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**