

GRAMMAR TERMINOLOGY

A **Preposition** describes a relationship between other words in a sentence—it locates nouns in space and time--think of words to describe a ball in relation to a basket (in, out, to, around)—remember that sometimes prepositions can end sentences in order to avoid disrupting flow and readability—As Winston Churchill once said, “That is nonsense up with which I shall not put.”

A **Participle** is a verb form acting as an adjective.

Exs. A **present participle** (like *running* or *fluttering*) describes a present condition: “The *running* dog chased the *fluttering* moth.”

A **past participle** describes something that has happened: “The completely *rotted* tooth finally fell out of his mouth.”

A **Gerund** is a verb form, ending in *-ing*, which acts as a noun. Gerunds are frequently accompanied by other associated words making up a **gerund phrase** (“running in the park after dark”). Because gerunds and gerund phrases are nouns, they can be used in any way that a noun can be used:

as subject: Being king can be dangerous for your health.

as object of the verb: He didn't particularly like being king.

as object of a preposition: He wrote a book about being king.

A **Dangling Modifier** is often (though not always) located at the beginning of a sentence. A dangling modifier is usually a phrase or an **elliptical clause** -- a **dependent clause** whose **subject** and verb are implied rather than expressed -- that functions as an **adjective** but does not modify any specific word in the sentence, or (worse) modifies the *wrong* word.

Exs. **Relieved of the boredom of school**, your room should be a place to relax.

After looking through the magazine, the pictures seemed pretty lame.

An **Appositive** is a re-naming or amplification of a word that immediately precedes it.

Exs. My best friend, **a fine basketball player in his own right**, has won several state tournaments.

[**Noun phrase** as appositive]

The best exercise, **walking briskly**, is also the least expensive. [**Gerund phrase** as appositive]

Steve's goal in life, **to become an occupational therapist**, is within his grasp this year, at last.

[**Infinitive phrase** as appositive]

Parallel Structure is the repeating of phrases and sentences that are syntactically similar. Parallel sentence structures can echo that fact and offer you a writing style that uses balance and rhythm to help deliver your meaning

Exs. The world will little not nor long remember what we say here, but it can never forget what they did here, Abraham Lincoln, “Gettysburg Address”

Faulty: I enjoy hiking, biking, and to go to movies.

Correct: I enjoy hiking, biking, and going to movies.

Faulty: The ideal student is attentive, studious, and asks questions.

Correct: The ideal student is attentive, studious, and inquisitive.

Types:

1. I like tea, coffee and wine. [nouns]
2. I like four sports teams: the Raiders, the A's, the Giants, and the Warriors. [noun phrases]
3. I am learning to write engineering reports, to use the MatLab software, and to understand the theory behind linear equations. ["to" verbs, called infinitives]
4. I have never really liked working with other students on labs, writing the lab reports, or taking the time to edit my reports. But I'm getting better! [-ing verbs, called verbals]

Active Voice is when the verb is active, when the subject (agent) does the action (verb) to something (object) (Subject+Verb+Object = SVO Structure)—The verb is passive, when the subject takes the action upon itself.

Exs. Active - John ate the apples. (John, the subject, is the one performing the action of the verb.)
Passive - The apples were eaten by John. (The apples, the subject in this sentence, are receiving the action of the verb.)

Active – Researchers earlier *showed* that high stress *can cause* heart attacks.

Passive - *It was* earlier *demonstrated* that heart attacks *can be caused* by high stress.

Active Voice Tips:

- *Look for a "by" phrase (e.g., "by the dog" in the last example above)
- *If you find one, the sentence may be in the passive voice. Rewrite the sentence so that the subject buried in the "by" clause is closer to the beginning of the sentence.
- *If the subject of the sentence is somewhat anonymous, see if you can use a general term, such as "researchers," or "the study," or "experts in this field."

