

What is grammar?

Grammar is a set of rules and guidelines to help you use language correctly. If you want to express yourself well you have to know how to handle the tools of language.....grammar.

Grammar helps:

1. **Jobs** - If you apply for a job sending a letter which is full of grammatical mistakes, the employer will give preference to someone with the same qualifications who has expressed himself correctly.

2. **Letters and communications** - You may want to write or speak to someone in authority to explain a situation or to complain. You need to know how to express yourself clearly and accurately.

3. **Creative writing** - In the future you may want to write a poem, a short story, or a book. You will need good grammatical skills if you want it to be published. Most famous writers base their creative talents on grammatical rules.

• A short guide to eight different parts of speech:

1. **Noun** - Word used for naming a person, animal, place or thing. (e.g. Henry, rat, Greenbushes, chair)
2. **Pronoun** - Word used to refer to a person or thing without giving a name, replaces a noun. (e.g. he, she, him, them)
3. **Adjective** - Word used to describe a noun or pronoun. (e.g. fat, new, old, dangerous)
4. **Verb** - Often called a 'doing' word. Word used to describe action or existence. (e.g. run, kick, are, was)
5. **Adverb** - Word used generally to modify (tell you more about) a verb, but can tell you more about any word other than a noun or pronoun. (e.g. quickly, soon, very, rather)
6. **Preposition** - Word used for showing what one person or thing has to do with another person or thing, usually where they are in relation to one another. (e.g. with, under, on)
7. **Conjunction** - Word used to join words and clauses. (e.g. and, when, but)
8. **Interjection or Exclamation** - Word used to express exclamation. (e.g. Oh! Hello!)