**English Grammar**

**CHAPTERS 1 & 2 INFORMATION**

1. When looking a word up in the dictionary, always take the first spelling or plural as the modern word usage.
2. Always capitalize proper nouns; do not capitalize common nouns. Nouns are words that name something—persons, animals, places, things, feelings, qualities, actions, concepts, measures, and states of being.
	1. **Proper nouns** are any nouns that name a particular entity and are capitalized.
	2. **Common nouns** do not name a specific entity and are not capitalized.
3. Most nouns form their plurals by adding **s**. However, nouns ending in **s, sh, ch, x,** or **z** form their plurals by adding **es**.
	1. Nouns adding s: **account—accounts; letter—letters; executive—executives; message—messages**
	2. Nouns adding es: **bus—buses; business—businesses; tax—taxes; waltz—waltzes; wish—wishes; branch--branches**
4. Common nouns ending in **y** form the plural in one of two ways. If the letter preceding the **y** is a vowel, just add **s**. However, if the letter preceding the **y** is a consonant, drop the y and add **ies**.
	1. Y preceded by a vowel: **attorney—attorneys; money—moneys; valley—valleys; delay—delays**
	2. Y preceded by a consonant:  **company—companies; reply—replies; secretary—secretaries; policy—policies; photocopy—photocopies**
5. Musical terms ending in **o** form the plural by adding **s**. Other common nouns, ending in **o** may form the plural by adding **s** or **es;** the correct plural forms are shown in the dictionary after the singular forms of the words.
	1. Musical tones: **sopranos; concertos; cellos; solos; pianos; librettos**
	2. Common nouns ending in os: **zeros; ratios; mementos; portfolios; dynamos**
	3. Common nouns ending in oes: **cargoes; embargoes; vetoes; potatoes; tomatoes; heroes**
6. Nouns ending in ff form the plural by adding **s**. Nouns ending in just **f** or **fe** may add s, or they may drop the **f** or **fe** and add **ves**. The plurals of those nouns taking the irregular form by adding **ves** are shown in the dictionary. If the dictionary does not show the plural form, just add **s.**
	1. Plural nouns ending in ffs: **bailiff—bailiffs; plaintiff—plaintiffs; cliff—cliffs; sheriff—sheriffs**
	2. Plural nouns ending in fs or fes: **belief—beliefs; roof—roofs; chief—chiefs; proof—proofs; safe—safes; strife--strifes**
	3. Plural nouns ending in ves: **half—halves; self—selves; knife—knives; thief—thieves; wife—wives; shelf--shelves**
7. The plurals of proper nouns are formed by adding **s** or **es**. Those proper nouns ending in **s,** **sh, ch, x,** or **z** form the plural by adding es. All others form the plural by adding **s**.
	1. Proper noun adding es for plural form: **Bendix—the Bendixes; Rodriguez—the Rodriguezes; Finch—the Finches; Bushes—the Bushes; Winters—the Winterses; Ross—the Rosses**
	2. Proper noun adding s for plural form: **Dixon—the Dixons; Wolf—the Wolfs; Kelly—the Kellys; Griffin—the Griffins; Russo—the Russos; Halby—the Halbys**
