ENGLISH

36 cumulative units in grammar, writing skills, and word analysis
Acknowledgments

Without the frank comments of my students in the Martin Luther King School in Boston, this book would not be what it is today. My students gave me new insights every day, and they deserve much credit for the sequencing, organization, and task analysis of the book. I would also like to thank my wife, Rhoda Schneider, for her unceasing and invaluable support over the last ten years.
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English is divided into Part A and Part B and includes a total of thirty-six units. These books are designed to improve your knowledge in English grammar, writing skills, and word analysis. If you work carefully through each unit, you should become a better writer and reader, and also you should know many of the words that teachers and writers use to talk about our language.

This is English — Part A, and it covers the following areas.
1. Writing skills — sentences, paragraphs, and letters (Units 1 to 7)
2. Usage — capitals and punctuation (Units 8 to 16)

English — Part B covers the following areas.
1. Word analysis — vowels and consonants, prefixes and suffixes, synonyms and antonyms (Units 17 to 24)
2. Parts of speech — nouns, verbs, pronouns, adjectives, adverbs, articles, prepositions, conjunctions, and interjections (Units 25 to 36)

Each unit introduces one skill. The first four pages of the unit teach the new material, and the fifth page is a test to see how much you have learned. The unit ends with a review page of short practice questions on the skills learned in previous units. By the end of this book, you should know the material so well that you will be successful on the final test.

The two-part box at the top of each page is for your grade. The number filled in is the number of questions on the page; the empty part of the box is for you or your teacher to write in the number of questions you got right. At the back of your book is a progress chart on which to record your grades as you go through the book.

I hope you find the book interesting and helpful. Good luck!

Kim Marshall
Sentences are made up of two parts:

*the subject* (names the person or thing that the sentence is about)
*the predicate* (tells something about the subject)

In the following sentences, underline the subject once and the predicate twice.

1. Martin Luther King, Jr., was shot in Memphis, Tennessee.
2. The box in the attic had been there for ninety-three years.
3. The car and the truck collided on the expressway.
4. The television camera filmed the basketball game.
5. The school was the best in the city.
6. His father was a baseball star in high school.
7. The car’s engine exploded during the race.
8. Her oldest brother went to college in California.
9. Harold and Cynthia were married last July.
10. They sent a postcard from Hawaii.
11. He was lost.
12. The house burned down last night.
13. The rooms looked beautiful with the new paint.
14. George and Thelma and Rita went on a bicycle trip together.
15. The two hundred rats deserted the sinking ship.
16. The substitute teacher had trouble with the class.
17. He looked up the word in the dictionary.
18. Your grandmother and grandfather are nice people.
19. The typewriter made her letters look better.
Subject and Predicate 2

In the following sentences, underline the subject once and the predicate twice.

1. The old man took the plane to New York.
2. Two astronauts landed on the moon.
3. He read the whole book in an hour.
4. The boy and his brother went fishing yesterday afternoon.
5. The little girl was the toughest person in the class.
6. The knife wasn’t sharp enough to cut the steak.
7. Robert and Marvin went to the baseball game last night.
8. The elephants charged the hunters.
9. He wanted to be president when he grew up.
10. Smoking is terrible for your health.

Now write a predicate for the following subjects. Remember to end the sentence with a period, a question mark, or an exclamation mark.

1. His grandfather ____________________________________________
2. The burglar ________________________________________________
3. Monopoly ________________________________________________
4. President Kennedy __________________________________________

Write a subject for the following sentences.

1. __________________________ felt sick after the enormous meal.
2. __________________________ passed them going ninety miles an hour.
3. __________________________ shot the enemy soldier in the leg.
4. __________________________ was pleasant and sunny for their field trip.
Subject and Predicate 3

In the following sentences, underline the subject once and the predicate twice.

1. The book about submarines and sailing ships absorbed him.
2. The oldest man in America is over 130 years old.
3. Their new, beautiful, shiny car was wrecked.
4. The nurse put a big bandage on the cut.
5. The man cried.
6. Her dress was the latest style.
7. The paper about poisonous snakes was very interesting.
8. She was too young to join the ballet company.
9. Her mother’s friend was in a bad car accident.
10. Mrs. Jackson and her family moved to another part of the city.

Compound sentences are two sentences joined by a conjunction (and, but, or, for, nor, and so). This means there are two subjects and two predicates to underline.

1. Henry walked into the movie late, but he still understood the story.
2. The car drove around the corner, and the police began to chase it.
3. He crossed the river, and the horse followed him.
4. Cynthia was a wonderful girl, and many boys asked her for dates.
5. The marmalade tasted good, but the apricot jelly tasted even better.
6. The ship sailed into the harbor, and its guns opened fire.
7. The two men were given medals for bravery, but they refused to accept them.
8. July and August were hot months, but the air conditioner made things bearable.
Subject and Predicate 4

In the following sentences, underline the subject once and the predicate twice.

1. India and Pakistan had a war in 1971.
2. She lost her new pen yesterday afternoon.
3. The alarm clock didn’t ring this morning.
4. They came back an hour late from lunch.
5. A cool, fresh glass of orange juice is nice.
6. The math and spelling assignments were too hard for her.
7. The boy and the German shepherd went for a walk in the park.
8. Six million Jews were murdered in World War II.
9. The boy didn’t want to make friends with anyone.
10. It was a beautiful day.
11. The cars’ engines were defective.
12. Their house and their car were very expensive.

Now underline both subjects and both predicates in the following compound sentences.

1. She put mustard on the steak, but it still tasted terrible.
2. The blind woman crossed the street, and all the cars stopped for her.
3. People like clean air, but they like to drive their cars even more.
4. The huge, ferocious, snorting bull charged, but the brave matador stood his ground.
5. It was cold, but he didn’t want to wear a coat.
6. The boat crashed into an iceberg, and it quickly sank.
7. The newspaper’s front page carried the story, but she didn’t have time to read it.
8. The strawberry ice cream was delicious, so she asked for seconds.
In each sentence below, underline the subject once and the predicate twice. The last six sentences are compound sentences with two subjects and two predicates.

1. The man and his wife moved to Kansas last year.
2. He loved peaches and cream.
3. The year 1968 was a year of two assassinations in America.
4. The microphone picked up the spy's conversations.
5. Harold and his little sister got lost in the maze.
6. People with no imagination have less fun in life.
7. The monster with the furry green hair and long legs chased her around the block.
8. It was too cold for most outdoor sports that day.
9. The caterpillar crawled onto her hand.
10. Her grandfather lived to be a hundred and five years old.
11. The principal of the school was a nervous wreck.
12. The racing car with the green stripes won the race.
13. The newspaper was full of advertisements for used cars.
14. Jerome, Leroy, Liza, and Beth passed the swimming test.
15. The old car broke down, but her father still didn't want to buy a new one.
16. The weather was terrible, so they called off the picnic.
17. The Mississippi River runs for hundreds of miles, and it is very wide in places.
18. The old woman tried the custard, but she spat it out.
19. Pollution in the water kills fish, and pollution in the air hurts people.
20. The box of cereal was rotten, so his mother threw it in the garbage.
Unit 2 — Sentence Fragments 1

Sentence fragments are groups of words that don’t express a complete thought. When people use sentence fragments in their writing, they are writing pieces of sentences instead of complete sentences. To help you decide if a group of words is a sentence or a fragment, ask yourself if the group of words sounds complete and makes sense alone. If it doesn’t, most likely the word group is a fragment.

Put an X after the sentence fragments below, and write fragment on the line. Put a check ✓ after the complete sentences, and write complete on the line.

1. As they were leaving the party. X fragment
2. As they left she slipped on the ice. ✓ complete
3. Sitting on the pillow. 
4. The cat was sitting on the pillow.
5. The old car sputtered to a halt.
6. Her brother who lived in Kansas.
7. The sun, almost hidden by the clouds.
8. She loved to sing while she took a shower.
9. The fire engine screaming down the street.
10. After the long party.
11. Whistling while he worked.
12. With all his suitcases packed.
13. The train crashed.

Each of the following examples is a sentence fragment. On the line below it, rewrite the fragment by adding words to make it a complete sentence.

1. After the football game.
   After the football game, they went out to dinner.

2. Swinging his arms in time to the music.

3. His grandmother living in New York.

4. The bright sunlight.
Sentence Fragments 2

Put an X after the examples below that are sentence fragments.
To help you decide if the group of words is a fragment, ask yourself if the group of words sounds complete and makes sense alone. If it doesn’t, most likely the word group is a fragment.

1. Coming through the clouds. ____
2. He raced along the beach. ____
3. New York, the world’s most exciting city. ____
4. She wrote a three-page letter. ____
5. Stuffing things into his suitcase. ____
6. When the old man died. ____
7. Smoking in bed. ____
8. Brazil is the largest country in South America. ____
9. The Pacific, largest ocean in the world. ____
10. To avoid the rush hour. ____

In each example below, make the two groups of words into one complete sentence.
Remember: sentence fragments are groups of words that don’t make a complete thought.

1. After the ball game. They went home.
   After the ball game, they went home.

2. He cried. When his mother left home.

3. It was amazing. The way the giant lifted the whole tree.

4. The skyscraper fell. During the earthquake.

5. Even though she was weak. She crawled to safety.

6. The rickety old car. Finished the race.

7. The president’s daughter. Was kidnapped.

8. Before the storm. Everyone was running around like mad.

9. Leroy wanted to surprise his father. By washing the car.

10. The firemen rushed to the scene. To put out the fire.
Sentence Fragments 3

Put an X after the examples below that are sentence fragments.

1. Hot fudge sundaes, her favorite dessert. _____
2. The children raced to the car. _____
3. The letter in the green envelope. _____
4. The rocket shot across the sky. _____
5. Drawing a straight line with the ruler. _____
6. They threw a party on Sunday. _____
7. Her throwing arm was very strong. _____
8. Philadelphia, cradle of liberty. _____
9. Harvey cried. _____
10. Before coming over to my house. _____

In each example below, make the groups of words into one complete sentence. You may have to add words.

1. When the old man died. No one came to his funeral.

2. Coming into the harbor. The ship ran aground on a sandbar.

3. Have a party. As soon as you can.

4. Mr. Carter, president of the United States.

5. Coming through the open door.

6. Singing all the time.

7. Over the fence, running to escape the mad dog.

8. The woman jumped. Just in time to avoid the car.

9. The notebook, her favorite color.

10. Driving to the beach.
In each paragraph, underline the one group of words that is a sentence fragment.

1. A bat flew down the chimney and out into the crowded living room. People screamed and dropped their drinks. The bat flew silently around the room. Trying to find a way out. Finally someone opened a window, and the bat flew out into the night.

2. The boy claimed that he could lift the back of a car right off the ground. His friends didn’t believe him. Daring him to do it right then. They led him to the back of a large Oldsmobile. He suddenly decided it would be more fun to go have a pizza.

3. The plane crashed in the jungle during a storm. A storm worse than any in ten years. There were three survivors, and they were all seriously injured. They made their way through the jungle for ten days. Finally they were rescued.

In each example below, make the groups of words into a complete sentence. You may have to add words.

1. Her funny, lively, entertaining aunt.

2. As the president boarded the plane.

3. Hearing the door open.

4. She was frightened. That she would lose the race.

5. Flying across the sky. The plane looked beautiful.

6. The boots were too small. For his enormous feet.

7. That bright sun!

8. Something in her face.

9. Coming through the tunnel at eighty miles an hour.
Test 2 — Sentence Fragments

Put an X after the examples below that contain sentence fragments.
1. Having too much money. ____
2. The old rusty nail scraped her arm. ____
3. George lied. ____
4. She chuckled silently. ____ At the Snoopy cartoon. ____
5. Driving to the airport. ____ They had an accident. ____
6. The hibernating bear was awakened by the bulldozer. ____
7. This stupid book. ____ I can’t read it. ____
8. The ball sailed into the air. ____ Right through the goalposts. ____
9. Her favorite horse won the race. ____
10. They heard the typewriter tapping away all night. ____

In each example below, make the groups of words into a complete sentence.
1. When I get there. I’m going to sleep for twelve hours.

2. Climbing up the long ladder.

3. She was worried. About her sick son.

4. The room, almost filled with smoke.

5. The 747, the largest commercial airplane.

6. His favorite baseball bat, ruined in the fight.

7. Important people coming to dinner.

Underline three sentence fragments in the paragraph below.

The girl touched a dead squirrel. Lying on the sidewalk. She didn’t think anything more about it. Several days later she began to develop sores. Under her arms. At first the doctors could not figure out what was wrong with her, so they sent her home. Then she developed a high fever. One hundred and three degrees! It turned out she had the plague, which she had caught from germs on the dead squirrel. She was given the right medicines and lived.
In the following sentences, underline the subject once, the predicate twice.

1. The shiny Model T Ford won first prize.
2. Her oldest sister went to the hospital.
3. His dreams were scary.
4. She ran like the wind.
5. The attic contained all kinds of old junk.

Underline both subjects and both predicates in the following compound sentences.

1. The people cheered loudly, and the king waved happily.
2. Some people laughed, but others frowned.
3. He wrote a check, but the check bounced.
4. The plane is quicker, but the bus is cheaper.
5. His mother came from Utah, and his father came from Mexico.

Which part of the sentence tells about the action? __________________________

Which part of the sentence names the person or thing the sentence is about? ____________
Unit 3 — Slang and Standard English 1

Almost everyone talks a kind of slang with friends. There is *nothing wrong* with talking slang. But there are times and places when using slang can turn people off. At times like these, it’s best to use “standard English.” You know the kinds of situations: a job interview, talking to a teacher in school, talking to a judge in court, and other formal situations. It is important that you know the difference between slang and standard English, so you can use each in the right place.

