He is studying **E**nglish and **P**sychology.

Note :

Trees : redwood, willow

Flowers : daffodil, tulip

Diseases : cancer , appendicitis

Titles following a pronoun/ article : my mom , the judge .

Seasons : fall, winter

Directions : north on Interstate 75.

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Grammar Points :

One of the most difficult things about learning a new language is learning the grammar rules and while English grammar can seem quite easy compared to some language a small mistake can easily change the meaning of what you want to say .

Parts of speech

1. **Nouns** :nouns are people, places , things (abstract or concrete) or animal like : teacher, table , hospital And so on . It answers the question of who is it ? And what is it ?

- **Types of nouns :**

a/countable nouns : books , pens , pupils ...

b/uncountable nouns : sugar , water , pepper

c/ Proper nouns(names) : Jane Austen Abraham Lincoln

d/possessive's : using « s » in order to show possession like : Adam's pen, Algerians' culture.

e/ Nouns as adjectives : like love story green house, soft ware ..., here first nouns appear as adjectives describing the second nouns.

F/ Noun Gender : No distinction appear between masculine and feminine and neutre in English nouns .However , gender is shown by different forms of different words .

1/ f : Different words :

Masculine like : man. Brother , husband....

Feminine like : woman , mother , sister....

2/f : Different forms :

Masculine like : Actor , prince, hero ...

Feminine like : Actress , princess, widow.

Some nouns are used for either a masculine or a feminine subject.

Like : Cousin, teenager , teacher , friend , leader....

Other examples :

Mouna is a teacher / Lina is a nurse

Note : in some cases we can make distinction between male or female by adding the words male or female like :female student, male nurse.

For professions : we can add the word woman like in : A woman doctor , a woman journalist ...

2/Compound nouns : Generally words can be combined to form what we call : compound nouns , these nouns have two parts :

Second part : identifies the object or the person in question like :Man , friend , room

First part : tells us what kind of object or person it is or what its purpose is ? Like : police , boy , bed ...

As a result , we get police man , boy friend , bed rNow, both parts maybe written in three ways :

As one word :

Example : policeman , boyfriend

As two words joined with a hyphen :

Example : Dining -table .

Example : fish tank .

The two parts may be :

Examples :

Noun+ verb : rainfall

Noun+ Noun : Like bed room , water tank , motor cycle.
, hair full.

Noun + adverb : hanger-on , passer-by

Verb+ noun : washing machine , swimming pool .

Verb+ adverb : look out , draw back.

Adverb+ verb : overthrow , input .

Adjective+ verb : public speaking , dry-cleaning .

Adverb+noun : on looker, by stander.

Pronouns

2. **Pronouns** :words that replace« nouns » are called pronouns ; pronouns are used instead of nouns.

- Examples : He , she , you ,I , we , they .

Pronouns are used also to avoid repetition like :

A : Do you like having dinner at home or out ?

B : I don't prefer having dinner at home, I prefer having dinner out.

With the use of pronouns we better say :

A :Do you prefer having dinner at home or out ?

B :No, I don't prefer it at home, I prefer it out .

Here the question asked is what are the pronouns ?

A/Personal pronouns :

a/ singular : I , you, he , she , it .

b/plural : we, they.

These pronouns replace the noun when it function as a subject .

Example : Ahmed is an engineer / he is an engineer .

Example : I am a teacher./ She is a teacher .

B/ Possessive pronouns (subject) :

These pronouns express possession , they are followed by nouns .

Example : My brother / your eyes.

a/ (Possessive pronoun+noun) can function as a subject (sentence) in the example : My sister is a nurse .

b/possessive (pronoun + noun)can function also as an « object » (sentence) in the example : I borrowed his words

C/possessive pronouns : Mine , yours , his , her hers , it's , hers , it's, ours , yours ,theirs .

These adjectives appear alone at the end (sentence) it means that they are not followed neither with nouns nor with verbs.

Possessive adjectives can replace (possessive pronoun+ noun) in spoken language and when the property is seen Example : a/ whose pen is this ?

b/ it is my pen/ it is mine .

Possessive pronouns(object) : these pronouns take the function of the « object » : Me , you , him, her , it , us , you, them .

Example : a/who is talking ?

b/it is me.

E/ Relative pronouns refer to someone or something that has already been mentioned .

Examples : who , whom, which, where , when .

a/ a robot is a machine which looks like a human being .

F/ Demonstrative pronouns : these pronouns refer to specific people or things .They are : This , that , these , those

Examples : This is my mother .

Those are your friends .

These are my kids .