8. Many nouns of foreign origin have both an English plural and a foreign plural. Consult your dictionary and use the one that appears first.
	1. Foreign-derived nouns with preferred English plurals: **appendix—appendixes; hors d’oeuvre—horsd’oeuvres; auditorium—auditoriums; bureau—bureaus; memorandum—memorandums; index—indexes (book); formula—formulas; plateau—plateaus; gymnasium—gymnasiums; ultimatum—ultimatums**
	2. Foreign-derived nouns with preferred foreign-derived plurals: **alumnus—alumni; alumna—alumnae; anaylsis—analyses; crisis—crises; criterion—criteria; curriculum—curricula; diagnosis—diagnoses; ellipis—ellipses; emphasis—emphases; thesis—theses; datum—data; basis—bases; syllabus—syllabi; medium—media; parenthesis—parentheses; phenomenon—phenomena; stimulus—stimuli; synopsis—synopses; synthesis—syntheses; terminus--termini**
9. Some nouns form their plurals by changing letters within the word or adding letters other than **s** or **es**.These irregular plurals are shown in the dictionary in the same entry with their singular form. **child—children; mouse—mice; foot—feet; tooth—teeth; man—men; woman--women**
10. Some nouns have the same form in both the singular and the plural. **Chinese; cod; corps; deer; fish; gross; headquarters; measles; moose; mumps; sheep; series; salmon; scissors; elk; Japenese; odds; politics; species; vermin; Vietnamese**
11. Hyphenated or open compound nouns containing a main word form their plurals on the main word. Those hyphenated compounds not containing a main word and compound nouns consisting of only one word form the plural at the end**.**
	1. Plurals formed on main word: **attorneys-at-law; bills of sale; co-owners; goings-over; grants-in-aid; graphic designs; leaves of absence; lieutenant colonels; notaries public; personnel managers; vice-chancellors; mothers-in-law; sisters-in-law**
	2. Plurals formed at the end: **bookshelves; come-ons; databases; follow-ups; workmen; stand-ins; go-betweens; stockholders; teaspoonfuls; get-togethers; printouts; trade-ins**
12. The plurals of numerals, most capital letters, words referred to as words, and abbreviations composed of initials are formed by adding **s** or **es**. For clarity, though, all isolated lowercase letters and the capital letters A, I, M, and U are made plural by adding an apostrophe before the **s**.
	1. Plural formed with s or es: **1s; 7s; Cs; ifs; ands; buts; (7’s; C’s; and’s but’s; if’s—used of clarity) R.N.s CPAs, c.o.d.s; a.m.s; p.m.s; noes; yeses; dos; don’ts; whiches; yeses; thats**
	2. **Plural formed with an apostrophe and s: p’s; q’s; i’s; t’s; A’s; M’s**
13. When referring to two or more individuals with the same name and title; make either the name or the title plural, but never both. **the Messrs. Johnson or the Mr. Johnsons; the Drs. Clark or the Dr. Clarks; the Mses. Smith or the Ms. Smiths; the Mesdames Jones or the Mrs. Joneses; the Misses Fry or the Miss Frys**

