

**Grammar Scope**

**Nouns:**

- Proper e.g. Auckland
- Common e.g. address, name, date

**Prepositions:**

- Of agency by, e.g. by my child, to you

**Articles:**

- Definite the, e.g. the City Library
- Indefinite an, a, e.g. a member

**Pronouns:**

- Subject I, you, we etc., e.g. I agree
- Object you, her, us etc., e.g. in touch with you
- Possessive your, her, my, etc., e.g. your own number

**Verbs:**

- Imperative verbs e.g. Use block letters. Write N/A. Complete all sections.

**Punctuation:**

- e.g. upper/lower case, block letters

**Abbreviations:**

- Titles e.g. Mr, Mrs, Ms, Miss
- Addresses e.g. Rd, St, Ave
- Sex e.g. M, F
- Number e.g. No.
- Date of Birth e.g. DOB
- Not Applicable e.g. N/ A