



Grade 7 Term 1 English Summary

Singular and Plural:

Singular Number

Singular number is the form of nouns that denotes one person, place, or thing.

Examples:

- Girl
- Brother
- Sister
- Mother
- Carpenter
- Man
- Snake
- Box
- Knife
- Cow

Plural Number

Plural Number is the form of nouns that refers to more than one person, place or thing.

Examples:

- Girls
- Brothers
- Sisters
- Mothers
- Carpenters
- Men
- Snakes
- Boxes
- Knives
- Cows

Types of Plurals:

Regular Plurals

In order to change singular noun into plural form, we usually add 's'. The words which take 's' in plural form they are called regular plurals.

- Book- Books
- Table- Tables
- Pen – Pens
- Cow – Cows
- Girl- Girls
- Ball- Balls

Irregular Plurals

There are many nouns which don't follow the simple rule. They are called irregular plurals.

- Sheep – Sheep
- Foot- Feet
- Child – Children
- Woman – Women
- Person – People
- Mouse – Mice

Past Continuous Tense

Verbs refer to actions or states of being. We use lots of verbs, and they come in many different types of verb tenses. The tense of the verb says when in time something happened or when it was in a certain state. Right now, we are going to look closer at an especially versatile verb tense: the past continuous tense, also known as the past progressive tense.

- They **were playing** basketball after school.
- He **was eating** food.
- She **wasn't watching** the movie.
- They **were going** to the library.
- He **was doing** a great job.
- I **was not writing** a letter.
- My television **wasn't working** properly.
- We **were celebrating** a festival.
- The teacher **was teaching** in a class.
- The dog **was barking** at a man.

Adjectives: Comparative and Superlative:

Both comparative adjectives and superlative adjectives are formed from the positive form of an adjective. In general, comparative adjectives end in *-er* or use the words *more* or *less*, while superlative adjectives end in *-est* or use the words *most* and *least*. For example, *smaller* is a comparative adjective and *smallest* is a superlative adjective. As another example, *more determined* is a comparative adjective and *most determined* is a superlative adjective.

Comparative adjective

Comparative adjectives are used to compare two people or things.

Examples:

- The weather is **cloudier** today than it was yesterday.
- My car is nice, but hers is much **nicer**.
- For many students, learning calculus is significantly **harder** than learning algebra.
- Ishan is my **younger** brother.
- A feather is **lighter** than a bowling ball.

Superlative adjective

Superlative adjectives are used to compare more than two people or things.

Examples:

- When you compare cheetahs, lions, and tigers, the cheetahs are clearly the **fastest**.
- Out of the 50 books I own, this one is the **longest**.
- In my opinion, George Washington was America's **greatest** president.
- My yard is big, Mike's is bigger, and Felicia's is the **biggest** of the three.
- I have had a lot of dumb ideas, but my plan to open a shark nursery was by far the **dumbest**.

Simple present tense:

The simple present tense is employed in a sentence to represent an action or event that takes place or just happened in the given context at the present moment. The simple present is also called the present indefinite tense.

Examples:

- The Sun **sets** in the west.
- Hydrogen **is** the first element in the periodic table.
- Rome **is** the capital of Italy.
- Everyday, I **go** to work by bus.
- The firm **publishes** their company magazine every month.

- Do you **attend** class regularly?
- **Take** right from the junction to reach the hospital.
- **Close** the door when you come in.
- **Come** home as soon as possible.
- Her cousin **arrives** tomorrow.

Simple past tense:

The simple past tense, in English, is used to represent an action/event that took place in the past. With many verbs, the simple past tense is formed by adding an 'ed' or a 'd' to the end of the base verb. However, there are other verbs which behave differently and take different spellings when used in the simple past form.

Examples:

- We **went** to the park yesterday evening.
- I totally **forgot** about the meeting.
- Manu **opened** the door for the guests.
- Karthik **played** tennis when he was in school.
- Miss Holly **worked** as a guest lecturer at our college.
- Santana **used to** love reading fantasy novels when she was younger.
- I **worked** as an academic counsellor for six months.
- We **enjoyed** playing Pictionary every time we met.
- My father **dropped** me at school every day till I entered high school.
- The teacher **motivated** her kids to stand up for themselves and their fellow classmates.

Homophones:

Homophones sound the same but have different meanings and have different spellings too.

Examples:

- Altar/ Alter
- Berth/ Birth
- Cast/ Caste
- Days/ Daze
- Earn/ Urn
- Steal/ Steel
- Tail/ Tale
- Waist/ Waste
- Wear/ Where
- Role/ Roll
- Sole/ Soul

Verbs:

Those bolded words are verbs. Verbs are words that describe specific actions, like **running**, **winning**, and **being** amazing.

Not all verbs refer to literal actions, though. Verbs that refer to feelings or states of being, like **to love** and **to be**, are known as **nonaction verbs**. Conversely, the verbs that *do* refer to literal actions are known as **action verbs**.

Examples:

- Go!
- Be amazing!
- Run as fast as you can!
- Win the race!
- Congratulate every participant who put in the work and competed!

Personal and Possessive Pronouns:

A pronoun is a word that can replace a noun in a sentence.

Personal pronouns

Personal pronouns are pronouns that we use to refer to people and, sometimes, animals. The pronouns *it*, *they*, and *them* can also apply to objects.

Examples:

- I am afraid of mice.
- The toaster gets really hot when **it** heats bread.
- My cats are friendly, so **you** can safely pet **them**.

Possessive pronouns

A possessive pronoun is a pronoun that expresses possession, ownership, origin, relationship, etc.

Examples:

- That toy on the shelf is **mine**.
- All of the houses in our neighbourhood look the same, but **ours** is the only one with a satellite dish.
- Wendy and Ronald separated the French fries into two piles: the left one was **hers** and the right one was **his**.

Articles

An article is a short monosyllabic word that is used to define if the noun is specific or not. Articles are normally used before nouns and since they are used to speak about the noun, they can be considered as adjectives.

Types of Articles:

There are three articles in English – ‘a’, ‘an’ and ‘the’. These articles are divided into two types namely:

- Definite Article
- Indefinite Article

Definite Article

Among the three articles, ‘the’ is said to be the definite article. A definite article is used to determine something that is specific or particular. It is also used before plural nouns and to indicate the superlative degree of comparison. Furthermore, it can be used before collective nouns as well.

Examples:

- **The** Sun sets in **the** west.

In the above sentence, the nouns ‘Sun’ and ‘west’ are proper nouns and are specific and so the definite article has to be used.

- **The** children are playing cricket.

In the above sentence, the definite article is used to determine the plural noun, ‘children’.

- This is **the** world’s longest river.

In the above sentence, the definite article is used to denote the superlative degree of comparison.

- **The** crowd sang along with **the** band.

In the above sentence, the definite article is used before the collective nouns, ‘crowd’ and ‘band’.

Indefinite Article

The articles ‘an’ and ‘a’ are termed as indefinite articles. An indefinite article, as the name suggests, is used to indicate something that is not definite or specific. It can also be used before singular nouns.

Among the indefinite articles, ‘an’ is used before singular nouns that start with vowel sounds and ‘a’ is used before singular nouns that begin with consonant sounds.

Examples:

- I had **an** apple for breakfast.
- Do you have **an** eraser?
- I saw **an** aeroplane.
- She has **a** pet dog.
- My father is **a** doctor.
- My brother gave me **a** calculator.