Personal pronoun Subject	Personal pronoun Object	Possessive adjectives	Possessive pronouns	Reflexive pronouns
I	Me	My	Mine	Myself
You	You	Your	Yours	Yourself
He	His	His	His	Himself
She	Her	Her	Hers	Herself
It	It	Its	Its	Itself
We	Us	Our	Ours	Ourselves
You	You	Your	Yours	Yourselves
They	They	Their	Theirs	Themselves

Example : I am a teacher and my husband is a vet . We have got two children, a boy and a girl . The son is ten and his name is Riyad , the daughter is eight and her name is Sarah .

Prepositions :

Prepositions are very important words which connect nouns and pronouns to other words in a sentence .The word group formed by the **preposition** and the noun or nouns following it is called a prepositional phrase.

E.g : Mymother picked me up **after** school.

She lives in Algeria.

Function : Prepositions express a relation to otherwords or elements they are followed by. There are more than 150 prepostions in English language. This great number proofs the importance of prepositions as parts of speech.

Words commonly used as prepositions

Abroad	Amid	Beneath	Following	Instead of
Above	Among	Between	From	Like
Absent	Around	By	In	Mid
According	As	By means	In addition	Minus
To	As far as	Of	To	Near
Accross	As well as	Despite	In case of	
After	At	Down	In front of	
Against	Atop	Due to	In place of	
Ahead of	Before	During	In spite of	
Along	Behind	Expect	Inside	

Alongside	Below	Far from	Inside of	Off
Near to	On to	Round	Up	
Next	Onto	Save	Upon	
Next to	Opposite	Since	With	
Notwithstanding	Out of	Than	Regards to	
Of	Outside	Through	Within	

Usage :Prepositions are generally followed by a noun including :

- **Noun**(class, bag,)
- **Proper noun(name)** :(Jack ,bill,peter...)
- **Noun group** (Government, state, society, family...)
- **Pronoun** : (Her,him , us , yours)
- **Gerund** : (cleaning , listening ...)

Prepositions are never followed by a verb, they are mostly followed by a verb in a noun form or (Gerund)

Example :

I prefer to stay here .To followed by a verb which is impossible according to the above rule.

To here is not a preposition but it is part of the infinitive

Types of prepositions :

Prepositions of place :

At : for a point **example** : at home, at school, at university .

In : for an enclosed space.

Example : In Algeria, in a taxi , in a car

On : for a surface

Example : on the table, on the page, on the floor .

Prepositions of time :

Example : At 05pm, at lunch time , at the moment..

In for months , years , centuries and long periods.

Example : In June , in winter, in 2008, in the past

On : for days and dates .

Example : On 19th June, on Fridays,....

We have to meet at 10am

I am always free on Sundays.

Note : prepositions of time are often used with the following common expressions like :

At night , at weekends , at present moment.....

Note : with the expressions : last, next, every, this No prepositions are used .

Example : I visited her in last June, we better say I visited her last June.

Inside : expresses something that contained

Example : put the present **inside** the box.

On :talks about the surface of something.

Example : I left your keys **on** the table.

At : talks about a general vicinity.

Example : She was waiting **at** the corner.

Over , abovewhen the object is higher than a point.

Example : He threw the ball **over** the roof.

Hang that picture **above** the couch .

Under , underneath, beneath, below : when the object is lower than a point.

Example : The rabbit burrowed **under** the ground.

The child hid is **underneath** the blanket .

The valley is **below** sea-level.

We relaxed in the shade **beneath** the branches

Near, by , between , next to, among , opposite. When the object is close to a point.

Examples : She lives **near** the school

There is an ice cream shop **by** the store

An oak tree grows **next to** my house

The house is **between** the trees

I found my pen lying **among** the books

The bathroom is **opposite** the kitchen

Prepositions can also be used to **introduce objects of verbs**

At : with verbs glance, laugh, look, rejoice, smile and stare

Examples : she took a quick **glance at** her reflections

You did not **laugh at** his joke

I am **looking at** you

That pretty girl **smiled at** you

Stop **staring at** me

We **rejoice at** his face rescue

Of : with verbs approve, consist, and smell

Examples : He does not **approve of** his speech

My contribution to the article **consists of** many pages

He came home **smelling of** alcohol .

Here are some examples of prepositions :

- The sofa is opposite to the armchair
- The radio is opposite to the bookcase .
- The boy is knocking at the door.

- I should rewrite the introduction of my lesson
- We're cooking for ten guests today.
- Did you send that letter for your mother.
- From where did you come.

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Example : a/who is talking ?

b/it is me.

E/ **Relative pronouns** refer to someone or something that has already been mentioned .

Examples : who ,whom, which, where , when .

a/ a robot is a machine which looks like a humanbeing .

F/ **Demonstrative pronouns** : these pronouns refer to specific people or things .They are : This , that , these , those

Examples : This is my mother .

Those are your friends.

These are my kids .