When to Use Passive:

- ***To emphasize the action rather than the actor**—After long debate, the proposal *was endorsed* by the long-range planning committee.
- ***To keep the subject and focus consistent throughout a passage**—The data processing department recently presented what proved to be a controversial proposal to expand its staff. After long debate, the proposal *was endorsed* by . . .
- ***To be tactful by not naming the actor**—The procedures *were* somehow *misinterpreted*.
- ***To describe a condition in which the actor is unknown or unimportant**—Every year, thousands of people *are diagnosed* as having cancer.

SENTENCE TYPES

A **simple sentence** consists of a single independent clause.

Exs. My dog ate my homework.
(Subject) + (Predicate)

A **compound sentence** contains two or more independent clauses. The independent clauses are joined in one of the following ways to indicate that they form one sentence.

Exs. Rover ate my homework, but Mr. Krinkle didn't believe me.

A **complex sentence** contains one independent clause and one or more dependent clauses (dependent clauses are also known as subordinate clauses)

Exs. Mr. Krinkle, who thinks he knows everything, doesn't know anything.

Antistrophe: repetition of the same word or phrase at the end of successive clauses.

In 1931, ten years ago, Japan invaded Manchukuo -- without warning. In 1935, Italy invaded Ethiopia -- without warning. In 1938, Hitler occupied Austria -- without warning. In 1939, Hitler invaded Czechoslovakia -- without warning. Later in 1939, Hitler invaded Poland -- without warning. And now Japan has attacked Malaya and Thailand -- and the United States --without warning.
Franklin D. Roosevelt

Antithesis: opposition, or contrast of ideas or words in a balanced or parallel construction.

Extremism in defense of liberty is no vice, moderation in the pursuit of justice is no virtue. Barry
Goldwater

Brutus: Not that I loved Caesar less, but that I loved Rome more. Shakespeare, *Julius Caesar*

Apostrophe: a sudden turn from the general audience to address a specific group or person or personified abstraction absent or present.

For Brutus, as you know, was Caesar's angel. / Judge, O you gods, how dearly Caesar loved him.
Shakespeare, *Julius Caesar*

Asyndeton: lack of conjunctions between coordinate phrases, clauses, or words.

We shall pay any price, bear any burden, meet any hardships, support any friend, oppose any foe to assure the survival and the success of liberty. J. F. Kennedy, "Inaugural Address"

But, in a larger sense, we cannot dedicate, we cannot consecrate, we cannot hallow this ground.
Abraham Lincoln, "Gettysburg Address"

Chiasmus: two corresponding pairs arranged not in parallels (a-b-a-b) but in inverted order (a-b-b-a); from shape of the Greek letter chi (X).

Those gallant men will remain often in my thoughts and in my prayers always. MacArthur
Renown'd for conquest, and in council skill'd. Cicero

Meiosis: understatement, for intensification, by denying the contrary of the thing being affirmed.

A few unannounced quizzes are not inconceivable.
One nuclear bomb can ruin your whole day.

Metonymy: substitution of one word for another which it suggests—also known as a **Synecdoche**

He is a man of the cloth.
The pen is mightier than the sword.
The White House said today that...

Polysyndeton: the repetition of conjunctions in a series of coordinate words, phrases, or clauses.

I said, "Who killed him?" and he said, "I don't know who killed him but he's dead all right," and it was dark and there was water standing in the street and no lights and windows broke and boats all up in the town and trees blown down and everything all blown and I got a skiff and went out and found my boat where I had her inside Mango Bay and she was all right only she was full of water. Ernest Hemingway, "After the Storm"

LITERARY DEVICES

Alliteration: repetition of the same sound beginning several words in sequence.

Let us go forth to lead the land we love. J. F. Kennedy, "Inaugural Address"

Apostrophe: a sudden turn from the general audience to address a specific group or person or personified abstraction absent or present.

For Brutus, as you know, was Caesar's angel, / Judge, O you gods, how dearly Caesar loved him.
Shakespeare, *Julius Caesar*

Assonance: repetition of the same sound in words close to each other.