**CHAPTER 3 & 4 INFORMATION**

**POSSESSIVES--APOSTROPHE:**

1. **Make sure that you pluralize a word before you decide where your apostrophe belongs.**
2. When a noun, singular or plural, does not end with a pronounced s, add an apostrophe and s (‘s) to form the possessive case.
	1. Singular noun: **assistant’s desk; Lisa’s father; child's toy; company’s profits**

b. Plural noun: **women’s fashions; children’s toys; sheep’s wool**

1. When a noun, singular or plural, ends with a pronounced **s**, generally add an apostrophe **(‘)** to form the possessive case. However, an apostrophe and **s (‘s)** may be added to singular nouns ending in a pronounced s if an additional s sound is also pronounced.
	1. Singular noun—add ‘ only: **Mrs. Simons’ attendance; Athens’ ruins**
	2. Plural noun—add ‘ only: **customers’ accounts; Simonses’ home; boss’s home**
	3. Singular noun with additional s sound—add ‘s: **class’s scores; Mr. Jones’s assistant; witness’s testimony**
2. Use an apostrophe to show possession with nouns that represent people, animals, and other living entities (animate objects) or nouns related to time, distance, value, or celestial bodies. For other types of nouns (inanimate objects), show possession with an “**of** **phrase**.”
	1. Animate possessive: **employees’ representatives; horse’s hooves; hair’s color; tree’s roots**
	2. Time possessive: **a year’s profit; two months’ rent; yesterday’s mail**
	3. Distance possessive: **a stone’s throw; arm’s length**
	4. Value possessive: **thousand dollars’ worth; sun’s rays; Mars’ atmosphere**
	5. Inanimate possessive: **terms of the loan not loan’s terms; base of the pot not pot’s base**
3. Form the possessive of compound nouns by having the last word show possession. Cannot put the apostrophe in the middle of a compound noun. f**ather-in-law’s beneficiary; sisters-in-law’s business**
4. When two or more nouns have joint ownership, only the last noun shows possession. Joint possession: **Bill and Sheryl’s new assistant; the Harrises and the Bradys’ new boat;**
5. When the nouns represent individual ownership (each owns something separately) however, each noun must show possession. Individual possession: **Mary’s and Henry’s offices; the Schaeffers’ and the Gonzalezes’ houses**
6. Express the possessive form of indefinite pronouns such as *anyone, everyone, someone, anybody, everybody, somebody,* and *nobody* is formed by using the same rules that apply to possessive nouns. **anyone’s guess; somebody’s car**
7. The possessive forms of personal or relative pronouns (such as *its, yours, hers, theirs,* or *whose*) do not include apostrophes. These pronouns are often confused with verb contractions, all of which contain apostrophes.
	1. Possessive pronoun: i**ts greatest value; whose father**
	2. Contraction: **it’s (it is); who’s (who is)**
8. **Possessives of abbreviations are formed by:** When a noun, singular or plural, does not end with a pronounced s, add an apostrophe and s (‘s) to form the possessive case. When a noun, singular or plural, ends with a pronounced **s**, generally add an apostrophe **(‘)** to form the possessive case. However, an apostrophe and **s (‘s)** may be added to singular nouns ending in a pronounced s if an additional s sound is also pronounced.
	1. Abbreviation not ending with a pronounced s: **CPA’s report; NASA’s new space project**
	2. Abbreviation ending with a pronounced s: **Barker Bros.’ annual sale; R.N.s’ and L.V.N.’s badges; IRS’s Web site**
9. Use the possessive case of a noun or a pronoun before a gerund (an **–“ing”** verb used as a noun).
	1. Noun: **Don’s accounting; Joshua’s suggesting**
	2. Pronoun: **your returning**
10. Many organizations with plural possessives in their names have omitted the apostrophe; organizations with singular possessives have tended to retain the apostrophe. Use an apostrophe in an organizational name only if the organization itself does so.
	1. Plural possessive: **Farmers Bank and Trust**
	2. Singular possessive: **Linton’s Manufacturing Company**
11. Sometimes the possess item is not stated explicitly in a sentence; instead, it is understood or implied clearly. In such cases the ownership word still requires an apostrophe to show possession.
	1. This month our stock club will meet at **Steve’s**. (Steve’s stock club)
	2. Be sure to arrive at the **doctor’s** by 2 p.m. (Doctor’s office)
	3. The wallet found in the corridor was **Mr. Lopez’s**. (Mr. Lopez’s wallet)
	4. Deliver this floral arrangement to the **Briggses’** before noon. (Briggses’ house)
	5. This month’s sales are considerably higher than last **month’s.** (Last month’s sales)
12. Additional Uses of the apostrophe:
	1. Use the apostrophe to form contractions.
		1. Single-word contraction: **acknowledged—ack’d; national—nat’l; cannot—can’t**
		2. Two-word contraction: **you would—you’d; is not—isn’t; I have—I’ve**
	2. The apostrophe is used for clarity to form the plural of all isolated lowercase letters and the single capital letters A, I, M, and U.
		1. Plural of lowercase letter: **i’s; t’s**
		2. Plural of capital letters A, I, M, and U: **A’s; I’s**
	3. The apostrophe may be used for the single quotation mark to signify a quotation within a quotation.
	4. Use the apostrophe to signify the omission of figures in expressing a year. **‘05**
	5. In technical material the apostrophe may be used as a symbol for feet. **12’ x 15’**

