

**CAPITALIZATION:**

Remember: 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.

Capitalize the following titles.

1. a. running well c. "it's about time"  
 b. casey at the bat d. "high-dollar homes"

Flag this page! It explains EXACTLY how to capitalize titles.

**PUNCTUATION:**

Place a comma after a dependent clause placed at the beginning of a sentence.

Ex.— Unless I earn money, I can't go.

Do not place a comma after a dependent clause placed at the end of a sentence.

Ex.— I can't go unless I earn money.

2. When Alli reads Stylettos a fashion magazine she doesnt want to be interrupted

When Alli reads Stylettos, a fashion magazine, she doesn't want to be interrupted.

**SPEECH: NOUNS**

Most nouns add *s* to form the plural.

Most nouns ending in *s, x, z, sh,* and *ch* add *es* to form the plural.

Nouns ending in a vowel + *y* add *s* to form the plural.

Ex.— alley — alleys

Nouns ending in a consonant + *y* change the *y* to *i* and add *es*. Ex.— rarity — rarities

Write the plural of each noun.

3. a. lackey — lackeys d. dairy — dairies g. miss — misses  
 b. lockbox — lockboxes e. clash — clashes h. trench — trenches  
 c. tassel — tassels f. bagel — bagels i. valley — valley

**PHRASES/CLAUSES:**

Remember: A phrase is two or more words without a subject and a verb. A clause has a subject and a verb.

Remember this! You'll be asked to identify clauses and phrases a lot from now on.

Write **P** if the words form a phrase; write **C** if the words form a clause.

4. a. C Whenever their cat meows. c. C I did my best.  
 b. P After a long, hot summer. d. P Tried by a jury.

**SENTENCE COMBINING:** *This is an example. Your answer may vary.*

5. Mars has two moons. Mariner 9 provided pictures of Phobos, one of Mars' two moons.  
 One is Phobos. Mariner 9 provided pictures of Phobos.

*You can adjust the wording to combine the sentences into one, but be sure you include all the information that was provided in the original sentences.*

**CAPITALIZATION:**

Remember: Capitalize the name of a language. Ex.— Spanish

Remember: Capitalize nationalities, ethnic groups, and races. Ex.— Cherokee

1. the mande people compose fifty percent of mali's population; french is the main language.

**PUNCTUATION:**

Place quotation marks around slang, a colloquialism, an emphasized word or phrase, and unusual language. Ex.— My cousin always says "red up" when she means to clean.

Remember: If the word or phrase interrupts the flow of a sentence, place a comma before it and after it.

Ex.— One broker, upset with the market, called his clients.

2. A cowgirl perturbed by her heavy sequin covered gown sighed as she moseyed into the ball

A cowgirl, perturbed by her heavy, sequin-covered gown, sighed as she moseyed into the ball.

**PARTS OF SPEECH: VERBS**

Some verbs show action; linking verbs do not. They join a noun or a pronoun to either an adjective or to another noun or pronoun. This becomes important in correct adjective and adverb usage in speaking and writing.

Write a linking verb that is a synonym of each infinitive. (A scrambled version has been provided.)

3. a. to materialize — appear (ppreaa) h. to pretend to be — seem (mese)  
 b. to sense — feel (lefe) i. to vibrate — sound (udnos)  
 c. to sniff — smell (sleml) j. to continue to be — stay (tasy)  
 d. to persist — remain (nairme) k. to gaze — look (kool)  
 e. to develop — grow (orgw) l. to exist — be (eb)  
 f. to turn into — become (combee) is, am, are, was, were, be, being, been  
 g. to savor — taste (satte)

**ANALOGIES:**

Circle the word that best completes the analogy.

The answer is "bullying," not "tyrant," because we are comparing adjectives, not nouns.

4. haughty : arrogant :: oppressive : \_\_\_\_\_  
 a) tyrant b) airy **c) bullying** d) impressive

**SENTENCE COMBINING:** *This is an example. Your answer may vary.*

5. Cytokine is a chemical in the body. Anger suppresses cytokine, a chemical in the body that when suppressed, can harm the immune system.  
 Anger suppresses cytokine. the immune system.  
 This can harm the immune system. the immune system.

