

# ENGLISH Grammar & Punctuation

## GRAMMAR

Use words, phrases, clauses, and sentences to express clear and complete thoughts.

**WORDS** Words are built from parts; an understanding of Greek and Latin roots, prefixes, suffixes, and word families will help you determine the meanings of unfamiliar words.

### GREEK & LATIN ROOTS

1. Many English words have been built from roots, or units of meaning, that come from Greek (G) or Latin (L).

- *aqua* (L), meaning "water," as in *aquarium* and *aquatic*
- *bio* (G), meaning "life," as in *biography* and *biology*
- *chron* (G), meaning "time," as in *chronic* and *chronology*
- *dic* (L), meaning "speak," as in *dictator* and *dictate*
- *graph* (G), meaning "write," as in *autobiography* and *autograph*

### PREFIXES

1. Letter combinations added to the beginnings of base words or roots are called **prefixes**.
2. Prefixes may change the meanings or parts of speech of base words.
3. The following prefixes are commonly used in English:
  - *un-*, meaning "not or in opposition to," as in *uncomfortable*
  - *re-*, meaning "again or reverse," as in *rewrite* and *recall*
  - *il-*, *im-*, and *in-*, meaning "not or in opposition to," as in *illegal*, *impossible*, *indirect*, and *irregular*
  - *dis-*, meaning "not or in opposition to," as in *disappear*
  - *en-* and *em-*, meaning "cause to," as in *enbody* and *encourage*

### SUFFIXES

1. Letter combinations added to the ends of base words or roots are called **suffixes**.
2. **Inflectional suffixes** indicate the forms of words, such as case, tense, part of speech, or number.
3. **Derivational suffixes**, which create new words, may change the meanings of base words.
4. The following suffixes are commonly used in English:
  - *-s* and *-es* indicate plurality, as in *bushes* and *magnets*
  - *-ed* indicates past tense, as in *played*
  - *-ing* indicates the present participle verb form, as in *dreaming*
  - *-ly* indicates a "characteristic of," as in *neighborly*
  - *-er* and *-or* indicate a "person associated with," as in *preacher* and *inventor*

### SYNONYMS

1. Many words in English have similar meanings. Words with similar meanings are called **synonyms**.

2. By understanding the shades of meaning that distinguish synonyms, a writer can choose the best word to convey his or her meaning; for example,
  - *sorry*: "expression of apology or mild regret"
  - *remorseful*: "full of a deep sense of guilt over a wrong"
  - *repentant*: "characterized by a feeling of sorrow over a sin"

### ANTONYMS

1. Many words in English have opposing meanings. Words with opposing meanings are called **antonyms**.
2. Writers may use antonyms to convey contrast.
  - The hikers are *free* to move about the nature preserve; there are no *restricted* areas.
  - The mother worked to *pacify* the cranky child with a toy. She did not want to *agitate* the child any further.
  - In the *sorrowful* days that followed the funeral, Mario could not appreciate the *joyful* emergence of spring.

### ADOPTED WORDS

1. English is a melting pot of words that have been adopted from other languages.
  - *cajeteria* comes from Spanish
  - *chipmunk* comes from the North American Indians
  - *zulu* comes from Africa
  - *tycoon* comes from Japanese
  - *typhoon* comes from Chinese

### MULTIPLE-MEANING WORDS

1. Some English words have more than one meaning; some of these **multiple-meaning words** are different parts of speech.
  - *count*, a noun meaning "a European nobleman"
  - *count*, a verb meaning "to name numbers"
2. Often, readers must use the context of a sentence to determine which meaning a writer intends.
  - As part of Malik's workout routine, he rotates his outstretched **arms**.
  - The police arrested the criminals and charged them with illegal **arms** dealing.
  - In the ancient temple, the monks began to chant.
  - As Kai sensed the onset of a migraine headache, she began rubbing her **temple**.

**PARTS OF SPEECH** Words can be placed into categories based on function.

### NOUNS

1. A **noun** is a word that names a person, place, object, or idea. Nouns can be common, proper, collective, countable, or uncountable.
2. A **common noun** names a nonspecific person, place, object, or idea (e.g., *brunty*, *boy*, and *planet*).
3. A **proper noun** names a specific person, place, or object (e.g., *California*, *Maria*, and *Paris*).
4. A **collective noun** is singular in form but names a group (e.g., *audience*, *family*, and *team*).
5. Some nouns are **countable** (e.g., *one boy*, *nine planets*, and *fifty states*).
6. Other nouns are **not countable**. These nouns represent unknown quantities (e.g., *blood*, *sand*, and *traffic*).

### PRONOUNS

1. A **pronoun** is a word that can assume the position and function of a noun, but it does not specifically name a person, place, object, or idea.
2. Pronouns can be subjective, objective, possessive, indefinite, or relative.
3. A **subjective pronoun** can function as the subject of a sentence.
  - He fed the cat.
  - She fed the cat.
  - It got extremely fat.
  - They wished they had fed it less.
4. An **objective pronoun** can function as a direct object, an indirect object, the object of a preposition, or the subject of an infinitive.
  - Mr. Ivan called **him** at noon.
  - Yumi gave **him** the message.
  - Yumi gave copies of the message to **them**.
  - The company expects **him** to respond.
5. A **possessive pronoun** demonstrates ownership.
  - My fax machine is malfunctioning.
  - I will borrow her fax machine.
  - She said that she began using their fax machine when her machine broke.
  - May I use your fax machine?
6. An **indefinite pronoun**, which may also be a subjective pronoun, makes a general rather than specific reference.
  - Anyone can attend the game.
  - Everybody is invited.