**ADDED INFORMATION ON NOUN POSSESSIVES (**more explanations and more examples**):**

1. All nouns not ending with a pronounced s, whether singular or plural, form the possessive by adding ‘s.
	1. office of the **attorney**—**attorney’s** office
	2. toys belonging to the **children**—**children’s** toys
	3. books belonging to **Judy**—**Judy’s** books
	4. lounge for **women**—**women’s** lounge
	5. state tax of **Illinois**—**Illinois’s** state tax
	6. countryside of **Des Moines**—**Des Moines’s** countryside
	7. paycheck of **Ms. Dubois**—**Ms. Dubois’s** paycheck
	8. restaurant belonging to **Francois**—**Francois’s** restaurant

**NOTE: The final s is words such as Illinois, Des Moines, DuBois, and Francois is not pronounced; therefore, ‘s is used with these possessive forms.**

1. Nouns ending with a pronounced s form the possessive by simply adding an apostrophe unless an additional syllable is pronounced in the possessive form. In the latter case, ‘s is added.
	1. No extra pronounced syllable
		1. clothing for **girls**—**girls’** clothing
		2. the efforts of two **cities**—two **cities’** efforts
		3. the home belonging to the **Foxes**—the **Foxes’** home
		4. the pen belonging to **Mr. Simmons**—**Mr. Simmons’** pen
	2. Extra pronounced syllable
		1. grades of the **class**—the **class’s** grades
		2. the briefcase belonging to **Mr. Harris**—**Mr. Harris’s** briefcase
		3. testimony of the **witness**—the **witness’s** testimony
2. In cases of joint ownership, show possession only on the last noun. Where individual ownership exists, show possession on each noun.
	1. Joint ownership
		1. Courtney and **Taylor’s** office
		2. the Rodriquezes and the **Marinsons’** store
		3. Mr. Simms and Ms. **Ross’s** partnership agreement
		4. Clark and **Clark’s** handbook
	2. Individual ownership
		1. all my **mother’s** and **father’s** clothes
		2. **Tom’s** and **Dave’s** payroll checks
		3. **Mr. Granados’** and **Ms. Stone’s** applications
		4. all the **accountants’** and **administrative assistants’** desks
3. The possessive form of compound nouns is shown at the end.
	1. investments of my **father-in-law**—my **father-in-law’s** investments
	2. the report for **stockholders**—the **stockholders’** report
	3. convention of **attorneys-at-law**—**attorneys-at-law’s** convention
	4. report of the **systems manager**—**systems manager’s** report
4. Use the possessive form before a gerund. **Lisa’s assisting; witness’s answering**
5. Use an apostrophe with the possessives of nouns that refer to time—minutes, hours, days, weeks, months, and years.
	1. Time nouns—singular
		1. peace for a **minute**—a **minute’s** peace
		2. work for a **day**—a **day’s** work
		3. delay for a **week**—a **week’s** delay
		4. notice of a **month**—a **month’s** notice
		5. mail from this **morning**—this **morning’s** mail
		6. calendar for **tomorrow**—**tomorrow’s** calendar
	2. Time nouns—Plural
		1. work for four **hours**—four **hours’** work
		2. interest for two **weeks**—two **weeks’** interest
		3. trial for three **months**—three **months’** trial
		4. experience for five **years**—five **years’** experience
6. Use an apostrophe with the possessives of nouns that refer to distance. **stone’s throw; an arm’s length**
7. Do not use an apostrophe to form possessives for inanimate (non-living) things or objects, except time or distance. Instead, use a simple adjective or an “**of phrase**.” Words such as *company, team, organization, association, herd, flock,* and *committee* are not considered inanimate because they are composed of people or other living entities.
	1. Adjective: **car seat; computer monitor**
	2. Of phrase: **of the supply cabinet; of the will**
	3. Group composed of people or another living entity: **company’s** profits; **college’s** offerings; **herd’s** grazing land
8. In some possessive constructions, the item or items owned do not directly follow the ownership word or are not named. The ownership word, however, still shows possession with an apostrophe.
	1. Item owned does not directly follow the ownership word:
		1. The only desk to be replaced in **Mary’s** (Mary’s desk.)
		2. On Monday we will meet at the **Cullen’s** to list their condominium for sale. (The Cullen’s condominium)
	2. Item owned not named
		1. Mr. Smith left the **attorney’s** over an hour ago. (The attorney’s office)
		2. Did you leave your cellular phone at the **Gallaghers**? (The Gallaghers’ home)