Rhyme:

A rhyme is a repetition of similar sounds (usually the exact same phonemes) in the final stressed syllables and any following syllables of two or more words. Most often, this kind of perfect rhyming is consciously used for a musical or aesthetic effect in the final position of lines within poems or songs.[1] More broadly, a rhyme may also variously refer to other types of similar sounds near the ends of two or more words. Furthermore, the word rhyme has come to be sometimes used as a shorthand term for any brief poem, such as a nursery rhyme or Balliol rhyme.

Perfect rhymes can be classified by the location of the final stressed syllable.

- single, also known as masculine: a rhyme in which the stress is on the final syllable of the words (rhyme, sublime)
- double, also known as feminine: a rhyme in which the stress is on the penultimate (second from last) syllable of the words (picky, tricky)
- dactylic: a rhyme in which the stress is on the antepenultimate (third from last) syllable (amorous, glamorous)

Borrowed words:

The English language has a long history of borrowing words from other languages.

Here are TEN common borrowings:

- They/their – This common pronoun comes from the Old Norse word “Peir”.
- Person – This comes from the Latin “persona”. It was adopted by the French language and then eventually made its way into English.
- Very – This despised yet commonly used adjective comes from the Old French “verai”, which means “true”.
- Dollar – This comes from Czech through Dutch. Its roots are connected to the origins of the mint itself: a factory where coins and currency is produced.
- War – This comes from the Old French “werre”.
- Leg and Skin – Both words come from Old Norse and replaced “shank” and “hide” upon their arrival. Although the words still exist in English, they are used only for animals once slaughtered.
- Slaughter – This comes from the Old Norse “slatr”.

- Skipper – This comes from the Dutch “schipper”. Many of our nautical terms are derived from Dutch due to the trade links that existed.
- Court – In French this means the king’s residence and was often the place to which someone was called in order to respond to accusations.
- Zero – This comes from Arabic. In fact, many of our words related to numeracy, mathematics and trade can be traced back to Arabic.

Idiomatic expressions:

An idiom is a phrase that, when taken as a whole, has a meaning you wouldn’t be able to deduce from the meanings of the individual words.

4 types of idioms:

➤ **Pure idiom**

This is your typical idiom, the meaning of which can’t be deduced by its individual components. When someone says, “Spill the beans,” they’re asking someone to reveal a secret, not to pour out a can of beans. But you wouldn’t know that by looking at each word of that phrase.

➤ **Binomial idiom**

This idiom is a phrase that contains two words joined by a conjunction or a preposition. Some examples include “by and large” (everything considered), “dos and don’ts” (guidelines on what to do and/or avoid in a certain situation), and “heart-to-heart” (a candid conversation between two people).

➤ **Partial idiom**

This idiom is one that’s been shortened into one part, with the second part generally being understood by fluent speakers. People often use the partial idiom “when in Rome,” with the understanding that the other person knows the second part: “do as the Romans do.”

➤ **Prepositional idiom**

This idiom is a phrase that combines a verb and a preposition to create a verb with a distinct meaning. The phrase “agree on” is a prepositional idiom that combines the verb “agree” with the preposition “on” and is used to express that you share an opinion with someone.

Examples:

- Under the weather
Meaning: Not feeling well
- Break a leg
Meaning: To wish someone good luck
- Once in a blue moon
Meaning: Rarely
- The ball is in your court
Meaning: A decision is up to you
- You can say that again
Meaning: That is true
- Beat around the bush

Meaning: To avoid saying something

➤ Hit the sack

Meaning: To go to bed

➤ Kick the bucket

Meaning: To die

➤ By the skin of your teeth

Meaning: Barely made it

Proverbs:

An English proverb is a short, pithy statement that usually offers life advice, wisdom, or a truth.

➤ The apple doesn't fall far from the tree.

➤ Meaning: Children tend to resemble their parents in appearance and behavior.

➤ All that glitters is not gold.

➤ Meaning: Something that appears valuable or true may not be.

➤ A picture is worth a thousand words.

➤ Meaning: Artwork or images can convey meanings that go beyond verbal description.

➤ Beggars can't be choosers.

➤ Meaning: People who depend on the generosity of others must be content with what is offered to them.

➤ A bird in the hand is worth two in the bush.

➤ Meaning: What you already have in hand is better than what you might get.

➤ An apple a day keeps the doctor away.

➤ Meaning: If you eat healthily, you will be healthy.

➤ Better safe than sorry.

➤ Meaning: It is better to be precautionary than to have regrets later on.

➤ Blood is thicker than water.

➤ Meaning: Relationships between family members are the strongest of all.

➤ When in Rome, do as the Romans do.

➤ Meaning: When you visit a new place, leave all judgments behind and embrace the local ways of life.

➤ Don't count your chickens before they hatch.

➤ Meaning: Don't make plans based on events that haven't happened.

Alliteration:

Alliteration is the repetition of an initial consonant sound in words that are in close proximity to each other. By “close proximity,” we mean words that can be—but don’t have to be—consecutive.

Examples:

- Leapin’ lizards!
- Taco Tuesday
- We went whale watching
- Clary closed her cluttered clothes closet.
- Harry hurried home to watch football on TV.
- Rachel ran right until she realized she was running round and round.
- Polly's prancing pony performed perfectly.
- The boy buzzed around as busy as a bee.
- Make a mountain out of a molehill.
- Matthew met Michael at the Moor.

Similes:

A simile is a figure of speech that is mainly used to compare two or more things that possess a similar quality. It uses words such as ‘like’ or ‘as’ to make the comparison.

Similes using ‘as’

- As slow as a sloth
- As busy as a bee
- As innocent as a lamb
- As proud as a peacock
- As fast as a cheetah

Similes using ‘like’

- Jumps like a frog
- Sings like a cuckoo
- Runs like the wind
- Nocturnal like an owl
- Have eyes like a hawk

Examples:

- My love is like a red rose.
- My brother and I fight like cats and dogs all the time.
- Iniyen is always as busy as a bee.

- My cousin chatters like a monkey.
- Kitty is as proud as a peacock.
- Ruthy works like a sloth.
- My dog, Shadow, eats like a pig after I take him for a walk.
- Stephen slept like a baby after working for ten long hours.
- My father has eyes like a hawk. He sees out even the minutest of things.
- Bob is as cunning as a fox.

Metaphor:

A metaphor is a figure of speech that describes an object or action in a way that isn't literally true, but helps explain an idea or make a comparison.

- A metaphor states that one thing is another thing
- It equates those two things not because they actually are the same, but for the sake of comparison or symbolism
- If you take a metaphor literally, it will probably sound very strange (are there actually any sheep, black or otherwise, in your family?)
- Metaphors are used in poetry, literature, and anytime someone wants to add some colour to their language

Examples:

- My mom has a heart of gold.
- My friend's sister, Sharon, is a night owl.
- My hands were icicles because of the cold weather.
- You just have to consider the world a stage and act accordingly.
- Dileep has a stone heart.
- You have ideas flowing one after the other. Your mind is an ocean.
- She was an autumn leaf.
- He is a lion when he comes to the field.
- Phoebe is a nightingale. Everyone waited eagerly for her to come up on stage.
- She is such a firecracker.

Prefixes, suffixes and roots:

Prefixes

A Prefix is a word that is added at the beginning of the root word to form a new word. A prefix word does not have any meaning of its own but when added to a root word it modifies the meaning of the word. Prefix makes a word negative, indicate opinion or show repetition.

