



SOME HANDY HINTS GRAMMAR AND THE MECHANICS OF WRITING

The following information is to assist you in starting to compose a piece of writing. It does not matter whether it is a major essay or a short answer response. These little handy hints will help you along the way. We have tried to keep the material simple – it is by no means intended to be grammatically exhaustive.

Language is like a bridge made up of many parts. All those parts have different jobs to do. When we're building a language bridge, it's useful to know what the different parts are called, and what their job is.



The parts of speech are shown in the box below. Think carefully about each of them and what they do.

PARTS OF SPEECH	DEFINITION	EXAMPLE
NOUNS	Is the name of a person, place or thing.	George, wood, dog, Brisbane...
PRONOUNS	Are used in place of nouns – you don't have to repeat the same nouns.	I, me, he, him, she, he, it, we, us, you, they, them are the most common pronouns
ADJECTIVES	Tell you more about pronouns and nouns	Large, dull, strong, red...
VERBS	Tell you what's happening. Doing words.	Moved, eats, jumped, ran, climbed, danced, staggered
ADVERBS	Tell you more about verbs and adjectives.	Quickly, slowly, fast...
CONJUNCTIONS <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px 0;"> (See adjacent chart detailing conjunctions) </div>	They join or connect words, phrases and clauses – HOOKING words. They help our writing flow more smoothly. Conjunctions or HOOKS are very powerful . They allow you to show: TIME – then, when, before etc. ADDITION – and etc. CONTRAST – but, however etc. LOGIC – if, because etc.	And, because, or, but, although, whereas, after, as soon as, before, once, until, when, while, again, therefore, where, since, if, unless, so that, besides, indeed, so as to, in order/to, who, which, that, then, meanwhile, until...
PREPOSITIONS	Link a noun as a modifier to another noun or to a verb, adjective, or adverb	by, in, of, to, under, behind, down, up, over, around, between Appear in such positions as: He went _____ the road The girl _____ the baton is my sister Joey is afraid _____ the dark.