Pers onal pro nou n Subj ect	Pers onal pro nou n Obj ect	Posse ssive adjec tives	Posse ssive pron ouns	Reflex ive prono uns
I	Me	My	Mine	Mysel f
You	You	Your	Yours	Yours elf
He	His	His	His	Himse

				If
She	Her	Her	Hers	Hersel f
It	It	Its	Its	Itself
We	Us	Our	Ours	Ourse lves
You	You	Your	Yours	Yours elves
The y	The y	Their	Their s	Them selves

Example : I am a teacher and my husband is a vet .
 We have got two children, a boy and a girl . The
 son is ten and his name is Riyadh , the daughter is
 eight and her name is Sarah .

Sentences

Definition : A **sentence** in English can be defined as a group of related words with a **subject and predicate** , into a fixed order that expresses a complete thought. It begins with a capital letter and ends with a full stop ,question mark, or exclamation mark.

1. The **subject** refers to the doer of the action.
2. The **predicate** refers to a finite verb / main verb/ . It may be just one word or more.

Sentence Elements :

A sentence may comprise **five basic units** called elements of a sentence structure : **subject ,verb, object, complements , and adverbial.**

- The **Subject** is the word or words that refers to the doer of the action expressed by the verb.

- The **verb** refers to what people or things do and what happens to them.
- The **object** of the verb is the word or phrase which completes the structure begun by the verb .There are two types of objects :Direct object and Indirect Object.
- The **adverbial** refers to when ; where and how things are done .There are many types of adverbs : of time ,place, manner,frequency, degree.

Basic word order in English :

The basic word order of an English Sentence is **subject + Predicate**.

The **predicate** is the part of the sentence that tells something about the subject . The predicate always includes the verb.

So, **Subject+ Predicate** word order can be broken down into smaller pieces like this : **subject+verb or subject+verb+object .**

Subject=noun or pronoun.

The person, place, or thing that the sentence is about.

Verb : action or state of being.

One **verb or verb phrase**.

Object= the **noun** or nouns that receives the action of the verb or is affected by the action of the verb.

Kinds of sentences :

There are four kinds of sentences

- **Assertive or declarative sentence :** a sentence which makes a statement or assertion is called an assertive or declarative sentence. It begins with a capital letter and ends with a full stop.

Examples : the sun rises in the east.
Ahmed is my friend.

- **Interrogative sentence :** a sentence which asks a question is called an interrogative sentence. It has a question mark at the end.

Examples : what are you doing ?
What do you want ? How are you ?

- **Imperative sentence :** a sentence which expresses a request or command is called an imperative sentence.

Examples : Be quiet Get lost
do not be silly.

- **Exclamatory sentence** : a sentence which expresses some strong feelings is called an exclamatory sentence.

Examples : How cold the night is !
what a shame ! how
disgraceful !

Types of sentences :

- **The Simple Sentence** : it consists of a subject , verb / sometimes/ object or complement and sometimes modifying phrase.

E,g : kids love television.

Algeria lies in North Africa and has a large population.

- **The Compound Sentence :** consists of two or more simple sentences that are often combined with coordinating conjunctions such as : and, or, but , yet ,so, for , however, therefore, nevertheless, otherwise, consequently.

E,g: Many people today are overweight, and being overweight has been connected to some kinds of cancer.

- The Complex Sentence : is made up two parts , complex sentences contain one independent clause and at least one dependent clause.

E,g : Many dead animals of the past changed to oil while others preferred to be gas .

Even though the sun is a star , it knows how to change back to the sun in the day time .

Sentence Elements : a sentence may alternatively comprise five basic units called **elements of a sentence structure :** Subject,verb, object, complement, and adverbial.

1. The subject is the word or words that refer to the doer of the action expressed by the verb .
2. The verb refers to what people or things do and what happens to them .
3. The object of the verb is the word or phrase which completes the structure begun by the verb, There are two

types of objects : Direct object, indirect.

4. The complement provides additional information about either a subject or an object .There are two types of complements : Subject Complement and object Complement.
5. The adverbial refers to when, where and how things are done . There are many types of adverbs : of time, place, manner, frequency, degree....

Words order in English Sentence :

it refers to the way words are arranged in a sentence. The order words in English is important if you want to communicate your thoughts and ideas . English has a strict word order in basic sentences.

The sentence contains a subject + verb+ object. **Example** : he smiles at the boy .

To make sentences more descriptive and complex , we add adjectives, adverbs and indirect objects.

Punctuation

Definition : punctuation is the system of symbols that are used to separate sentences and different parts of sentences, and to make their meaning clear .Each symbol is called a punctuation mark.

1. **Full stop :** use full stop at **the end of sentence** .E,g : I am not sure.

