

STUDIES IN PHILIPPINE LINGUISTICS

Volume 1 Number 2 1977

Casilda Edrial-Luzares and Austin Hale, series eds.

Joan Healey. "Writing a non-technical grammar of
Mangga Buang" 36–52



ISSN: 0119-6456

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Sample Citation Format

Ma. Lourdes S. Bautista. 1977. "The noun phrase in Tagalog—English code switching". *Studies in Philippine Linguistics* 1:1, 1–16. Online. URL: http://www.sil.org/asia/philippines/book_store.html#culture [etc.] + access date.

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The idea of writing non-technical grammars of Papua New Guinean languages has been gaining momentum over the past two or three years. One such non-technical grammar (Paisawa, Pagotto & Kale 1976) and another partial grammar (Lithgow 1975) have been published. At least five S.I.L. people in Papua New Guinea are currently writing non-technical grammars for publication, and several others are planning to do so soon. In the P.N.G. branch of S.I.L. each language team is required to write a complete publishable grammar of the language they are studying, and last year it was decided that any team who prefers to write a non-technical grammar may do so. Pacific Linguistics plans to publish a series under the title "Handbook of New Guinea Area Languages" (Vol. 1 - 1978) with the stated goal "to produce straightforward, non-technical descriptions of the phonologies and grammars of the languages of the Irian Jaya and Papua New Guinea area" (McElhanon ms).

What is the point of writing non-technical grammars? Are they really needed? In Papua New Guinea we are beginning to see several important reasons for writing non-technical grammars.

Firstly, our technical papers are unintelligible to most Papua New Guineans who speak English as a second language. This includes university students and government officials who have complained that they can't understand the papers we give them.

Secondly, many of our technical papers are unintelligible to expatriates, both linguists and non-linguists. This includes both S.I.L. and other linguists who have studied some other linguistic theory and are not very familiar with the particular theory on which a paper may be based. It also includes other expatriates, such as government and mission personnel, who may be interested to learn something about the languages in the areas where they work.

A third reason for writing non-technical grammars is to provide materials which national translators can use to help them to write grammars of the languages into which they are translating. (Their discoveries in writing these grammars should in turn help them to write a more natural translation.)

In looking for guidelines to follow in writing a non-technical grammar, I gleaned ideas from various sources, including K. A. McElhanon, "style sheet for Handbook of New Guinea Area Languages" (unpublished manuscript) and Doris Bartholomew, "A Manual for Practical Grammars" (1976). Finally I decided on a set of tentative guidelines to follow in writing a non-technical grammar of Mangga Buang. Following my initial experiences in writing the non-technical grammar, I have modified and added to the guidelines, and included some extra comments.

Content and Presentation

1. Include a guide to pronunciation covering the main features of the phonology and only give detailed descriptions where they are needed for the grammar and language examples to make sense.
2. Describe the grammar in terms of the items of English grammar which are taught in primary schools, namely verbs, nouns, adjectives, adverbs, pronouns.² Then go on to describe the other parts of speech which occur.
3. Describe larger grammatical structures under the item to which they most appropriately relate. For example, the description of nouns can include a section showing how nouns combine into noun phrases and equational clauses; the description of verbs should include a section on verb phrases and verbal clauses; the description of conjunctions should show how these are used in phrases, sentences and paragraphs.
4. Present the grammar material in a logical order for the language, starting with basic things and progressing to related, less basic things.

An extra comment here. I first started to describe Mangga Buang verbs, but because most verbs have prefixes determined by the actor pronouns and nouns, and because some nouns have possessed suffixes determined by the owner pronoun or noun, I decided it would be simplest to describe pronouns first, and then nouns and perhaps also adjectives and numbers, before moving into verbs. Bartholomew suggests describing first things which parallel the national language, but if there was a conflict between items which have a parallel in English, and items which are more easily described first, I think I would chose items which are more easily described/explained first in Mangga Buang.

5. Describe all the grammar structure, if necessary adding sections for structures which do not relate closely enough to any of the parts of speech to be described with them, e.g. negatives; questions and commands.
6. Add a section comparing Mangga Buang and English, and include in this any common English grammatical items which are not explicit in Mangga Buang grammar, and have not been mentioned, e.g. plural nouns.

An extra comment here. My first thought was to describe only the grammatical structures of Mangga Buang, but that would leave gaps for people from other areas who may want to know something like how you translate plural nouns into Mangga Buang.