- Nobody will be rejected.
  - Someone will greet you at the gate.
7. A **relative pronoun** begins a modifying clause.
    - The library that *Reneado* designed is featured in an architectural magazine.
    - *Reneado*, who also designed other public buildings, is gaining recognition in his field.
    - The library, which houses many historical collections, attracts many visitors.
    - The librarian, whose credentials are impeccable, conducts regular tours.

### ADJECTIVES

1. An **adjective** is a word that describes or modifies a noun or pronoun by telling type, quantity, or specificity.
2. An adjective can be a proper, demonstrative, descriptive, quantitative, qualitative, or predicate adjective.
3. A **proper adjective** is formed from a proper noun (e.g., *American*, *Democratic*, and *French*).
4. A **demonstrative adjective** answers the question, Which one? (e.g., *this*, *that*, *these*, and *those*).
5. A **descriptive adjective** answers the question, What kind? (e.g., *big*, *red*, and *small*).
6. A **quantitative adjective** answers the question, How many? (e.g., *few*, *several*, and *three*).
7. A **qualitative adjective** answers the question, How much? (e.g., *considerable*, *little*, and *much*).
8. A **predicate adjective** follows any linking or state-of-being verb.
  - The men were sick from eating the rawysters.
9. In comparing the quality of nouns, adjectives **change by degrees**.
  - The positive degree covers one item: *big*, *good*.
  - The comparative degree covers two items: *bigger*, *better*.
  - The superlative degree covers three or more items: *biggest*, *best*.
10. A **participle** is a verbal that can function as an adjective. In a **present participle**, the verb ends with the suffix *-ing*. (NOTE: A verbal is a verb form that can function as a noun, an adjective, or an adverb.)
  - The girl **talking** on the phone is Mary. (The participle *talking* modifies the noun *girl*.)
11. In a **past participle**, the verb typically ends with the suffix *-ed*.
  - The letter signed by John was **ready** for the mail. (The participle *signed* modifies the noun *letter*.)
12. An **infinitive** is another kind of verbal that can function as an adjective.
  - She had money to **spend**. (The infinitive *to spend* modifies the noun *money*.)

# Grammar And Punctuation Study Guide

**Deborah B. Proctor**



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**Study Guide and**

**Procedure Checklist Manual for Kinn's The Administrative Medical Assistant - E-Book** Brigitte Niedzwiecki, Julie Pepper, 2022-09-02 Designed to support the trusted content in Kinn's The Administrative Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Approximately 70 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter correlation with the textbook allows you to easily follow core textbook competencies Matching and acronym activities reinforce your understanding of medical terminology anatomy and physiology and chapter vocabulary Short answer and fill in the blank exercises strengthen your comprehension of key concepts Multiple choice questions help you prepare for classroom and board exams Workplace application exercises promote critical thinking and job readiness before you enter practice Internet exercises offer ideas for expanded and project based learning NEW Content aligns to 2022 medical assisting educational competencies NEW and UPDATED Comprehensive coverage of all administrative functions complies with accreditation requirements and includes insurance coding privacy and security telehealth logistics and more *You Have a Point There* Eric Partridge, John Williams Clark, 1977 *Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book* Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2022-06-18 Designed to support the trusted content in Kinn's The Medical Assistant 14th Edition this study guide is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure that you learn to master and apply key medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative and clinical skills including new certification preparation questions that offer additional practice for certification exams a review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years as a key part of the student journey from classroom to career it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Comprehensive coverage of all administrative and clinical procedures is built from Medical Assisting accreditation standards and competencies Hundreds of practice questions multiple choice true false fill in the blank help students with essential content review and practice Skills practice workplace applications and online activities promote critical thinking before students enter practice Procedure checklists help students track their performance of every procedure included in the textbook Work products allows students to provide documentation of skills mastery for classroom or job searching requirements Chapter by chapter correlation with the textbook allows students to

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offers a wide range of activities to strengthen your understanding of common clinical skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Comprehensive coverage of all clinical procedures complies with accreditation requirements Approximately 135 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter correlation with the textbook allows you to easily follow core textbook competencies Matching and acronym activities reinforce your understanding of medical terminology anatomy and physiology and chapter vocabulary Short answer and fill in the blank exercises strengthen your comprehension of key concepts Multiple choice questions help you prepare for classroom and board exams Workplace application exercises promote critical thinking and job readiness before you enter practice Internet exercises offer ideas for expanded and project based learning NEW Content aligns to 2022 medical assisting educational competencies NEW Advanced Clinical Skills unit features three new chapters on IV therapy radiology basics and radiology positioning to support expanded medical assisting functions NEW Coverage of telemedicine enhanced infection control related to COVID 19 and catheterization NEW Procedures address IV therapy limited scope radiography applying a sling and coaching for stool collection EXPANDED Information on physical medicine and rehabilitation EXPANDED Content on specimen collection including wound swab nasal and nasopharyngeal collections

The Student's Guide to Writing John Peck, 2005

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### **Grammar And Punctuation Study Guide Introduction**

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