Welcome

Academic Skills Workshop: “The Perfect Sentence”

Academic Student Support
Academic Enabling and Support Centre

AGENDA

The Perfect Sentence

- Grammar Skills
- Punctuation Skills
- Spelling
- Academic Writing
- Signpost Words
What is a perfect sentence?
A sentence with one or more clauses, linked together in meaning. Each sentence begins with a capital letter and ends with a full stop, question mark or exclamation mark.
Literacy knowledge and skills are essential for effective communication.

What is Grammar?
Grammar is the study of the way the sentences of a language are constructed and how language works.
It is the study of the way words are used to make sentences.
Correct grammar gives essential meaning to writing and provides clear communication to the reader.

Nine Parts of Speech

Traditional grammar classifies words based on nine parts of speech:

the verb - a doing word e.g. I scratched my hand. to scratch (v)
the noun - the name of a person, place or thing e.g. James, Canberra, apple
the pronoun - a word used in place of a noun e.g. Mary is a girl. She will be 16 years old on Monday.
the adjective - a describing word e.g. A small cat, a tall boy.
the adverb - adds meanings to verbs e.g. I ran quickly.
the preposition - shows relationships between nouns e.g. in the soup
the article - there are only three articles e.g. a, an, the
the conjunction - a joining word e.g. The bat hit the ball and the ball hit me.
the interjection - words which interrupt the flow of conversation e.g. Ouch!, Yik!

Each part of speech explains not what the word is, but how the word is used. In fact, the same word can be a noun in one sentence and a verb in the next.

Books are made of ink, paper, and glue. In this sentence, “books” is a noun. A thing.
Deborah waits patiently while Bridget books the tickets. Here “books” is a verb. “to book.”