

NB! Some more ideas on Compound sentences.

- 1) We make a compound sentence is by **using a coordinating conjunction with a comma**. Coordinating conjunctions are **and, but, or, so, for, yet, or, nor**. If you use a comma plus one of these seven words to connect two simple sentences, you've got a compound sentence.

e.g.

*I had a very long day, **so** I'm going to bed.*

- 2) We can use **a semicolon** to connect your two ideas. Rather than using a conjunction you can use the semicolon to show the relationship between two independent clauses.

e.g.

*I've washed the dishes every day this **week; today** it is your turn.*

*The storm was very **destructive; many** people lost their homes.*

When you're looking at these two sentences it is clear that the semicolon represents a **cause-and-effect relationship** between the two sentences. Be careful not to use the semicolon to show contrast because it could confuse the reader.

If you look at this sentence you will see that the meaning is **unclear** and can confuse the reader:

The team has very devoted fans; they never win.

- 3) We can also use a semicolon with a word that we call a conjunctive adverb. By conjunctive adverb I mean a word like **therefore, however, as a results, consequently** and so on.

e.g.

*Jason passed the exam; **however** he is not completely satisfied with his test results.*

*Many people lost their homes in the storm; **therefore**, they were forced to rebuild.*

To sum up, there are **three different ways to make a compound sentence**. Now look at these three examples that all have the same meaning:

*Tim missed the beginning of the movie, so I had to explain the story to him.
Tim missed the beginning of the movie; I had to explain the story to him.
Tim missed the beginning of the movie; **therefore**, I had to explain the story to him.*

CAPITALIZATION

We learned **six** rules for capitalizing words in English.

Capitalize:
1. The first word in a sentence.
2. The pronoun I.
3. Names of people and their titles.
4. Nationalities, languages, religions, and ethnic groups.
5. Names of school courses with numbers.
6. Specific places you could find on a map.

There are **four** additional rules.

Rules	Examples
Capitalize:	
7. Names of specific structures such as buildings, roads, and bridges.	<i>the White House</i> <i>Highway 395</i> <i>the Hilton Hotel</i> <i>State Route 15</i> <i>the Kremlin</i> <i>the Brooklyn Bridge</i>
8. Names of specific organizations such as businesses, schools, and clubs.	<i>Sears, Roebuck & Co.</i> <i>City College of New York</i> <i>United Nations</i> <i>Irish Students' Club</i>
9. Names of the days, months, holidays, and special time periods. BUT NOT the names of seasons.	<i>Monday</i> <i>New Year's Day</i> <i>January</i> <i>Ramadan</i> <i>spring, summer</i>

10. Geographic areas.	<i>the Middle East</i> <i>Southeast Asia</i> <i>the Southwest</i> <i>Eastern Europe</i>
BUT NOT compass directions.	<i>Drive south for two miles and turn west.</i>

PUNCTUATION

COMMAS: FOUR RULES

There are many rules for using commas. You have already learned **three** of them:

Use a comma:
1. After listing-order and time- order signals (EXCEPT <i>then</i>).
2. Before coordinating conjunctions in a compound sentence. <i>Exception:</i> Sometimes writers omit this comma in very short sentences.
3. In a complex sentence when a dependent adverb clause comes before an independent clause.

Here is a **fourth** comma rule.

Use a comma:	
4. To separate items in a series. A series is three or more things. These may be words or phrases (groups of words).	<i>One dog, one cat, two goldfish, a bird, and four humans live at our house.</i> <i>Every morning I get up early, run a mile, take a shower, eat breakfast, and feed my pets.</i> <i>Turn left at the stoplight, go one block, and turn right.</i>

Notice that there is always one less comma than items. If there are four items, there are three commas; if there are five items, there are four commas; and so on.

NB!

1. If there are three items in a series, some writers omit the last comma. However, it is a good idea to use all the commas because commas make your meaning clearer.

e.g.

I have visited many countries in Europe, Asia, and America.

Shopping, relaxing, and visiting friends are my favorite weekend activities.

2. With only two items, don't use any commas.

e.g.

I have visited many countries in Europe and Asia.

Sleeping and hanging out with friends are my teenage son's favorite weekend activities.