Examples:

- un + happy = unhappy
- dis + organised = disorganised
- dis + satisfied = dissatisfied
- mis + spell = misspell
- un + acceptable = unacceptable
- re + election = re-election
- inter + related = interrelated
- pre + pay = prepay
- non + sense = nonsense
- super + script = superscript
- sub + merge = submerge
- anti + bacterial = antibacterial

Suffixes

Like Prefixes, Suffixes are also words that are added to the root word to form a new word but suffixes are added at the end of the root word. Suffix does change the meaning of the word it is added to but not make the word opposite or negative as prefix do, it simply changes the class of the root word like a verb is changed into an adjective by adding a suffix.

Examples:

- forget + ful = forgetful
- happy + ness = happiness
- refer + ed = referred
- refer + ence = reference
- mope + ing = moping
- approve + al = approval
- green + ness = greenness

- benefit + ed = benefited
- resubmit + ing = resubmitting
- use + age = usage
- greedy + ly = greedily
- excite + ment = excitement

Rules to Add Prefixes & Suffixes

- Use a hyphen (-) when adding a prefix to a common noun. For example Pro-American, Anti-religion, etc.
- Hyphen is must to be used after prefixes Self and Ex, example, Self-dependant, self-esteem, Ex-husband, Ex-employee, etc.
- When adding a Prefix, do not change the spelling of the original word or root word; Examples: Undo, disappear, irrelevant, cooperation, irrational, etc.
- Repetition of letters is possible when adding a prefix. Basically, point number 3 (do not change spelling) is to be followed even if the spelling results in double consonants after adding the prefix.
- There are certain words that start with prefix but do not have any prefix added to them like the word Uncle.
- Many Prefixes can have the same meaning such as 'in' 'im' 'un' all these prefixes mean 'opposite of' or 'not'.
- Similarly, many Suffixes also have the same meaning. Like the suffix, 'er' when added to any word will denote the action performed by the person. Example – Teacher, Gardener, Performer etc.
- Suffix 'er' is also added towards the end of adjectives or adverbs to help compare two things. Example- Slow becomes slower, soon becomes sooner, fast becomes faster etc.
- When suffix is added, the spelling of the base word can change. This is mostly the case when the base words end with y or e. For example – happy becomes happier, costly become costlier with the suffix 'er', manage becomes managing, make becomes making with the suffix 'ing'.
- The Prefix that ends in a vowel, 'a' than the base word starting with a consonant will use it as it is, like atypical, amoral, etc.

Roots

Let's look at one word – **unfortunate**

The main part of the word is fortune and is called the **root word** or **stem word**.

The suffix comes after the root word - in unfortunate, it is -ate.

The suffix changes the meaning of the word - **fortune** becomes fortunate.

Examples:

- -ing - walking
- **root word** = walk

The prefix comes before the root - in unfortunate, it is un-.

The prefix also changes the meaning of the word - fortunate becomes unfortunate.

Examples:

pre-, mis-, bi-, tri-, auto-, uni-

- bicycle
- **root word** = cycle

Auxiliary and Finite verbs:

Auxiliary Verbs

Auxiliary verbs are helping verbs because they are needed to form many of the tenses.

Auxiliary verbs help the main verb.

Some tenses, like the present perfect continuous, need more than one auxiliary!

Examples:

- Why **are** you talking?
- You should **be** listening to me!
- I **was** having a bath when you called!
- A new road **is** being built behind the school.
- **Have** you done your homework?
- My father **has** never visited the USA.
- I **am** living in Germany?
- They **were** picking flowers.

Other common auxiliary verbs are: will, should, would, can, must, might, may, could. (These verbs are often called modal verbs).

Finite verbs

A finite verb is often the main verb in the sentence, which denotes the primary action done by the subject in a particular context. Finite verbs can be a part of an independent clause or verb phrase that can stand alone in a sentence and still make sense.

There are some points you have to keep in mind if you want to use finite verbs accurately.

- The most important point you have to focus on when working with finite verbs is that they always work with a subject.
- You have to always make sure that the verb agrees with the subject.
- Remember that the use of a finite verb can allow the clause to stand by itself as an independent clause.
- Make sure that you conjugate the finite verb accurately to suit the context in which the action takes place.

Examples:

- I **like** ice cream.
- Do you **know** this guy?
- Kimmy **lives** in Spain.
- We **work** at the Plaza.
- Teena **needs** some money.
- I **do not understand** what you are talking about.
- Mario **plays** video games.
- Lintu **cooked** pasta for breakfast.
- My dad **rides** a bike.
- I **have** coffee in the morning.

Subject and predicate:

In order to have a complete sentence, each sentence must have a subject and a verb.

These two parts of speech are the fundamental parts of the subject and predicate that make up a sentence.

Every sentence has a subject and a predicate, or it is not considered a complete sentence.

What is a subject?

A subject is the person or thing that is doing an action, or the person or thing that is the focus of the sentence.

Most of the time the subject comes at the beginning of a sentence, in which case, it is very easy to identify.

- Mary likes to run at the park.

In this case, the person who is doing the action is Mary, therefore, Mary is the subject.

- My brother throws the ball.

In this case, the person who is doing the action is My brother, therefore, My brother is the subject.

(Note: the Subject can be more than one word)

What is a predicate?

The predicate of the sentence is the part that contains the action.

It is the part of the sentence that is not the subject and includes all the descriptions of the action and the objects that are affected by the action.

➤ Mary likes to run at the park.

The question you can ask yourself here is, "What does Mary do"?

The answer, likes to run at the public park, is therefore the predicate.

The predicate includes the verb in the sentence and the rest of the words in that sentence.

➤ My brother throws the ball.

When you have multiple nouns, the concept is the same.

The entire sentence that excludes the subject, is the predicate.

If the sentence has objects, either direct or indirect, they are part of the predicate. In this sentence, throws the ball is the predicate.

Subject-verb Agreement:

Subject-verb agreement is the grammatical rule that the verb or verbs in a sentence must match the number, person, and gender of the subject; in English, the verb needs to match just the number and sometimes the person. For example, the singular subject it and the plural subject they use different versions of the same verb: "it goes . . ." and "they go . . ."

Examples:

- The **dogs roll** in the mud.
- **I need** to catch my breath.
- **You look** like a celebrity!
- My snake **hisses** to say "I love you."
- Atlas **carries** the world on his shoulders.
- The new drone **flies** higher than the old one.
- My roommate **stays** in his bedroom from morning to night.
- **You are** always welcome in our home.
- **I am** running a marathon tomorrow.
- **It is** raining even though **it is** sunny.

Synonyms:

A synonym is a word/phrase, the meaning of which is the same or nearly the same as another word or phrase. Words that are synonyms are described as synonymous.

Examples:

- Artful – Crafty
- Ballot – Poll
- Chorus – Refrain
- Deceptive – Misleading
- Enormous – Immense

Antonyms:

An antonym is a word/phrase that means the opposite of another word or phrase. Check the examples.