**In each pair of sentences below, one sentence is slang and one is standard English. Write **_slang_** or **_standard_** after each sentence.**

1. That song is really cool. ______________________
2. It is quite cool outside today. ______________________
3. You’re so lame! ______________________
4. The animal was lame as a result of the accident. ______________________
5. That’s a really sweet tie you’re wearing. ______________________
6. This pie is sweet and delicious. ______________________
7. She hopes her soul will go to heaven when she dies. ______________________
8. Aretha Franklin’s got soul. ______________________
9. He kept pulling her leg to see if she was awake. ______________________
10. You must be pulling my leg—that can’t be true! ______________________
11. Why don’t you just get lost. ______________________
12. Be careful not to get lost in the park. ______________________
13. Those dudes really know what they’re doing. ______________________
14. My family spent the summer on a dude ranch out West. ______________________
15. I want some candy—you got any dough on you? ______________________
16. We kneaded the dough for the pizza we were making. ______________________
17. They did such a bad job they will have to do it again. ______________________
18. I tell you that movie is bad! You’ve got to see it. ______________________
In each pair of sentences below, one sentence is slang and one is standard English. Write \textit{slang} or \textit{standard} after each sentence.

1. That kid’s cool. \underline{standard}
2. Bring a sweater in case it gets cool. \underline{standard}
3. You jerk, what a stupid thing to do! \underline{slang}
4. The train jerked forward, and my book fell off my lap. \underline{standard}
5. He watched the mother goat lead her kids into the field. \underline{standard}
6. You must be kidding me—I don’t believe you. \underline{slang}
7. We hang out together. \underline{slang}
8. It’s dangerous to hang out a window. \underline{standard}
9. Don’t rag on him. \underline{slang}
10. I put a rag on the floor to soak up the water that spilled. \underline{standard}
11. I have a pain in my neck from the draft last night. \underline{standard}
12. You know something? You’re a pain in the neck. \underline{slang}
13. Can I crash at your place tonight? \underline{standard}
14. There was a terrible car crash on Main Street last night. \underline{standard}
15. I keep telling you, he’s nuts. \underline{slang}
16. Buy some nuts for me at the market, will you. \underline{standard}
17. He was sitting on my pencil case. \underline{standard}
18. He is always on my case. \underline{standard}
19. Why don’t you just chill out? \underline{slang}
20. There is a real chill in the air this morning. \underline{standard}

Now translate (change) these slang expressions into standard English. See if you can get the same meaning without using slang.

1. He’s lame. \underline{standard}
2. That’s cool. \underline{standard}
3. Quit messing around. \underline{standard}
4. Are you into it? \underline{standard}
5. You jerk! \underline{standard}
Write **slang** or **standard** after each sentence below.

1. That dress is sweet. ______________________________
2. That dress is very nice. __________________________
3. I’ve always done what I felt was natural. ________________
4. I do my thing. ________________________________
5. He was really bummed out by his math grade. ________________
6. He was very disappointed in his math grade. ________________
7. Check out that dude. ______________________________
8. Look at that man. _______________________________
9. She was psyched about the concert. ________________
10. She was excited about the concert. ________________

Tell whether **slang** or **standard English** would be better to use in each of the following situations.

1. talking in the principal’s office in school __________________________
2. talking to friends on the street _________________________________
3. being interviewed on television _________________________________
4. talking to a judge in court _________________________________
5. talking to your parents at dinner _______________________________
6. talking to your friends at recess in school _______________________
7. talking to your boyfriend’s or girlfriend’s father ___________________
8. talking to your boyfriend or girlfriend _________________________

Now write down your favorite slang expressions on the left. Write what they mean in standard English on the right.

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Translate (change) each of these slang expressions into standard English. Try to get the same meaning without using any slang at all.

1. I'm hip.__________________________________________

2. Tell it like it is.____________________________________

3. That's a cool song.__________________________________

4. Chill out.________________________________________

5. Let it all hang out.________________________________

6. It ain't true!_______________________________________

7. Don't bug me!_____________________________________

8. Do your own thing.________________________________

9. Get your act together!______________________________

10. Don't tell my old man!_____________________________

11. He's really put together.____________________________

12. Loosen up!_______________________________________

13. Right on!________________________________________

14. Hey, you don't need to get all worked up!______________

15. She's a cool person.________________________________

What kind of English would you use in the following situations?

1. eating dinner in a formal restaurant ____________________

2. talking with friends after class _________________________

3. talking with your grandmother _________________________

4. having an interview downtown for a job __________________

5. talking to your best friend on the telephone ________________

6. writing a social studies report __________________________

7. writing a letter to a friend _____________________________

Is talking slang wrong?_________________________________

When should slang not be used?____________________________

Now, on your own paper, write as many slang expressions as you can think of.
Write **slang** or **standard** after each sentence below.

1. He was rapping with the dude.______________________
2. What's up? ____________________
3. Billy's father is very tall.______________________
4. That CD is awesome. ____________________
5. I don't have any money on me today.______________________
6. He was wearing a sweat leather jacket.______________________
7. I don't do drugs. ____________________
8. How old do you think she is? ____________________
9. That's the tallest building in the city.______________________
10. He's up there shooting his mouth off again.______________________

Now write what kind of English you would use in each situation below.

1. being interviewed on a radio program ____________________
2. talking to the principal in his office ____________________
3. talking to your best friend on the phone ____________________
4. being interviewed for college ____________________
5. talking to a group of your friends on the street ____________________

Is talking slang wrong? ____________________

When should slang not be used? ____________________

Now write your own favorite slang expressions in the left column. Write what they mean in standard English in the right column.

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In the following sentences, underline a subject once and a predicate twice; some sentences are compound.

1. His aging grandmother died last night.
2. The entire family of twenty-five people came to the funeral.
3. Some people cried, and others held their heads in their hands.
4. Clouds drifted across the sky.
5. A far-away jet climbed into the sky, but people could not hear its engines.

Write fragment after sentence fragments and complete after complete sentences.

1. Cynthia was the most intelligent person in the class. __________________________
2. After getting the paper. __________________________
3. I didn’t mean to hurt your feelings. __________________________
4. George slept soundly. __________________________
5. People coming from all over the place. __________________________
6. Plain as can be. __________________________
7. The airplane was out of sight in five minutes. __________________________
8. Her father who came from Hawaii. __________________________
9. Over the table, sitting on the shelf. __________________________
10. He cried out in frustration. __________________________

Make the following fragments into complete sentences by rewriting them and adding words where necessary.

1. Laughing all the way home.
   __________________________

2. The sky, a lovely color.
   __________________________

3. Living in New York City.
   __________________________

4. The horse jumped. Gracefully over the fence.
   __________________________
Unit 4—Double Negatives 1

The form of nonstandard English that is most frowned upon (besides swearing) is the double negative. This is using the idea of *not* twice in the same sentence — for example, “I don’t have *no* money.” People who like to hear standard English think that the idea of *not* should be used only once.

It may seem that using the double negative gets across the idea of *not* more strongly. But it is not standard English. Although it may be all right for some situations, remember not to use it when people want standard English.

**Rewrite these sentences without the double negative.**

1. I don’t have no money. __________ I don’t have any money.

2. There isn’t no time to waste. __________

3. I can’t get no satisfaction. __________

4. He wasn’t nowhere to be seen. __________

5. She didn’t have none of that. __________

6. No one never gives me nothing. __________

7. There isn’t nothing to do in this room. __________

8. I can’t eat no more. __________

9. You aren’t never here on time. __________

10. We don’t have none of that kind of ice cream left. __________

11. He never does nothing right. __________

12. He couldn’t find no gas stations open nowhere. __________

13. They haven’t never been good at basketball. __________
Double Negatives 2

Put a D in front of the sentences that have a double negative.

1. ___ I don’t want no help.
2. ___ He isn’t going to give her any candy.
3. ___ She can’t seem to get no boyfriends.
4. ___ Don’t never give up!
5. ___ You aren’t ever going to slow down, are you?

Answer the following questions about double negatives.

1. Is it always wrong to use double negatives? _______________________________________
2. In what kind of situation would double negatives be all right? ________________________
3. In what kind of situation would it be bad to use double negatives? ____________________

Translate the following double negatives into standard English.

1. Don’t neither of you talk to me. _____ Don’t either of you talk to me.
2. I don’t want no help from you. ________________________________________________
3. My mother don’t have no money. ______________________________________________
4. You aren’t no friend of mine. _________________________________________________
5. That isn’t no way to talk to your father. _________________________________________
6. I don’t see nobody on the street. ______________________________________________
7. There isn’t nothing I wouldn’t do for you. _______________________________________
8. He won’t never learn. _______________________________________________________
9. Isn’t nobody coming into my room? _____________________________________________
10. Don’t you see nothing wrong? _______________________________________________
Double Negatives 3

Rewrite the following sentences in standard English, that is, without double negatives or slang.

1. Ain’t you got nothing to say? **Don’t you have anything to say?**

2. She ain’t nothing to me. **She doesn’t have anything to her.**

3. He never gives me nothing. **He never gives me anything.**

4. That dog ain’t nowhere around. **That dog isn’t anywhere around.**

5. Don’t you have no sense, boy? **Don’t you have any sense, boy?**

6. She isn’t here neither. **She isn’t here either.**

7. I don’t want no backtalk. **I don’t want any backtalk.**

8. Don’t you never say that to me. **Don’t you ever say that to me?**

9. You ain’t no friend of mine. **You aren’t a friend of mine.**

10. Words won’t never hurt me. **Words will never hurt me.**

11. He doesn’t have no sense. **He doesn’t have any sense.**

12. No one never gives me no money. **No one ever gives me any money.**

13. I don’t take that from nobody. **I don’t take that from anyone.**

14. Don’t never darken my doorstep again. **Don’t ever darken my doorstep again.**

15. You ain’t no kind of friend. **You aren’t a kind of friend.**

16. You’d better not let nobody catch you doing that. **You’d better not let anyone catch you doing that.**

17. I’m never going to give nothing. **I’m never going to give anything.**

18. I didn’t get not one good present. **I didn’t get any good presents.**

19. I don’t want that neither. **I don’t want that at all.**
Double Negatives 4

Rewrite these sentences in standard English without double negatives.

1. You won’t never be nothing.

2. I can’t get nothing from nobody.

3. She doesn’t got none either.

4. Don’t never do that again.

5. I don’t want neither of you here.

6. I won’t take nobody along.

7. Don’t worry; it isn’t nothing.

8. Don’t you have nothing with you?

9. I won’t never say that again.

10. It isn’t nowhere in the house.

11. She wasn’t never on time to school.


13. He didn’t want no money for the job.

14. They weren’t never sad.

15. She didn’t have no enemies.


17. We can’t find no open gas stations.

18. I haven’t got no money for you.

19. They don’t never sing in tune.

20. The store didn’t have no books.

21. She hasn’t never been on an airplane.

22. The band would not play on no Sundays.

23. He didn’t have not one mean bone in his body.

24. He never does nothing right.

25. This isn’t no time for laughing.
Rewrite the following sentences in standard English, that is, without double negatives or slang.

1. Ain’t you go: no sense?

2. Isn’t he never going to get here?

3. No one never gives me no food.

4. He ain’t nothing to me.

5. I don’t want to see that one neither.

6. She said that she didn’t want no interruptions in her speech.

7. They don’t got none of that kind of cereal left.

8. There ain’t nothing to do in this dumb school.

9. They couldn’t find their dog nowhere.

10. It seems that she never does nothing quite right.
Review Test 4

Translate these slang sentences into standard English.

1. I'm hip to what you're saying.

2. Will you stop messing around?

3. Hit the road, you jerk.

4. Ain't you got no sense, man?

5. That dude is cool!

Some of the groups of words below are fragments; make these into complete sentences. Some are complete already; leave these alone.

1. The boy in the very front row.

2. Her sister broke her leg skiing.

3. Comfortable chairs all over the house.

4. Coming through the tunnel at ninety miles an hour.

5. He flopped to the ground.

Underline a subject once and a predicate twice. Watch for compound sentences.

1. The manager fired the secretary for being late.

2. The long, sleek, brightly painted, powerful racing car won the race.

3. His calloused hands gripped the bat, and he swung mightily at the next pitch.
Unit 5—Run-on Sentences 1

Remember: every sentence must begin with a capital and end with a period, a question mark, or an exclamation mark. Sometimes, though, people don’t begin and end sentences where they should. Instead, they let sentences “run-on.” Study the following examples before you do the exercises on this page.

Run-on sentence:
Sally yawned and turned over several times, finally she got out of bed, she made it downstairs just in time to catch the bus.

Correct sentence:
Sally yawned and turned over several times. Finally she got out of bed. She made it downstairs just in time to catch the bus.

Correct the following run-on sentences by putting a capital where a sentence should begin and end punctuation where a sentence should end.

1. She finished all her work before lunch. After lunch she put together a puzzle. (2 sentences)

2. his mother made him eat the spinach after dinner he was sick (2 sentences)

3. he got a new minibike for Christmas that afternoon two big boys stole it (2 sentences)

4. the boy was born in Georgia later his family moved to Boston (2 sentences)

5. the girl picked up the dead squirrel the germs got on her and made her sick the doctors gave her the right medicines and saved her life (3 sentences)

6. the elephant charged towards the woman she took careful aim and fired the elephant didn’t seem to notice the bullet and kept coming (3 sentences)

7. why are you crying did he hit you did he say something to hurt your feelings (3 sentences)

8. he was almost dead when the police arrived they put him in an ambulance and took him to the hospital the doctors managed to save his life (3 sentences)

9. it was a beautiful summer day the birds were singing the bees were humming the air was warm and fragrant (4 sentences)
Correct the following run-on sentences by putting a capital where a sentence should begin and end punctuation where a sentence should end.

1. my mother is the most beautiful woman in the world if you don’t agree I’ll break every bone in your body (2 sentences)

2. she typed a letter to her friend then she watched a television show for half an hour then she went out for a walk (3 sentences)

3. why are you running away from me i won’t hurt you i wouldn’t hurt a fly (3 sentences)

4. the horse began to gallop faster and faster suddenly the saddle began to slip to one side the woman fell off the horse and was knocked unconscious (3 sentences)

5. professor Higgins and his friend tried to teach the girl how to speak proper English at first she didn’t want to learn finally they succeeded in passing her off as a princess at a big dance (3 sentences)

6. he went downtown to a big department store while he was inside a fire broke out people were running around in panic he managed to escape the flames by a side door (4 sentences)

7. they heard a noise in the middle of the night they got up to see what it was just then they heard the back door slam they went to the living room and found the TV gone (4 sentences)

8. what is the matter with you today you don’t seem yourself do you feel sick is something bothering you (4 sentences)

9. i think I will go for a walk do you want to come it is a lovely evening i can’t stand to sit inside when it is so nice outside (4 sentences)
The following stories are written by someone who doesn’t know when to end one sentence and start a new one. Use end punctuation and capitals to divide these stories into sentences. Some sentences will be short, and some will be long. Rewrite each story correctly on the lines which follow it.