**INFORMATION CHAPTER 5**

**“OTHER” or “ELSE”**

**When comparing something to everything else of its own kind, you use “other” or “else.” When comparing one person or object with the other members of the group to which it belongs, you use “other” or “else.” .**

**Incorrect Sentence:** Joan is prettier than **anyone** in her family.

**Explanation:** It is illogical to think that Joan can be prettier than anyone in her family when she is part of that family. It is like saying that she is prettier than herself.

**Correct Sentence:** Joan is prettier than **anyone else** in her family.

**Incorrect Sentence:** Peter works harder than **any** boy in his group.

**Explanation:** It is illogical to think that Peter can work harder than anyone in his group when he is part of that group. It is like saying that he is working harder than himself.

**Correct Sentence:** Peter works harder than **any other** boy in his group.

**Incorrect Sentence:** Jamie received better grades than **anyone** in his class.

**Explanation:** It is illogical to think that Jamie can receive better grades than anyone in his class when he is part of that class. It is like saying that he is receiving better grades than himself.

**Correct Sentence:** Jamie receive better grades than **anyone else** in his class.

**More examples:**

Our London office earns more revenue than **any of our other** international branch offices. (Not **any of our** international branch offices)

Andrew is more diligent than **anyone else** in the class. (Not **anyone** in the class)

**DOUBLE NEGATIVES**

**Use only one negative word or limiting adverbs to express a single idea.**

Do **not** release information about students to **anybody**. (Not *nobody*)

I did not receive **anything** from our insurance agent. (Not *nothing*)

I **can** (not *can’t* or *cannot*) **scarcely** believe that our college president would make such a statement.

We **were** (not *weren’t* *or were not*) **hardly** in the office when Ms. Smith gave us the good news.

He **had** (not *hadn’t* or *had not*) **barely** finished computing the results when the Board of Directors requested him to report his findings.

**ADJECTIVE COMPARISON**

1. Adjectives may be used to compare two or more nouns or pronouns.
	1. **COMPARATIVE** form (-“er” or more, less) to compare 2 persons or things
	2. **SUPERLATIVE** form (-“est” or most, least) to compare 3 or more persons or things
2. Most one-syllable adjectives ending in **e** add **r** for the comparative and “**st”** for the superlative.

**SIMPLE** **COMPARATIVE** **SUPERLATIVE**

nice nicer nicest

fine finer finest

tame tamer tamest

large larger largest

1. Most one-syllable adjectives ending in consonants add “**er”** for the comparative and “**est”** for the superlative, but some double the final consonant before adding “**er”** or “**est**.”
	1. **Some one-syllable adjectives ending in a consonant**

**SIMPLE** **COMPARATIVE** **SUPERLATIVE**

 short shorter shortest

 sweet sweeter sweetest

 mild milder mildest

 proud prouder prouder

* 1. **Some one-syllable adjectives ending in a consonant—double the consonant**

**SIMPLE** **COMPARATIVE** **SUPERLATIVE**

big bigger biggest

 sad sadder saddest

 trim trimmer trimmest

 drab drabber drabbest

1. Most two-syllable adjectives and all adjectives containing three or more syllabus use more or less and most and least to construct comparative and superlative forms. Forms for those two-syllable adjectives that do not follow this pattern are shown in the dictionary after their simple form. These words include **costly, friendly, happy, healthy, kindly, merry, lovely, pretty—all ending in y.**
	1. **Two-syllable adjective with more, most, less, or least**

