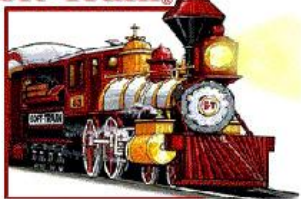


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# Painless Grammar (2 Days) ST00097

**COURSE GOAL:** Learn parts of speech and punctuation rules.

**PREREQUISITES:** Basic understanding of the English Language.

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Tell the difference between incorrect and correct usage.
- Know how to make a verb agree with its subject, or pronoun with its antecedent.
- Learn how the words in the English language are often misused.

## **KEY TOPICS:**

### **I. Nouns Plurals**

- A.** The Spelling and Pronunciations of Regular Nouns
- B.** Spelling
- C.** Pronunciation
- D.** Irregular Plurals of English and Latin Origin
- E.** English Origin
- F.** Latin Plurals
- G.** Non count Nouns

### **II. Possessive Nouns**

- A.** The Correct Forms of Possessive Nouns and Personal Pronouns
- B.** The Possessive Form
- C.** Distinguish between Its and It's
- D.** The Different Meanings of Possessive Nouns and Personal Nouns
- E.** Possessive Formed With Of

### **III. Articles and Quantifiers**

- A.** Articles
- B.** Using the Definite Article
- C.** Using Indefinite Articles
- D.** Quantifiers
- E.** Plural Count Nouns
- F.** Making Categorical Statements without Any Articles

### **IV. Adjectives**

- A.** Forming the Comparative and Superlative Forms of Adjectives
- B.** Two Syllable Adjectives
- C.** Deriving Adjectives From Verb Participles

**D.** Past and Present Participles

**V. Verb Forms and Tenses**

**A.** The Traditional Nine Tense Constructions

**B.** Rule #1: The First Verb, and Only the First Verb, Is Tensed

**C.** Rule #2: All Verb Constructions Except for the Simple Present and Simple Past Consist of Two Verb Components

**D.** Rule #3: If Both the Perfect and the Progressive Aspects are Used in the Same Verb Sequence, the Perfect Always Comes First

**VI. Talking About Present Time**

**A.** The Present and Present Progressive Tenses

**B.** Review

**C.** Report

**D.** The Present Perfect Tense

**VII. Talking About Present Time**

**A.** The Past Tense

**B.** Base Form

**C.** Past Participle

**D.** The Past Perfect Tense

**E.** Choose with Care

**VIII. Talking About Past Time**

**A.** Using the Present and Present Progressive Tenses for Future Time

**B.** Base Form

**C.** Past Tense

**D.** Past Participle

**E.** The Past Tense

**F.** The Past Perfect Tense

**IX. Talking About Future Time**

**A.** Modal Auxiliary Verbs

**B.** Main Verb

**C.** Using the Present and Present Progressive Tenses for Future Time

**D.** Be as A Main Verb

**X. Causative Verbs**

**A.** Older Causative Verbs

**B.** Rise – Raise

**C.** Sit – Set

**D.** More Modern Causative Verbs

**XI. The Passive**

**A.** How the Be Passive is Formed

**B.** Reasons for Deleting the Agent

**C.** Get Passives

**D.** Be Passive

**XII. The Structure of Adjective Clauses**

**A.** The Internal Structure of Adjective Clauses

**B.** Creating and Moving Relative Pronouns

**C.** Deleting Relative Pronouns

**D.** Moving Objects of Prepositions

**XIII. Restrictive and Nonrestrictive Adjective Clauses**

**A.** The Differences in meaning Between Restrictive and Nonrestrictive Adjective Clauses

**B.** Non Restrictive

**C.** The Reduction of Adjective Clauses to Participle Phrases

**D.** Present Participle Phrase

**XIV. Gerunds**

**A.** Identifying Gerunds

**B.** Complaining

**C.** Determining the

**D.** Answering

**E.** Expressed and  
Unexpressed Subjects of  
Gerunds

**XV. Infinitives**

**A.** Identifying Infinitives

**B.** Determining the  
Expressed and Unexpressed  
Subjects of Infinitives

**C.** Predicate Adjective

**XVI. Noun Clauses**

**A.** Where Noun Clauses Can  
be Used

**B.** That Clauses

**C.** Deleted That

**D.** Transposed or Shifted  
That Clauses

**E.** Wh- Clauses

**F.** Who or Whom