The purpose of this rehearsal is to suggest a simplified code for recognizing syntactical structures. You will notice that I do not indicate details such as person, number, tense or mood of a verb, since my purpose is not to describe the "anatomy" of the passage but its "physiology." These are the abbreviations and symbols I use, and the strategies I suggest.

a) Begin by identifying all the conjugated verbs, that is to say, verbs in personal forms ("they work," rather than "to work" or "working" even though these are verbal forms too. Mark them simply with V.

b) As soon as you can, mark, at least tentatively, the units to which they belong, which may be main clauses or dependent clauses, as follows.

[Mark main clauses or independent sentences enclosing them within square brackets.] An independent sentence does not have any clause completing its meaning, whereas "main clause" is a concept relative to that of a "dependent clause" that modifies it. We will use the term main clauses both for independent sentences an for genuine main clauses.

(Mark dependent clauses enclosing them in round parentheses.) Initially, we will simply dub them "dependent clauses," but later we will indicate what their function as clauses is in the general context. To pursue the body metaphor I am using, calling them all "dependent clauses" is equivalent to referring to the pancreas or the tongue as "internal organs." Not very useful, but it will be provisional.

c) Look for a subject of the first verb you have marked. In English the subject will be usually apparent, yet in Greek it may be implicit in the verb. Mark the subject as S and, if it is only made clear by the ending of the verb (as in English, e.g., the ending -s represents the 3rd person singular), you may mark the verb as S + V.
main clause  main clause
[He offered sacrifices constantly,] and [made no secret of it.]
S   V  S+V
These two clauses are on the same level, since each would make sense even if the other clause were omitted. "Made no secret of it" is an English idiomatic expression which will be so different in Greek that it is best not to analyze it in detail. In the Greek text corresponding to this translation, the author says, literally, "he was visible making sacrifice."
If you were analyzing a Greek text, this would be a good time to produce a tentative translation of subject and verb.
d) Look for elements that you expect will complete your clause. Thus, if the verb is to be or equivalent, you expect what we will call a predicate nominative. English high school teachers, at any rate traditional ones, call this function a "predicate adjective." Yet Predicate Nominative is more accurate, since it could just as well be a noun, a pronoun, or another part of speech, as an adjective.
If your verb is transitive you will wonder whether a direct object is expressed, and perhaps also an indirect object. Mark them as D O and I O, respectively. Include adjectives with the nouns or pronouns they modify, and in general, look for larger functions rather than the minute detail of their internal structure.
If the verb is passive you will expect to be told by whom the action of the verb is performed, e.g. in "The letter was written by your sister." This function we will identify as complement of the agent, if a personal agent is meant.

main clause
[He rejected the gods acknowledged by the state.]  
S   V          DO  

main clause
[Many of his companions were counseled by him.]
S   V   agent

In the first of these two sentences we could refine the analysis, showing how "acknowledged" modifies "the gods" and how "by the state" adds something, in turn, to "acknowledged."
e) There may be groups of words such as "of my brother," "without delay," "in the park," etc., etc. Technically these are prepositional phrases, but this term is so generic that, as you will see when we study this in Greek, it is far more useful to describe them as "such-and-such a preposition" + the case it governs. I can only give a few examples in English because cases are only extant in a few pronouns. For example, you would mark "after him" as after + accusative (or Objective case--depending on the terminology you are using for English.)

f) It is important to recognize which other word or words such prepositional phrases modify. They may be completing the meaning of nouns or pronouns or they may work with the verb. You will find that I have marked with arrows, especially in the early lessons, the function of prepositional phrases.

[He rejected the gods acknowledged by the state.]
S V ..........................  DO ..........................

h) Even before walking inside each clause in order to understand its internal structure, it will be very useful to look at the whole complex sentence and, if possible, consider what seems to be the function of the dependent clauses in it. We will learn only a couple of dependent clauses this semester. An example in English will illustrate the analysis of a complex sentence: “He would not have given the counsel if he had not believed that what he said would come true.”

g) Marking adverbs is not necessarily crucial, although you want to recognize them.
(Click [here] for the list of abbreviations. The functions they represent, however, will only become clear once we start working on the syntax of English and Greek. This is just an illustration.)