**SIMPLE** **COMPARATIVE** **SUPERLATIVE**

superb more superb most superb

useful more useful most useful

suitable more suitable most suitable

* 1. **Three-syllable adjective with more, most, less, or least**

**SIMPLE** **COMPARATIVE** **SUPERLATIVE**

comprehensive more comprehensive most comprehensive

practical more practical most practical

expensive more expensive most expensive

* 1. **Two-syllable adjective using “er” or “est”**

**SIMPLE** **COMPARATIVE** **SUPERLATIVE**

costly costlier costliest

lonely lonelier loneliest

heavy heavier heaviest

Irregular forms for adjective comparisons appear in the dictionary. They are listed after the simple forms. A list of commonly used irregular adjective forms follows:

**SIMPLE** **COMPARATIVE** **SUPERLATIVE**

bad, ill worse worst

good, well better best

far farther, further farthest, furthest

little littler, less littlest, least

many, much more most

1. Some adjectives cannot be compared in the regular sense because they are absolute. A partial list of such adjectives follows: **alive, finished, round complete, full, straight, dead, perfect, unique**
2. Absolute adjectives may show comparison by use of the forms “**more nearly**” or “**most nearly**.”

**SIMPLE** **COMPARATIVE** **SUPERLATIVE**

full more nearly full (not fuller) most nearly full (not fullest)

accurate more nearly accurate (not more accurate) most nearly accurate

(not most accurate)

**ADVERB COMPARISON**

1. One-syllable adverbs and some two-syllable adverbs are compared by adding “**er”** or “**est**.” For comparisons between two items, use “**er”**; for comparisons among more than two items, use “**est**.”
	1. Comparison of two
		1. You live **closer** to the library than I..
		2. My assistant left **earlier** than I.
	2. Comparison of more than two
		1. Of all the students in the study group, you live the **closest** to the library.
		2. Who is scheduled to arrive the **earliest**—Bill, Paula, or Bob?
2. Most adverbs containing two syllables and all adverbs containing more than two syllables from the comparison by adding **more** or **most** (or **less** or **least**) to the positive form. Use **more** (or **less**) in comparing two items and **most** (or **least**) in comparing more than two items.
	1. Comparisons of two
		1. This conveyer belt travels **more slowly** than the one next to it.
		2. Please pack these items **more carefully** than you have done in the past.
		3. Surf soap is **less widely** used on the East Coast than in the South.
	2. Comparisons of more than two
		1. Denver has been mentioned **most often** as the likely site for our next convention.
		2. This conference is the **most unusually** conducted one I have ever attended.
		3. This brand of soap is the **least widely** used of all the major brands.

