Pronouns

Pronouns are words used in place of nouns.

I, me, hers, ourselves, who, it, which and *each other* are examples of pronouns.

The most common pronouns are **personal**, **possessive** and **demonstrative pronouns**.

Personal pronouns replace a particular noun, and vary depending on the noun's role in the sentence.

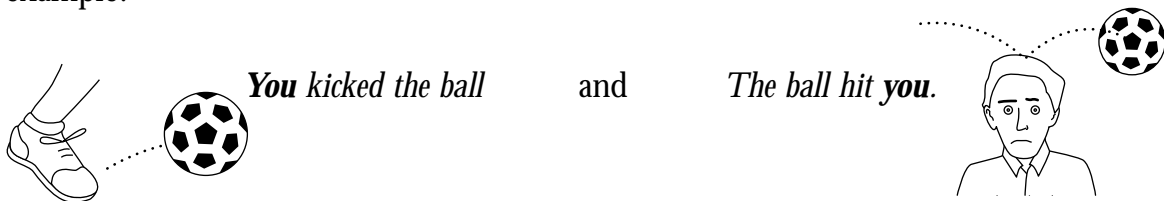For example: *Sam hit the ball*   becomes   ***He** hit the ball*

but   *The ball hit Sam*   becomes   *The ball hit **him**.*

In the first sentence Sam is the **subject**. In the second sentence Sam is the **object**. For fuller explanations of the subject and the object turn to pages 35 and 38.

The pronouns in the top line below are used when replacing a subject. The bottom line gives the corresponding pronouns that can replace an object.

I	*you*	*he*	*she*	*it*	*we*	*you*	*they*
me	*you*	*him*	*her*	*it*	*us*	*you*	*them*

Note, in some cases the pronoun used for both subject and object is the same. For example:

***You** kicked the ball*   and   *The ball hit **you**.*

Activities

Complete the following passage by inserting pronouns in the spaces.

The workmen were digging up the road. (The workmen) .... used a drill. A car came round the corner. (The car) .... stopped suddenly. Luckily the driver had seen the workmen. (The driver) .... braked just in time.

"Where was your warning flag?" (the driver) .... shouted.

"(The flag's) ....'s under your car!" answered the workmen. (The workmen) .... pulled (the flag) .... out.
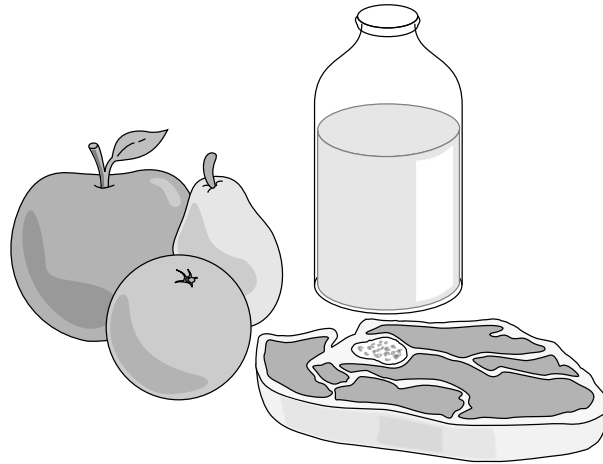
Clauses

When a sentence contains more than one clause, the clauses can be divided into **main clauses** and **subordinate clauses**.

A **main clause** gives the main meaning, or action, of the sentence and would make sense on its own. A **subordinate clause** does not make complete sense on its own. It gives more information about a main clause.

For example, in the sentence:

If you eat a balanced diet, you may improve your health

you may improve your health is the main clause and *If you eat a balanced diet* is the subordinate clause. A subordinate clause often begins with a conjunction.

A subordinate clause can also come in the middle of a main clause. For example:

The girl, who was playing in the park, was about ten years old.

Activities

Write how many clauses there are in each sentence in the spaces provided. Underline the main clause in each sentence.

1 After I have eaten my lunch, I am going home. ....

2 As the hours went by, the patient grew weaker. ....

3 Although I had not seen Jack for years, because he had been living in another country, I still recognised him immediately. ....

4 It will be a cold Christmas, especially if you are homeless. ....

Whole text organisation

> **Text** is a complete unit of writing on the same subject. It consists of many sentences.

Text needs to be clearly organised in order to make sense. It should be divided into sections to make it easier to understand, and these sections should be clearly marked. These sections are known as **paragraphs**.

> A **paragraph** consists of a number of sentences which all refer to a particular point or topic.

The first sentence of a paragraph is known as the **topic sentence**. It is used to introduce the point or topic to be developed in the paragraph. The other sentences explain, illustrate, comment on or discuss the topic. The sentences should be relevant to the topic and should be placed in a logical order.

The topic sentence always begins on a new line and is often indented (except for the first sentence of the whole text). There is also usually a space left between paragraphs. For example:

> *Egyptian history is divided into thirty ruling families called dynasties, and these are grouped into three main periods, the Old, Middle and New Kingdoms.*
>
> *The first king (or Pharoah) of whom we have any definite knowledge was named Menes. His date is uncertain: it was probably about three thousand years before the birth of Christ.*

This helps to organise the text by giving it a layout.

Paragraphs should be ordered in a logical way and should be relevant to the subject of the whole text. Paragraphs should be ordered so that the text has a **beginning** which introduces the subject, a **middle** which expands on the subject and an **end** which concludes the subject.

Activities

Write a short story on a separate piece of paper. Organise your story by dividing it into paragraphs. Make sure it has a beginning, a middle and an end.