1. she was walking along the street when she noticed a man struggling to stay afloat in the river she decided to jump in and try to save him just then the police arrived one officer jumped into the river and saved the man from drowning (4 sentences)

2. the captain of the Titanic rushed to the bridge when he heard it hit the iceberg he could see that the ship was in trouble but he hoped that he could save it from sinking he ordered all the watertight doors shut soon the ship began leaning to one side so the captain gave the order to abandon ship (4 sentences)

3. my best friend is a nice girl who is thirteen years old i met her two years ago we share all our clothes and we talk on the phone when my mother isn’t home we sometimes run away from home but we always come back in a few hours we don’t really want to run away we just want to have fun (6 sentences)
Run-on Sentences 4

Use end punctuation and capitals to divide the following stories into sentences. Some sentences will be short, and some will be long. Rewrite each story correctly on the lines which follow it.

1. She went to the dentist’s office and sat waiting. She was really scared. She hated to go to the dentist but her mother made her go once a year. Her mother always reminded her that if she didn’t take care of her teeth, she’d have false teeth when she grew up. Finally, the dentist saw her and she didn’t have any cavities. (5 sentences)

2. Have you seen my new game? It’s a fun game where you push buttons to make cars go around a track. Two people can play. I wish you would come over and play it with me. (4 sentences)

3. What’s the matter with Felicia? You know I haven’t seen her around for about three days. Do you think she’s sick? Maybe we should go and see what is the matter with her. Do you think maybe she moved somewhere else? I really hope she didn’t because she is a funny girl to play with. (6 sentences)
Test 5—Run-on Sentences

Use end punctuation and capitals to divide the following stories into sentences. Some sentences will be short, and some will be long. Rewrite each story correctly on the lines which follow it.

1. The thief sneaked into the house late at night. Jerome heard him but at first he was too scared to do anything. Then he thought that he had better go and try to tell his mother. She called the police but by the time they got there, the thief was gone. (4 sentences)

2. I bought a new bicycle the other day. Everything was wrong with it! The brakes didn’t work, the gear shift was broken, the wheels were wobbly, the tires went flat. I told my friend that I got a real lemon. Tomorrow I’m going to get my money back. (8 sentences)

3. The woman tried to get a job working in the telephone repair truck. The boss didn’t think the woman would be able to do the work so she didn’t get the job. She went to court and sued the telephone company. Finally, the judge said that they had to give her the job. She did it as well as any man. (5 sentences)
Review Test 5

Supply a predicate for the following sentences.
1. The creaking, battered old World War I plane ____________________________________.
2. Her best friend ____________________________________.
3. The entire class of thirty kids ____________________________________.
4. He ____________________________________, but his mother ____________________________________.

Supply a subject for the following sentences.
1. ____________________________________ was the life of the birthday party.
2. ____________________________________ sounded like horses galloping on the roof.
3. ____________________________________ was the best in the city.
4. ____________________________________ slept, but ____________________________________ was wide awake.

Write fragment or complete after each group of words below.
1. Henrietta, crying loudly. ____________________________________
2. The electric typewriter was a lemon. ____________________________________
3. The lovely sunset. ____________________________________
4. China, the largest country in Asia. ____________________________________

Translate the following slang expressions into standard English.
1. Right on, baby! ____________________________________
2. She just freaked out. ____________________________________
3. The car burned rubber. ____________________________________
4. That’s a cool song. ____________________________________

Rewrite these sentences so they don’t have a double negative.
1. I don’t never want to see you again. ____________________________________
2. Don’t neither of you talk to me. ____________________________________
3. He isn’t never going to come. ____________________________________
Below is the same story written two different ways. Look at them and think about how they are different.

*Sounder* is the story of a black family living in Louisiana in 1933. The father of the family is called Nathan. He works as a sharecropper growing sugarcane. Times are hard and the family doesn’t have enough to eat. One night Nathan goes out and steals some meat from another family that has more money. He can’t stand to see his family without enough to eat. The next morning they all eat well, but Nathan won’t tell them where the meat came from. “I did what I had to do,” he says. Pretty soon the police catch up with Nathan and he is sent to a labor camp many miles away. His son, David Lee, tries to find Nathan and also their dog, Sounder, who was shot by the sheriff’s deputy when Nathan was taken away. While Nathan is gone the family has to work in the fields and get in the crop of sugarcane. They do it all by themselves. In the end Nathan comes back, earlier than they expected. But his leg is messed up from an accident in the labor camp and he is partly crippled. The dog Sounder also comes back after living on his own in the woods. Despite all their troubles the family is very happy at this reunion.

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1. What is different about the way the story on the right is written?

2. Which one is easier to read? Why?

3. How can you tell when a paragraph begins?

4. If you were breaking a story into paragraphs, how would you know when to start a new paragraph?

5. What is the most important thing that happens in the second paragraph?
Read the story on the left, and answer the questions about paragraphs on the right.

The Loch Ness Monster

Loch Ness is a very deep lake in Scotland, a country north of England. Many Scottish people who live around Loch Ness believe that there is a monster living in the lake. Nobody has ever been able to catch the monster or even take a very good picture of it. But the people in the area are sure it exists. They even have a name for it — Nessie.

Some people claim to have seen the monster at night. They say it is long, green, and slimy with a big mouth, and it is enormous — bigger than a whale. Others think it is these people’s imaginations running away with them.

Several years ago a scientist from Boston named Robert Rines went to Scotland to see if he could get a good picture of the Loch Ness Monster and settle the mystery once and for all. He brought along very good cameras and bright lights and set up a kind of trap that he hoped would attract the monster close to his cameras.

After many weeks when nothing happened, he and his helpers suddenly saw two large shapes swimming towards them through the icy waters of the lake. They turned on their lights, clicked their cameras, and found the next day that they had pictures of parts of two monsters, not just one. They were greenish colored, about thirty feet long, and had fins and humps on their backs.

Now everyone knows that there really is a Loch Ness Monster — in fact perhaps two of them — and that it is not just the wild imaginations of some people in the area. Scientists have started to think about how large sea monsters that once lived only at the bottom of the ocean got into a lake in Scotland.

This is the scientists’ theory: millions of years ago, Loch Ness was part of the ocean, a deep inlet reaching inland from the sea. Some sea monsters came into the inlet to hatch their babies. Then perhaps there was a huge earthquake which cut off the lake from the ocean, trapping the monsters and keeping them from getting back into the ocean where they belonged. Somehow the monsters have managed to survive in the lake for all these millions of years.

Questions:

1. How many paragraphs are there in *The Loch Ness Monster*?

2. Would it be easier to read or harder to read if this material was written all together with no paragraphs? Why?

3. How can you tell when a paragraph begins?

4. About how many lines long is each paragraph?

5. What is the most important thing that happens in the first paragraph?

6. What is the most important thing that happens in the third paragraph?

7. What is the most important thing that happens in the last paragraph?
Remember: the idea of dividing stories into paragraphs is to make them easier to read. A paragraph should focus on only one idea or topic. When you move from one idea to a different one, you should begin a new paragraph. You should indent at the beginning of each paragraph.

Rewrite this story by dividing it into paragraphs. Write neatly!

Two gangs, the Jets and the Sharks, were having a war on the West Side of New York City. They were always fighting and insulting each other. They wanted to prove who was tougher. One night at a dance, a Jet named Tony fell in love with a Puerto Rican girl named Maria who was the sister of the leader of the Sharks. Tony and Maria wanted to run away and get married. They also wanted to stop the fighting between the gangs. Soon afterward there was a big "rumble" between the two gangs. In the middle of it, Tony killed Maria's brother. Everyone ran away leaving the dead body on the ground. Maria forgave Tony, but in the end he was killed by one of the Sharks and died in Maria's arms. This stopped the gang war for a while.
Divide this story into paragraphs and copy it below in your neatest writing. Make sure to indent about an inch at the beginning of each paragraph. Make sure to begin a new paragraph with every new idea or subject.

Some substances that were developed to make life easier harm the environment. Phosphates were added to detergents to help them clean laundry better. Phosphates went down drains and sewers into lakes, and they made algae grow like mad. The algae used all the oxygen in the water and the fish died. DDT is a chemical once sprayed on crops to kill insects. Bugs ate the crops, and birds ate the bugs and got DDT in their bodies and died. Some of the DDT got into people’s food and hurt them too. CFCs are chlorine, fluorine, and carbon atoms used in aerosol sprays and refrigeration units. CFCs leak into the air and damage the ozone layer that protects life on earth from too much sun.
Divide this story into paragraphs and neatly copy it on the lines below.

This country has many hundreds of missiles ready to fire at our enemies at any moment if there is a war. Each missile has a nuclear bomb in it which is powerful enough to destroy a whole city. Some of the missiles are buried in silos underground. These can be fired from underground by opening huge metal doors at ground level. Being underground protects the missiles from being destroyed by enemy missiles. Other missiles are carried by submarines that are constantly cruising under the oceans. These are the hardest missiles for enemies to destroy because they don’t know where the subs are. There are now enough missiles with bombs to destroy the earth several times. The United States, Russia, and other countries are trying to agree on ways to control the use of these weapons.
Underline a subject once and a predicate twice.
1. The stylish dress brought the audience to its feet.
2. He drew a straight line with the ruler, and she signed her name on it.
3. The great white shark terrified all the swimmers along the coast.
4. The Titanic scraped against an iceberg, and the captain ordered the lifeboats to be lowered.

Make the following fragments into complete sentences.
1. Singing in the rain.
2. Her father, strongest man on the team.
3. Always complaining.
4. His distant cousin in New York.

Change these slang and double negative sentences into standard English.
1. Ain’t you got no sense?
2. Don’t be pulling my leg, hear?
3. That is a slick car.
4. I don’t want to see neither of you dudes.

Correct the following run-on sentences by putting a capital where a sentence should begin and end punctuation where a sentence should end. You can cut out some words.
1. They took the train to California it took four days to get there they saw some dramatic scenery on the way.
2. The book was long and boring she hated reading it the only reason she kept going was that she had promised the teacher to do a report on it.
3. The fire began in the wastepaper basket it spread to the curtains then the whole hall caught fire the firemen arrived just in time.
4. He loved every minute of the summer camp he loved the hot dogs they served at night around the fire and he loved the swimming in the lake and he liked playing baseball and he enjoyed singing songs and most of all he loved the horseback riding through the woods and he hated going home at the end of the month.
There are seven things you must remember to put into a business letter. Look at the format below to see what these seven things are and where they go.

1. Your street address
   Your city, state, zip
2. Today's date
3. Name of person you're writing to
4. Dear ____________________________:
5. Beginning here, write what you have to say in the letter. It can be as short or as long as it needs to be to carry out the business you are writing about.
6. Sincerely,
7. Your signature

Now write your own business letter.
Make up a person to write to and a subject of business. If you can't think of a person, choose a classmate and pretend that he or she is a business person. Subjects could include asking for information, ordering something from a store, applying for a job. Make sure you include all seven parts of a business letter. Be neat!
Choose someone different from the person you wrote to in the previous exercise and practice writing another business letter.
Remember:
1. Your full address
2. Today’s date
3. Name and full address of the person you’re writing to
4. Salutation (Dear ___________:
5. Your message
6. Closing (Sincerely,)
7. Your signature

If you want to write a letter to a real person or company and actually send it, that’s fine. Ask your teacher for suggestions and addresses.
Put the seven parts of a business letter in the right places in the box below.
You don’t have to write a letter—this is just to see if you remember where things go.
Your signature
Salutation (Dear_________:)
Today’s date
The message
Your address
Closing (Sincerely,)
Name and address of the person you’re writing to

A business letter is the kind of letter you write to people you don’t know well. In it you discuss only business matters. If you write to a friend or relative, you write a different kind of letter.
In a friendly letter:
1. You don’t have to write the person’s name and address—save that for the envelope.
2. Your salutation can take many different forms, for instance, Dear_________,
   Dearest_________, My loving_________, Darling_________, or just the person’s name.
3. Your closing can be different too, for instance, Love, Hugs and kisses, Best wishes, All my love,
   Your friend, Cheers.
4. Your whole letter will be less formal, less stiff.

Write a friendly letter to your teacher. Write about what is on your mind, what you think should be changed in the class, who is bothering you, and so on.
Remember the six parts:
1. Your address, city, state, zip
2. Today’s date
3. Salutation
4. The message (remember to indent the first line)
5. The closing
6. Your signature (your first name will do)
On this page, write a business letter to one of the senators from your state. If you don’t know how to spell his or her name, your teacher can help you. Write to your senator at the United States Senate, Washington, D.C. 20510.

Tell your senator what you think he or she should do as a person who is representing you. Perhaps you can mail this letter to your senator.

On a separate piece of paper, write an informal letter to anyone you want. Remember the six parts of a friendly letter.
On this page, write a business letter to:
The President
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

On a separate sheet of paper, write an informal letter to someone in this class. In both letters, remember to put in all the necessary parts!
How can you tell when a new paragraph begins in a book?

Why are stories and books broken up into paragraphs?

When should a writer begin a new paragraph?

If you were reading a story out loud, what would you do at the end of each paragraph?

In the sentences below, underline a subject once and a predicate twice.

1. The huge sailboat was battered by the hurricane.
2. The boat nearly sank, but the storm finally died down.
3. The main mast was shattered, and the hull was leaking badly.
4. One unfortunate sailor was washed overboard, and his family was heartbroken.

Each of the following has something wrong with it. Decide what the problem is and on the line after each group of words, write sentence fragment, slang, double negative, or run-on sentence.

1. Get out of here, you jerk!
2. Breathing heavily and painfully.
3. I can't never seem to get enough money.
4. Her brother, the best shortstop in the city.
5. He jumped he missed the boat.
6. Don't you get what's going down?
7. Don’t neither of you never come here again.
8. Cruising along at a hair-raising twenty miles an hour.
9. I’m tired I’m sleepy I need some rest go home.
10. His skateboard which was stolen last week.
Proper nouns need capitals. Proper nouns are the names of specific people*, things, companies, brands, places, and countries (Dave, San Francisco, Volvo, Crest, Russia).

