

CAPITALIZATION:

Capitalize the first word, the last word, and all important words of any title.
Do not capitalize *a, an, the, and, but, or, nor*, or prepositions of four or fewer letters (unless they are the first or last word). Ex.— “The Power of Pink”

Capitalize these titles.

1. a. “ahead of the curve” b. women about town organization

PUNCTUATION:

Place a comma after the greeting of a friendly letter and the closing of any letter.

2. Dear Rosa

Our MADD meeting is today

Forever

Fran

PARTS OF SPEECH: ADJECTIVES/ADVERBS

Good is an adjective that describes. Ex.— good lunch

Well is an adverb that tells *how*. Use well with an ACTION VERB like *doing*.

Use well in terms of illness. Ex.— She skis well. I don’t feel well.

Write *good* or *well* in the blank.

3. a. Pat is a _____ cook. b. Pat cooks _____.

PHRASES/CLAUSES:

A prepositional phrase begins with a preposition and ends with a noun or pronoun. It consists of two or more words. Ex.— with us for Emma

A participial phrase may begin with a present participle. Ex.— bouncing a ball

A participial phrase may begin with a past participle. Ex.— dried in the sun

Write ♦ for a prepositional phrase, ✓ for a participial phrase beginning with a present participle, and □ for a participial phrase beginning with a past participle.

4. a. ____ feeling foolish b. ____ dressed casually c. ____ in a minute

SENTENCE COMBINING:

5. The Shenandoah Valley is in northern Virginia.
The Shenandoah Valley supplied grain to Lee’s troops.
This was during the Civil War.

CAPITALIZATION:

Capitalize the names of organizations, programs, businesses, and institutions.

Ex.— organization:	Alzheimer's Foundation
program:	Project Hope
business:	Cherry Farm Restaurant
institution (of learning):	Cuesta College
(of detention):	Dade County Jail
(other):	Mercy Hospital

1. an englishman, james smithson, gave money to found the smithsonian institution, which houses numerous museums including the national air and space museum.

PUNCTUATION:

Place a comma after an introductory word or phrase in a sentence.

Ex.— Yes, I agree. By the way, I don't agree with you.

2. Yes I agree with your dad you should invite Annie the new neighbor
-

PHRASES/CLAUSES:

A clause contains a subject and a verb.

An independent clause can stand alone as a sentence.

Ex.— They went fishing on a lake last weekend.

A dependent clause cannot stand alone as a complete thought (sentence).

Ex.— Before Annie goes to work

Write **IC** if the clause is independent; write **DC** if the clause is dependent.

3. a. ____ Justin hates to dance. c. ____ Whenever the chef is tired.
b. ____ After we are finished. d. ____ Try this new flavor of ice cream.

PARTS OF SPEECH: NOUNS

4. An example of a concrete noun is _____ and an abstract noun is _____.

SENTENCE COMBINING:

5. You must not be rude.
You must make your point strongly.
You must be clear.
-
-

DAY 42

CAPITALIZATION:

1. *arrangement in grey and black number 1*, a painting by james whistler, is popularly called *whistler's mother*.

PUNCTUATION:

Use a comma to separate an adverb or adjective phrase that could usually be placed before the noun or pronoun.

Ex.— The toddler, **excited and talkative**, entertained everyone.

2. The mens baseball team well toned and excited ran onto the field
-

PARTS OF SPEECH: ADJECTIVES/ADVERBS

Real is an adjective; it means genuine.

Ex.— **real** diamond

Really is an adverb that tells *to what extent*.

Ex.— **really** sick

Note: This concept is often misused. Be sure to use *really* when it means *to what extent*.

Wrong: He walks real fast.

Correct: He walks really fast.

Circle the correct word.

3. This coin is (real, really), but I think it's (real, really) rusted.

PARTS OF SPEECH: VERBS

Write the past participle form for these irregular verbs.