The section on comparing the two languages could also cover figures of speech, idioms, and other sets of word combinations which act rather differently in the two languages. Other interesting se-

mantic areas could also be mentioned, e.g. the Mangga Buang family position names.

7. In a further section called "Some Mangga Buang Stories" include a few brief texts showing a variety of discourse types.
8. At the end of the paper add footnotes, references, a glossary if there are enough linguistic terms used in the paper to warrant it, and perhaps a list of 200 or so common vocabulary items, unless a bi-lingual dictionary might be published soon enough to meet this need.

Style and Format

9. Use clear, straightforward English vocabulary and sentences. If there is a simpler word or a simpler way to express something, use it.
10. Avoid technical terms wherever possible. For the few technical terms which are essential, introduce each term with an explanation of its meaning and use, and give examples.
11. When you introduce a new point or term, decide whether it would be helpful to give an English example before going on to give Mangga Buang examples.
12. Do not use formulae or diagrams.
13. Avoid abbreviations wherever you can.
14. Use paradigms in preference to charts for showing such things as word affixation and pronoun sets.
15. If you use any charts, explain what they are and how to read them.
16. List in full any closed minor word classes.
17. Use plenty of relevant Mangga Buang examples to illustrate what you are saying.

Examples should be simple and clear, not introducing complications.

In minor word classes, examples should be sufficient to cover all the uses of items which have a wide range of meaning, e.g. prepositions.

An extra comment here. So far I have been able to avoid using hyphens between morphemes in my vernacular examples, thus making them much easier for a non-linguist to read, especially where the affix is less than a syllable. This may be impossible for languages with complicated morphology, but I think it would be worth trying.

18. Present and illustrate just one point at a time. For example, give

a general rule first and illustrate it without mentioning exceptions. Then give each exception with examples separately.

19. Don't expect the reader to remember a comment from the last section. If repeating it makes this section clearer, repeat it. Consider whether cross referencing would be helpful, or would it be confusing.
20. Set out all the material so that it is easy to read and easy to consult. Divide topics into small enough units so that the reader can remember what is being discussed, and so that he can find it later.

It is hard to predict how these guidelines will work out as I get deeper into writing the non-technical paper, especially in describing larger structures. It will not be easy to write a truly non-technical grammar, but if it can be understood by a wider audience, it will have been very worthwhile.

NOTES

- 1 Mangga Buang is an Austronesian language spoken by about 3000 people living just below the headwaters of the Snake River in the Morobe Province of Papua New Guinea.
- 2 Although English is not the national language of Papua New Guinea, it is the language of education, and therefore the appropriate language in which to write a non-technical grammar.

REFERENCES:

- Bartholomew, Doris, 1976. A Manual for Practical Grammars. Mexico: S.I.L.
- Lithgow, David, 1975. A Grammatical Analysis of a Dobu Text, Workpapers in Papua New Guinea Languages 12:25-56.
- McElhanon, K.A. Style Sheet for Handbook of New Guinea Area Languages (unpublished manuscript).
- Paisawa, Elsie, Louise Pagotto and Joan Kale, 1976. A Short Sketch of Are (Mukawa), Milne Bay, P.N.G. U.P.N.G., Department of Languages, Occasional Paper No. 2.

APPENDIX: Excerpts from Joan Healey (forth coming)

A Grammar of Mangga Buang, Ukarumpa: S.I.L.

C O N T E N T S

Introduction

- 1 A Guide to Pronunciation
- 2 Main Features of the Grammar
- 3 Pronouns
- 4 Nouns
- 5 Adjectives
- 6 Numbers
- 7 Verbs
- 8 Adverbs
- 9 Prepositions
- 10 Conjunctions
- 11 Negatives
- 12 Questions, Statements and Commands
- 13 Comparing Mangga Buang and English
- 14 Some Mangga Buang Stories

References

Vocabulary

The table of contents given above is included here with the purpose of showing what such a grammar might cover. The draft of Chapters 3 and 4 which follows is included with a view to exemplifying the style and level of presentation envisioned in such a grammar. [Ed.]

3 Pronouns

Pronouns are words such as he, they, you, I and we. In English the pronoun "they" means more than one person, but in Mangga Buang there are three different pronouns for "they", meaning two, three or more people. Also there are four different pronouns for "you", and five different pronouns for "we, us". Mangga Buang has 14 pronouns altogether.

