1. Write S above all Subjects

2. Write V above Verbs
   *connect complementary infinitives to governing verb with a line underneath

3. Write O above Objects of verbs.
   *do not include Indirect Objects in this category

4. Write C above Subject Complements and Objective Complements.

5. Put square brackets around subordinate clauses [when you encounter them].
   *include all clauses with infinitive or finite verbs, but not participles.

6. Put parentheses (around prepositional phrases).

7. Draw arrows from adjectival modifiers to their nounheads.
   *adjectival modifiers include adjectives, participles and genitive nouns & pronouns

8. Draw a box around all coordinating conjunctions such as et and sed.