GRAMMAR: ADJECTIVES

In our next lecture, you will learn how to write use a description. We usually use adjectives to make descriptions vivid and interesting.

Adjectives describe nouns and pronouns. Adjectives tell what things (or people) look like, what kind they are, or how many of them there are. Adjectives answer the questions: *What kind? Which one? and How many?*

e.g.

what kind? - *the old car with the broken window*

which one? - *the fourth chapter of the book, his car*

how many? - *twelve students, a few students*

Here are some things to know about adjectives.

1. Adjectives always come in front of nouns, not after them:

twelve talented young musicians

2. Adjectives can also follow linking verbs

be	<i>The children are happy.</i>
seem	<i>You seem sad.</i>
look	<i>Brides always look beautiful.</i>
smell	<i>The cookies smell delicious.</i>
taste	<i>Candy tastes sweet.</i>
feel	<i>Silk feels smooth. I feel good.</i>

3. English has a kind of adjective called a compound adjective. A compound adjective is two or more words that function together as one word. A compound adjective often has a hyphen or hyphens between its parts.

ten-week semester
part-time job
two-year-old child

4. Adjectives are always singular. Never add -s to an adjective, and never use a plural word as an adjective.

Be especially careful when a compound adjective containing a number comes before a noun.

a six-foot wall (not a six-feet wall)
a five-dollar bill (not a five-dollars bill)
a two-year-old child (not a two-years-old child)

5. Nouns can be adjectives.

the English book
the Japanese students
a shoe store
some tennis balls

6. Proper adjectives (adjectives referring to nationalities, languages, geographic places, and so on) are capitalized.

Egyptian custom
Cuban government
Spanish class
Asian languages

7. -ing and -ed words can be adjectives.

swimming pool
cooking class

sleeping baby
boring class
stolen money
used car
broken heart

ORDER OF ADJECTIVES

When you write several adjectives in a row, sometimes you must put them in a particular order, and sometimes you can choose your own order depending on the kind of adjective. One kind is called **cumulative adjectives**, and the other kind is called **coordinate adjectives**.

Cumulative Adjectives Coordinate Adjectives

The poor little black dog *The wet, cold, (and) hungry dog*
The cold, wet, (and) hungry dog
The hungry, wet, (and) cold dog

CUMULATIVE ADJECTIVES

Cumulative adjectives always go before a noun. They must be in a particular order. For example, you cannot write *the little black poor dog*, you **must** write *the poor little black dog*. Do not put commas between cumulative adjectives.

The following list shows you the order of cumulative adjectives.

Order of Cumulative Adjectives	
Kind of Adjective	Examples
1. Articles, demonstrative pronouns, possessives	<i>an, an, the, this, that, these, those, her, their, Mary's</i>
2. Quantity	<i>two, fifty, some, many, (a) few</i>
3. Opinion	<i>poor, beautiful, interesting, cheerful, expensive</i>
4. Appearance	<i>Size big, little</i> <i>Shape/Length round, square, short, long</i> <i>Condition rusty, broken, hungry, wet, cold</i>

5. Age, color	old, new, young, black, red, blond
6. Nationality, religion	Guatemalan, European, Congolese, Asian Catholic, Muslim, Buddhist, Jewish, Protestant
7. Material, purpose	silk, wood, cotton, gold, metal, swimming, reading, hiking
8. Noun used as an adjective	shoe (as in <i>shoe store</i>), wedding (as in <i>wedding dress</i>)

It is possible to use several cumulative adjectives in a row, but using too many adjectives confuses your reader and weakens your description. In general, do not use more than three cumulative adjectives in a row.

The bride wore her mother's beautiful satin wedding dress.

COORDINATE ADJECTIVES

Coordinate adjectives can go before a noun or after a linking verb. You can write coordinate adjectives in any order, and you separate them from each other with commas. Also,

- When coordinate adjectives come before a noun, you may put the word *and* before the last one (but you don't have to).
- When two or more coordinate adjectives come after a linking verb, you **must** put *and* before the last one.

Before a noun (*and* optional) – *A hungry, cold, wet dog sat outside our front door. A wet, cold, and hungry dog sat outside our front door.*

After a linking verb (*and* required) – *The dog was hungry, wet, and cold.*