Contents

Preface		х
ONE:	The Scope of Grammar]
	About the Subject of Our Study What Is Grammar? What Is a Grammar? English—Which One? English Grammar in the Schools English Grammar and the Non-native Speaker English Grammar in Business	1 2 3 4 5
TWO:	Variety, Variety	ç
	The Grammars We Hear Standard English Nonstandard English The Study of Dialects Who Studies Dialects? Methods What Makes a Dialect? Regional Dialects Social Dialects That Final Touch—Style Variation according to Subject Matter Variation according to Medium Variation according to Attitude Exercises	10
THREE	: Some Bits and Pieces: Exploring the System	29
	Ways of Signaling Meaning Word Order Affixes Words	29

	Grammatical Classes: In the Beginning Is the Word Nouns Verbs Adjectives Adverbs Prepositions Coordinating Conjunctions Other Parts of Speech, and a Word of Caution	32
	From Word to Phrase	35
	The Noun Phrase The Verb Phrase The Prepositional Phrase From Phrase to Clause Exercises	37 39
FOUR:	Tense	47
	Introduction The Simple Present Tense Description of Form Meaning	47 48
	The Present Progressive Description of Form Meaning	49
	The Simple Past Tense Description of Form Meaning	51
	The Past Progressive Description of Form Meaning	52
	The Present Perfect: Two Meanings Description of Form Meaning	53
	The Present Perfect Progressive Description of Form Meaning	54
	The Past Perfect: Sequencing Is the Key Description of Form Meaning	55
,	The Future: Will Is Only One Way Description of Form Meaning	56
	Other Tenses Tense in the Everyday World	57
	Exercises	57 60
FIVE:	Be—The Busy One	65
	Two Be's The Forms of Be Person and Number with Be Be in the Everyday World Exercises	65 66 66 67 70
SIX:	Passives	73
	The Passive Defined Subject Deletion: That Useful Option	73 75

	Limitations on Active-Passive Conversions The Get Passive	75 76
	Look-Alikes	76 76
	A Note on Terminology	70
	Passives in the Everyday World	77
	Exercises	79
SEVEN:	The Third Person Singular -S	85
	Introduction	85
	Third Person Singular -S in the Everyday World Exercises	86 88
EIGHT:	The Modals	91
	The Modals and Their Meanings Ability Advisability and/or Obligation Necessity Possibility Probability Requests for Permission Other Requests Repetitive Past Actions Hypothetical Conditional Events Other Hypotheticals Future Actions or States Generalizations	91
	Modals and Suffixes	95
	Modals in the Everyday World	96
	Exercises	98
NINE:	Asking about Things: The Interrogative	103
	Yes-No Questions	104
	Wh- Questions	106
	Tag Questions	107
	Echo Questions	108
	Embedded Wh- Questions	108
	Questions in the Everyday World	109
	Exercises	110
TEN:	The Negative: Ways of Saying "No"	115
	Forming the Negative with Auxiliary + Not	115
	Forming the Negative with Adverbs of Negation	117
	Negatives with No	118
	The Negative Prefixes	118
	Neither/Nor	119

	Negatives in the Everyday World	119
	Exercises	123
ELEVEN	I: Giving Orders	129
	The Imperative Defined	129
	Imperatives with an Implied Subject	129
	Imperatives with a Stated Subject	130
	Imperatives in the Everyday World	131
	Exercises	133
TWELV	E: Pronouns: There Is No Substitute for Them	137
	The Advantages of Using Pronouns	137
	Pronouns in Review	138
	Personal Pronouns Reflexive Pronouns Reciprocal	
	Pronouns Relative Pronouns Interrogative	
	Pronouns Demonstrative Pronouns Universal Pronouns Indefinite Pronouns Archaic Pronouns	
	Our Next-to-the-Last Word on Pronouns	144
	Pronouns in the Everyday World	144
	Exercises	150
THIRTE	EN: The Determiner System	155
	Introduction	155
	Regular Determiners	156
	The Articles: A, An, The Demonstrative Pronouns and Possessives	
	Predeterminers	150
	Postdeterminers	159
	The Importance of Count and Noncount Nouns	159 160
	Determiners in the Everyday World	162
	Exercises	166
		100
FOURT	EEN: Direct and Indirect Objects	171
	Direct Objects	171
	Transitive and Intransitive Verbs	172
	Indirect Objects	173
	Indirect-Object Inversion	174
	Objects in the Everyday World	176
	Exercises	177

FIFTEEN: Complements: Easier to Give than to Perceive	181
Complements Defined	181
Subject Complements	183
Object Complements	185
Our Next-to-the-Last Word on Complements	187
Complements in the Everyday World	187
Exercises	188
SIXTEEN: Gerunds and Infinitives	191
Gerunds and Infinitives Defined	191
Gerunds and Infinitives as Subjects	192
Gerunds and Infinitives as Direct Objects	192
Choosing the Correct Direct-Object Form	193
Gerunds and Infinitives as Complements	194
Gerunds and Infinitives Do Other Things Too	195
Gerunds and Infinitives in the Everyday World	195
Exercises	197
SEVENTEEN: Prepositions and Particles	201
Prepositions and Their Uses	201
Place Relationships Direction Relationships Time	
Relationships Comparative Relationships Accompaniment	
Relationships Source Relationships Instrumental	
Relationships Purpose Relationships Partition	
Relationships Attachment Relationships	000
Particles	203
Prepositions and Particles in the Everyday World	205
Exercises	208
EIGHTEEN: Expletives: Much Ado about Nothing	213
Expletives Defined	213
There Insertion	214
Agreement and the Expletive There	216
Expletives in the Everyday World	217
Exercises	218
NINETEEN: Clauses: Variations on a Common Theme	221
What Is a Clause?	221
Independent and Dependent Clauses	221

Types of Dependent Clauses The Adverbial Clause The Noun Clause Noun Clause as Subject Noun Clause as Direct Object Noun Clause as Subject Complement The Relative Clause Relative-Clause Construction Procedure Restrictive and Nonrestrictive Relative Clauses Reducing Relative Clauses	222
Clauses in the Everyday World Exercises	233 236
TWENTY: Putting It All Together	247
Complex Sentences Compound Sentences Branching Out More Notes on Grammar in the Everyday World Misplaced Modifiers Sentence Fragments Ambiguity Exercises	247 249 250 251 254
TWENTY-ONE: Usage: Bringing Judgment to Bear	257
What Is Usage? Usage Judgments What Is Good Usage? Who Decides? Good Usage Changes with Time Can We Agree? Those That Matter, Those That Do Not	257 257 257 260 261 261 262
TWENTY-TWO: Where Do You Go from Here?	265
APPENDIX 1 Helpful Answers to Ten Commonly Asked Questions	268
APPENDIX 2 Diagraming Sentences	273
Traditional Sentence Diagraming Tree-Structure Diagraming Exercises	273 276 280
Answers to Exercises	286
Selective Annotated Bibliography	309
Index	315