Common nouns don’t need capitals (unless they are at the beginning of a sentence). Common nouns are people, places, and things in general (boy, city, car, country).

Write proper or common after each noun.

1. New York
2. city
3. bus
4. Canada
5. man
6. lawyer
7. Henry
8. California
9. beehive
10. Prudential Company
11. Pacific Ocean
12. breakfast
13. cereal
14. Cheerios
15. bacon
16. Martin Luther King, Jr.
17. Mexico
18. prison
19. classroom
20. Susan

When you put capitals on proper nouns, capitalize only the important words, not little words like and, of, and the.

Put capitals on these proper nouns:

- United States of America
- Republic of South Africa
- Giants in the Earth (a book)
- Cancer Society of America
- Minnesota Mining and Manufacturing Company
- Gone with the Wind (a movie)

Now put capitals on the proper nouns. Leave the common nouns alone!

1. Girl
2. Typewriter
3. Robert Kennedy
4. Street
5. Legs
6. Chest
7. Country
8. Atlantic Ocean
9. Singer
10. Los Angeles
11. Dog
12. Fire Engine
13. Nevada
14. Chevrolet
15. Table
16. Rolls-Royce
17. Lake Michigan
18. Argentina
19. Alka-Seltzer
20. Summer
21. Mississippi River
22. Mr. Marshall
23. July
24. Canada

*Remember that junior after a person’s name is also capitalized. It is usually abbreviated and separated from the rest of the name by a comma.
Proper and Common Nouns 2

Remember:

*Proper nouns*, which need capitals, are specific people, places, cities, brands, companies.  
*Common nouns*, which don’t need capitals, are people, places, and things in general.

Write *common* or *proper* after each noun below. Put capitals on the proper nouns.

1. chicago ______________________ 11. lighter ______________________
2. ice cream ____________________ 12. guatemala _____________________
3. school ______________________ 13. kenedy school __________________
4. bread ________________________ 14. cadillac ______________________
5. mediterranean sea ____________ 15. north america _________________
6. duck _________________________ 16. sports car ____________________
7. general motors ________________ 17. scissors ______________________
8. tomato juice _________________ 18. martin luther king, jr. __________
9. united states of america ________ 19. national broadcasting company
10. ribbon ______________________ 20. spain ________________________

Now make up a list of common nouns and a list of proper nouns. Make sure all proper nouns are capitalized.

It might help you to know that brand names are capitalized but the products themselves are not (Sony television, Kellogg’s cornflakes).

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<tr>
<th>Proper Nouns</th>
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Proper and Common Nouns 3

Write *proper* or *common* by each noun. Put capitals on the proper nouns.

1. king _____________________________
2. pencil _____________________________
3. republic of south africa _____________________________
4. bob hope _____________________________
5. light bulb _____________________________
6. pacific ocean _____________________________
7. delta airlines _____________________________
8. magazine _____________________________
9. holy bible _____________________________
10. arizona _____________________________
11. kim _____________________________
12. heart _____________________________
13. soup _____________________________
14. kansas city _____________________________
15. soldier _____________________________
16. polaroid company _____________________________
17. aretha franklin _____________________________
18. automobile _____________________________
19. pin _____________________________
20. israel _____________________________
21. president nixon _____________________________
22. timex watch _____________________________
23. cow _____________________________
24. electricity _____________________________
25. calendar _____________________________
26. england _____________________________
27. campbell's soup _____________________________
28. ford motor _____________________________

Now see how many proper nouns you can think of for the general category of the common noun at the beginning of each line.

1. cars _____________________________
2. medicines _____________________________
3. people _____________________________
4. oceans _____________________________
5. countries _____________________________
6. drinks _____________________________
Proper and Common Nouns 4

Here is a mixed-up list of fifteen proper nouns and fifteen common nouns. First write all the proper nouns in the first column; put capitals where they belong. Then write the common noun beside each proper noun that it belongs with.

king james
country
pacific ocean
mcdonald’s
woman
state
george bush
city
ocean
monarch
car
chicago
wizard of oz
coca-cola
charlie and the chocolate factory
president
harriet tubman
chevrolet
gasoline company
book

Proper Nouns

1. King James
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 
13. 
14. 
15. 

Common Nouns

1. monarch
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 
13. 
14. 
15. 

Now put capitals at the beginning of all the proper nouns in the following story.

The three girls, cynthia, penny, and sharnitha, won the prizes in the essay contest and got a free trip to disney world in florida. They caught a plane at logan airport in boston and flew directly to orlando, florida. On the way, they could see the atlantic ocean glinting in the sunlight. They had never been on a plane before. At disney world they saw mickey mouse, goofy, and many other disney characters. They went to all the sights, and stayed in a holiday inn at night. After three days they flew home.
Put capitals on the proper nouns. Leave the common nouns alone.

1. brenda
2. girl
3. movie
4. ivory soap
5. coal
6. school
7. mr. gibson
8. paper
9. glass
10. john hancock insurance company
11. pencil
12. table
13. stanley
14. clock
15. new york city
16. robin hood
17. california
18. soup
19. switch
20. president lincoln
21. royal typewriter
22. horse
23. chicago
24. sand
25. mrs. brownstein
26. united states of america
27. germany
28. playground
29. house
30. beverly
31. container company of america
32. english
33. bread
34. computer
35. boston
36. state
37. georgia
38. balloon
39. floor
40. robert
41. roller coaster
42. pillow
43. blizzard
44. alaska
45. pacific ocean
46. mississippi river
47. mary ann
48. bayer aspirin
49. light in august (a book)
50. mattress
Answer the following questions.

1. What two pieces of information do you write in the top right hand corner of a letter? ________________________________

2. What is the last thing you write in a letter? ________________________________

3. What would be the salutation in a letter to your Uncle George? ________________________________

4. What would be the closing in a letter to your mother? ________________________________

5. What would be the closing in a business letter? ________________________________

6. What goes above the salutation in a business letter? ________________________________

Fill in predicates for these incomplete sentences.

1. The old, tattered treasure map _________________________________.

2. The Russian warship _________________________________.

3. The gigantic skyscraper ________________________________, and the woman ________________________________.

Fill in subjects for these incomplete sentences.

1. ________________________________ was the best in the class.

2. ________________________________ didn’t see the point of running to school.

3. ________________________________ ducked, and ________________________________ whizzed over his head.

On the line after each group of words, write sentence fragment, slang, double negative, or run-on sentence to show what the problem is. On the line below, correct the problem by writing a good sentence.

1. I don’t want no more soup. ________________________________

2. Billy took the pass and ran downfield he dodged two tacklers he scored. ________________________________

3. My father. The best mechanic in town. ________________________________

4. She’s really got it together. ________________________________
Make sure you capitalize:
1. The first word in a sentence.
2. Proper nouns—the names of specific people, places, countries, schools, companies, brands, cities, rivers, buildings.
3. Days of the week, months, holidays.
4. / by itself.
5. Races, nationalities, religions.
6. Words referring to God.
7. Titles of books, movies, stories, magazines (capitalize the first word, last word, and all important words—unimportant words are words like the, a, an, of, in, with, to).
8. The first word of a quotation (He asked, "Why are you here?").

Each of the following sentences needs at least one capital letter. Put the capital or capitals in the sentence, and write the rule or rules you followed on the line after the sentence.

1. My favorite movie is *The Return of the Pink Panther*.
   Title of a movie

2. In class we're reading *Reflections on a Gift of Watermelon Pickle*.
   Title of a book

3. Lisa shouted, "Catch me if you can!"
   First word in a quotation

4. He went to the movie on Tuesday night.

5. There was a bad fire in New York.

6. He really liked Bill Cosby.

7. Can you see what I am trying to say?

8. "The Polaroid company invented a new instant camera."

9. He read a new book about monsters.

10. She asked, "How can I possibly finish this test in time?"

11. They went for a drive to Connecticut.

12. His birthday was in December.

13. Her favorite movie of all time was *To Kill a Mockingbird*.

14. His favorite book was *Moby Dick*.

15. The Chinese man was the hero of the detective movie.

16. I think I will take a walk today.

17. She went to church to pray for her son's life.

18. Her mother was a devout Catholic who went to church every week.

19. They had a huge turkey dinner on Christmas Day.

20. They named the school after John F. Kennedy.
Using Capitals 2

Make sure you capitalize:
1. The first word of a sentence.
2. Proper nouns — names of specific people, places, countries, schools, companies, brands, cities, rivers, buildings.
3. Days of the week, months, and holidays.
4. 1 by itself.
5. Races, nationalities, and religions.
6. Words referring to God.
7. Titles of books, movies, stories, magazines.
8. The first word in a quotation (Debbie hollered, “Hurry up!”).

Each of the following sentences needs at least one capital letter. Put the capital or capitals in the sentence, and write the rule or rules you followed on the line after the sentence.

1. She lived in the United States of America. country
2. She read a book called Life in a Hopi Pueblo.
3. The police said the leader was a young Caucasian male.
4. The woman prayed to God that she would be forgiven.
5. He screamed out, “please come back to me, my love!”
6. I don’t think I can come with you.
7. He always worried about school on Sunday night.
8. Where is the deepest place in the oceans of the world?
9. His father was born in Mexico.
10. They went to rent a video of the movie called Superfly.
11. He asked me to come, but I didn’t have the time.
12. The Puerto Rican family moved to New York City.
13. She converted to the Black Muslim religion when she was twenty-three.
14. They gave John a bicycle for his birthday.
15. Their family always went to church on Easter.
16. The Prudential Center is one of the tallest buildings in Boston.
17. In the 1990s, the Lithuanians won independence from the Soviet Union.
18. He got a subscription to Sports Illustrated magazine.
19. She went to see Dr. Johnson about the pain.
20. The baby was due in July.
Using Capitals 3

Each of the following sentences needs at least one capital letter. Put the capital or capitals in
the sentence, and write the rule or rules you followed on the line after the sentence.

1. His father always bought shell gasoline. brand name

2. Can we see you on saturday?

3. She loved to hear english people talk.

4. The first snow came in January.

5. Her favorite movie was The wizard of oz.

6. He said, "you are under arrest."

7. She claimed to be in love with leroy.

8. They had dinner at sam's restaurant.

9. Her mother came for dinner on Christmas.

10. He thought i was afraid of him.

11. They were astonished by the grand canyon.


13. The plane was hijacked to cuba.

14. The train stopped in atlanta at dusk.

Now write your own sentences using capitals for each of the rules you’ve learned. Make sure
every sentence begins with a capital!

1. proper names (specific people, countries, schools, companies, brands, rivers, buildings, cities)

2. days of the week, months, and holidays

3. / by itself

4. races, nationalities, and religions

5. titles of books, movies, stories, magazines

6. beginning of a quotation
Each of the following sentences needs at least one capital letter because of one rule. Write in all the capitals.

1. The man traveled from Chicago to London, England in eight hours.
2. They said God would punish the wicked and save the good.
3. The Boston Celtics won the basketball championship five times from 1974 to 1986.
4. The African man said he came from Nairobi, Kenya.
5. She was brought up in the Catholic religion.
6. On Wednesdays they went on field trips around the city.
7. The biggest religion in Asia is called Buddhism.
8. He was reading a book called *The Crab with the Golden Claws*.
9. The Christmas vacation began on a Thursday.
10. She called to Horace to come in for dinner.
11. She wanted to see if I would watch the gory part of the movie.
12. Most stores start putting up Christmas decorations around Thanksgiving.
13. Have you ever traveled to Canada?
14. Her favorite movie was *Dracula*.
15. Next February she will be eighteen years old.
16. They went to the Grover Cleveland Middle School.
17. Mary's favorite magazine was named *Mad*.
18. Her father said, "Can't you stop playing that record for a while?"

Now use the sentences above to list as many capitalization rules as you can remember.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 

51
Put capitals in the right places in the following sentences. There should be sixty-four separate capitals. Check your work!

1. the woman was born in the state of kansas.
2. she saw the movie frankenstein in nevada.
3. he didn’t think i could beat him in wrestling, but i did.
4. today is friday, and thank god for that.
5. they took a trip to the ebenezer baptist church in atlanta, georgia.
6. president kennedy was born in brookline, massachusetts.
7. some people didn’t like the marriage between the hispanic man and chinese woman.
8. she read a book called little house on the prairie.
9. there was no school on veterans’ day.
10. the woman at the accident shouted, “call an ambulance!”
11. they took off from logan airport in boston.
12. hawaii and alaska were the last two states to be admitted to the united states.
13. her sister graduated from the eighth grade of the martin luther king, jr., school.
14. the soviet union and america almost had a nuclear war in 1962.
15. she got a new macintosh computer as a graduation present.
16. he missed school on monday because of his grandmother’s funeral.
17. they read the story in time magazine.
18. the nigerian man was wearing his traditional tribal robes.
19. he went over niagara falls in a barrel and lived to tell the tale.
20. the kidnapper said, “pay the ransom, or he will be killed!”
Capitalize the proper nouns in the following list. Circle the common nouns.

1. orange juice 6. city 11. baseball 16. san francisco
2. grandfather 7. henry 12. red sox 17. continent
3. ruler 8. king henry 13. france 18. atlantic ocean
5. umbrella 10. senator kennedy 15. ohio 20. glass

There are several parts to a letter: salutation, signature, date, body of letter, your address, closing, name and address of addressee.

Below, list the parts of a friendly letter and the parts of a business letter. Be sure to list the parts in correct order—the order used in a real letter.

**Friendly Letter**

1. _____________________________________________________________________
2. _____________________________________________________________________
3. _____________________________________________________________________
4. _____________________________________________________________________
5. _____________________________________________________________________
6. _____________________________________________________________________

**Business Letter**

1. _____________________________________________________________________
2. _____________________________________________________________________
3. _____________________________________________________________________
4. _____________________________________________________________________
5. _____________________________________________________________________
6. _____________________________________________________________________
7. _____________________________________________________________________

What do you do with the first word of a new paragraph? ____________________

In the following sentences underline the subject once and the predicate twice.

1. Shirley coughed and her mother sneezed loudly.
2. The red rooster with the broken leg crowed loudly.
3. Her uncle arrived after his dramatic trip around the world.

Label each group of words below fragment, run-on, slang, or double negative.