One person:

<u>sa</u>	"I, me"
<u>hong</u>	"you"
<u>yi</u>	"he, him, she, her"

Two people:

<u>hoow</u>	"you and I, you and me"
<u>haay</u>	"we two, us two" (not you and me)
<u>muuh</u>	"you two"
<u>y'uh</u>	"they, those two"

Three people:

<u>waay</u>	"we three, us three"
<u>maal</u>	"you three"
<u>yaal</u>	"they, those three"

Four or more people:

<u>yiiy</u>	"we and you, you and us"
<u>hey</u>	"we, us" (not you and us)
<u>ham</u>	"you"
<u>sil</u>	"they"

3.1 How Pronouns are Used

Pronouns are used before verbs to show who is doing what the verb says. The pronoun yi "he, she" is not used before verbs, but all the other pronouns are. Notice that when pronouns end with consonants, those last consonants are not pronounced when the next word starts with a consonant. In the sentences below, sapa means "followed".

si sapa "They followed."

sapa "He followed."

maa sapa "You three followed."

haa tuk sapa
we two first son followed "First son and I followed."

ham ti sapa
you one followed "One of you followed."

Pronouns are used after verbs to show who else is affected by what the verb says. All of the pronouns come after verbs.

yiis sa
hit me "He hit me."

ataak neel yi
mother scolded him "Mother scolded him."

sa doosin yuuh
I ignorant they two "I do not know those two."

laas vu muuh
came to you two "He came to you two."

la in hong
went without you "He went without you."

Pronouns are used before te "belonging to" to show who owns something. After words ending with a consonant, te is pronounced ate.

sa te voow
I belonging to dog "It is my dog."

hey ate meel
we belonging to yams "They are our yams."

yiiy pin ate kul
we and you all our work "It is work belonging to all of us."

It is very rare for a pronoun to come after te "belonging to" to show who is owned by someone.

haay mama te muuh-o
we two mother belonging to you two-I "You two are Mother's and my friends."

Pronouns are used before body part nouns and family nouns to show who owns the body part or who has the family relative. The pronoun yi "he, she" is not used before body part nouns and family nouns, but all other pronouns are.

ham naman
you your hand "your hands"

hey alingg
we our brother "our brothers"

maha "his uncle" or "her uncle"

Pronouns may be used before nouns, numbers and adjectives to show who people are, how many they are, or what they are like.

sa yeev
I leader "I am a leader."

yi nes nando Buagi booy
she nurse living Buagi before "She was a nurse at Buagi before."

sa Mumeng
I Mumeng "I am from Mumeng."

hey hil ngeeyaata loot
we people many very "There were lots of us."

sil yumbeyuuh
they four "There were four of them."

sa pasiv
I small "I am small."

3.2 Some Pronouns Change Their Forms

Before certain words, some pronouns are shortened to a single letter and join on to the next word.

hong "you" is shortened to g

hoow "you and I, you and me" may be shortened to w

muuh "you two" may be shortened to m

yiiy "we and you, you and us" may be shortened to y

These shortened pronouns occur on body part nouns which start with a.

avi "mouth"

ahe "stomach"

me "eye" is pronounced ame after words ending with consonants

lo "inside" is pronounced alo after words ending with consonants

lu "head" is pronounced alu after words ending with consonants

The next list of examples shows how the pronouns and the shortened pronouns work. The endings on the nouns are ngg "mine, our", m "your" and nd "their".

sa mengg "my eye"

gamem "your eye"

me "his eye, her eye, its eye"

hoow amengg or wamengg "my eye and your eye"

haay amengg "our eyes" (mine and another person's)

muuh amem or mamem "your eyes" (two of you)

yuuh amend "their eyes" (two people's)

waay amengg "our eyes" (three of us)

maal amen "your eyes" (three of you)

yaal amend "their eyes" (three people's)

yiiy amengg or yamengg "our eyes and yours"

hey amengg "our eyes" (more than three of us)

ham amem "your eyes" (more than three of you)

sil amend "their eyes" (more than three people's)

The four shortened pronouns also occur on te "belonging to" which is pronounced ate after words which finish with consonants.

sa te "mine"

gate "your"

yi te "his"

hoow ate or wate "our" (mine and yours)

haay ate "our" (belonging to two of us, not yours and mine)

muuh ate or mate "your" (belonging to you two)

yuuh ate "their" (belonging to those two)
waay ate "our" (belonging to us three)
maal ate "your" (belonging to you three)
yaal ate "their" (belonging to those three)
yiiy ate or yate "our" (belonging to us and you)
hey ate "our" (belonging to us, not you and us)
man ate "your" (belonging to all of you)
sil ate "their"