- | | |
|---------------------------|----------------------------|
| 4. a. to be – (had) _____ | g. to bring – (had) _____ |
| b. to go – (had) _____ | h. to break – (had) _____ |
| c. to run – (had) _____ | i. to burst – (had) _____ |
| d. to ride – (had) _____ | j. to sing – (had) _____ |
| e. to sink – (had) _____ | k. to lose – (had) _____ |
| f. to come – (had) _____ | l. to choose – (had) _____ |

SENTENCE COMBINING:

5. A chemical bond occurs when the electrons in two atoms join.
They produce a force, binding the atoms together.
This forms a molecule.
-
-

CAPITALIZATION:

- the actor played a dictatorial southern politician in a great film, all the king's men.

PUNCTUATION:

Use a comma to clarify a sentence.

Ex.— With the holiday stockings were hung.
With the holiday, stockings were hung.

- Yes after the service men and women gathered to discuss low income burials
-

PHRASES/CLAUSES:

Remember:

A prepositional phrase begins with a preposition and ends with an object of the preposition.

OP (object of the preposition)

Ex.— near a plant nursery

A participial phrase begins with either a present participle or a past participle.

Ex.— flying a kite (present participle)
covered with mud (past participle)

An infinitive phrase begins with *to* + verb. Ex.— to leave early

A verb phrase is an auxiliary verb or verbs + a main verb. Ex.— must eat

Write the type of phrase: PR – prepositional phrase, PP – participial phrase, IP – infinitive phrase, or VP – verb phrase.

- _____ to lose your cool
 - _____ tossed to and fro
 - _____ coloring her hair
 - _____ along a deserted street

PARTS OF SPEECH: VERBS

Select the past participle; underline the verb phrase twice.

- Have you (drank, drunk) pomegranate juice?
 - He has (went, gone) off with her friends.
 - We should have (swam, swum) later.
 - Several girls must have (rode, ridden) their bikes.

SENTENCE COMBINING:

- The Stanford-Binet scale was developed in 1916.
It was developed to measure intelligence.
It was developed to measure knowledge.
-
-

DAY 74

CAPITALIZATION:

1. ten years after prohibition, the metropolitan life insurance company reported that deaths related to alcoholism had increased six times in its policy holders.

PUNCTUATION:

Review:

The past participle is formed by adding *had* before a verb. If the verb is regular, ed will be added to the verb. Ex.— to promise = (had) **promised**

If the verb is irregular, ed will not be added. Ex.— to drive = (had) **driven**

Place a comma around a participial phrase used as an adjective if it occurs within a sentence and interrupts the flow of the sentence.

Ex.— The speech, **presented with enthusiasm**, was effective.

If the participial phrase begins a sentence, place a comma after it.

Ex.— **Presented with enthusiasm**, the speech was effective.

2. His father interested in high impact collisions expressed his great concern speed
-

PARTS OF SPEECH: ADJECTIVES

Circle the correct adjective form.

3. a. Is a princess-cut diamond (more popular, most popular) of all cuts?
b. The patient's corn became (uglier, more ugly) as time progressed.
c. That sitcom is (funnier, funniest) this season than last.

PARTS OF SPEECH: PRONOUNS

When dealing with pronouns in compounds, try deleting the first part of the compound.

Ex.— ~~Kim and~~ (I, me) remodel homes.

Circle the correct pronoun.

4. a. Sit with Conner and (I, me).
b. Hand Trisha and (we, us) bottles of water, please.
c. Their grandparents took Jana and (she, her) to New York City.

SENTENCE COMBINING:

5. A vaccine is being developed for muscular dystrophy.
It may also fight rheumatoid arthritis.
It may also fight type 1 diabetes.
-
-

CAPITALIZATION:

1. albert schweitzer, who gave up a career as an organist and an expert on bach,
established a hospital in french equatorial africa.

PUNCTUATION:

Parentheses set off a part of a sentence that explains but is not vital.