1. Charging towards the cannons with their swords flashing. ____________________
2. I’m cold and miserable I want to go to bed it’s too early. ____________________
3. Do you got any dough for the movie, man? ____________________
4. Don’t you never say that again. ____________________
5. The house, almost completely destroyed. ____________________
Unit 10 — Four Kinds of Sentences 1

There are four kinds of sentences:
- **Declarative** — tells you something, ends with a period (.)
- **Interrogative** — asks a question, ends with a question mark (?)
- **Imperative** — gives an order or makes a request, ends with a period (.)
- **Exclamatory** — shows strong feeling, ends with an exclamation mark (!)

What kind of sentence is each of the following? Write your answer on the line to the right of the sentence.

1. Take out the garbage and clean up your room. ______________________
2. Why can’t those neighbors be quieter? __________________________
3. There wasn’t enough food for everyone. __________________________
4. Look out for that car! _________________________________
5. She was twelve years old at the beginning of the year. _________________
6. Get lost, you creature! _________________________________
7. Please get the newspaper at the store. __________________________
8. What time is it? _________________________________
9. Stop doing that or my big brother won’t let you play. _________________
10. She is the fastest runner in the class. __________________________
11. I feel like having a nice cool glass of water. ________________________
12. Oh my goodness, I can’t stand it any longer! _______________________

Now put the right punctuation at the end of each sentence below.

1. Leave the room, please
2. Where is the nearest police station
3. He said he was old enough to vote
4. Oh no, she’s falling out of the window
5. It certainly is a beautiful day
6. Which kind of minibike do you have
7. Look out! That man will kill you
Four Kinds of Sentences 2

Remember the four kinds of sentences:

* **Declarative** — tells you something, ends with a period (.)
* **Interrogative** — asks a question, ends with a question mark (?)
* **Imperative** — gives an order or makes a request, ends with a period (.)
* **Exclamatory** — shows strong feeling, ends with an exclamation mark (!)

What kind of sentence is each of the following? Write your answer on the line to the right of the sentence.

1. Why can’t the English learn to speak? __________________________
2. Has anyone seen my pencil? __________________________
3. Get that car out of the street immediately. __________________________
4. He was the best Stratego player in the room. __________________________
5. That’s ridiculous! __________________________
6. Do your homework before you go out and play. __________________________
7. His mother worked for a company in downtown Boston. __________________________
8. I haven’t seen her anywhere, have you? __________________________
9. Oh no, I’m falling! __________________________
10. How old do you have to be to see that movie? __________________________

Put the right punctuation at the end of each sentence below.

1. Guess who’s coming to dinner
2. Don’t rely on me for a loan
3. That movie wasn’t very good
4. Why is she always bragging about herself
5. Her birthday was on February 29th

Name the kind of sentence which each statement describes.

1. asks a question, ends in a question mark __________________________
2. shows strong feeling or excitement, ends in an exclamation mark __________________________
3. gives an order or makes a request, ends with a period __________________________
Four Kinds of Sentences 3

On the first line, write declarative, interrogative, imperative, or exclamatory. On the second line, put the punctuation needed for each sentence.

1. A sentence that shows strong feeling or excitement ____________________________ ___
2. A sentence that asks a question ________________________________ ___
3. A sentence that tells you something ________________________________ ___
4. A sentence that gives an order or makes a request ________________________________ ___

Put the right punctuation at the end of each sentence below. Then label each sentence declarative, interrogative, exclamatory, or imperative.

1. Where is the boy who threw that baseball ________________________________
2. Go to the store and buy me a loaf of white bread ________________________________
3. Oh no, she’s dying ________________________________
4. There are fifty states in the United States ________________________________
5. What will the weather be like tomorrow ________________________________
6. The window broke; help ________________________________
7. Please come over here so I can talk to you ________________________________
8. The car was seriously damaged in the accident ________________________________
9. When is that party supposed to begin ________________________________
10. Run over there and get that football, please ________________________________

Now write two declarative sentences of your own.
1. ________________________________
2. ________________________________

Write two imperative sentences of your own.
1. ________________________________
2. ________________________________

Write an exclamatory sentence.
1. ________________________________
Four Kinds of Sentences 4

Remember the four kinds of sentences:
- Declarative
- Interrogative
- Imperative
- Exclamatory

Put the right punctuation after each sentence below. Then label each sentence declarative, interrogative, exclamatory, or imperative.

1. What in the world is going on here________________________
2. His mother was very proud of his knife rack____________________
3. That elephant is going to trample her_______________________
4. The umpire called, "Strike three__"______________________
5. Go see who is at the door____________________
6. This work is too hard for me_____________________
7. Their new Cadillac was stolen from in front of the house____________________
8. Come here and listen to this joke____________________
9. Oh no, I’m sinking____________________
10. The ship is sinking; prepare to abandon ship____________________
11. How long has this been going on____________________
12. That man fought in the war in Vietnam____________________
13. He always found it hard to say good-bye to people____________________
14. Get out there and win that basketball game____________________
15. Where is my little brother____________________

Write two declarative sentences of your own.
1. ____________________________
2. ____________________________

Write two interrogative sentences of your own.
1. ____________________________
2. ____________________________

Write one imperative sentence of your own.
1. ____________________________
Write what each kind of sentence does or write an example of that kind of sentence.

1. Declarative
2. Interrogative
3. Imperative
4. Exclamatory

Put the right punctuation at the end of each sentence below. Then label each sentence 
declarative, interrogative, exclamatory or imperative.

1. Give me that basketball.
2. I don’t know when she will be home.
3. Oh my goodness, this is it.
4. Can you answer the question?
5. Please get out of the way.
6. The trees were just beginning to change color.
7. Oh no, I’m going to be sick.
8. There was a bad fire in the school.
9. Is there anything I can do for you?
10. The telephone wires snapped during the storm.
11. How could anyone be so cruel?
12. Give me that game before recess is over.
13. He was the tallest person in the room in September.
14. Who knows where the highest mountain in the world is.
15. Can’t you see what I am pointing at?
Put capitals in the right places in the following sentences. There should be twenty-two capitals in all.

1. the school was closed on monday for washington’s birthday.
2. her grandmother flew to nevada in a united airlines jet on saturday.
3. the general shouted, “don’t fire till you see the whites of their eyes.”
4. while they were in cleveland they saw the movie the wizard of oz.
5. we danced whenever the puerto rican band was playing.
6. she didn’t believe that i was born in march.

Label each of the following fragments subject or predicate.

1. squeaked every time he walked across the room
2. roared ferociously as the man approached
3. the garbage truck with the flat tire
4. her aunt who was always late

Label each of the following proper noun or common noun. Then capitalize the proper nouns.

1. house
2. the white house
3. singer
4. bob dylan
5. los angeles
6. state
7. taxi

Use numbers to show the order in which you write these parts of a business letter.

___ Closing  ___ Salutation  ___ Date  ___ Your Address
___ Signature  ___ Body of Letter  ___ Name and Address of Addressee

Correct the problems below by writing correct sentences on the lines provided. One group of words is all right, so you can leave it as it is.

1. I can’t find my wallet nowhere, and I’m ticked off.

2. Streaking across the sky.

3. She laughed she cried the tears streamed down her face.

4. The man who came to dinner was not very polite.
Quotation marks go at the beginning and end of what people say. The quotation can be at the beginning of the sentence. Remember: the comma in the sample sentence is inside the quotation marks.

Put quotation marks in the rest of the sentences in this group.

1. “It’s too hot in this room for me,” she said.
2. I think it is time to go home, said her mother.
3. Why can’t you help me with this? he asked.
4. I think that was the best movie in the world, she said.
5. There isn’t enough food to go around, said his father.
6. Stop that car! shouted the police officer.

Quotation marks don’t always come at the beginning of the sentence. Look at the sample sentence in this group. Notice that the comma is outside the quotation marks.

Put quotation marks in the rest of the sentences in this group.

1. The girl walked into the room and said, “Good morning!”
2. After a long pause, he said, I don’t feel very well today.
3. There was so much noise in the room that the teacher said, Quiet down!
4. He walked up to the girl and said, Do you know what time it is?

Quotation marks can also come in the middle of a sentence. Look at the sample sentence in this group. Notice where the commas are.

Put quotation marks in the rest of the sentences in this group.

1. She said, “I’ll be right back,” and walked on through the room.
2. The man said, Stick your hands in the air! and then went around robbing everyone.
3. Her father asked, Why are you so late? and then proceeded to scold her.
4. The cat went, Meeow, and jumped into the woman’s lap.

Quotation marks can also stop and start again. You’ll need two sets in each of the following sentences.

Study the first two sentences in this group before you try to do the others.

1. “Why should I listen to you?” she asked. “You’re always wrong!”
2. “Hey, buddy,” said the police officer, “can I talk to you for a minute?”
3. Now listen here, said the teacher. Let’s quiet down in this room!
4. I love you madly! said the man. Will you marry me?
5. No, she replied, I’m not ready for marriage yet.
6. Ouch! she said as her mother pulled off the Band-Aid. Pull it more slowly!
Quotation Marks 2

Remember: quotation marks go at the beginning and end of what people say.

Add quotation marks to the sentences on this page. Each group works the same way, so you can check yourself. Study the sample sentence in each group.

1. “Can you lend me your basketball?” she asked.
2. What is the best kind of tonic? he asked.
3. I think I’m going to read that book tonight, she said.
4. Oh no! shouted the man as his car spun out of control.
5. I refuse to eat this food! said the boy to the restaurant owner.

1. The bus driver said, “You need to put in another dime.”
2. He ended the argument by saying, You’re wrong. You know it, and I know it!
3. When she asked him what time it was, he said, It’s two o’clock, more or less.
4. The nurse walked into the room and announced, He’s going to live. He’ll be all right.
5. It wasn’t long before he jumped up and shouted, Bingo! I win!

1. She said, “I’m leaving right now!” and walked angrily out of the room.
2. After a while the boy said, That’s impossible. But the girl still insisted it was true.
3. The man shouted, Catch him! as the rattlesnake slithered across the floor.
4. He said, I’m too tired to go on, and collapsed in the nearest chair.
5. After a moment of silence the old man said, Bless my soul! and smiled broadly.

1. “Where is my raincoat?” he asked. “It’s raining cats and dogs outside.”
2. This is ridiculous, she said. I don’t see any answer to this problem.
3. Can you do long division? he asked his mother. I need help with my homework.
4. There isn’t any time to lose, said the captain. Abandon ship immediately.
5. You’re talking too loud, said the teacher. Lower your voice a little.

1. He said, “This is the end. I’m not going on any more. No one can make me get up.”
2. She shouted, Is anyone there? Is anyone home? Can anyone hear me?
3. The man said, This is a robbery. Put up your hands. Hand over your money.
Quotation Marks 3

Remember: quotation marks
Can be at the beginning of a sentence. ("Come here," he said.)
Can be at the end of a sentence. (He said, "Come here.")
Can be in the middle of a sentence. (He said, "I'm leaving," as he walked out.)
Can be split into two parts. ("I think," she said, "that you are right.")
Can be around more than one sentence at a time. (She announced, "I'm fed up! You're fired.")

Put quotation marks in the right places in the following sentences.

1. I can't believe I ate that whole thing, said the man after the enormous meal.
2. Why are you leaving? she asked. It isn't over yet.
3. The old man asked in a feeble voice, Where is the emergency room, please?
4. The man called to his dog, Here, Arrow! and the dog bounded towards him.
5. She said, I'm disappointed in you. You should have been here on time.
6. That's it, he said. I've had enough of this stupid school.
7. When is this terrible weather going to change? asked her mother.
8. What's the time? he asked. Is it five-thirty yet?
9. Where were you at the time of the crime? asked the attorney.
10. Did you hear the news? he shouted. Our candidate won the election!
11. The detective burst into the room and shouted, You're all under arrest!
12. She said, That's lovely, and embraced her husband.
13. I can't wait until August, she said. We're going to see my grandmother then.
14. Ouch! Please give me an anesthetic, said the patient on the operating table.
15. What's wrong with you? asked his father. You've been acting glum all day.
16. I had no idea you were sick. Please forgive me, said the girl.
17. After a while she said, I think we'd better write them a letter right now.
18. Now listen, he said. Don't marry him. Marry me. I'll give you ten good reasons.

A sentence that tells you what someone says but doesn't give you the person's exact words is called an indirect quotation. Some of the following sentences are indirect quotations.

Put quotation marks in the sentences that are direct quotations.

1. She said that he should come and visit her often.
2. She said, Please come and visit me often.
3. He asked whether it was all right for him to smoke in the room.
4. Is it all right for me to smoke in here? he asked.
Quotation Marks 4

Put quotation marks in the right places in the following sentences. Be careful because some sentences are indirect quotations which don’t need any quotation marks.

1. Where do you think you’re going? asked the guard.
2. There isn’t any time to lose, he said. We’ve just got to catch that bus.
3. He walked into the kitchen and said, Good morning, everyone!
4. She said that she didn’t want anything to eat that day.
5. I don’t want anything to eat today, she said.
6. Where did you find that dog? asked his mother. I don’t want him in this house.
7. The man said, This is terrible. You can’t do this to me. I’ll have you arrested!
8. The police officer said that they were all under arrest.
9. You’re all under arrest! said the police officer.
10. Where did you say she was? asked the boy. I can’t seem to find her anywhere.
11. Oh no! I can’t bear to look at our car, said the boy after the accident.
12. This isn’t spinach; this is seaweed! said the girl.
13. The man asked whether there was any chance that the rain might stop soon.
14. The boy shouted at his brother, Look out for that car, stupid!
15. Can I go to Lincoln Park with you? asked his little sister. I really want to.
16. What’s the matter with this bicycle? he said.
17. She screamed, The house is on fire! and ran out the door.
18. He asked if there was anything wrong with having a dog in the apartment.
19. What’s happening? he asked his friend. I can’t figure out what’s going on.
20. He wondered where in the world he could find a good job.

Now turn the following indirect quotations into direct quotations with quotation marks.