Or sinking as the light wind lives or dies ("I" sound) John Keats, "To Autumn"

Cacophony: harsh joining of sounds.

My stick fingers click with a snicker / And, chuckling, they knuckle the keys; / Light footed, my steel feelers flicker / And pluck from these keys melodies. John Updike, "Piano Player"

Hyperbole: exaggeration for emphasis or for rhetorical effect. Comedians like the "is so blank that" joke.

Here once the embattled farmers stood / And fired the shot heard round the world. Ralph Waldo Emerson, "The Concord Hymn"

That girl is so skinny that she can tread water in a test tube.

Metaphor: implied comparison achieved through a figurative use of words; the word is used not in its literal sense, but in one analogous to it.

Life's but a walking shadow; a poor player, / That struts and frets his hour upon the stage. Shakespeare, *Macbeth*

Onomatopoeia: use of words to imitate natural sounds; accommodation of sound to sense.

A tap at the pane, the quick sharp scratch / And blue spurt of a lighted match. Robert Browning, "Meeting at Night"

Buzz, Hiss, Beep, Boom, Clap, Hiccup, Mumble, Ping pong, Thud, Tick tock,

Personification: attribution of personality to an impersonal thing.

There was the huge tree asleep yet in the paling moonlight, and small and silly Sylvia began with utmost bravery to mount to the top of it, Sarah Orne Jewett, "A White Heron"

Jealousy is the green-eyed monster which doth mock / The meat it feeds on, Shakespeare, *Othello*

Simile: an explicit comparison between two things using 'like' or 'as'.

My love is as a fever, longing still / For that which longer nurseth the disease, Shakespeare, "Sonnet CXLVII"

Let us go then, you and I, / While the evening is spread out against the sky, / Like a patient etherized upon a table, T.S. Eliot, "The Love Song of J. Alfred Prufrock"

PROPAGANDA

Bandwagon appeals to an audience to join a ground swell of public opinion and activity because everybody else is joining. The bandwagon technique appeals to feelings of loyalty and nationalism, as well as the desire to be on the winning side. The technique tends to obscure the ethics of the activity at the expense of victory: better to belong to the winning side than be too concerned with the rightness of the means to achieve it.

Exs. Group of students, who happen to be fit and attractive, all wear the same gear as they walk the halls of school (think Abercrombie and Gap and every other department store)

President says that Americans are fighting a war on terror against an axis of evil.

Glittering Generalities are vague terms with high moral connotations intended to arouse faith and respect in listeners or readers. The exact meanings of these glittering terms are impossible to define, hence vague generalities. We believe in, fight for, live by virtue words about which we have deep-set ideas. Such words include civilization, Christianity, good, proper, right, democracy, patriotism, motherhood, fatherhood, science, medicine, health, and love. In commercials, glittering generalities only show or accentuate the positives of the problem without showing its flaws or side effects

Exs. Cigarette ad shows healthy looking people at the beach smoking and having fun (not a middle aged man dying of cancer and plugged to a lung pump in the ICU)

Local mayor says that taxes must be raised for a new initiative to ensure a prosperous community which is good for families and the futures of our children.

Testimonials are use of personal experience to convince, usually by paid endorsers. The endorsers are celebrities or professionals who lend credibility to the product or service but are typically compensated for their pitch of the product.

Exs. Tiger Woods is on a cereal box to promote Wheaties (implies that the eating of starched wheat flakes will help your golf game even though you are a hack).

La Toya Jackson says that the Psychic Friends Network changed her life.

Plain Folk is used by politicians or businesses to convince their audience that they, and their ideas, are "of the people." America's recent presidents have all been millionaires, but they have gone to great lengths to present themselves as ordinary citizens. We are all familiar with candidates who campaign as political outsiders or who challenge a mythical "cultural elite," presumably aligning themselves with "ordinary American." In commercials, actors who looks like the target audience demographic will present their claims in a straight forward, honest manner, trying to appeal to the audience on their level

Exs. Almost all anti-drug ads targeting adolescents use the plain folk technique.