The four shortened pronouns also occur on le "will" which is pronounced ale after words which finish with consonants. le may be shortened to e after words which finish with consonants, but shortened pronouns never occur on e. In the sentences below, kaavu means "write".

sa le kaavu "I will write."

ga le kaavu "You will write."

le kaavu "He will write."

hoow e kaavu or hoow ale kaavu or wale kaavu "You and I will write."

haay e kaavu or haay ale kaavu "We two will write."

muuh e kaavu or muuh ale kaavu or male kaavu "You two will write."

yuuh e kaavu or yuuh ale kaavu "Those two will write."

waay e kaavu or waay ale kaavu "We three will write."

maal e kaavu or maal ale kaavu "You three will write."

yaal e kaavu or yaal ale kaavu "Those three will write."

yiiy e kaavu or yiiy ale kaavu or yale kaavu "We and you will write."

hey e kaavu or hey ale kaavu "We will write."

ham e kaavu or ham ale kaavu "You will write."

sil e kaavu or sil ale kaavu "They will write."

The four shortened pronouns also occur on me "not" which is pronounced ame after words which finish with consonants. The word "not" is really in two parts, me comes near the beginning of the sentence, and le comes at the end of the part that says what someone did not do.

sa me kaavu le "I did not write."

game kaavu le "You did not write."

me kaavu le "He did not write."

hoow ame kaavu le or wame kaavu le "You and I did not write."

haay ame kaavu le "We two did not write."

muuh ame kaavu le or mame kaavu le "You two did not write."

yuuh ame kaavu le "Those two did not write."

waay ame kaavu le "We three did not write."

maal ame kaavu le "You three did not write."

yaal ame kaavu le "Those three did not write."

yiiy ame kaavu le or yame kaavu le "We and you did not write."

hey ame kaavu le "We did not write."

ham ame kaavu le "You did not write."

sil ame kaavu le "They did not write."

The four shortened pronouns may occur before the verb prefix mo- "keep on", when it is pronounced amo- after words which finish with consonants. However it seems more common to pronounce it mo- and not pronounce the last consonant of the word before it, and then the pronoun prefixes are not used.

sa mokaavu "I kept on writing."

ho mokaavu "You kept on writing."

mokaavu "He kept on writing."

hoo mokaavu or hoow amo kaavu or wamokaavu "You and I kept on writing."

haa mokaavu or haay amo kaavu "We two kept on writing."

yuu mokaavu or yuuh amokaavu "Those two kept on writing."

waa mokaavu or waay amokaavu "We three kept on writing."

maa mokaavu or maal amokaavu "You three kept on writing."

yaa mokaavu or yaal amokaavu "Those three kept on writing."

yii mokaavu or yiiy amokaavu or yamokaavu "We and you kept on writing."

he mokaavu or hey amokaavu "We kept on writing."

ha mokaavu or ham amokaavu "You kept on writing."

si mokaavu or sil amokaavu "They kept on writing."

The four shortened pronouns occur on verbs which have the prefixes a- and aa-. Also the pronoun sa "I, me" is shortened to s and joins on to these a- and aa- verbs. In the sentences below, la means "went", lala means "they went", lingin means "asked", lalingin means "they asked". Notice that the last consonants of the pronouns are not pronounced before lala and lalingin.

sala "I went."

gala "You went."

la "He went."

hoow ala or walā "You and I went."

haay ala "We two went."

muuh ala or mala "You two went."

yuu lala "Those two went."

waay ala "We three went."

maal ala "You three went."

yaa lala "Those three went."

yiiy ala or yala "We and you went."

hey ala "We went"

ham ala "You went"

si lala "They went."

<u>saalingin</u>	"I asked"
<u>galingin</u>	"You asked"
<u>lingin</u>	"He asked"
<u>hoow aalingin</u> or <u>waalingin</u>	"You and I asked."
<u>haay aalingin</u>	"We two asked."
<u>muuh alingin</u> or <u>malingin</u>	"You two asked."
<u>yuu lalingin</u>	"Those two asked."
<u>waay aalingin</u>	"We three asked."
<u>maal alingin</u>	"You three asked."
<u>yaa lalingin</u>	"Those three asked."
<u>yiiy aalingin</u> or <u>yaalingin</u>	"We and you asked."
<u>hey aalingin</u>	"We asked."
<u>ham alingin</u>	"You asked."
<u>si lalingin</u>	"They asked."