If words in parentheses (a parenthetical expression) occur at the end of a sentence, place appropriate punctuation outside the last parenthesis.

Ex.— The two argued (nothing new there).

2. Sarah will board her sister in laws dog or she will take him on the flight comfort dog
-

SENTENCES/FRAGMENTS/RUN-ONS:

Write **F** if the words form a fragment, write **R-O** if the words form a run-on, and write **S** if the words form a sentence.

3. a. _____ Lucas's father during the winters in Michigan.
b. _____ She went to jury duty, she was not selected.
c. _____ Micah has a snowboard, but he rarely uses it.

PARTS OF SPEECH: NOUNS and PHRASES

A noun phrase is formed by two or more words.

A noun phrase can be just an adjective + noun: **Ex.—** sea breeze

A noun phrase can be an infinitive phrase that serves as a noun. **Ex.—** to be angry

A noun phrase can be a gerund phrase that serves as a noun. **Ex.—** paying bills

Circle each noun phrase.

4. a. Yellow tulips grow there.
b. He wants to be a paramedic.
c. Watching television can be educational.

SENTENCE COMBINING:

5. Patrick drew a picture of his grandmother.
Patrick showed it to her.
His grandmother laughed.
-
-

DAY 86

CAPITALIZATION:

1. the *noronic*, the largest ship on the great lakes, was docked at a pier in toronto, ontario.

PUNCTUATION:

Use quotation marks around each set of words in a split quotation. Place a comma after the first part of the quotation if it is unfinished. Place a comma after the speaker + verb or verb + speaker.

Ex.— “Garlic,” said Frances, “has ingredients that are good for your body.”

A period or a comma is placed inside quotation marks.

2. Is mighty spelled m i g h t y asked Trudi or do I double the t
-

PARTS OF SPEECH: NOUNS

Write the possessive noun and the object(s) possessed.

3. a. coupons issued by more than one company – _____
b. a study belonging to more than one woman – _____
c. volunteers at an animal shelter – _____

COMPOUND/COMPLEX/COMPOUND-COMPLEX SENTENCES:

A complex sentence contains one independent clause and one or more dependent (subordinate) clauses.

Ex.— If we leave now, we will arrive on time.

A compound sentence contains two independent clauses.

Ex.— Hannah will come to the picnic, but she won't play games.

Place a ● before a complex sentence.

4. a. _____ She had surprised him with her news, and he wasn't sure how to react.
b. _____ Even though the officer was in a hurry, his demeanor was calm.

SENTENCE COMBINING:

5. The paparazzi take photographs of celebrities.
They are sometimes rude.
They sometimes invade celebrities' privacy.
-
-

CAPITALIZATION:

1. a cultural revolution in china was started by chairman mao zedong of the communist party and his group called the red guards.

PUNCTUATION:

Use underlining or quotation marks.

2. a. Pop Musical Moments (DVD) d. Camelot (musical)
- b. The Vietnamese People (essay) e. Daily Reviews (newspaper)
- c. The Upper Crust (book) f. American Poems (chapter)

PARTS OF SPEECH: VERBS

Review: A transitive verb has a direct object; an intransitive verb does not.

Write **TV** if the verb is transitive; write **IV** if the verb is intransitive.

3. a. ____ The doctor looked at my throat. c. ____ Our market sells organic peas.
- b. ____ Do you take piano lessons? d. ____ Repeat after me.

PARTS OF SPEECH: PRONOUNS

Review:

Relative pronouns begin relative clauses. The most commonly used relative pronouns are *who*, *whom*, *what*, *which*, and *that*. Use *who* or *whom* with people.

Finish each relative clause.

4. a. Joyce told me **that** _____.
- b. I know **what** _____.
- c. Do you know **which** _____?
- d. Dad works with a person **who** _____.

SENTENCE COMBINING:

5. Jonah was uncomfortable.
He didn't know anyone at the party.
Jonah had just moved into the apartment complex.
