



SENTENCE STRUCTURE

A **complete sentence** must express a complete thought and must have a subject and a verb.

→ *Example:* He lost the game.

A **sentence fragment** results from a *missing* subject, verb or complete thought.

→ *Example:* Because he was lost.

THERE ARE FOUR TYPES OF SENTENCES: SIMPLE, COMPOUND, COMPLEX OR COMPOUND-COMPLEX

1

A **simple sentence** consists of one main clause. It expresses one main thought and has one subject and one verb. A simple sentence may contain a compound subject, or a compound verb or both.

→ *Examples:* We enjoyed the concert.

Amy and Scott were married yesterday. (compound subject: Amy and Scott)

Ben is leaving work and going home. (compound verb: leaving and going)

2

A **compound sentence** contains two or more main clauses (in italics) connected by a conjunction, a semicolon or a comma with a conjunction.

→ *Examples:* *I'd like to double-major*; but *the workload would be too overwhelming.* (conjunction)

Amy's suit looks new; *it just got back from the cleaners.* (semicolon)

Erin came home *in a taxi*; *she'd been waiting in Florida*. (comma conjunction)

3

A **complex sentence** has one main clause (in italics) and one or more subordinate clauses (underlined).

→ *Examples:* *Dad says* that good grades are the result of diligent studying. (main clause, one independent clause)

Diligent studying is difficult, because I have to work several hours before I can start studying. (main clause, two dependent clauses)

4

A **compound-complex sentence** has two or more main clauses (in italics) and one or more subordinate clauses (underlined).

→ *Examples:* Because the bus broke down, *the team rode in a van*, and *the cheerleaders rode in cars.*
Unless my eyes are deceiving me, *Kristi is on that runaway horse*, and *Dale is behind her.*

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SPELLING RULES

DO NOT SUBMIT FOR PRINT

Write *i* before *e* except after *c*, or when sounded like *e* as in *weigh* and *eight*.

→ *Exceptions:* seize, weird, either, leisure, neither

When the *ie/ei* combination is not *i* or *e* followed by *i* or *e*, it is usually *ie*.

→ *Examples:* reign, weigh, neighbor

→ *Exceptions:* friend, view, mischief, fiery

When a multi-syllable word ends in a consonant preceded by one vowel, the accent is on the last syllable and the suffix begins with a vowel — the same rule holds true: double the final consonant.

→ *Examples:* prefer = preferred | allot = allotted | control = controlling

If a word ends with a silent *e*, drop the *e* before adding a suffix that begins with a vowel.

→ *Examples:* use = using | like = liking | state = stating | love = loving

When the suffix begins with a consonant, do not drop the *e*.

→ *Examples:* use = useful | state = statement | nine = ninety

→ *Exceptions:* argument, judgment, truly, ninth

When *y* is the last letter in a word and the *y* is preceded by a consonant, change the *y* to *i* before adding any suffix except those beginning with *i*.

→ *Examples:* lady = ladies | try = tries | happy = happiness | ply = pliable