Examples:

- Admire – Detest
- Bravery – Cowardice
- Crooked – Straight
- Dainty – Clumsy
- Economise – Waste

Common and Proper nouns:

The difference between a common noun and a proper noun is what type of thing they are referring to. Common nouns refer to generic things while proper nouns refer to specific things. For example, the noun *country* is a common noun because it refers to a general, non-specific place. On the other hand, the noun *Spain* is a proper noun because it refers to a specific country located in Europe (another proper noun). Grammatically, there is one main difference between common and proper nouns: proper nouns are always capitalized whereas common nouns are only capitalized in very specific situations.

Common nouns

As has been said, common nouns refer to generic people, places, and things... Common nouns can refer to people, places, things, and ideas.

- **People:** man, woman, child, cop, criminal, butcher, baker, neighbour, friend, enemy, person, stranger, judge, jury, executioner, knights, bishops, kings, queens
- **Places:** city, town, country, neighbourhoods, islands, beaches, province, state, outside, upstairs, basement, hallway, lobby, rooms, alleys, campsites
- **Things:** guitar, drums, apples, oranges, snow, rain, ice, fire, dirt, cars, trucks, knee, elbows, food, water, sky, stars, day, weeks, month, years
- **Ideas, emotions, concepts:** happiness, sadness, fear, courage, questions, answers, government, chaos, hunger, confusion, doubt, loneliness, friendship, science

Proper nouns

Proper nouns can also refer to people, places, things, and ideas. However, proper nouns refer to more specific people and things.

- **People:** Harriet Tubman, King Richard the Lionheart, Miles Davis, Emily Dickinson, Helen of Troy, Superman, Lady Gaga, Captain Crunch
- **Places:** New York City, Moscow, Cairo, Portugal, Zimbabwe, Peru, Europe, Asia, Australia, Main Street, Rocky Mountains, Colorado River, Sahara Desert
- **Things:** Jupiter, Google, Twitter, Kawasaki Ninja, PlayStation 5, *Star Wars*, Band-Aids, *Harry Potter and the Chamber of Secrets*, Apollo 13, Great Wall of China
- **Ideas and Concepts:** Christianity, Islam, Buddhism, Romanticism, Cubism, Industrial Revolution, Dark Ages, Monday, November

Simple sentences:

Simple sentences are pretty simple: just a single independent clause, no more, no less. This includes subject and verbs, but can also include objects.

- "Life itself is the most wonderful fairy tale."—Hans Christian Anderson
- "Real glory springs from the silent conquest of ourselves."—Joseph P. Thompson

Statements:

A statement is a sentence that says something is true, like "Pizza is delicious." There are other kinds of statements in the worlds of the law, banking, and government.

All statements claim something or make a point. If you witness an accident, you make a statement to police, describing what you saw. You get a statement from your bank, a monthly record of what you spent and what you have left. Sometimes a statement isn't so official — it's just some kind of point being made. People say someone's car makes a statement — or their clothes do. Running away on your wedding day would make a huge statement.

Declarative Statements

Declarative statements make a declaration about a topic. They are declarative sentences that are facts. For instance, the following statements are examples of declarative statements.

- Bees make honey.
- Polar bears live in cold climates.
- The sky is blue.
- The sun rises each morning.
- This article is about statements.

Synopsis and Summary Statements

Writers frequently use statements in synopsis and summaries. A **synopsis** is a piece of writing condensed to its essential features. Writers often write synopses of books and movies that help readers decide whether they want to read or watch them. Since statements are succinct, straightforward sentences, they help writers concisely craft synopses.

Functions of a Statement

Statements allow writers to inform readers about a topic. They provide readers with complete information that stands alone out of context. For instance, consider the statement "Strawberries are red." This tells readers something specific about strawberries.

Statements thus allow writers to demonstrate their knowledge of a topic. For instance, imagine a writer is writing a report about the novel *Fahrenheit 451* (1953) by Ray Bradbury. The writer can use statements about the text to show that they have read and understood the book, such as "In *Fahrenheit 451*, firefighters burn books."

Another important function of statements, specifically declarative statements, is that they support an argument. To defend a claim, writers integrate evidence into declarative statements. For instance, imagine a writer writes the thesis statement that "People should recycle to protect the environment." To defend this claim, they should craft declarative statements that include credible evidence to support the claim, such as "Humans need trees for oxygen" and "Recycling saves trees."

Importance of Statement

Statements are important because they shape writers' arguments. Thesis statements are a critical part of writers' writing because they set up the argument that frames an entire text. For instance, if a writer crafts a thesis statement with their supporting ideas, those three ideas become the subject of each supporting body paragraph. All the writing in the body of the evidence should connect back to the writer's thesis statement.

Declarative statements are also crucial in writing because they allow writers to use evidence to defend their thesis statements. Without declarative statements, writers could not properly integrate factual evidence to support their thesis and supporting claims.

Abstract and concrete nouns:

Concrete nouns and abstract nouns are broad categories of nouns based on physical existence: Concrete nouns are physical things that can be seen, touched, heard, etc.; abstract nouns are nonphysical ideas that cannot be perceived through the senses.

Concrete nouns

Concrete nouns describe physical things that can be sensed: seen, touched, heard, smelled, or tasted. Most nouns are concrete nouns—for example, rocks, butterflies, grandmothers, and the Great Sphinx of Giza. Even invisible things, including air (which can be felt) and music (which can be heard), are concrete nouns.

Microscopic things, such as bacteria and atoms, are also concrete nouns because they exist in the physical world. Even imaginary or fantasy things, such as unicorns and the character Katniss Everdeen, are concrete nouns—but only if they represent something that can be sensed, even if only in fictional writing.

Specifically, concrete nouns consist of these:

» Living things:

nouns that relate to people, animals, plants, and other organisms, both general (humans, trees) and specific (Billie Eilish, California redwood)

» Places:

nouns that relate to locations, both general (city, mountain) and specific (Lagos, Mount Fuji)

» Material things:

nouns that represent things we can perceive through the senses—not only physical objects, such as furniture and statues, but also things like dances and noise.

Examples of concrete nouns:

» Living things

- » frog
- » goose
- » fern
- » virus
- » painter
- » prime minister
- » Danny DeVito
- » Santa Claus

» Places

- » town
- » river
- » island
- » peninsula
- » planets
- » universe
- » Florida
- » Antarctica

» Material things

- » chair
- » hole
- » sound
- » tango
- » guitar
- » social media
- » Grammarly
- » The Bluest Eye (novel)

Abstract nouns

By contrast, abstract nouns are nonphysical things that cannot be sensed. These are ideas, emotions, and other intangible things that exist in our minds instead of in the physical world. For example, intelligence and education are abstract nouns because they're immaterial concepts (you can't touch education), but place names such as schools and universities are concrete nouns because they can be perceived through our senses.

Abstract nouns have many different categories, but some of the most common include these:

» Emotions/feelings:

nouns that describe a mental state or mood, such as anger and comfort.

» Characteristics:

nouns that describe a personality trait, feature, quality, virtue, or vice, such as bravery and elegance.

» Philosophical concepts:

nouns that describe complex ideas of logic, principle, or ideals, such as morality and socialism.

» States of being:

Nouns that describe a condition or way of existence, such as chaos and luxury.

» Time:

Nouns that relate to time—both common, such as minute and year, and proper, such as Wednesday and July

Differentiating between abstract nouns and concrete nouns isn't always easy, but there is a quick trick that can help. If a word uses a suffix to turn itself into a noun, it's an abstract noun. For example, the adjective cute takes the suffix -ness to make the abstract noun cuteness.

