

**CAPITALIZATION:**

Capitalize the names of prisons and other correctional facilities.

Ex.— Thomson Correctional Center

1. in his book, a tale of two cities, charles dickens wrote about the french revolution and the storming of the bastille, a prison. In his book, A Tale of Two Cities, Charles Dickens wrote about the French Revolution and the storming of the

**PUNCTUATION:** Bastille, a prison.

Place a colon ( : ) after the greeting of a business letter.

2. Dear Sir Dear Sir:

**PARTS OF SPEECH:** ADJECTIVES/ADVERBS

Good is an adjective that describes. Ex.— They saw a good movie.

Well is an adverb that tells *how*; use well with an action verb. Ex.— Kimi dives well.

Use well in relationship to illness and/or health. Ex.— They aren't feeling well.

Circle the correct word.

3. a. I didn't sleep (good, well).  
 b. Nan doesn't cook (good, well), but she is a (good, well) dancer.

**FRAGMENTS/SENTENCES/RUN-ONS:**

An independent clause can stand alone as a complete thought; it forms a sentence.

Ex.— That commercial is creative. Run. (You) Run.

A group of words that is missing the subject and/or the verb forms a fragment. Ex.— The man in blue  
 A dependent clause has a subject and a verb; however, it cannot stand alone as a complete thought. Therefore, it forms a fragment.

Ex.— Because the candle was burning

Write S if the words form a sentence; write F if the words form a fragment.

4. a. F When the siren blared loudly in the middle of the night.  
 b. S Some people prefer to live in an apartment.  
 c. F After school yesterday, she and her friends in the park.

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

5. Lucretia Rudolph attended Hiram College. Lucretia Rudolph, who attended Hiram College, spoke French and German fluently and later married James Garfield.  
 She spoke French fluently.  
 She spoke German fluently.  
 She later married James Garfield.

*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:**

If a hyphenated word begins a sentence and is not a proper noun, capitalize only the first part of the word.

Ex.— Forty-two roses were needed for the bouquet.

1. good-natured kidding occurs on april fools' day (april 1), and november 1 is "men make dinner day." Good-natured kidding occurs on April Fool's Day (April 1), and November 1 is "Men Make Dinner Day."

**PUNCTUATION:**

Remember: Use a comma before a conjunction placed between two independent clauses (sentences).

COMPLETE SENTENCE + COMMA (,) + CONJUNCTION + COMPLETE SENTENCE

Ex.— Some worked as stage hands, and others directed the lighting.  
COMPLETE SENTENCE COMPLETE SENTENCE

However, do not use a comma if the part *after* the conjunction is not a complete thought.

Ex.— Jordan smirked but didn't say anything.

2. The stylist said Your two toned hair is damaged and we cant unfortunately bleach it

The stylist said, "Your two-toned hair is damaged, and we can't, unfortunately, bleach it."

**PARTS OF SPEECH:** NOUNS

To show ownership:

Place an apostrophe ( ' ) + s at the end of a singular noun. Ex.— Toby's apartment

Place an apostrophe ( ' ) + s after a plural (two or more) noun that does not end in s.

Ex.— children's play group

Place an apostrophe ( ' ) after a plural (two or more) noun that ends in s.

Ex.— volunteers' luncheon

Circle the correct possessive noun.

3. a. Jim's Jims') dog is a white Labrador retriever.  
 b. That department store has a sale on women's, womens') clothing.  
 c. Those (kitten's, kittens') basket doesn't seem large enough.

**These were listed on Day 10. If you flagged it, you could look up examples.**

**PARTS OF SPEECH:** VERBS

Auxiliary (helping) verbs are used to express a verb phrase. Ex.— should have demanded

Circle verbs that can serve as auxiliary verbs.

4. may do ate are can taste did is has done might help would being be  
could rest was been have go had does must shall am should will

**SENTENCE COMBINING:**

5. Sumerians used needles around 3000 B.C. Sumerians used needles, made from fish bone, around 3000 B.C.  
 The needles were made from fish bone.

**CAPITALIZATION:**

If a direct quotation is split and does not end the sentence, do not capitalize the second part of the quotation.

Ex.— “She has not left,” Theo said, “because she is waiting for her dad.”

If a direct quotation is split and the first part ends a sentence, capitalize the second part of the quotation.

Ex.— “Has she left?” Theo asked. “Her dad is waiting for her.”

1. “a british man,” said carlo, “found an unusual bracelet from the iron age in a meadow in nottinghamshire, england.” “A British man,” said Carlo, “found an unusual bracelet from the Iron Age in a meadow in Nottinghamshire, England.”

**PUNCTUATION:**

If two people own something together, place an apostrophe after the second person’s name.

Ex.— Tate and Anna’s home

2. On Tuesday May 5 2009 Tate and Julies new address became 1 Oak St Memphis TN  
On Tuesday, May 5, 2009, Tate and Julie’s new address became 1 Oak St., Memphis TN

**SUBJECT/VERB:**

The subject of a sentence may be compound. Ex.— Lars and I laughed.

The verb of a sentence may be compound. Ex.— We talked and laughed.

An imperative sentence expresses a command. Sometimes, you is written. Ex.— You, sit.

Usually, you is understood. Ex.— Sit down. (You) (You understood)

Underline the subject once and the verb twice.

3. a. Toni and her son often ski. c. Stay here and talk to me. (You)  
b. Ms. Rand travels to India. d. Mom, Suzi, and I planted a garden.

**PARTS OF SPEECH: ADJECTIVES**

A predicate adjective is a describing word that occurs after the verb and describes the subject.

Ex.— The herbal tea <sup>PA</sup>tastes strong. (strong tea)

Underline the subject once and the verb/verb phrase twice. Label the predicate adjective—PA.

4. A large sun umbrella seems ridiculous on a rainy day.

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

5. The rhea is a bird from South America. The rhea is a flightless bird from South America.  
It is flightless.

*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 names of organizations, associations, and other groups.

Ex.— Hispanic Chamber of Commerce

1. did bobby orr play for the chicago black hawks during his last national hockey league (nhl) game? Did Bobby Orr play for the Chicago Black Hawks during his last National Hockey League (NHL) game?

**PUNCTUATION:**

Use underlining or quotation marks.

2. a. “America” (song) c. “Defending Your Beliefs”  
b. Love and Grace (CD) d. “Spring” (poem)

**DIFFICULT WORDS:**

Remember: **Their, its, and your are possessive pronouns.**

Circle the correct word.

3. a. I think (your, you’re) terrific. d. Send (their, they’re, there) documents.  
b. (There, Their, They’re) is an error. e. (Your, You’re) opinion is valuable.  
c. Ask if (its, it’s) okay to bring my dog. f. I know (their, they’re, there) grandmother.

**PARTS OF SPEECH: VERBS**

The active voice signifies that something or somebody is “taking action.”

Ex.— Bo made a pie.

The passive voice signifies that something or someone was acted upon.

Ex.— A pie was made by Bo.

The active voice is preferred in most cases.

Rewrite this sentence in the active voice. Jackie was given a gift by her parents.

4. Jackie’s parents gave her a gift.

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

5. Don Newcombe won the Rookie of the Year Award.  
Don Newcombe won the Most Valuable Player Award.  
Don Newcombe won the Cy Young Award.  
Don Newcombe won Rookie of the Year, Most Valuable Player, and the Cy Young Award.

The rules for when to use quotes and when to use underline/italic were given on Day 13. Use your index to help you look things up.