Old folks insurance ads may have a grandfather figure discuss common concerns with the audience.

Fear is when a propagandist warns the audience that disaster will result if it does not follow a particular course of action. By playing on the audience's deep-seated fears, practitioners of this technique hope to redirect attention away from the merits of a particular proposal and toward steps that can be taken to reduce the fear. There are four elements to a successful fear appeal: 1) a threat, 2) a specific recommendation about how the audience should behave, 3) audience perception that the recommendation will be effective in addressing the threat, and 4) audience perception that they are capable of performing the recommended behavior.

Exs. "The streets of our country are in turmoil. The universities are filled with students rebelling and rioting. Communists are seeking to destroy our country. Russia is threatening us with her might, and the Republic is in danger. Yes - danger from within and without. We need law and order! Without it our nation cannot survive." Adolf Hitler, 1932

A television commercial portrays a terrible automobile accident (the fear appeal) and reminds viewers to wear their seat-belts (the fear-reducing behavior).

A pamphlet from an insurance company includes pictures of houses destroyed by floods (the fear appeal) and follows with details about home-owners' insurance (the fear-reducing behavior).

Name-calling links a person or an idea to a negative symbol or a negative emotional charge.

Exs. A politician's television ad calls his opponent pro criminal because of his soft approach to gun laws.

LOGICAL FALLACIES

Ad Hominem (*Latin*, literally "argument against the man") involves replying to an argument or assertion by attempting to discredit the person offering the argument or assertion.

Exs. Tobacco company representatives are wrong when they say smoking doesn't seriously affect your health, **because** they're just defending their own multi-million-dollar financial interests.

Jack is wrong when he says that the new drug law is bad **because** he is a convicted felon.

Begging the Question is when the truth of the conclusion is assumed by the premises. Often, the conclusion is simply restated in the premises in a slightly different form. In more difficult cases, the premise is a consequence of the conclusion.

Exs. Since I'm not lying, it follows that I'm telling the truth.

Gun laws should be passed because guns are bad.

We know that God exists, since the Bible says God exists. What the Bible says must be true, since God wrote it and God never lies. (Here, we must agree that God exists in order to believe that God wrote the Bible.)

False Analogy In an analogy, two objects (or events), A and B are shown to be similar. Then it is argued that since A has property P, so also B must have property P. An analogy fails when the two objects, A and B, are different in a way which affects whether they both have property P.

Exs. Employees are like nails. Just as nails must be hit in the head in order to make them work, so must employees.

Government is like business, so just as business must be sensitive primarily to the bottom line, so also must government. (But the objectives of government and business are completely different, so probably they will have to meet different criteria.)

Iraq is the new Vietnam.

False Dilemma is when someone provides limited number of options (usually two), while in reality there are more options. A false dilemma is an illegitimate use of the "or" operator. Putting issues or opinions into "black or white" terms is a common instance of this fallacy.

Exs. Either you're for me or against me.

America: love it or leave it.

Either support the education tax increase or the learning of children will suffer.

Post Hoc occurs when someone suggests because one thing follows another, it is held to cause the other. "Post hoc ergo propter hoc," the name in Latin means "after this therefore because of this."

Exs. Immigration to America from Mexico increased. Soon after, the welfare rolls increased.

Therefore, the increased immigration caused the increased welfare rolls.

I took EZ-No-Cold, and two days later, my cold disappeared.

During last summer, as ice cream sales went up, crimes went up. Ice cream causes criminal behavior.

Red Herring is an irrelevant issue used as a distraction to divert attention from the primary issue. Red herrings are usually used in attempts to deliberately mislead. The **Chewbacca Defense** (originating from the “Chef Aid” South Park episode) is a [satirical](#) term for any legal strategy that seeks to overwhelm its audience with nonsensical arguments and thus confuse them into failing to take account of the opposing arguments and, ultimately, to reject them. It is thus a kind of logical fallacy, specifically a [red herring](#) fallacy and [non sequitur](#) (“it does not follow”—To say that an argument is a *non sequitur* is simply to say that the conclusion does not follow from the premises) similar to [argumentum ad nauseam](#) (the false proof of a statement by (prolonged) repetition, possibly by different people).

