

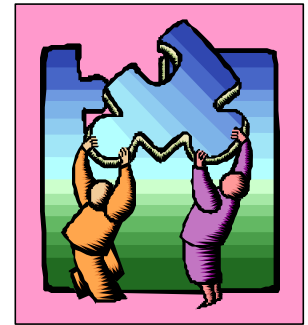
NOUN: Represents a person, a place, an object, or a concept.

A noun can be common or proper. Proper nouns always begin with a capital letter.

Common: The agent filed the claim.
 Proper: Janie Jones works in Personnel.

Also, a noun can be singular or plural. Plural nouns usually end in -s.

Singular: The engineer tested the circuit.
 Plural: Engineers test circuits.



Sometimes, a noun can be either singular or plural. Called a collective noun, it is considered singular if it refers to a group as a whole but plural if all the members of the group are the focus. Usually, though, collective nouns are singular.

Singular: The staff is required to meet Monday.
 Plural: The jury are voting right now.

Furthermore, a noun can be concrete or abstract.

Concrete: A dictionary should be in a handy place on your desk.
 Abstract: Pleasure varies for you and me.

PRONOUN: Takes the place of a noun. The most typical ones are personal pronouns. Following is a chart showing how they are used.

Person	Nominative Pronouns (Subject)		Objective Pronouns (Object)		Possessive Pronouns (Possession)	
	Singular	Plural	Singular	Plural	Singular	Plural
First Person	I	we	me	us	my mine	our ours
Second Person	you	you	you	you	your yours	your yours
Third Person	he she it	they	him her it	them	his her hers its	their theirs
	who		whom		whose	