1. Sentence jobs

Find the subject and verb first. Then use the question in the third column.

TERM	MEANING	HOW TO IDENTIFY IT	TELL THEM APART	EXAMPLE SENTENCE
Direct object (DO)	The person or thing the verb **acts on**.	Ask **subject + verb + what?** or **whom?**	**DO:** what the verb acts on. **IO:** who receives the DO. A person can be a DO.	Maya gave Leo a **book**. **Book = DO.** Gave what? Maya hugged **Leo**. **Leo = DO.** Hugged whom?
Indirect object (IO)	The **receiver of the direct object**.	First find the DO. Then ask: the DO is given, shown, or made **to/for whom?**	An **IO needs a DO**. If the noun completes an actual **to** or **for** phrase, label it OP instead.	Maya gave **Leo** a book. **Leo = IO.** Leo receives the book. **Book = DO.**
Object of a preposition (OP)	The noun or pronoun that **completes a preposition**.	Find **to, for, with, in, on, at, of,** or **from**. Ask that word + **whom?** or **what?**	**IO:** receives the DO without a preposition. **OP:** completes a preposition.	Maya gave a book to **Leo**. **Leo = OP.** To whom? Maya sat with **him**. **Him = OP.** With whom?
Subject complement (SC)	**Renames or describes the subject** after a linking verb.	Look for linking **is, am, are, was, were, seems,** or **becomes**. Does the next part tell who the subject is or what it is like?	**SC:** tells about the subject. **DO:** the verb acts on it. Check the verb and meaning.	Maya is the **captain**. **Captain = SC.** It renames Maya. Maya greeted the **captain**. **Captain = DO.**

Remember: Find the DO first, then look for an IO. A sentence does not have to contain both.

An object can be a phrase: Maya enjoys **playing chess**. Enjoys what? **Playing chess = DO.**

The quiz leaves the teacher's four “Questions” blank. The identification prompts above are study aids.

Quiz topics: Parts I-III, V and IX; subject complement also appears in the Bonus.

2. Appositives & pronoun reference

An appositive adds a name. A pronoun refers to a name. Compare the bold words.

TERM	MEANING	HOW TO IDENTIFY IT	TELL THEM APART	EXAMPLE SENTENCE
Appositive	A **noun or noun phrase** beside another noun that identifies or explains it.	Do both names refer to the **same person or thing**?	**Appositive:** beside a noun. **SC:** after a linking verb.	Maya, **the captain**, waved. **The captain = appositive.** It explains Maya.
Restrictive appositive (R)	A name **needed to identify which one** is meant.	Ask: **Which one?** Is the added name needed to identify that person or thing?	**Restrictive identifies.** Do **not** put commas around the appositive.	My friend **Maya** waved. **Maya = R.** It identifies which friend. It explains **friend**.
Nonrestrictive appositive (N)	**Extra information** about someone or something already identified.	Is the person or thing **already identified** without this added information?	**Nonrestrictive adds.** **Use commas** around it when it is inside the sentence.	Maya, **my friend**, waved. **My friend = N.** It adds information. It explains **Maya**.
Antecedent	The **noun or noun phrase** a pronoun refers to.	**Who or what does this pronoun mean?**	**Antecedent:** the name being referred to. **Pronoun:** the word referring to it.	**Maya** reads. She takes notes. **Maya = antecedent.** She refers to Maya.
Personal pronoun	A word referring to the **speaker, listener,** or person/thing being discussed.	Find who it refers to. Then identify its **person, number,** and **job**.	**Person:** who is involved. **Number:** how many. **Job:** subject or object.	Maya and I study. **We** take notes. **We** is a personal pronoun. First person; plural; subject.

For appositives: Underline the appositive, circle the noun it explains, and choose **R** or **N**.

Do not use grammar alone: Removing an appositive may leave a complete sentence but remove needed identification.

Examples and definitions are teaching notes from the earlier guide, not an official answer key.

Quiz topics: Part IV; Parts VI-VII; antecedents also appear in the Bonus.

3. Pronouns: choose the form, then classify

Subject or object is its job. First, second, or third is its person. Singular or plural is its number.

TERM	MEANING	HOW TO IDENTIFY IT	TELL THEM APART	EXAMPLE SENTENCE
Subject pronoun	Does the action or is being described; it is the **subject**.	Who or what is doing the action or being described?	**Subject forms:** I, he, she, we, they, you, it.	**She** gave him a book. **She = subject.**
Object pronoun	A pronoun used as a **DO, IO, or OP**.	Use the questions on page 1 to find its job.	**Object forms:** me, him, her, us, them, you, it.	She greeted **him**. **DO** She gave **him** a book. **IO** She sat with **him**. **OP**
First person	Refers to the **speaker**, alone or with others.	Does it include **the person speaking**?	**Speaker**, not listener. Common forms: **I, me, we, us**.	**I** read. First; singular. **We** read. First; plural.
Second person	Refers to **the listener**: the person being spoken to.	Is someone being **spoken to**?	**Listener**, not speaker. **You** can refer to one person or several.	**You** read. **You = second person.** Use context to decide number.
Third person	Refers to someone or something **being discussed**.	Is someone or something being **talked about**?	Not the speaker or listener. Common forms: **he, him, she, her, it, they, them**.	Maya reads. **She** takes notes. **She = third person.** **Their** shows possession and refers to the owner(s).
Number: singular / plural	**Singular:** one. **Plural:** more than one.	**How many people or things** does the pronoun refer to?	**Number = how many.** **Person = who.**	One person: **she**. Maya + me: **we**. **She = singular; we = plural.**

Memorize the pairs: I / me | he / him | she / her | we / us | they / them | you / you | it / it

Two names? Temporarily remove the other name: Maya helped Leo and **me**. Check: Maya helped **me**.

Context: you and they/them/their can refer to one or more. Formal “It is I” uses I as SC; everyday speech uses “It’s me.”

Quiz topics: Parts VI-X and Bonus. Apply the labels when writing your own sentences.