

## CAPITALIZATION:

Remember: Do not capitalize the second part of a hyphenated word if it is not a proper noun.  
Ex.— High-priced foods are used in that gourmet dish.

1. hard-working officials for the federal aviation administration work closely with the national weather service.

## PUNCTUATION:

2. The eager new bride practiced writing her name in inverted form as Beacom Suzanne

The eager new bride practiced writing her name in inverted form as Beacom.

Suzanne. *If you put quotation marks around the name, that's okay.*

## PARTS OF SPEECH: VERBS

Can is a verb that denotes the ability to do something.

Ex.— Can you lift this?

May is a verb that asks permission or expresses a possibility.

Ex.— May I attend a concert next week?  
She may enter a tofu-eating contest.

Circle the correct verb.

3. a. Kurt said that he (can) may) work the algebra problem.  
b. She (can, may) suddenly leave without telling anyone.  
c. Call me if I (may) can) go with you on the subway.

## PARTS OF SPEECH: PRONOUNS

*Myself, himself, herself, yourself, itself, ourselves, and themselves* are reflexive pronouns.  
The word (or words) to which a reflexive pronoun refers is called the antecedent.

ANTECEDENT

Ex.— Alexandria decided to walk onto the stage herself.

Circle the reflexive pronoun; box its antecedent.

4. I cannot paint this entire room myself

*This is an example. Your answer may vary.*

## SENTENCE COMBINING:

5. Queen Elizabeth said that 1992 was a bad year for her. Queen Elizabeth said that 1992 was a bad year for her because Prince Charles and Princess Di divorced.  
A fire occurred at Windsor Castle. Charles and Princess Di divorced,  
and a fire occurred at Windsor Castle.

## CAPITALIZATION:

Capitalize this outline.

1. i. major tools  
a. construction  
b. destruction  
ii. home gadgets

## PUNCTUATION:

Remember: Place a comma between a business name and words such as Inc. (Incorporated) or Ltd. (Limited).

Frugal Girls Ltd

Frugal Girls, Ltd.

2 N Ark Avenue

2 N. Ark Avenue

Scottsdale AZ 85255

Scottsdale, AZ 75255

2. Dear Sir

Dear Sir,

## ANALOGIES:

Circle the word that best completes the analogy.

3. coerce : force :: scold : berate  
a) berate    b) filch    c) loathe    d) jeopardize

## DOUBLE NEGATIVES:

Negative words include *no, not, never, none, nobody, no one, hardly, and scarcely*. Do not use two negatives within the same independent clause. However, *no* as an answer to a question and a negative word can be used within the same clause. Ex.— Joy said, "No, I don't approve."

Ex.— **Wrong:** John doesn't drink no water with his meals.

**Correct:** John doesn't drink any water with his meals.

John drinks no water with his meals.

Rewrite this sentence correctly in two ways. **I can't see nobody in the back seat.**

4. a. I can't see anybody in the back seat.  
b. There's nobody that I can see in the back seat.

*This is an example. Your answer may vary.*

## SENTENCE COMBINING:

5. Early eyeglasses contained heavy lenses. Early eyeglasses were so heavy  
The frames were made from weighty materials. because of heavy lenses and  
People removed their glasses throughout the day. weighty frames that people  
They did this to rest their ears and noses. removed their glasses throughout  
the day to rest their ears and noses.

*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:

Capitalize these titles.

1. a. king of the golden river                      c. marjorie and her papa  
 b. dove in the eagle's nest                      d. "the night has a thousand eyes"

## PUNCTUATION:

*Please* at the beginning of a sentence does not require a comma. Ex.— *Please sit down.*  
 Use a comma before *please* at the end of a sentence. Ex.— *May I have that, please?*

2. The nurse asked Jana will you take the patient for a CAT scan please

The nurse asked, "Jana, will you take the patient for a CAT scan, please?"

## SUBJECT/VERB and PREPOSITIONS:

Delete any prepositional phrases. Underline the subject once and the verb/verb phrase twice.

3. a. ~~During her vacation,~~ Mara consumed a diet mainly ~~of vegetables, fish, and pasta.~~  
 b. Tara wears a scarf ~~on boats in hot weather~~ and protects her skin ~~with sunscreen.~~  
 c. ~~For science,~~ one in the group read a report ~~about ecology to the class.~~

## DIFFICULT WORDS:

Circle the correct word.

4. a. (There, Their) They're mom works.                      d. I have no (farther, further) comment.  
 b. We think that (its, it's) too small.                      e. Jose is taller (than, then) I.  
 c. (Your, You're) kidding!                      f. Lisa (seldomly, seldom) hiccups.

## SENTENCE COMBINING:

*This is an example. Your answer may vary.*

5. Interstellar dust contains carbon (soot), ice, silicates (sand), and some metals.  
 The dust gathers in clumps.  
 The dust gathers in clouds.

Interstellar dust contains carbon (soot), ice, silicates (sand), and some metals that gather into clumps and clouds.

## CAPITALIZATION:

1. "was the army corps of engineers," I asked, "in charge of the beach replenishment project?"

## PUNCTUATION:

**Remember:** Place a comma before and after a long prepositional phrase within a sentence if the sentence flow is interrupted.

Ex.— His advice, without his awareness, changed my life.

2. Yes the youth group from time to time has a fundraiser said the pastor eagerly

Yes, the youth group, from time to time, has a fundraiser," said the pastor eagerly.

## PARTS OF SPEECH: PRONOUNS

**Remember:**

A nominative pronoun—*I, he, she, we, they, who, you, and it*—can be a predicate nominative. This 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, write the verb, and then go to the beginning of the sentence.

Ex.— The judges of the debate are (they, them).

**Proof:** They are the judges of the debate.

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

3. Lisa's mom <sup>PN</sup> is she in the red gown. **Proof:** She is Lisa's mom.  
 or She in the red gown is Lisa's mom.

## PARTS OF SPEECH: CONJUNCTIONS/ADVERBS and CLAUSES

Circle any subordinating conjunction; box the subordinate clause.

4. a. The commentator squints his eyes whenever he seems to ponder.  
 b. If you want to be healthier, eat more vegetables and fruits.  
 c. One actress wouldn't appear unless the proceeds were donated to a charity.

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

5. Stingrays have spines.  
 These stick out from under the tail.  
 Stingrays use their spines to defend themselves.  
 They do not use their spines to capture food.

Stingrays use their spines, which stick out from under the tail, to defend themselves, not to capture 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.*