Some common suffixes used by abstract nouns include these:

- -acy/-cy—normalcy, privacy, vacancy
- -ance/-ence—maintenance, persistence, importance
- -ism—feminism, atheism, patriotism
- -ity—velocity, animosity, creativity
- -ment—agreement, entertainment, government
- -ness—business, cleanliness, happiness
- -ship—friendship, internship, relationship
- -sion/-tion—compassion, consideration, demolition

Abstract noun examples:

➤ Emotions/feelings

- love
- sadness
- resentment
- fondness
- hatred
- enjoyment

➤ Characteristics

- beauty
- courage
- ignorance
- devotion
- charm
- confidence

➤ Philosophical concepts

- ethics
- justice
- conservatism
- democracy
- nihilism
- Darwinism

➤ States of being

- stability
- harmony
- permanence
- freedom
- peace
- sustainability

» Time

- » hour
- » decade
- » century
- » Friday
- » August
- » the 80s

Prepositions:

A preposition is a word used to link nouns, pronouns, or phrases to other words within a sentence.

Prepositions are usually short words, and they are normally placed directly in front of nouns.

Examples:

- » I prefer to read in the library.
- » He climbed up the ladder to get into the attic.
- » Please sign your name on the dotted line after you read the contract.
- » Go down the stairs and through the door.
- » He swam across the pool.
- » Take your brother with you.

Types of prepositions

Prepositions show the relationships between things usually in terms of place, time and movement.

- » Prepositions of movement:
show motion or movement to or from a place.

Examples:

- » Down
- » Along
- » out of
- » through
- » up
- » over
- » under

- » Prepositions of place:
show where one thing is in relation to another - position.

Examples:

- » Under
- » on top of

- next to
- behind
- in

➤ **Prepositions of time:**
show when something takes place.

Examples:

- at
- on
- in
- during
- since
- next

Chronological (sequential) order:

In a chronological sequence the author uses the order of events, or chronology, to inform readers about events or content. The events may be organised by time or date, by arranging events as a series of steps or by following a list-like structure. Chronological sequencing is commonly used in nonfiction texts. In nonfiction, there are usually clear time markers such as dates or times of day to indicate a clear timeline.

Signal Words:

after, afterwards, ago already, always, at last, at that time, at the same time, before, during, eventually, finally, first, first of all, following, further, immediately, initially, in the first place, in the meantime, in that moment, in that instant, last, lastly, later, now, not long after, next, once, presently, second, secondly, sometimes, soon, soon after, subsequently, suddenly, then, to begin with, today, until, while, PLUS: specific time indicators, such as names of days, months or years, times of day, etc.

Order of importance:

A second type of organizational pattern is order of importance, which is exactly how it sounds. The importance of the ideas determines the order each occurs in the writing. The most important idea is described in the writing first, followed by the second most important, then the third, and so on and so forth.

Description paragraph:

A description paragraph is required when you are asked to describe features or characteristics of something. This may include how something looks, sounds, smells, tastes, or feels. You should provide specific details of the most important features and use appropriate adjectives to describe attributes and qualities.

Examples:

- Soft, white sand stretched lazily from one end of the coastline to the other.
- He wore overalls and a flannel shirt, his hands calloused from years of hard work in the fields.
- The bustling city street was a melting pot of cultures, languages, and flavors.
- The old man was bent into a capital C, his head leaning so far forward that his beard nearly touched his knobby knees.
- Winter hit like a welterweight that year, a jabbing cold you thought you could stand until the wind rose up and dropped you to the canvas.

Persuasive devices and emotive language:

Persuasive devices

Persuasive devices are language features typically used in a persuasive piece of text. A written persuasive text is intended to persuade the reader to think in a particular way. This can be achieved by using persuasive devices/techniques.

Persuasive Devices:

- Alliteration
- Facts
- Opinions
- Repetition & Rhetorical Questions
- Emotive Language & Exaggeration
- Statistics
- Three (rule of)

Emotive language

- Emotive language is language that is used to stimulate or provoke emotions or feelings in the reader.
- Many novels use emotive language because they want the reader to feel the emotions that the characters are feeling.
- This helps the reader to become involved in the story and to know what is happening.
- The intention is to get a reaction from the audience.
- A writer might do this by using certain words and by writing descriptions of characters, to make their emotions seem real.
- Different words can be used to cause different reactions in the audience.
- Good writers show what a character is feeling through their thoughts and actions, rather than by just telling us.

➤ Instead of saying: The boy was sad.
They will say: The boy's eyes filled with tears.

- Put that in the recycle bin.

This sentence is not emotive. It is a command, but it does not cause an emotional reaction. Instead: You should recycle because it saves the planet. This sentence is emotive. It suggests an action that elicits an emotional response. Don't you want to save the planet? How could you choose to not recycle since it saves the planet? The emotive response causes a reaction or a response.

- Emotive language is not reserved for literature either.
- It is used in everyday interactions as well.
- Often, news headlines use emotive language to hook the audience.

Here are a few examples.

- An innocent bystander was murdered in cold blood in Johannesburg.
- The words "innocent" and "murdered" and the phrase "in cold blood" are the uses of emotive language in this sentence.

- The defenseless victims were attacked at night.
- The phrases "defenseless victims", "at night" and the word "attacked" are the uses of emotive language in this sentence.

- In each example the emotive words do not need to be used to communicate a fact.
- However, this diction creates an emotional response in the audience.
- Consequently, emotive language can cause an audience to take action or to argue with the speaker.
- Emotive language should not be overused.
- Furthermore, it should be used when there is a purpose the speaker wishes to achieve.
- Using emotive language effectively can be very beneficial to a speaker.

Example of emotive language:

Nelson Mandela's Speech at the Rivonia Trial.

During what is now known as the Rivonia Trial in 1964, Nelson Mandela was faced with a possible death sentence for the number of crimes he had committed. He read a speech from a piece of paper until he got to this part below. He put his piece of paper down and looked straight into the eyes of the judge, Justice De Wet and said:

During my lifetime, I have dedicated myself to this struggle of the African people. I have fought against White domination and I have fought against Black domination. I have cherished the ideal of a democratic and free society in which all persons live together in harmony and with equal opportunities. It is an ideal which I hope to live for and to achieve. But if needs be, it is an ideal for which I am prepared to die.

Bias and prejudice:

- Prejudice refers to a preconceived opinion or feeling toward a person before any facts are known. It can be based on their affiliation with a group or a preconceived idea about the person or thing. Prejudice is often negative and can cast an unfavourable light on someone simply because they're a member of some ethnic group, religion, or organization.

Examples:

- The report blames most crime in the town on teenagers, without any evidence, as the writer is prejudiced against young people.
 - Someone assumes that people who are low-income do not work as hard as people who are wealthy and don't deserve any government "handouts"
 - Someone assumes a black man in a hoody is more violent or potentially dangerous than an Asian man in a black suit and should therefore be stopped and frisked more often.
 - Someone assumes that anyone over the age of 60 does not have anything else to offer in the workplace and should retire.
- Bias is an inclination toward (or away from) one way of thinking, often based on inherent prejudices. For example, in one of the most high-profile trials of the 20th century, O.J. Simpson was acquitted of murder. Many people remain biased against him years later, treating him like a convicted killer anyway.