**CAPITALIZATION:**

Remember: Capitalize a brand name but not the product(s). Ex.— Chimmy's chips  
 Capitalize the name of a business. Ex.— Colt Car Wash, Inc.

1. members of the pennsylvania recreation and conservation department viewed the baldwin\* engines of the historic strasburg railroad.  
 \*brand name **Members of the Pennsylvania Recreation and Conservation Department viewed the Baldwin engines of the historic Strasburg railroad.**

**PUNCTUATION:**

Place a comma after a verbal at the beginning of a sentence. A verbal is a word that is derived from a verb but serves in some other way.

Ex.— **Frowning**, the driver braked.  
**Irked**, a customer asked to see the manager.

2. Tripping Tads sister grabbed Ebony her friend for support on the uneven chipped cement  
**Tripping, Tad's sister grabbed Ebony, her friend, for support on the uneven, chipped cement.**

**DIFFICULT WORDS:**

Circle the correct word.

3. a. Will you go **(there)** their, they're) with us?  
 b. I wonder if (its, **(it's)** fake.  
 c. I am aware that (there, their, **(they're)** planning a party.  
 d. Is (there, **(their)** they're) uncle a cotton grower?  
 e. (Your, **(You're)** allowed to bring your dog.  
 f. If (there, **(their)** they're) father is driving, (your, **(you're)** allowed to go.

**Now that you know how to use these words correctly, points will be deducted from assignments when you use them incorrectly.**

**PARTS OF SPEECH: CONJUNCTIONS/ADVERBS and CLAUSES**

Subordinating conjunctions link a main clause (independent clause) and a dependent clause. These include *after, although, because, before, if, when, whenever, whereas, whether, where, until, while, as if, even if, in case, as, so that, and why.* (There are others.)

Write a dependent clause beginning with an appropriate subordinating conjunction.

4. a. He's not sure **why he received a rebate.**  
 b. It is not clear **whether a diagnosis has been made.**  
 c. Don't ask **because I can't tell anyone.**

**SENTENCE COMBINING:** *These are examples. Your answer may vary.*

5. Fran was exhausted. **Exhausted, Fran took a power nap.**  
 Fran took a power nap. **(or) Fran was exhausted, so she took a power nap.**

*You can adjust the wording to combine the sentences into one, but be sure you include all the information that was provided in the original sentences.*

**CAPITALIZATION:**

Remember: Do not capitalize academic subjects unless they have a letter or number.  
 Ex.— math Algebra I

1. last summer, leesa took sociology 101, geography, and russian at the university of miami.  
**Last summer, Leesa took Sociology 101, geography, and Russian at the University of Miami.**

**PUNCTUATION:**

Do not use a comma if one of the words forms a compound noun.

Ex.— an exciting baseball game

Place a comma before and after a clause juxtaposed within a sentence.

Ex.— Give this, if you have a minute, to that postal worker.

2. No the young circuit judge I think you will agree isnt biased controversial or inarticulate  
**No, the young Circuit Judge, I think you will agree, isn't biased, controversial, or inarticulate.**

**PARTS OF SPEECH: NOUNS**

A present participle may serve as a noun; it is called a gerund. Ex.— Fishing

Circle the gerund.

3. Have they told you that **(hiking)** has become their favorite pastime?

**PARTS OF SPEECH: PRONOUNS**

Possessive pronouns are *my, his, her, your, our, their, and its.* Ex.— my mom

Write a possessive pronoun that agrees in number and gender with the boldfaced antecedent.

4. a. **Mia** won her tennis match. d. **You** may set your lunch here.  
 b. I like my old shoes better. e. **Lu and Mo** met their cousins.  
 c. A **bird** flapped its wings. f. **We** need our canteens.

**SENTENCE COMBINING:**

5. The tennis coach agreed to give tennis lessons to a florist. *This is an example. Your answer may vary.*  
 The florist agreed to supply flowers.  
 The flowers were for the coach's wedding.

**The tennis coach agreed to give tennis lessons to a florist in exchange for flowers for the coach's wedding.**