

CAPITALIZATION:

Remember: Capitalize Roman numerals and letters of major entries in an outline.
 Capitalize the first word and any proper noun or proper adjective in each line of an outline.

- Ex.— I. Famous statesmen
 A. American
 B. European
 II. Famous women

Capitalize this outline.

1. i. healthy foods
 a. fruits and vegetables
 b. grain
 ii. nutritional experts

PUNCTUATION:

Remember: Place a comma before and after a clause embedded within a sentence.
 Ex.— I want, after you are finished with it, that colored poster.

2. Sleek and shiny that red sports car I think you'll concur is a fast paced winner

Sleek and shiny, that red sports car, I think you'll concur, is a fast-paced winner.

PARTS OF SPEECH: PRONOUNS

Relative pronouns include *who*, *what*, *which*, *that*, and *whom*. A relative pronoun often serves as the subject of a dependent clause.
 Ex.— One child who sang stole the show.

Circle each relative clause.

3. a. I know what she means. b. Are you aware that it's raining?

PARTS OF SPEECH: VERBS

Rewrite this sentence in the active voice: **An award was presented by a new recording artist.**

4. A new recording artist presented an award.

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

5. Sheep belch methane gas.
 Cows belch methane gas.
 Methane is a strong greenhouse gas.
 Some environmentalists believe methane affects climate change negatively.

Sheep and cows belch methane gas, a strong greenhouse gas that some environmentalists believe affects climate change negatively.

CAPITALIZATION:

1. Was the civil rights movement led by dr. martin luther king, jr., focused primarily in the south?

PUNCTUATION:

A colon is used to create divisions. Ex.— Unit 2: Chapter 6
 Remember: Use an asterisk (*) to supply additional, relevant information.

2. Searching the serious enthused student found quantum dynamics in Chapter 9 Section 8
 * a physics term

Searching, the serious, enthused student found quantum dynamics in Chapter 9: Section 8.

SUBJECT/VERB:

Remember: The subject tells *who* or *what* a sentence is about. The verb tells *what is (was or will be) or what happens (happened or will happen)*. The subject and/or the verb may be compound. The subject of an imperative sentence is often "you understood" (You).

Ex.— Ebony and I watched and laughed. Speak up. (You) Speak up.
COMPOUND SUBJECT COMPOUND VERB

Underline the subject once and the verb twice.

3. a. The check is in the mail. c. Grab this line and tie it to the dock.
 b. Jake and she plant a garden. d. One of the tellers left early.

PARTS OF SPEECH: PRONOUNS

The nominative pronouns—*I*, *he*, *she*, *we*, *they*, *who*, *you*, and *it*—can be a predicate nominative or a subject. A predicate nominative occurs after the verb and means the same as the subject. To prove a predicate nominative, invert the sentence. Begin with the word or words after the verb; next, write the verb. Then, proceed to the beginning of the sentence. Ex.— The school's newspaper editor is (she, her).

Proof: She is the school's newspaper editor.

Underline the subject once and the verb twice. Label the predicate nominative—**PN**; then, write a proof.

4. The first contestant will be ^{PN}she. Proof: she is the first contestant

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

5. Heavy tapestries were used in large homes and castles during the Renaissance.
 They were used to beautify rooms.
 They were used to keep the heat within rooms.

During the Renaissance, heavy tapestries were used in large homes and castles to beautify rooms and retain heat.

CAPITALIZATION:

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

Ex.— “If you have time,” said Anna, “pack my lunch, please.”

1. “was the democrat-republican party,” asked dakota, “started by jefferson or hamilton?”

PUNCTUATION:

Place a comma before and after a prepositional phrase* embedded within a sentence if it interrupts the flow of the sentence.

Ex.— The basketball star, without trying, made the final, winning basket. * or phrases

2. Is Stratford upon Avon besides being a historic site a city on the River Thames or the River Avon *Don't worry if you didn't know that Stratford-upon-Avon is hyphenated.*

Is Stratford-upon-Avon, besides being a historic site, a city on the River Thames or the River Avon?

PARTS OF SPEECH: ADJECTIVES

Write the proper adjective for each proper noun.

3. a. Canada: Canadian city d. France: French countryside
 b. Britain: British food e. Japan: Japanese money
 c. Denver: Denver suburb f. Greece: Greek islands

PHRASES:

Draw ♦ for a prepositional phrase. Draw * for a participial phrase beginning with a present participle. Draw ● for a participial phrase beginning with a past participle. Draw ▲ for an infinitive phrase. Draw □ for a gerund phrase.

Remember, a gerund is an “ing” verb that’s being used as a noun.

4. a. □ **Choosing a career** can be daunting.
 b. ● **Crossed in the middle**, the artwork resembled a crucifix.
 c. ♦ He has always been awed **by fast trains**.
 d. * The group, **forming a line**, began to dance.
 e. ▲ What seems **to be the problem**?

SENTENCE COMBINING:

This is an example. Your answer may vary.

5. Dr. Percy Spencer discovered that a magnetron tube could heat food. He created the microwave oven. The microwave oven was introduced in 1952.

The creator of the microwave oven, which was introduced in 1952, was Dr.

Percy Spencer, who discovered that a magnetron tube could heat food.

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:

1. did theodore roosevelt, often called “the rough rider,” ever visit sleeping bear dunes near lake michigan?

PUNCTUATION:

Remember: Underline the names of ships, planes, trains, or space vehicles.

Remember: Use a comma to clarify a sentence. Ex.— Over the sea gulls flew low. Over the sea, gulls flew low.

2. Reluctantly and carefully she stepped on board the Life of the Sea to cruise to Sitka Alaska *a dignitary

Reluctantly and carefully, she stepped on board the Life of the Sea to cruise to Sitka, Alaska.

ANALOGIES:

Circle the word that best completes the analogy.

3. fact : assumption :: dissonance : _____
 a) apathy b) dangerous c) harmony d) presumption

PARTS OF SPEECH: NOUNS/PRONOUNS

A noun or pronoun can serve as the subject of a sentence. Ex.— Mari and I ski.

A noun or pronoun can serve as an appositive.

Ex.— Pom-Pom, her Pekinese, yaps often.

A former ambassador, she in the cashmere coat, has arrived.

A noun or pronoun can serve as a predicate nominative. This occurs after a verb and means the same as the subject.

Ex.— Jim is the man wearing a baseball cap. **Proof:** The man wearing a baseball cap is Jim.
 His partner for the game was I. **Proof:** I was his partner for the game.

Label any appositive—AP, any subject—S, and any predicate nominative—PN.

4. a. Have you met Mr. Redford, the golfer in a yellow shirt?
 b. Mr. Redford is my grandmother’s administrative assistant.

SENTENCE COMBINING:

This is an example. Your answer may vary.

5. Wozniak and Jobs designed a small computer. It was April 1, 1976. The computer was named Apple. It was named for an orchard in Oregon.
The small computer designed by Wozniak and Jobs on April 1, 1976, was named Apple, for an orchard in Oregon.