1. The girl asked what time it was.

2. The teacher said that it was time for everyone to go home.
Put quotation marks in the sentences that need them.
1. When are you going to leave on your trip? she asked.
2. It’s time for everyone to go home, said the teacher. Please line up now.
3. As her father treated the cut, she screamed, Ouch! You’re hurting me! Stop it!
4. What happened to that stupid pencil of mine? asked the boy angrily.
5. He asked if there was any room left in the motel.
6. I will meet you after school, shouted the boy as he ran down the corridor.
7. What’s the matter with this car? asked her brother. It won’t start.
8. The young woman walked into the bank and said, I would like to speak to the president.
9. The boy said that there were too many people in the room for him to work well.
10. To be or not to be, that is the question, said Hamlet.
11. His father said, Wake up. It’s time to go to school.
12. She said, What happened to my bicycle? and started looking all over for it.
13. The woman shouted to the firemen, Help! Save the life of my child!
14. You coward! shouted the boy. Say that to my face!
15. Look out for that car! shouted the man from across the street.
16. She asked whether she could join the Girl Scouts.
17. I would love to learn French, he said. Where could I go to study the language?
18. She asked, How come they always get to play that game? I want to play it too.

Now turn the following indirect quotations into direct quotations with quotation marks.
1. He said that it was too late for anyone to save the dog’s life.

2. She asked if anyone would help her with her homework.
Put the correct punctuation at the end of each sentence. Then write declarative, interrogative, imperative, or exclamatory after each sentence.

1. Where is my new hockey stick___
2. Go get your suitcase before we leave___
3. You can run, but you can’t hide___
4. Look out, the spider is on your leg___

Put capitals in the right places in the following sentences. There are twenty-two capitals in all.

1. They went to the top of the Prudential Center in downtown Boston.
2. The Pacific Ocean is the largest ocean in the world.
3. If you ask me, Saturday is the nicest day of the week.
4. The school had kids from India, Peru, Nigeria, and Honduras.
5. The boat drifted down the Mississippi River to the Gulf of Mexico.
6. He asked, “Why don’t you believe in God?”

Number the order in which you write the following parts of a friendly letter.

___ Body of Letter ___ Date ___ Your Address
___ Salutation ___ Closing ___ Signature

What is the point of dividing a story into paragraphs?

What should you do with the first word of each paragraph?

In the following sentences, underline a subject once and a predicate twice.

1. The senator gave a long speech, and most people were asleep by the end of it.
2. The horse with the white patch above its eyes dashed to victory.

On the lines, write fragment, run-on, slang, or double negative to describe what is wrong with each group of words. One has nothing wrong; write O.K.

1. Just for that, you don’t get nothing for Christmas. ______________________
2. The woman in the green satin dress sang beautifully. ______________________
3. Showering the bride and groom with rice. ______________________
4. They arrived late the party was already over. ______________________
5. Get lost, you jerk. ______________________
To make a singular word possessive (make something belong to it), add an *apostrophe* and an *s* (‘s).

**Turn the following words around and add apostrophes to show possession.**

1. the ball that belongs to John ____________
   - John’s ball
2. the cats that belong to Susan ____________
   - Susan’s cats
3. the coat that belongs to the boy ____________
4. the bus that belongs to the school ____________
5. the ticket that belongs to Charles ____________
6. the typewriter that belongs to the teacher ____________
7. the dog that belongs to her mother ____________
8. the game that belongs to Anthony ____________
9. the magazine that belongs to Susan ____________
10. the desk that belongs to the student ____________
11. the jet that belongs to the president ____________
12. the glasses that belong to Joseph ____________
13. the canoe that belongs to Carlos ____________
14. the army that belongs to the general ____________
15. the gun that belongs to the soldier ____________
16. the lunch that belongs to the little girl ____________
17. the bat that belongs to Reggie Jackson ____________
18. the wheel that belongs to the bus ____________
19. the arrow that belongs to the archer ____________
20. the car that belongs to the principal ____________

**Now put apostrophes in the right places in the next three sentences.**

1. Her mothers coat was torn in the accident.
2. They could hear the police cars siren a mile away.
3. Marys house was the third one on the left-hand side.
To make a singular word possessive (make something belong to it), add an *apostrophe* and an *s* (‘s).

**Turn the following words around and add apostrophes to show possession.**

1. the stick that belongs to the boy **the boy’s stick**
2. the car belonging to the police officer
3. the school belonging to the city
4. the radio belonging to Henry
5. the pencil belonging to Ramon
6. the roof belonging to the house
7. the dog belonging to Sally
8. the pencil belonging to the teacher
9. the sewing machine belonging to her mother
10. the rocket belonging to the army
11. the bus belonging to the camp
12. the raincoat belonging to James

**Add an apostrophe to the end of a plural noun that ends in *s* to make it possessive.**

1. the game belonging to the boys **the boys’ game**
2. the bracelets belonging to the girls
3. the song belonging to the birds
4. the pollution belonging to the cities
5. the chimneys belonging to the houses
6. the boats belonging to the sailors
7. the leaves belonging to the trees
8. the basketball belonging to the boys

**Exception to the rule: if the plural noun doesn’t end in *s*, add ‘*s* to make it possessive.**

1. the car belonging to the women **the women’s car**
2. the shoes belonging to the men
3. the games belonging to the children
Make the following singular nouns possessive by adding 's.

1. the dress belonging to the girl

2. the shoes belonging to Cynthia

3. the boots belonging to the soldier

4. the shopping bag belonging to her mother

5. the cafeteria belonging to the school

Add apostrophes to show possession in these sentences.

1. Her mothers friends always came over on Friday night.

2. They could see that the cars left headlight was burned out.

3. That scientists conclusion was that the world would end in five years.

4. She asked to see the teachers copy of the book for the answers.

Make the following plural nouns possessive by adding an apostrophe (') if the word ends in s and 's if it doesn't end in s.

1. the doors belonging to the cars

2. the basketball belonging to the girls

3. the card game belonging to the men

4. the jobs belonging to the women

5. the wood belonging to the lumberjacks

6. the wool belonging to the sheep

7. the dresses belonging to the girls

Add apostrophes to show possession in the following sentences.

1. The three boys mothers were all late for the meeting.

2. The mens jackets were black for the funeral.

3. The two songs endings were both sad.

4. The six girls prizes were all the same.

5. The racing cars engines all died at the same time.

6. The doctors opinion (they all agree on it) is that she should have the operation.
Apostrophes to Show Possession 4

Make the following words show possession by turning them around and using apostrophes. Some words are singular and some are plural, so be careful!

1. the cat belonging to the girl ____________
2. the cat belonging to the girls ____________
3. the mistake belonging to Josephine ____________
4. the license plate belonging to the truck ____________
5. the wheels belonging to the trucks ____________
6. the tricks belonging to the magician ____________
7. the feathers belonging to the birds ____________
8. the fields belonging to the farmer ____________
9. the toys belonging to the children ____________
10. the tracks belonging to the railroad ____________
11. the exam belonging to the schools ____________
12. the concert belonging to the orchestra ____________
13. the papers belonging to the teacher ____________
14. the cars belonging to the teachers ____________
15. the leaves belonging to the tree ____________
16. the leaves belonging to the trees ____________
17. the house belonging to her father ____________
18. the teeth belonging to the baby ____________
19. the scissors belonging to the girls ____________
20. the calculator belonging to the boy ____________

Now write your own name four times and use apostrophes to make four things belong to you.

Examples: Kim’s shoes or Chris’s money

1. ____________
2. ____________
3. ____________
4. ____________
Test 12—Apostrophes to Show Possession

Turn the following words around and use apostrophes to show possession.

1. the cat belonging to her grandmother
2. the song belonging to the man
3. the fireplace belonging to the room
4. the gloves belonging to the firemen
5. the shirt belonging to his father
6. the leaves belonging to the trees
7. the wing belonging to the plane
8. the ball belonging to the children
9. the rattles belonging to the babies
10. the book belonging to Charles
11. the headlights belonging to the cars
12. the food belonging to the starving people
13. the tail belonging to the dog
14. the knife belonging to the butcher
15. the dishes belonging to the women
16. the keys belonging to the typewriter
17. the hats belonging to the golfers
18. the tunnels belonging to the mole
19. the hangar belonging to the planes
20. the new clothes belonging to Shirley
Review Test 12

Put quotation marks in the right places in the following sentences.
1. Her mother picked up the phone and said, You’re sweet to call on my birthday.
2. Leave him alone, he shouted at the man.
3. I’m coming, said Grace. I just have to put on my coat.

Put the correct punctuation at the end of each sentence. Label each one declarative, interrogative, imperative, exclamatory.
1. Come up and receive your prize ____________________________
2. Can you imagine how she managed to escape __________________
3. The actor brought the audience to its feet __________________________
4. Oh my goodness, he’s here at last ____________________________

Put capitals in the right places in these sentences. There are seventeen capitals in all.
1. I wish I could visit epcot center this july.
2. The city of london is on the thames river in england.
3. Jews celebrate different holidays from christians and moslems.
4. President lyndon johnson sent 500,000 soldiers to fight in vietnam.

In the words below, capitalize the proper nouns, and circle the common nouns.
1. airport  2. typewriter  3. kidnapped  4. nancy  5. kansas city  6. religion  7. february  8. night

Number the order in which you write the following parts of a business letter.

   ___ Closing   ___ Date   ___ Salutation   ___ Your Address
   ___ Body of Letter   ___ Signature   ___ Name and Address of Addressee

In the following sentences, underline a subject once and a predicate twice.
1. The handsome man and his beautiful wife were convicted of fraud.
2. The song ended, and the audience applauded politely.

Write fragment, slang, double negative, run-on, or O.K. on the line after each group of words.
1. The Turkish government didn’t want to get into no war. __________________________
2. The prisoner, hoping to escape. ______________________________
3. The meal was over the guests got up to leave. ______________________________
4. The steak was the best he’d ever eaten. ______________________________
A contraction is formed by making two words into one. This is done by removing one or more letters and adding an apostrophe where the letters have been taken out.

Examples: would not = wouldn’t; I will = I’ll

Make the following words into contractions. Ask for help if you’re not sure about some.

1. is not __________________________
2. have not __________________________
3. has not __________________________
4. does not __________________________
5. there is __________________________
6. she is __________________________
7. will not __________________________
8. was not __________________________
9. can not __________________________
10. are not __________________________
11. could not __________________________
12. he is __________________________
13. they are __________________________
14. would have __________________________
15. I have __________________________
16. I am __________________________
17. they will __________________________
18. she had __________________________
19. let us __________________________
20. do not __________________________

Now put apostrophes in the right places in the following sentences.

1. Im going to see if theyre ready to leave now.
2. Its a very nice day, isnt it?
3. Were leaving now; arent you going to come?
4. I cant see what the police officer is trying to do.
5. It wouldnt be so painful if you would stop touching my leg.
6. I dont think shes ever going to arrive.
7. Doesnt it look like its going to rain?
8. Whats the point of waiting around; theyre not going to come.
9. He hasnt traveled out of this city.
10. Why didnt you remember to bring along the food?
Apostrophes in Contractions 2

Write these as contractions. The ones with an * are tricky.

Remember: the apostrophe goes in the place of the letter or letters that have been dropped.

1. is not ______________________
2. do not ______________________
3. will not* ______________________
4. she had ______________________
5. they will ______________________
6. I had ______________________
7. I have ______________________
8. would have ______________________
9. they are ______________________
10. has not ______________________
11. should not ______________________
12. could not ______________________
13. would not ______________________
14. can not* ______________________
15. are not ______________________
16. let us ______________________
17. he is ______________________
18. she is ______________________
19. was not ______________________
20. does not ______________________
21. have not ______________________
22. she will ______________________
23. I would ______________________
24. Sally is ______________________
25. I am ______________________

Rewrite each contraction as the two words it stands for.

1. I’m ______________________
2. I’d ______________________
3. she’s ______________________
4. they’ll ______________________
5. isn’t ______________________
6. hasn’t ______________________
7. he’s ______________________
8. she’ll ______________________
9. doesn’t ______________________
10. let’s ______________________
11. she’d ______________________
12. would’ve ______________________
13. shouldn’t ______________________
14. can’t ______________________
15. don’t ______________________
16. I’ve ______________________
17. couldn’t ______________________
18. aren’t ______________________
19. they’re ______________________
20. won’t ______________________
21. wasn’t ______________________
22. Susie’s ______________________
23. we’re ______________________
24. wouldn’t ______________________
25. haven’t ______________________
Apostrophes in Contractions 3

Drop some letters and add apostrophes to make the following words into contractions.

1. I am__________________
2. have not__________________
3. should not__________________
4. will not__________________
5. can not__________________
6. is not__________________
7. she is__________________
8. let us__________________
9. I had__________________
10. we will__________________
11. they will__________________
12. they are__________________
13. has not__________________
14. he is__________________
15. she will__________________
16. does not__________________
17. should have__________________
18. would not__________________
19. do not__________________
20. I have__________________
21. could not__________________
22. was not__________________
23. is not__________________
24. he will__________________

In the following sentences, put apostrophes in the right places. There should be one apostrophe in each sentence.

1. I couldn't find my dog anywhere.
2. Don't you think it is time to go home now?
3. I wouldn't try to do that if I were you.
4. Let's see what happens when the electricity comes back on.
5. I think we're in for a really hard winter.
6. Why can't you understand what I am trying to tell you?
7. That car's about the fastest thing you can buy.
8. What's the difference between an American and a Canadian dollar?
9. I couldn't see anything because of the thick fog.
10. They said they weren't going to come to any more of our parties.

After each sentence, write possession or contraction to show how the apostrophe is used.

1. The man's coming over for dinner. _____________________
2. The man's car was stolen. _____________________
3. Susan's dog was bad. _____________________
4. Susan's an energetic woman. _____________________
Apostrophes in Contractions 4

Make the following words into contractions by dropping some letters and adding apostrophes.

1. what is______________ 10. they are______________ 19. could not______________
2. we are______________ 11. should not______________ 20. it is______________
3. she will______________ 12. he is______________ 21. would not______________
4. I would______________ 13. he will______________ 22. has not______________
5. can not______________ 14. we have______________ 23. you will______________
6. will not______________ 15. we will______________ 24. I will______________
7. let us______________ 16. you are______________ 25. is not______________
8. are not______________ 17. I am______________ 26. was not______________
9. were not______________ 18. they will______________ 27. do not______________

Put two apostrophes in each sentence below. Use one apostrophe for a contraction, one for possession.