Examples:

- Abraham Lincoln accused newspapers in border states of being biased against the South. He ordered many of them to be shut down.
- In the years before World War II, Hitler accused newspapers of having a Marxist bias.
- In the 1980s, the South African government accused newspapers of liberal bias and ordered censorship over them, shutting one down for a time.
- During the Vietnam War, Spiro Agnew called anti-war protestors the "nattering nabobs of negativism." He accused newspapers of being biased against America.
- During the civil rights movement, production companies were accused of bias against mixed-race storylines. Some southern stations refused to air shows with mixed casts such as Star Trek and I Spy.
- My aunt is biased towards dogs that are black, like her own, and she is always more friendly to them than to other dogs.

Stereotypes:

What is a stereotype in psychology? A stereotype is a preconceived idea or set of ideas that individuals apply to groups of people, places, or situations.

Examples:

- Girls are more docile and want to please others.
- Boys are not as good at listening to instructions and are less attentive.
- Girls will sometimes sulk too long over next to nothing.
- Conflicts between boys are easier to resolve and less dramatic.
- Girls only like role playing, dolls and taking care of young children.
- Boys are only interested in playing with cars and trucks and building things.
- Girls can do crafts and play at being a teacher all day.
- Boys find it very hard to stay indoors all day when it rains.
- Girls are quieter and more patient.
- Boys take up more room and are constantly moving.

Rhetoric devices:

➤ Metaphor

A metaphor is a comparison in which something is said to figuratively be something else.

Example: He was a wolf among sheep.

➤ Hyperbole

A hyperbole is an intentional exaggeration.

Example: The plate exploded into a million pieces.

➤ Alliteration

Alliteration is repeating the same or similar sounds at the beginning of words.

Example: She sells seashells by the sea shore.

➤ Analogy

An analogy is a comparison between two similar things, typically using figurative language. Metaphors and similes—more on them later—are usually considered to be types of analogies. Sometimes, analogies are considered to be a unique device that is a comparison that explains itself; basically, a complex metaphor or long simile.

Example: Life is like a box of chocolates: you never know what you are going to get.

➤ Onomatopoeia

An onomatopoeia is a word that imitates the sound it refers to.

Example: The thunder boomed and the lightning crashed.

➤ Allusion

Allusion is the act of casually referencing something, usually a work of popular culture.

Example: Finishing his memoir was his white whale.

» Oxymoron

Oxymoron is a figure of speech that uses two opposite words together.

Example: The treaty led to a violent peace.

» Satire

Satire is using humor to criticize public figures.

Example: When Senator Jackson said “numbers don’t lie,” he forgot that his first name wasn’t “Numbers.”

» Paradox

In rhetoric, the word paradox refers to making a statement that seems self-contradictory or impossible but actually makes sense.

Example: Youth is wasted on the young.

» Simile

A simile is a comparison in which something is said to figuratively be like something else.

Example: It was as hot as a desert this morning.

» Irony

In rhetoric, the notoriously confusing word irony means to use words to mean the opposite of their literal meaning.

Example: Ashley said it was a beautiful day while drying off from the drenching rain. (Ashley ironically referred to poor weather as “beautiful.”)

» Personification

Personification is the act of giving human elements to non-human things.

Example: The beautiful valley spread its arms out and embraced us.

» Anecdote

An anecdote is a brief story about something that happened to the speaker, usually something funny or interesting.

Example: Five years ago, I went to the store and met some clowns. Those clowns gave me the advice I am sharing with you now.

» Euphemism

Euphemism is using alternative language to refer to explicit or unpleasant things.

Example: The baseball struck him in a sensitive area.

» Connotation

Connotation is using words to suggest a social or emotional meaning rather than a literal one.

Example: This is a house, but I want a home.

» Meiosis

As a rhetorical device, meiosis means using euphemism to minimize the importance or significance of something.

Example: We must put an end to this peculiar institution. ("Peculiar institution" is a euphemism for slavery.)

» Apostrophe

In rhetoric, apostrophe occurs when a writer or speaker directly addresses an absent person, a concept, or an inanimate object.

Example: You have made a fool out of me for the last time, washing machine!

» Antithesis

Antithesis is using parallel sentences or clauses to make a contrast.

Example: No pain, no gain.

» Sarcasm

Sarcasm is using irony to mock something or to show contempt.

Example: Oh, yeah, he is a great guy. A great guy who took the last slice of pizza.

» Consonance

Consonance is a repetition of consonants or consonant sounds.

Example: Mike likes Ike's bike.

» Rhetorical question

A rhetorical question is a question that isn't intended to be answered. The point of asking the question is to make an audience think or to cause an emotional reaction.

Example: Can we really know what our place in the universe is? We have asked ourselves this question for millennia.

» Epithet

An epithet is a nickname or descriptive term used to refer to someone.

Example: You need to listen to me and not Clueless Kevin over there.

» Anaphora

Anaphora is the repetition of a word or words at the start of phrases, clauses, or sentences.

Example: I came, I saw, I conquered.

» Climax

In rhetoric, climax is ordering words so that they build up in intensity.

Example: Look at the sky! It's a bird! A plane! Superman!

» Cacophony

Cacophony is the act of purposefully using harsh sounds.

Example: The gnashing of teeth and screeching of bats kept me awake.

» Assonance

Assonance is the repetition of the same vowel sound with different consonants.

Example: She and Lee see the bees in the tree.

» Pun

A person is making a pun when they humorously use words with multiple meanings or words with similar sounds to create wordplay.

Example: The farmer tried to get his cows to get along, but they insisted on having a beef with each other.

» Parallelism

Parallelism is using grammatically similar phrases or sentences together.

Example: Fool me once, shame on you. Fool me twice, shame on me.

» Aphorism

An aphorism is a short sentence that presents truth or opinion, usually in a witty or clever manner.

Example: A penny saved is a penny earned.

» Synecdoche

Synecdoche is when a part of something is used to refer to a whole.

Example: The commander had an army of 10,000 swords. (The people holding the swords were there, too.)

» Parody

Parody is an imitation of something with the intent to poke fun at it.

Example: If Edgar Allen Poe had written this speech, it might have opened with "Here we are, weak and weary, gathered on a Monday dreary."

» Colloquialism

A colloquialism is an instance of informal language or a local expression. The act of using such language is also called colloquialism.

Example: Here in Philly, we love to eat hoagies and all kinds of tasty jawns.

» Understatement

Understatement is using language to intentionally lessen a major thing or event.

Example: The erupting volcano was a little problem for the neighboring city.

» Syllogism

Syllogism is an argument based on deductive reasoning that uses generalizations to reach specific conclusions. Usually, a syllogism follows the format of "A is B. B is C. So, A is C."

Example: Dogs are mammals. Biscuit is a dog. Therefore, Biscuit is a mammal.

» Eponym

An eponym can refer to "a word based on or derived from a person's name," such as

the Gallup poll, named after statistician G.H. Gallup, or Reagonomics (a combination of the last name Reagan and economics). As a rhetorical device, an eponym can be an allusion to a famous person.

Example: He is the LeBron James of chess.

» Metonymy

Metonymy is when the name of something is replaced with something related to it.

Example: He loved music from the cradle (birth) to the grave (death).

» Parenthesis

In rhetoric, parenthesis is an interruption used for clarity.

Example: The audience, or at least the paying members of the audience, enjoyed the show.

» Expletive

In rhetoric, an expletive is an interrupting word or phrase used for emphasis.

Example: The eggs were not, in any sense of the word, delicious.