Use full stop with **abbreviations** : E,g : M .P (member of parliament)

2. **Comma :** use comma inside sentences to separate parts of a sentence into logical elements. Commas have no meaning but they help the reader to see the structure and therefore the meaning of the sentence. Put a space after a comma .Do not put a space before a comma .

1. Use a comma between items in a series or list. In a sentence , the last two items

usually do not need a comma between them as they are separated by (and)

E,g : My favourite sports are **football, boxing, swimming and basketball .**

2. Use a comma between three **or** more **adjectives or adverbs :**

E,g : He bought an **old,red, open top** volkswagen.

3. Use a comma for **two adjectives** where you could use and.

E,g : it was **short, simple** film.

4. Use a comma for numbers over 999 .

E,g : 1,000 5 ,000

5. Use a commafor **addresses**, some **dates** , and **titles** followinga name.

E,g : Mohamed Khmisti Road ,Relizane .

6. Use a comma before or after direct speech. **E,g :** He said, I love you.

7. Use a comma before a coordinating conjunction(fanboys) to join two independent clauses. **E,g :** He did not go to school, **because** he was sick.

8. Use a comma for **adverbial clause** often needs a comma when it comes at the beginning of the sentence.

E,g : if I win the lottery, I will buy a car.

- **Semi colon :**

1. Use a semi colon instead of a full stop or period :

E,g : Amina likes football ; Fatima likes basketball .

2. Use a semi colon as a kind of super comma when there is a list of items.

E,g : Mina travel has three locations : Relizane ; Oran ; Algies and Mostaganem.

- **Hyphen :** a hyphen is a very short horizontal line between words . Note that there is no space between a hyphen and the character on either side of it .

- 1 . Use a hyphen to join words to show that their meaning is linked in some way :

E,g : book-case (bookcase) , race-horse(racehorse)

- 2 . Use a hyphen to make compound modifiers before nouns :**E,g :** a blue-eyed boy.

3. Use a hyphen with certain prefixes .The prefixes all,ex, self-

usually need a hyphen. **E,g** : all-inclusive, ex-wife , self-control .

. When a prefix comes before a capitalized word, use a hyphen : non-English .

.When a prefix is capitalized use a hyphen : **E,g** : A-frame .

4. Use a hyphen when writing numbers 21 to 99, and fractions : **E,g** : twenty-one, one hundred and sixty-five, two-thirds.

5.Use a hyphen with suspended compounds when we use several very similar compounds together , it may not be necessary to repeat the last part of the compound.

E,g : They need to employ more full-and part-time staff.(full-time and part-time)

- **Dash** : A dash is a horizontal line that shows a pause or break in meaning or that represents missing words or letters. Note that dashes are rather informal and should be used carefully in writing .

1. Use a dash to show a pause or break in meaning in the middle of a sentence :

E,g :My brothers_Mohamed and Amine_ are visiting consontine.

2. Use a dash to show an afterthought :

E,g : The 1st World War was supposed to be the worlds last war_ the war to end war .

3. Use a dash like a colon to introduce a list :

E,g : There are three places I will never forgot-Paris, Londonand Hanoi.

4. Use a dash to show that letters of words are missing :

E,g : They are really f_d up .

- **Apostrophe :**

1. Use an apostrophe in **possessive** forms :

E,g : the ball of the boy = the boy's ball.

2. Use an apostrophe in contracted forms

(the apostrophe shows that letters have been left out) **E,g** : cannot = can't

3. Use an apostrophe to show the short form of the original , longer word :

E,g : telephone= 'phone .

4. Use an apostrophe when the first two figures of a year are left out .

E,g : 1989= '89

5. Use an apostrophe to show the plural of letters and numbers :

E,g : you should

dot your t's Do you music from the 1950's.

6. To show a plural form for words that are not normally plural : **E,g** : Your plan is good, even if there are lots of but's in it.

- **Question mark :**

1. Use a question mark at the end of all direct questions : ,**E,g** : How old are you ?
2. Use a question mark after a tag question : You are Algerian, aren't you ?
3. At the end of a sentence that really is a direct question : **E,g** : how else would I get there, after all ?
4. In a very informal writing (personal letter or email) **E,g** : see you at 5 p.m

- **Exclamation mark :** it shows a strong feeling , such as surprise, anger or joy .

1. Use an exclamation mark to indicate strong feelings or raised voice in speech : **E,g** : she exclaimed : what a fantastic house you have !
2. With interjections : **E,g** : Oh ! Ouch !
3. A non question sentence beginning with what or how requires an exclamation mark **E,g** : how pretty she looked in that dress !

- **Slash /**

- A slash is often used for choice to indicate
or : E,g : Dear Sir/madam.
- Use slash for **fractions : E,g : 1/2** one half
- To indicate **per** in measurements of speed,
prices Etc .

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