1. Why dont you go over to Henrys house and tell him the secret?
2. He shouldnt have told Marys sister about the divorce.
3. Ill go and tell my mothers friend about the party.
4. Thats the biggest fire in the citys history.
5. What do you think youre doing in my brothers room?
6. Its too late to get to that doctors office now.
7. The girls toothache is whats keeping her from coming to schoo.

After each sentence, write possession or contraction to show how the apostrophe is used.

1. Peter’s house is dirty. ____________________ Peter’s the last person. ____________________
2. The giant’s going to capture him. ______________ The giant’s feet are big. ______________
3. The man’s beard itches. ____________________ The man’s driving well. ______________
4. The turtle’s shell is hard. ____________________ The turtle’s winning the race. ______________
Test 13—Apostrophes in Contractions

Make the following words into contractions.

1. could not __________________________
2. it is __________________________
3. would not __________________________
4. should not __________________________
5. has not __________________________
6. you are __________________________
7. I will __________________________
8. is not __________________________
9. do not __________________________
10. they are __________________________
11. should have __________________________
12. will not __________________________
13. can not __________________________
14. she is __________________________
15. Danny is __________________________
16. I am __________________________

Split the contractions below into the two words they stand for.

1. what’s __________________________
2. we’re __________________________
3. she’ll __________________________
4. I’d __________________________
5. can’t __________________________
6. won’t __________________________
7. let’s __________________________
8. weren’t __________________________
9. they’re __________________________
10. they’ll __________________________
11. Felicia’s __________________________
12. I’ll __________________________
13. he’s __________________________
14. didn’t __________________________

Put apostrophes in the right places in the following sentences.

1. She didn’t see the car coming in time.
2. What’s the matter with you today?
3. Her father’s a grouchy person.
4. Can’t you make up your mind which way you’re going to go?
5. They’ll be here any minute so you’d better get ready.
Turn these phrases around and use apostrophes to show possession.

1. the ball belonging to Jack ______________________
2. the bike belonging to the girl ______________________
3. the team of the girls ______________________
4. the business belonging to the women ______________________
5. the hat belonging to Charles ______________________

Put quotation marks in each of the following sentences.

1. Her brother screamed, Leave me alone while I’m practicing my guitar!

After each sentence, add the correct punctuation; then write declarative, interrogative, imperative, or exclamatory.

1. Give me my yo-yo ______________________ 3. The song ended sadly ______________________
2. I’m sick of you ______________________ 4. What time is it ______________________

Put capitals where they are needed. There are twelve capitals in all.

1. they drove from florida to maine, with stops to see relatives in new york and boston.
2. she went to a catholic church while i went to a baptist church.
3. his mother gave him a subscription to natural history magazine.

Number the order in which you write the following parts of a friendly letter.

___ Signature  ___ Your Address  ___ Salutation
___ Body of Letter  ___ Date  ___ Closing

Underline the subject once and the predicate twice.

1. Her uncle, aunt, grandmother, grandfather, sister, and five brothers were all there.
2. The plane looped the loop, flew upside down, zoomed close to the ground, and landed.

Write fragment, slang, double negative, run-on, or O.K. after each group of words.

1. The church was full no more people could fit in. ______________________
2. There isn’t nothing here for me to eat. ______________________
3. Her intelligence impressed the professors. ______________________
4. Being the fastest runner in the school. ______________________
5. You can talk all you want, but I’m out of here. ______________________
Unit 14 — Using Commas 1

Commas are used to mark a slight pause in a sentence. They make reading a little easier. Here are some rules for you to follow. The first sentence in each group has been done for you.

Use commas between things in a list.

1. Go to the store and buy more milk, eggs, sugar, peaches, and ice cream.
2. He took Elaine Susan Shawnna Teresa and Kenneth on the trip.
3. She brought along a hammer some nails a screwdriver and some masking tape.
4. The boy got up shouted sat down got up again and ran out of the room.

Use commas when you call someone’s name.

1. Why are you laughing, Joseph? Come here, Leroy, there’s something I have to say.
2. Can you hear what I’m saying Judy?
3. Rita what is your brother’s name?
4. Come here Peter and I will tell you the answer to the mystery.

Use a comma to separate a quotation from the rest of the sentence.

2. “This is going to be your last game” said the man.
3. She walked into the room and said “Can anyone tell me the time?”
4. “He’s the fastest typist in the room” she said.

Use commas to set off the words yes or no.

1. Yes, I will come to the party tonight.
2. No you can’t borrow my basketball.
3. Sure you can come along if you don’t cause trouble.
4. Yes I am sure he’s the man who robbed me.

Use a comma to pause in the middle of a sentence before a conjunction (and, but, so, yet).

1. The woman walked all the way to the store, but it was closed when she got there.
2. It was a very cloudy day and she decided to stay inside and read a book.
3. The old man was very tired and he slipped on the stairs.
4. It was getting too late to play so they decided to go home.
5. Things are going well but I have the feeling something bad is about to happen.
Using Commas 2

Each group of sentences below follows one rule. Put commas in the right places.

1. Go to the store and buy milk eggs flour sugar and tomatoes.
2. I'm going downtown to see a movie buy some clothes and look around.
3. Henry Edwin Kenneth Troy and Irving all watched the baseball game on television.
4. My favorite sports are baseball hockey swimming and tennis.
5. The ice cream store had chocolate vanilla strawberry chocolate chip and raspberry.

1. Come over here for a minute Karen.
2. Why don't you ever listen to me Edward?
3. Billy that is the nicest thing you have ever said.
4. Now Caroline you just have to finish that work.
5. Mr. Marshall please come to the office for a telephone call.

1. "I want to say how sorry I am" said her mother.
2. "This is a really fine movie" said the boy.
3. As she walked along the street she said "What a beautiful day!"
4. "There's a lot of pollution here" he said "and I wish they'd do something about it."
5. "Here's the answer to the question" said the teacher.

1. Yes that is the hat I was looking for.
2. Sure you can come along if you want.
3. No you can't borrow my hat for the party.
4. Certainly I would be delighted to walk along the street with you.
5. Oh you are right.

1. He was hitting very well but then he broke his arm and was out for the season.
2. She was carrying the bag along the street and suddenly the bottom fell out.
3. I'm new to this city so you'll have to help me find my way around.
4. The girl wasn't feeling well so she decided to call her mother in California.
5. He drove as fast as he could but he still arrived late for the appointment.
Using Commas 3

In each group below, put commas in the first two sentences. Then make up two more sentences that use the same comma rule as the first two sentences in the group.

1. Go and buy bananas orange juice cream spinach and milk.
2. I like to play baseball sing songs sleep well and talk to friends.
3. 
4. 

1. Would you please call me tonight Louis?
2. Darvin why haven’t you finished that soup?
3. 
4. 

1. “I’m counting on you to win the game” said the coach.
2. As he came into the dugout he said “Sorry I let you down.”
3. 
4. 

1. Yes you can come over to my house for dinner.
2. No there is no reason for her to be so upset.
3. 
4. 

1. They were winning the race easily but then their front tire went flat.
2. I can’t see what is going on down there so I’m going to move.
3. 
4. 

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Using Commas 4

Put commas in the right places in the following sentences. The five different ways to use commas are mixed up, so be careful!

1. Can you see who is at the door Patricia?
2. "It's too long a walk for me now" said the old man.
3. Please get me my hammer my tool box a bunch of nails and a saw.
4. It's getting very late so we have to get home.
5. Sure you are welcome to come to the party tonight.
6. Where did you say that house was Leroy?
7. Certainly I would be delighted to give you my opinion.
8. Now Claudia I'm going to give you the clue only once.
9. After dinner he watched television played Monopoly washed and went to bed.
10. It is a very heavy bag but I'm not going to drop it.
11. All right Oscar you can come out from your hiding place now!
12. No I'm not going to watch that stupid program tonight.
13. The man was feeling very sick so he decided to pay a visit to his doctor.
14. She couldn't decide whether to get a hamburger a salad or some soup.
15. As the ball left his bat, the girl shouted "It's a home run!"
16. Yes you were right about that.
17. This is the last time we take you to a fancy restaurant Junior.
18. They ran out of eggs but there was still some cereal left for breakfast.
19. Look out for that bee Linda!
20. This is silly so I'm going home.
21. "I'm sending you the present to wish you a happy anniversary" she said.
22. What's cooking for dinner this evening Granny?
23. All right Charlie you have won the first prize.
24. Please buy me some lima beans sugar peanut butter sour cream and a gallon of milk.
25. No I refuse to go to the store.
Put commas in the right places in the following sentences.

1. Anthony stop bothering me!
2. The man ran fast but he couldn’t catch the boy.
3. “Listen to the story” said Marilyn.
4. As for you Teresa you are talking too loudly.
5. The cops chased the man all over town and finally they caught him.
6. The classroom had lots of books games puzzles typewriters and gerbils.
7. The clouds were very thick but the plane still managed to land.
8. No I still think he is the nicest person in the room.
9. Look out for that car Raymond!
10. Stanley looked out the window and said “It’s snowing!”
11. He went to the store for his daily supply of pickles potato chips and chocolate bars.
12. The lunch tasted terrible so she threw it away and ate nothing.
13. Boston Worcester Springfield Pittsfield and New Bedford are all cities in Massachusetts.
14. James please don’t drive so fast!
15. Kelvin please shut the window for me.
16. “This hot weather is really getting to me” she said to her friend.
17. Yes you can play with my basketball if you promise to return it.
18. Sir do you know what time it is?
19. He liked to tell jokes listen to stories solve mysteries and read adventure stories.
20. Where’s that bottle of honey Henry?
Make the following words into contractions by dropping some letters and adding apostrophes.

1. I will__________ 3. should not__________ 5. let us__________ 7. can not__________
2. will not__________ 4. you are__________ 6. she is__________ 8. do not__________

Add an apostrophe and an s where necessary to show possession.

1. Gretchen__ umbrella 3. the boy__ game (one boy) 5. the boys__ game (two boys)
2. the man__ car 4. Charles__ wife 6. the people__ choice

Put quotation marks in the following sentences. One doesn’t need quotation marks; leave it alone.

1. How are you feeling this morning? she asked. I hope you are better.
2. The sergeant leaned over and shouted at the private, On your feet!
3. She said that she could not go out on a date with him.

After each sentence, add the correct punctuation; then write declarative, interrogative, imperative, or exclamatory.

1. He’s here, he’s here__ ________________ 3. Be good in school__ ________________
2. There is enough for us__ ________________ 4. Is this the one you want__ ________________

Write capitals where they are needed. There are seventeen capitals in all.

1. we had vacation on wednesday to celebrate the birthday of martin luther king, jr.
2. the star spangled banner is america’s national anthem.
3. did you know that we saw the game between the pittsburgh pirates and the new york yankees?

Write four proper nouns.

1. ________________ 2. ________________ 3. ________________ 4. ________________

What is the third thing you write in a friendly letter?

What do you do with the first word in each paragraph?

Underline a subject once and a predicate twice.

1. The train was late, but she still made it to the office on time.

After each group of words, write fragment, slang, double negative, run-on, or O.K.

1. My father, the handsomest man in the city. ________________
2. He didn’t want neither one of them to come. ________________
3. She stumbled she fell she was completely knocked out. ________________
A colon is two dots, one on top of the other (:).
A colon is used in a sentence just before a list or an important statement.
A colon calls for more of a pause than a comma.

Put colons in the right places in the following sentences. The first two are done for you.

1. Get me these things from the store: eggs, milk, spaghetti, and cream.
2. I want you to remember one thing: respect yourself.
3. They had three cars a Ford, a Cadillac, and a Volkswagen.
4. These are the things I hate loud noises, fights, and fire.
5. All his life Martin Luther King, Jr., looked for two things peace and freedom.
6. Here are your orders attack the castle, capture the king, and keep him prisoner.
7. These are some things you can do sing a song, play Monopoly, or read a book.
8. There are four people in my family my father, my mother, my sister, and I.
9. He loved these kinds of ice cream vanilla, peach, strawberry, and chocolate.
10. There are three big vacations in the school year Christmas, winter, and spring.
11. I want these things from the store meat, chicken, salt, and spare ribs.
12. He saw three men in court the judge, a police officer, and a lawyer.
13. I have two requests organize your equipment and be ready to go on time.
14. The teacher asked to see four people after school Rita, Brenda, Stanley, and Troy.
15. I forgot to bring the following things a pencil, a piece of paper, an eraser, and a ruler.
16. Pick up these things for me a paintbrush, a can of white paint, and a roller.
17. Here are your marching orders go west two miles, then east five, then stop and wait.
18. Here is what she wanted to buy a car, a washing machine, and a new house.
19. I want these four things from the store honey, maple syrup, candy, and eggs.
20. The following people should come with me Marvin, Leroy, Henrietta, and Kelvin.
21. I am looking for two things my pen and my watch.
22. He loved to do these things swim, play football, and skate.

Now write two sentences of your own that need colons.

1. ______________________________________
2. ______________________________________
Using Colons and Semicolons 2

Put a colon in each of the sentences below. Remember: a colon goes just before a list or an important statement, and calls for more of a pause than a comma.

1. You can do some of these things watch television, play Scrabble, or play the piano.
2. I’ll give you three examples Boston, New York, and Philadelphia.
3. In autumn, trees turn beautiful colors orange, gold, red, and brown.
4. President Nixon was accused of several crimes bribery, tax evasion, and abuse of power.
5. You can choose one of several morning appointments 8:30, 9:45, or 10:00.
6. Remember these things your homework, warm clothes, and your house key.
7. Here is what he wanted for Christmas a minibike, a horse, and a new toothbrush.
8. The following people should line up Stephen, Susan, Jacqueline, and Felicia.
9. She wanted three things a job, an apartment, and friends.
10. Here are the answers 101, 106, 204, 498, and 2.
11. There were four people left in the room Loletia, Henry, George, and Dirk.
12. Jenny asked for three things a microscope, a guidebook, and a set of paints.
13. Please get these things at the store yogurt, bananas, spinach, and ham.
15. The room was painted three colors pink, orange, and blue.
16. Here is what you can do swim in the pool, play basketball, or throw a frisbee.
17. They accused him of these things breaking and entering, theft, and assault.
18. He went to the supermarket to buy two things a pair of scissors and a bag of potatoes.
19. His family consisted of three people his mother, his sister, and him.
20. He had two lucky numbers seven and eleven.
21. He loved three colors pink, green, and black.