» Metanoia

In rhetoric, metanoia refers to any instance of self-correction. Metanoia can involve things like retracting a previous statement to replace it with a new one or amplifying a previous statement by using stronger language.

Example: We'll work on it on Sunday. No, let's make that Monday—it's the weekend after, all!

» Chiasmus

Chiasmus is reversing the grammatical order in two otherwise parallel phrases or sentences.

Example: Dog owners own dogs and cats own cat owners.

» Asyndeton

Asyndeton is the removal of conjunctions from a sentence.

Example: Get in, cause a distraction, get out.

Punctuation:

Quotation marks

Quotation marks are a type of punctuation used to show direct quotes, dialogue, and certain titles or otherwise to set aside words in text.

The six main uses for quotation marks:

- » Quote a source directly
- » Stephen Hawking warned that the Higgs boson could potentially lead to “catastrophic vacuum decay” in the universe, caused by “a bubble of the true vacuum expanding at the speed of light.”

- Show dialogue or transcribe speech
- “Where is the emergency room?” he asked the nurse urgently.
- Signal the titles of short works
- Written by Sylvia Plath, “Tulips” is a sad poem with a happy title
- Set apart a word to show irony, sarcasm, or skepticism (scare quotes)
- My “pet” is really just a stray cat that comes by once a day.
- Discuss words as words
- The “p” in “pterodactyl” is actually silent.
- Differentiate a nickname from a given name
- Dwayne “The Rock” Johnson can’t escape his origins as a wrestler.

Examples:

- Jimmy said, "I have to clean my room later."
- When will you read Edgar Allan Poe's short story "The Tell-Tale Heart"?
- According to Anderson Davis, "Boys are more likely to be aggressive than girls".
- "My uncle said 'Pain is weakness leaving the body,'" Greg said.
- "Clean your room," said my mom.
- The word "being" is often used incorrectly.
- Cynthia asked, "Have you seen the new Sherlock Holmes movie?"
- While running down the street, the criminal shouted, "Get in the van!"

Exclamation mark

Appears at the end of an exclamation, i.e. a sentence that shows strong emotions or feelings.

Example

- Help!
- Don't run!
- Stop!

Comma

While a period ends a sentence, a comma indicates a smaller break. Some writers think of a comma as a soft pause—a punctuation mark that separates words, clauses, or ideas within a sentence.

- Julie loves ice cream, books and kittens.
- I cleaned the house and garage, raked the lawn and took out the garbage.
- Simon needs bread, milk, and butter at the grocery store.

- I still have to buy a gift, pack the suitcases, and arrange for someone to water the plants while we're at the wedding.
- Posey's Cafe, which Chester recommended, is a fantastic restaurant.
- My wife, whom I love dearly, is a brilliant physicist
- My partner, Angela, is a wonderful cook.
- The painter, one of the city's most promising young artists, began showing his work in galleries before he was sixteen.
- Chocolate, my favourite treat, always makes me feel better after a bad day.
- Grabbing her umbrella, Kate raced out of the house.

Full Stop

A full stop, also known as a period, is chiefly used to end a sentence. It is mostly used at the end of declarative sentences and imperative sentences. A full stop marks a longer pause than a comma and a semicolon. Furthermore, it marks the end of a thought and the beginning of another.

A full stop is used

- To mark the end of a sentence, primarily
- To mark the end of commands, instructions, orders and requests
- After short forms and abbreviations
- After an initial
- At the end of a sentence containing an indirect question
- In website URLs and email addresses

Using a Full Stop at the End of a Declarative/Assertive Sentence

- Today is the last working day for us.
- Cathy is a teacher.
- No one is ready yet.
- She likes listening to music.
- We will be dancing at my cousin's reception.

Using a Full Stop at the End of an Imperative Sentence

- Please send the materials as soon as possible.
- Turn off the lights and fans when you leave the room.
- Kindly see to it that you do not leave any column empty.
- Turn left after the junction.
- Eat quickly and leave.

Using a Full Stop after Abbreviations or Short Forms

- I had to buy pencils, pens, erasers, notebooks, etc.
- Mr. Dennis and Ms. Sheena will be the guests for the evening.
- We will be reaching Bangalore around 9 p. m.
- Prof. Neelaveni is our H.O.D.
- St. Francis of Assisi was known for his missionary work in India.

Using a Full Stop after Initials

- M. Kumaran is the manager.
- D. H. Lawrence was known for the imagery in his poetry.
- Dr. A. P. J. Abdul Kalam was one of the best presidents of India.
- C. S. Lewis was a British writer.
- T. J. Matthew had come to meet you.

Using a Full Stop at the End of an Indirect Question

- The teacher asked us if we were ready for the theoretical geometry test.
- Usha asked Danny if he knew anything about the new educational policy.
- I wonder what is taking them so much time.
- They wanted to know if it would be okay for us to meet them at a club.
- My father asked me what time it was.

Using a Full Stop in Website URLs and Email Addresses

Multiple full stops are used in website URLs and email addresses. For example, www.byjus.com, name.123@example.com

Question mark

A question mark, also known as an interrogation point or interrogation mark, is a punctuation mark that is used to indicate that a sentence is a question.

Examples:

- How are you?
- Is the test on Friday?
- She asked me, "Where is the storage closet?"
- The train comes when?
- Where is the bathroom?
- Are you home?
- Why did you stop here?
- How did you do that?
- What colour is the shirt?
- When will you arrive?

Ellipses

The three ellipses dots indicate that a sentence is incomplete or that something has been omitted.

Examples:

- He walked to the edge of the cliff and ...
- You'd better give back my money or else...

Colon

Introduces a list of items.

Example

- The following are harmful to our planet: pollution, poaching and global warming.

Introduces a quotation.

Example

- Nelson Mandela said: "It was a long walk to freedom."

Used in script writing (dialogue or plays).

A colon follows the speaker.

Example

- Jason: Where did you go?
- Ben: I went to look for the boat.

Semi-colon

The most common semicolon use is joining two independent clauses without using a coordinating conjunction like and. Semicolons can also replace commas when listing items that already use commas, such as listing cities and states.

Examples:

- I ordered a cheeseburger for lunch; life's too short for counting calories.
- Martha has gone to the library; her sister has gone to play soccer.
- I saw a magnificent albatross; it was eating a mouse.
- I needed to go for a walk and get some fresh air; also, I needed to buy milk.
- Reports of the damage caused by the hurricane were greatly exaggerated; indeed, the storm was not a hurricane at all.
- The students had been advised against walking alone at night; however, Cathy decided walking wasn't dangerous if it was early in the evening.
- I'm not all that fond of the colours of tiger lilies; moreover, they don't smell very good.

Capital letters

There are only a few rules of capitalization. They're easy to remember. In English, capital letters are most commonly used at the start of a sentence, for the pronoun I, and for proper nouns.

➤ **Capitalize the first word in every sentence**

You should always capitalize the first letter of the first word in a sentence, no matter what the word is.

» Capitalize the pronoun

Pronouns are words that replace nouns. I, you, and me are all examples of pronouns. While you and me are usually lowercase, the pronoun I should always be capitalized, regardless of where it appears in a sentence.

For example, in *A Beautiful Mind*, Sylvia Nasar writes, “What I got back was an envelope on which my address was written in different-coloured crayons.” Here, the pronoun I is correctly capitalized even though it isn’t at the beginning of the sentence.