Exs. Tax fraud is not much of a crime, and it is unfair for my client to be subjected to this lengthy and stressful trial over such a minor offense.

Baseball player Mark McGwire just retired. Clearly, he deserves to be in the Hall of Fame. After all, he's such a nice guy, and he gives a lot of money to all sorts of charities.

Slippery Slope is when someone tries to show that a proposition is unacceptable because it will lead to a sequence of increasingly unacceptable events. A slippery slope is an illegitimate use of the “if-then” operator.

Exs. If we pass laws against fully-automatic weapons, then it won't be long before we pass laws on all weapons, and then we will begin to restrict other rights, and finally we will end up living in a communist state. Thus, we should not ban fully-automatic weapons.

You should never gamble. Once you start gambling you find it hard to stop. Soon you are spending all your money on gambling, and eventually you will turn to crime to support your earnings.

Straw Man is when a person attacks an argument which is different from, and usually weaker than, the opposition's best argument.

Exs. People who oppose the new environmental law probably just want ruin the environment, but we want to protect land and wildlife.

SATIRICAL TOOLS

Satire—challenges, questions, keeps in line individuals and institutions by ridiculing human weaknesses, follies, vices, and abuses. Writers hope to effect social change through such humor and scorn.

Parody—imitates/mimics a famous person/work/event for entertainment/ education—often exaggerates details of situation for effect, playing off recognizable traits of the work/event

Verbal Irony — occurs when you say the opposite of what you mean

Sarcasm is the stronger, sharper form of verbal irony—it is more personalized and cutting verbal irony—meant to taunt, maim, hurt the object of sarcasm

Situational Irony (opposite of expectation) – build story or idea one direction, then undercut or switch it another direction in the end

Exaggeration (hyperbole) – overstate or embellish a characteristic to the point of ridiculousness

Understatement (meiosis) – deliberately understate some accomplishment or idea either for humor or to demean

Juxtaposition — the putting together of two contradictory ideas or images for effect

CHARACTERIZATION

***Author's develop characters by: *Looks, Dress, Actions, Words, Thoughts, Feelings and Reactions*

A **static character** does not change throughout the work, and the reader's knowledge of that character does not grow

A **dynamic character** undergoes some kind of change because of the action in the plot.

A **flat character** embodies one or two qualities, ideas, or traits that can be readily described in a brief summary. They are not psychologically complex characters and therefore are readily accessible to readers. Some flat characters are recognized as stock characters; they embody stereotypes such as the "dumb blonde" or the "mean stepfather." They become types rather than individuals.

A **round character** is more complex than a flat or stock character and often displays the inconsistencies and internal conflicts found in most real people. They are more fully developed and, therefore, are harder to summarize.

TEACHER MARKINGS

Start a new paragraph

Need a transition to start paragraph or between ideas

I like this portion of your argument

Need a summary sentence to pull together paragraph

Add word, phrase, or punctuation here

Need to use active voice with Subject+Verb+Object

Pronoun agreement problem

Need to fix tense problem

Need to fix MLA format

Need to double space

RULES OF THUMB

Spell numbers under 100

Use comma with conjunction to split two independent clauses

Use semicolon with conjunction to split two independent clauses

Use colon to set off list

Use dash to set off side thought

Use lit device to put visual to thought or feeling

Use ellipses only in middle of quote—start and end quote where you want

Put punctuation inside quotation marks

No personal pronouns in formal essay

Use setting as prop, symbol, or backdrop

Show various action—action, reaction, interaction

Dialogue should be written in past tense

Balance Characterization with looks, dress, words, actions, others reactions