Now write two sentences of your own that need colons.

1. 
2. 
A semicolon is a period on top of a comma (;).
A semicolon is used to mark a pause in the middle of a sentence.
A semicolon calls for more of a pause than a comma and less than a period.

Put semicolons in the right places in the following sentences. The first two sentences have been done for you.

1. There isn’t a minute to lose; let’s get out of here.
2. I’m tired; let’s go home.
3. Some people don’t like to dance I really do.
4. Come over here I want to help you with something.
5. September is a terrible month I like October much better.
6. This game is no fun let’s play another one.
7. Come over to my house we are going to have a party tonight.
8. Some people spend all their money other people save it up.
9. Many people are poor some people are very rich.
10. Some people drive fast others don’t like to speed.
11. Go home I will talk to you later on.
12. I don’t like this book I think I will go get another one.
13. Get your bike we are going to see where those fire engines are headed.
14. This is my favorite comic strip I read it all the time.
15. He’ll be over in a minute then we can get started.
16. Here is the money now please go to the store.
17. Here I am what do you want with me?
18. I’m broke I don’t have a penny to my name.
19. He was lost he didn’t know which way to go.
20. Please treat this girl nicely she just lost her mother.

Now write two sentences of your own that use semicolons.

1. _____________________________
2. _____________________________

Now put a colon (:) in each of the following sentences.

1. Buy these things for me sugar, rice, eggnog, and bacon.
2. He played three records Mozart, Bach, and Tchaikovsky.
Using Colons and Semicolons 4

Put a semicolon (;) in the right place in each of the following sentences.
Remember: a semicolon calls for more of a pause than a comma and less than a period.

1. I'm afraid that I can't go with you I already have a boyfriend.
2. Her mother is forty years old that isn't very old.
3. Come back later we're working on something now.
4. Some people are lucky all the time some people seem to have bad luck.
5. Let me take your temperature I want to see if you are sick.
6. That was a nice dinner I wish they were always so good!
7. I like spelling it has always been my favorite subject.
8. Pick up those papers there is too much litter in this room.
9. I have a cold I won't be able to come to the game.
10. Get your coat there is a fire downstairs.

Put colons (:) in the right places in the following sentences.

1. He could name the capitals of four states New York, Nevada, Oregon, and Florida.
2. The ship sailed through two canals the Suez and the Panama.
3. Two members of his family were killed his grandmother and his aunt.
4. When you divide, be careful of these things keep columns straight and bring down numbers one at a time.

Put colons and semicolons in these sentences; each sentence needs one or the other.

1. Some people are always complaining nothing satisfies them.
2. Get me these people Harold, Carol, Bertha, and David.
3. Come with me you are under arrest.
4. The car was going sixty miles an hour that's why it tipped over.
5. Here are the answers Brazil, Canada, Pacific, and Europe.
6. I want to look at that picture will you pass it to me?
7. Go to your seat this is a quiet reading time.
8. The pen could write in three colors red, black, and green.
9. This unit has been on two things colons and semicolons.
Test 15 – Using Colons and Semicolons

Put colons in the right places in the following sentences.

1. I have some advice for you be cool and stay in school.
2. This is what you can do today play pool, play chess, or bake some cookies.
3. I like only three cars the Rolls-Royce, the Volvo, and the Porsche.
4. Please buy me these things at the store bananas, carrots, macaroni, and apples.
5. I want two things from you cooperation and respect.

Put semicolons in the right places in the following sentences.

1. There he is let’s catch up to him.
2. I give you my word of honor there is nothing up my sleeve.
3. Come here there is something important I have to tell you.
4. This is the best part of the movie watch closely.
5. Some people are always cheerful other people need to be cheered up.

Now put either a colon or a semicolon in each of the following sentences.

1. He lost three things on the trip his lunch, his watch, and his wallet.
2. Come to my house tonight we are going to have a party.
3. There is no time to lose hurry up.
4. By recess she had finished four papers math, English, social studies, and reading.
5. He decided to lend her some money he figured he had nothing to lose.
6. I don’t like spinach I don’t like mushrooms either.
7. He had five sisters Loretta, Georgeanna, Susan, Brenda, and Ethel.
8. The president promised two things to end poverty and to fight inflation.
9. This is my father he is the best cook in the world.
10. This game is no fun I’m going to go get my money back.
Put commas in the right places in the following sentences.

1. No I don’t know the answer to that question.
2. Learn the capitals of these states: California Oregon Nevada Colorado and Utah.
3. Will you please listen to me David?
4. “I’m looking for a new coat” he said to the salesperson.
5. The movie was interesting but she still fell asleep.

Write the two words which went into each of these contractions.

1. can’t____________ 3. won’t____________ 5. she’s____________ 7. shouldn’t____________
2. let’s____________ 4. I’ll____________ 6. I’d____________ 8. what’s____________

Use apostrophes to show possession.

1. truck / man ___________________________ 3. houses/wives ___________________________
2. towel/girl _____________________________ 4. toys/children ___________________________

Put quotation marks where they belong in the following sentences. One sentence doesn’t need any.

1. He said that he wasn’t going to go to college.
2. Look out for that baseball! she shouted. Oh no, it’s too late!
3. The man fell to his knees and pleaded, Please marry me! I love you dearly.

After each sentence, add the correct punctuation; then write declarative, interrogative, imperative, or exclamatory.

1. Where is that apple__ ____________________ 3. Find me a pencil__ _______________________
2. The operation was over __ ________________ 4. That hurts__ ___________________________

Number the order in which you write the following parts of a business letter.

___ Your Address ___ Date ___ Salutation ___ Body of Letter
___ Signature ___ Closing ___ Name and Address of Addressee
Review Test 15

On the line to the right of each group of words, write fragment, slang, double negative, run-on, needs capitals, or O.K.

1. The boy lost the game he walked out in disgust.

2. You’re a real pal, you know?

3. He came all the way from California.

4. This is the last time I’m going to warn you.

5. Don’t you never do that again.

6. Her uncle. Was the singer for that band.
Remember:
A period (.) marks the end of a sentence that states something, gives an order, or makes a request.
A question mark (?) marks the end of a sentence that asks a question.
An exclamation mark (!) marks the end of a sentence that shows strong feeling.
A comma (,) marks a slight pause in a sentence.
A semicolon (;) marks a bigger pause in a sentence (almost a period).
A colon (:) marks a pause before a list of things or an important statement.
Quotation marks (" ") mark the beginning and end of what people say.
An apostrophe (’ ) makes words possessive (Sue’s dress) or marks the place where letters have been dropped in a contraction (can’t).

Now put the right punctuation in the following sentences. Every sentence is missing one kind of punctuation.

1. Go to the store for me, said his mother.
2. What is the matter with her this morning .
3. Cant you see what I am pointing at?
4. That was the best movie I have ever seen
5. Buy these things for me spinach, tomato soup, and frozen orange juice.
6. Priscillas new dress was beautiful.
7. Some people like to drive other people like to ride bicycles.
8. Yes I want to buy that dog.
9. Look out for that car
10. Look for these people: Harold Joseph Darryl and Cynthia.
11. I think its going to be another one of those days.
12. The race ended in a dead heat between the two girls
13. The man shouted, “Stop that right now”
14. The man walked for almost a block then he remembered his keys.
15. Please bring me four things a pad of paper, a cloth, a cup of water, and my paints.
17. He couldnt lift the weight above his head.
18. Oh no, the monster is attacking
19. What’s for dinner tonight
Remember:
A period (.) marks the end of a sentence that states something, gives an order, or makes a request.
A question mark (?) marks the end of a sentence that asks a question.
An exclamation mark (!) marks the end of a sentence that shows strong feeling.
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Quotation marks (""') mark the beginning and end of what people say.
An apostrophe (') makes words possessive (Sue's dress) or marks the place where letters have been dropped in a contraction (can't).

Each of the following sentences is missing one kind of punctuation. Put it in.

1. Do you know what causes rain
2. George come over here for a moment.
3. The woman came into the room and shouted, The house is on fire!
4. Elaine's cat escaped from the dog by running up a tree.
5. The typewriter was broken when it was dropped on the floor
6. There was a pause in the action so they bought some popcorn.
7. Some people like hamburgers others prefer cheeseburgers.
8. Oh my God, she's falling off that cliff
9. Don't forget to do two things buy some soap and call the hospital.
10. What's the matter with your mother these days? asked Danny.
11. They called the doctor after about an hour she arrived.
12. Don't you see that the answer is an even number?
13. I'm beginning to wonder what is going on
14. You really shouldn't have forgotten her birthday.
15. This is a holdup! said the man in the hood. Everyone reach for the sky!
16. They visited these places Florida, Georgia, Tennessee, and New York.
17. Let's find out where this path leads.
18. He snatched the woman's purse, but he was arrested right away by a police officer.
All Punctuation Together 3

Identify each kind of punctuation and tell how it is used.

1. __________
2. __________
3. __________
4. __________
5. __________
6. __________
7. __________
8. __________

Fill in the *one* kind of punctuation missing from each sentence below.

1. Get yourself over here Gregory.
2. Buy these things for me at the store pineapple juice, oranges, and a light bulb.
3. How can anyone jump a motorcycle over so many cars
4. They walked for days and days finally they reached an oasis.
5. Dicks luck finally ran out.
6. He liked to play hockey baseball tennis football and basketball.
7. Now, said the general, I want all you men to fight bravely.
8. Good grief, it's Frankenstein
9. There shouldn't be any need for panic.

Now try the following sentences. They have no punctuation and may need more than one kind. Be careful!

1. It's too hot for me to play baseball any more said the boy
2. Why don't you go and borrow Clive's hat suggested his mother
3. This is ridiculous why don't we stop arguing and play the game
4. Here is my suggestion put on the hat and keep playing
5. All right George have it your own way
In the blanks, write the name of the kind of punctuation which fits each statement.
These are your choices:
   period, question mark, exclamation mark, comma, semicolon, colon, quotation marks, apostrophe.

1. Shows a slight pause in a sentence ______________________________
2. Makes words show possession or marks missing letters in contractions ______________________________
3. Marks the end of a sentence that asks a question ______________________________
4. Shows a bigger pause in a sentence than a comma ______________________________
5. Marks the end of a sentence that just tells you something ______________________________
6. Marks the beginning and end of what people say ______________________________
7. Marks a pause before a list of things or an important statement ______________________________
8. Marks the end of a sentence that shows strong feeling ______________________________

Now put the right punctuation in each of the following sentences. There can be several kinds of punctuation in each sentence.

1. There aren’t any people coming tonight said the waiter
2. Didn’t you say that this was the best book you had read
3. Some people are born athletic others train for years and get nowhere
4. Gladys come over here for a minute
5. Look out for that truck she screamed
6. Mark leaned over and whispered isn’t she the best dancer you’ve ever seen
7. The clown’s makeup was red and purple
8. Get me out of here shouted the man from the prison window
9. That’s what you should do eat your spinach
10. Go buy these things for me downtown shoes socks shoelaces and a pair of sunglasses
11. They came over for dinner but they left our house early
12. Mark my words she said That girl will be president one day
Test 16 — All Punctuation Together

Tell what kind of punctuation fits each statement.
These are your choices:
   period, question mark, exclamation mark, comma, semicolon, colon, quotation marks, apostrophe.

1. Marks the end of a sentence that shows strong feeling ______________________
2. Marks a pause before a list of things or an important statement ______________________
3. Marks the beginning and end of what people say ______________________
4. Shows a slight pause in a sentence ______________________
5. Makes words show possession or marks missing letters in contractions ______________________
6. Marks the end of a sentence that just tells you something ______________________
7. Shows a bigger pause in a sentence than a comma ______________________
8. Marks the end of a sentence that asks a question ______________________

Now put the right punctuation in the following sentences.

1. The town was deserted so they decided to move on
2. I'm not feeling well today said Loethia
3. The cars tires were all flat
4. He hated soft-boiled eggs he also hated hard-boiled eggs
5. Buy these things for me a key chain a newspaper and a shower cap
6. What's the fastest way to get to New York asked the man in the station
7. There shouldn't be any pollution going into the river said the old man
8. Look out for that monster shouted the girl to her father
9. Have you seen your little brother she asked
   No I haven't he replied
10. Please come over here for a minute Shirley said the teacher
Put a colon or a semicolon in each of the following sentences.
1. Get these things for me at the store carrots, celery, beets, spinach, and jam.
2. He was getting old there were some things he didn’t try to do any more.
3. Their business went bankrupt they had to sell their house.
4. She had several interests reading, mountain climbing, dancing, and folk singing.

Put commas in the following sentences.
1. They traveled through Vermont Illinois Michigan and Colorado.
2. Sybil listen to me.
3. Yes I’m coming.
4. “There is your dog” said the neighbor.
5. There was plenty of snow but the trucks still got through.

Add apostrophes to show possession or to make contractions in each sentence below.
1. The girls mother didn’t think she was ready to go out on dates.
2. The window to Charless room wasn’t completely closed.
3. I’m coming to see the boys mural, which I understand took them two weeks to paint.
4. The childrens clothes are as dirty as anything we’ve ever seen.

Put quotation marks in the following sentences. One doesn’t need any.
1. This is a very impressive piece of work, said the teacher. Congratulations.
2. Her father came in and said he was sorry.
3. The president went on TV and said, We must raise taxes. We have no alternative.

After each sentence, add correct punctuation; then write declarative, interrogative, imperative, or exclamatory.
1. He’s going for good __________________ 3. Aren’t you sorry __________________________
2. This is your last shot ___________________ 4. Get to school __________________________

Put capitals in the right places in the following sentences.
1. what day did you say, monday or tuesday?
2. he converted to the buddhist religion after his trip to india.
3. she liked california better than florida.
Review Test 16

Write four common nouns.
1. ___________ 2. ___________ 3. ___________ 4. ___________

What is the third part of a business letter? ________________________________________

Label each group of words below fragment, slang, double negative, run-on, or O.K.
1. She couldn’t find that dog nowhere. ________________________
2. Finding her ring made her happy. ________________________
3. Buzz off, Jack. ________________________
4. Her brother who had been in the army for four years. ________________________
5. She wrote the letter she walked down the street it arrived a week later. ________________________
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*  ■  = A, excellent (90-100%)  ■  = B, good (80-89%)  ■  = take again (0-79%)