Capitalize proper nouns

A proper noun is the special noun or name used for a specific person, place, company, or other thing. Proper nouns should always be capitalized.

» Names of people

People’s names are proper nouns, and therefore should be capitalized. The first letter of someone’s first, middle, and last name is always capitalized, as in John William Smith. Take note that some non-English surnames may begin with lowercase letters, such as Vincent van Gogh or Leonardo da Vinci.

» Names of places

Other proper nouns include countries, cities, and sometimes regions, such as Bulgaria, Paris, and the American South. Geographic features that have names should also be capitalized, as in Mt. Kilimanjaro and the Pacific Ocean.

Landmarks and monuments also start their proper names with capital letters, such as the Empire State Building and the Golden Gate Bridge. Street names are always capitalized, too (e.g., Main Street). Although rare, some place names might have a preposition in them that is not capitalized, such as the Tower of Pisa or Truth or Consequences, New Mexico.

» Names of companies and trademarks

The names of companies and organizations should also be capitalized, such as Nike and Stanford University. There are some exceptions: sometimes a company may choose not to use a capital letter at the beginning of its name or product as a stylistic choice. Examples include eBay and the iPhone.

» Capitalize honorary and professional titles

Titles like Mr., Mrs., and Dr., should be capitalized. When addressing someone with their professional title, you should use a capital letter at the beginning. For example, you’d address a letter to the president as Dear President Obama. Similarly, you should capitalize job titles when they come before a person’s name, as in General Manager Sheila Davis will be at the meeting. Also use a capital letter when you’re directly addressing a person by their title without using their name, as in We need the paper, Senator. On the other hand, titles are not capitalized if used generally as in Rebecca is the president of the company, or We talked with the queen, Elizabeth II.

» Capitalize familial relationships

Words that indicate family relationships should also be capitalized when used as titles in front of a person's name. However, if you're just talking about relationships with no names involved, the titles shouldn't be capitalized. For example, you'd capitalize Uncle Ben and Grandpa Ed will be at the picnic, but you wouldn't capitalize them in a sentence like My uncle and my grandpa will be at the picnic. Similar to the rules for professional titles, you should capitalize the names of family titles when they're used in place of proper names. For instance, in Jane Eyre Charlotte Brontë writes, "She is at the lodge, Aunt."

» Capitalize major words in a title

The titles of books, songs, newspapers, and works of art should all be capitalized. Examples include Moby Dick, "Jailhouse Rock," New York Times, and The Last Supper. If you need help knowing specifically which words get capitalized in titles of creative works, check out our helpful guide to title capitalization.

» Capitalize days, months, and (sometimes) seasons

The names of days and months should be capitalized, such as January, September, Wednesday, and Sunday.

A season should be capitalized when it's being used as part of a proper noun as in Winter Olympics. In poetry and other literature, personification is giving an animal, inanimate object, or abstract notion the qualities and attributes of a human. When a season is used this way, it should be capitalized. (Take, for example, how Charles Mair uses summer in a poem: "We will muse on Summer's ploys.")

» Capitalize holidays

The names of holidays, such as Christmas, Halloween, and Hanukkah, are capitalized because they are considered proper nouns. You would not, however, capitalize a season: Christmas season. But if you add day to a holiday, you would capitalize this word: New Year's Day and Christmas Day. Similarly, you would capitalize the word eve in holidays such as Christmas Eve and New Year's Eve.

» Capitalize time periods

Historical eras should be capitalized. For instance, use Middle Ages, Dark Ages, and the Renaissance. You'd also capitalize prehistoric eras such as Stone Age and Bronze Age.

» Capitalize countries, languages, and nationalities

The names of countries are proper nouns, which means they are capitalized, of course. Languages and nationalities are capitalized as well. A person who is from Kenya, is a Kenyan and likely speaks Swahili. A Chilean is a person from Chile, where the official language is Spanish.

➤ Capitalize acronyms

Acronyms should be capitalized. NASA (National Aeronautics and Space Administration), POTUS (President of the United States), and DOB (Date Of Birth) are all capitalized. Some acronyms have been incorporated as recognizable words that should not be capitalized (laser, or “light amplification by stimulated emission of radiation”); when in doubt, it’s best to consult a dictionary.

Of course, in informal conversations (like texting), acronyms (lol, brb, idk, etc.) aren’t always capitalized. Not all rules apply to very casual writing styles.

Capitalize after certain punctuation

Of course, you already know to capitalize at the start of each sentence. There are other interesting sentence structures that require capitalization.

➤ After the first word in a quote containing a complete sentence

When a quote is added to a sentence, it is introduced with quotation marks and a capital letter:

- When my father asked where I was going, I said, “Some of my friends are going to the movies.”

When the attribution is in the middle of the sentence, capitalization rules are also important:

- “The library is closed,” he said, “but you can return your books in the drop box.”

In this case, the first word (the) is capitalized. Because the sentence continues after the attribution, the word but is not capitalized.

Similarly, a colon may introduce a quote that comes after an independent clause. For example:

- “Bob seemed to like that idea: ‘Yeah, let’s do that!’”

In this sentence, the words before the colon could stand alone as a complete sentence. The colon emphasizes the coming quote.

If a quote contains a single word, a phrase, or an incomplete sentence, the first word typically isn’t capitalized unless it is a proper noun. For example:

- He said that my approach to solving math problems was “unique.”
- When asked, the mayor said the city “was prepared for all possible outcomes.”

(Sometimes) after a colon and rarely after a semicolon

If what follows the colon is a complete sentence, some style guides do recommend capitalizing the word that follows the colon.

» It snowed all morning: The roads were impassable by 8 am.

Capitalization after a semicolon is not required and would be grammatically incorrect. When an explanation takes the form of a second independent clause that follows a main independent clause, you can join the two clauses into a single sentence with a semicolon. Here is an example:

» Jenny had an idea; she would pick up a cake on her way to her friend's house.

However, you would capitalize proper nouns or the pronoun I if they follow a semicolon. For example:

» Marcy got a bag of candy; I got a bag of rocks.

Colons and semicolons are notoriously tough punctuation marks to use, but you can master them by using our detailed explanations of how to use colons and semicolons.

Lowercase letters

Lower case letters are the shorter and smaller versions of upper case letters (also called capital letters). Some lower case letters look completely different from their upper case counterparts, however.

For example, 'a' is the lower case version of 'A' and 'w' is the lower case version of 'W'.

When we write, most of the letters we use are in lower case. We capitalise letters for special occasions, like the start of a sentence or for proper nouns.

All common nouns are written in lower case. Writing common nouns in upper case is a mistake that many people make when writing. Even nouns like 'university' should begin with a lower case letter, unless you're naming a specific university.

Examples:

- » This sentence is written in lower case, except for 'T' to start the sentence.
- » We use lower case for common nouns like 'dog', 'cat' or 'chair', but upper case letters for proper nouns like 'London' or 'Mr Dickens'.
- » Sometimes, changing a letter from lower case to upper case (or vice versa) in a word can completely change its meaning.

For example, the words '**polish**' and '**Polish**'. With a lower case letter, 'polish' means to rub something until it shines. However, with an upper case letter, 'Polish' means something or someone from Poland!

Another example is '**apple**' and '**Apple**'. Lower case 'apple' means the red fruit, but with an upper case 'A', 'Apple' refers to the tech company.

As you can see, the use of lower case and upper case letters is very important.