INFORMATION CHAPTERS 6 & 7

SUBJECT AND VERB AGREEMENT

1. The verb of a sentence must agree in person and number with the subject. To identify a subject, omit any prepositional phrases that separate the subject and the verb.
	1. Two **legs** of the table **were damaged** in transit. (Omit prepositional phrase *of the table*.)
	2. The **stock** of cartridges for our Hewlett-Packard and Epson printers **is running** low. (Omit prepositional phrases *of cartridges* and *for our Hewlett-Pacakrd and Epson printers*.)
2. A pronoun that represents the subject must agree in number and gender with the subject.
	1. **Mr. Donovan** submitted **his** March expense report yesterday.
	2. Remind **every student** to submit **his** or **her** class schedule by January 30.
	3. **Candace** and **Mark** have already submitted **their** home loan application to Bank of America.
	4. The **company** filed bankruptcy because **it** was unable to meet its obligations.
3. Compound subjects joined by ***and*** generally require the use of a plural verb.
	1. My **son and daughter-in-law receive** monthly issues of *Business Forecast*.
	2. Outgoing **letters and packages leave** our office on a regularly scheduled basis.
	3. **Mr. Lopez and his two assistants were** requested to attend the board meeting.
4. When compound subjects are joined by ***or*** or ***nor***, the form of the verb is determned by the part of the subject that is closer to the verb. If one part is plural and the other is singular, place the plural part, where possible, closer to the verb.
	1. Neither Sharon nor **John was** available to meet with the client on Monday.
	2. Either Aaron or **I am** responsible for opening the store on weekdays.
	3. Ms. Binder or her **assistants are** reviewing the manuscript.
	4. Candy or **flowers are** typically given on Valentine’s Day. (**Not:** Flowers or **candy is** typically given on Valentine’s Day.)
5. Subjects joined by ***and*** take singular verbs in only 2 cases: (1) when the parts separated by ***and*** constitute a single person or thing and (2) when the compound is preceded by ***each***, ***every***, or ***many a*** (***an***).
	1. **Single person or thing**
		1. Our **accountant and tax attorney has** prepared all the reports requested by the Internal Revenue Service.
		2. Her **nurse and companion work** six days a week.
		3. **Bacon and eggs is** served in our reatuarant until 11 a.m. each day.
		4. Luckily the **horse and carriage was** stolen after the movie scene had been shot.
	2. **Compound preceded by *each*, *every*, or *many a* ( *an*)**
		1. **Each home and condominium was** inspected by the general contractor before it was released for occupancy.
		2. **Every man, woman, and child is** responsible for carrying his or her belongings during the tour.
		3. **Many a student and instructor has** requested additional tickets to our Drama Department’s production of Picnic.
6. Indefinite pronouns such as ***each***, ***every***, ***everyone***, ***everything***, ***somebody***, ***anybody***, ***either***, and ***neither*** take singular verbs.
	1. **Each** of these books **has** been autographed by the author.
	2. **Everyone was** pleased with the hotel accommodations.
	3. **Everything** in these files **needs** to be transferred to microfiche.
	4. **Neither** of them **was** present at the conference.
7. When the word ***there*** precedes the verb, select the singular or plural verb form based on the number of the noun that follows. If the noun is singular, then use a singular verb; if it is plural, use a plural verb.
	1. There **is** one **person** on the mailing list you may wish to call.
	2. There **appears** to be only one **reason** why our bid was rejected.
	3. There **are** three **people** on the waiting list.
	4. There **appear** to be several **reasons** why our bid was not accepted.
8. The same rule (Rule 7) applies to those words such as ***some***, ***all***, ***none***, ***most***, ***a majority***, ***one fourth***, and ***part*** that indicates portions. When they function as subjects, the number of the noun that follows governs whether a singular or plural verb is correct.
	1. **Some** of the **money has** been invested in U.S. Savings Bonds.
	2. **Part** of your **order has** been shipped.
	3. **One third** of our **clerical staff needs** in-service training.
	4. **All** of the **materials were** shipped to you yesterday.
	5. So far only **one half** of the **apartments have** been inspected.
	6. A **majority** of our **employees receive** extra benefits from our incentive plan.
9. The words ***a number*** used as a subject require a plural verb.
	1. **A number** of our customers **are** requesting a full refund.
	2. **A** surprisingly small **number** of our students **have** registered late this semester.
10. ***The number*** useds as a subject requires a singular verb.
	1. **The number** of employees selecting MDA medical insurance **has** increased substantially since 2000.
	2. **The** large **number** of customer inquiries received from our recent advertising campaign **was** far greater than we had anticipated.
11. Collective nouns such as ***committee, jury, audience, group, team, class, board, crowd,*** and ***council*** may take either singular or plural verbs, depending upon the situation in which the noun is used. If the individual memebers of the collective noun are operating as a unit, use a singular verb; if the individual members are acting separately, use a plural verb.
	1. **Elements of collective noun acting as a unit**
		1. When an **audience gives** a speaker a standing ovation, you may be sure that he or she has delivered an exceptional address.
		2. **Has** the standards **committee** finished its report?
	2. **Elements of collective noun acting separately**
		1. The **jury were** arguing loudly. (Alternative: The **jury members** were arguing loudly.)
		2. The **board are** still discussing various outcomes that may affect their decision. (Atlernative: The **board members are** still discussing various outcomes that may affect their decision.