Three pronouns are shortened when oow "just" follows the pronouns.

sa is shortened to s

hong is shortened to g

yi is shortened to y

All the other pronouns remain unchanged before oow.

<u>soow</u>	"just me"
<u>goow</u>	"just you"
<u>yoow</u>	"just him" or "just her"
<u>hoow oow</u>	"just you and me"
<u>haay oow</u>	"just us two"
<u>yuuh oow</u>	"just those two"
<u>waay oow</u>	"just us three"

<u>maal oow</u>	"just you three"
<u>yaal oow</u>	"just those three"
<u>yiiy oow</u>	"just you and us"
<u>hey oow</u>	"just us"
<u>ham oow</u>	"just you"
<u>sil oow</u>	"just them"

4 Nouns

Nouns are words which name things, people, places and times. In Mangga Buang there are nine different kinds of nouns.

- 1) Common nouns
- 2) Body part nouns
- 3) Family nouns
- 4) Personal names
- 5) Person titles
- 6) Place names
- 7) Direction nouns
- 8) Time nouns
- 9) Nouns made from verbs

4.1 Common Nouns

There are many common nouns in Mangga Buang. They include words like

<u>manak</u>	"bird"
<u>senggingg</u>	"hawk"
<u>omaahonoon</u>	"people"
<u>mop</u>	"road"
<u>liiy</u>	"play"
<u>bun</u>	"bundle"
<u>laalo</u>	"song"

Common nouns do not have any endings or other extra parts joined on to them. To show that something expressed by a common noun is owned by someone, the word te "belonging to" is used just before the noun. After words which finish with consonants, te is pronounced ate.

sil ate liiy "their game"
they their play

ham ate laalo "your song"
you your song

4.2 Body Part Nouns

There are about 30 body part nouns. They are words such as hand, mouth and eye. All these body parts must belong to someone or something, and who they belong to is always shown by the ending on the body part noun. The endings are:

ngg "my, our"

m "your"

nd "their"

A body part noun without an ending means "his" or "her" or "its". (In the rest of this paper, examples of the body part nouns without endings are translated as "his", except where a noun before the body part shows that it should be "her" or "its".)

The next group of examples shows how the body part endings work. The pronouns and nouns that come before the body part make it clearer who has the body part. Notice that the last consonants of the pronouns are not pronounced before the body part nouns.

namangg "my hand" or "our hands"

sa namangg
I hand my "my hand"

hoo namangg
you and I hand our "my hand and your hand"

haa namangg
we two hand our "our hands" (mine and another person's)

haa ataak namangg
we two mother hand our "my hand and mother's hand"

waa namangg
we three hand our "our hands" (three of us)

yii namangg
we and you hand our "our hands and yours"

he namatigg
we hand our "our hands" (more than three of us)

naman "your hand" or "your hands"

ho namam
you hand your "your hand"

muu namam
you two hand your "your hands" (two of you)

muu kaputung namam
you two teacher hand your "your hand and the teacher's hand"

maa namam
you three hand your "your hands" (three of you)

ha namam
you hand your "your hands" (more than three of you)

nama "his hand"

veeh ti nama
woman one hand her "one woman's hand"

Tom nama
Tom hand his "Tom's hand"

voow nama
dog hand its "the dog's front legs"

yuu namand
those two hand their "their hands" (two people's)

yaa namand
those three hand their "their hands" (three people's)

si namand
they hand their "their hands" (more than three people's)

si pin namand
they all hand their "everyone's hands"

Some body part nouns are only one syllable words. Here are some of the one syllable body part nouns:

ka "his throat"

lo "his insides"

lu "his head"

me "his eye"

ni "his body"

nye "his jaw"

These one syllable body part nouns are all pronounced with an a at the front after words which finish with consonants. So,

ka "his throat" is pronounced aka after words ending with consonants

kangg "my throat, our throats" is pronounced

akangg after consonants

kam "your throat, your throats" is pronounced

akam after consonants

kand "their throats" is pronounced

akand after consonants

The next group of examples shows how the single syllable body part nouns have a at the front after words ending with consonants, but they never have a at the front after words ending with vowels.

sa kangg
I throat my "my throat"

hey akangg
we throat our "our throats"

sa lungg
I head my "my head"

haay alungg
we two head our "our two heads"

ham amem
you eye your "your eyes"

muuh lati mem
you two who eye your "your eye and who else's?"

lati ka
who throat his "whose throat?"

veeh aka
woman throat her "the woman's throat"

hil anind
people body their "the people's bodies"