1. **SUBJECTS**
2. Tells *who* or what **is doing the action** OR **being something**
   1. Carolyn speaks Spanish.
   2. Carolyn is Mexican.
3. To find the simple subject, ask *who* or *what* is doing or being something. Find the subject:
   1. Mike’s expertise at the *Halo* videogame series was something all of his friends admired.
4. **Common Nouns** as Subject
   1. General nouns: animals, plants, things, qualities, ideas
   2. The dog barks too much.
5. **Proper** **Nouns** as Subjects
   1. Specific nouns: specific people, places, things, concepts
   2. Little Sparky barks too much.
6. **Personal Pronouns** as Subjects
   1. **Personal pronouns** stand for specific persons or things:
   2. The dog barks too much. It barks too much.
7. **Indefinite Pronouns** stand for general persons or things
   1. Examples: each, everybody, nobody, somebody
   2. Each of them contributed some money.
8. **Relative Pronouns** as Subjects
   1. Examples: this, that, these, those
   2. Relative pronoun as subject versus adjective.
      1. This is my friend.
      2. This friend is mine.
9. **Question Pronouns** as Subjects
   1. AKA “interrogative pronouns”
   2. Pay attention to where they are in the sentence; they are not *always* the subject!
   3. Examples: who, which, what, whose
      1. Who is my friend?
10. **A single** **subject** has just one subject.
    1. My friend brought a present.
11. **A compound subject** has two or more subjects, separated by a connector word like ***and*** or ***or***.
    1. My friend and I have much in common.
12. In a **command** (aka imperative), the subject “you” is implied.
13. **Words Separating** **Subject and Verb**
    1. **Prepositional** **Phrases**
    2. **Object of preposition** can’t be subject
       1. The student **in the back** raised her hand.
14. Filler words “**Here**” and “**There**” are *not* subjects!
    1. There were birds in the tree.
15. Exercises 1 & 2, p. 44

**II. VERBS**

1. **Single verb**:
   1. He led the charge.
2. **Verb phrases** use **helping verbs**: **is** • **can** • **has** • **did** • **may** • **should** (etc.)
   1. She isleading the charge.
3. **Compound verbs** are joined by connector words like **and** or **or**
   1. He studied or worked all his adult life.
4. Don’t confuse verbs with **verbals**!
   1. Verbals look like verbs – but aren’t!
      1. **Gerund** = verb + ing: singing, laughing
         1. Singing is fun. *Singing = noun*
      2. **Infinitive** = to + verb: to be, to sing
         1. I want to sing. *To sing = noun*
      3. **Present participle** = verb + ing: breaking
         1. We listened for breaking glass. *Breaking = adjective*
      4. **Past participle** = verb + ed, en, etc.: broken
         1. We cleaned up the broken glass. *Broken = adjective*
5. Words like **never**, **not**, and **hardly** are **adverbs**, not verbs...
   1. We never eat dessert before dinner.
   2. I do not like lima beans.
6. Exercises 3 & 4, p. 47
7. Subjects may *follow* verbs
   * 1. There were birds in the tree.
   1. **In questions**, the subject often comes *between* parts of verb phrase
      1. Where had the defendant gone on that fateful night?
   2. For sentence variety and writing style, subjects may come *after* verbs
      1. “I am innocent!” cried the defendant.
8. Exercises 5 & 6, p. 48-49 and Review 1 & 2, p. 51-53

**III. SENTENCE TYPES**

1. A **sentence** is:
   1. a group of words that has a **subject + verb**,
   2. starts with a **capital letter**
   3. **ends with** a period (**.**), question mark (**?**), or exclamation mark (**!**)
   4. **makes sense on its own** (with no added words)
   5. Are these correct sentences or not? Why?
      1. A Starbucks just opened in our neighborhood.
      2. did it just open.
      3. The manager who asked about parking.
      4. A brand-new Starbucks!
      5. It did?
2. A **phrase** is a group of words either
   1. without a subject and verb *or*
   2. with a subject and verb *but* makes no sense
   3. Examples:
      1. The dog in the back yard.
      2. The dog, who is in the back yard.
      3. John, running down the street.
3. A **clause** is a **group of words** that has **a subject and a verb**
   1. **Two types**:
      1. **Independent clause**
         1. has a subject and verb
         2. stands on its own / makes sense by itself
         3. Examples:
            1. John is a man.
            2. We dialed 911.
      2. **Dependent** **clause**:
         1. has a subject and verb (or verbal), but
         2. cannot stand on its own / doesn’t makes sense by itself
         3. depends on another group of words to make sense
         4. Examples:
            1. Who can be depended on.
            2. To respond to the emergency.
4. **Simple** **sentences**
   1. Consist of **one independent clause**:
      1. Susan was having trouble with her spelling.
5. **Compound** **sentences**
   1. Consist of **two or more independent clauses**:
      1. Susan was having trouble with her spelling, so she began to use a spell checker.
6. **Punctuating** a **Compound** **Sentence**
   1. Use a **comma** **+ coordinating conjunction** between the two independent clauses
      1. Coordinating conjunctions (FANBOYS)
         * **F**or
         * **A**nd
         * **N**or
         * **B**ut
         * **O**r
         * **Y**et
         * **S**o
   2. If *no coordinating conjunction* , use a **semicolon** to connect parts of a compound sentence
7. **Complex** **Sentences**
   1. One or more dependent clauses + one independent clause
      1. Because she was having trouble with her spelling, Susan began using a spell checker.
   2. A **conjunctive adverb** introduces each dependent clause.
   3. The dependent clause can come *before* or *after* the independent clause.
   4. When the dependent clause comes first, follow it with a comma:
      1. Because she was having trouble with her spelling**,** Susan began using a spell checker.
   5. Usually don’t insert a comma before the dependent clause when it comes second:
   6. The dependent clause can even come *in between parts* of the independent clause.
      1. The cookies that I made last night are better than the ones I made this morning.
8. Exercises 6 - 9, p. 62-63 and Review 1, 2 & 3 p. 67-69

**IV. WHAT IS A PARAGRAPH?**

1. A group of sentences, each with a function:
   1. **Topic sentence** contains
      1. Subject (topic)
      2. Treatment (what you will do with the topic)
   2. **Supporting sentence(s)** contain
      1. Evidence or reasoning
      2. Details
      3. Examples
      4. Explanations
2. Common college paragraph patterns:
   1. **Pattern** **A**
      1. Topic sentence
      2. Supporting sentences
   2. **Pattern** **B**
      1. Topic sentence
      2. Supporting sentences
      3. Concluding sentence

**V. THE WRITING PROCESS: STAGE ONE**

1. **Exploration** **&** **Information Gathering**
   1. **PCC Research Library**: <http://www.pcc.edu/library/research/>
      1. **Databases by Subject**
   2. **Google**: <http://www.google.com/intl/en/options/>
      1. Book Search
      2. Earth
      3. Images
      4. News
      5. Scholar
      6. Web Search
   3. **Wikipedia**: [http://en.wikipedia.org](http://en.wikipedia.org/)
      1. Languages
      2. Citations
      3. Tertiary vs. primary and secondary sources
2. **The Prewriting** **Process**
   1. **Freewriting**
   2. **Brainstorming:** **The Big Six**
      1. Who?
      2. What?
      3. Where?
      4. When?
      5. Why?
      6. How?
   3. **Brainstorming:** **Listing**
      1. Words
      2. Phrases
   4. **Clustering**