

THE KIM MARSHALL SERIES

ENGLISH—PART A

ENGLISH

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

VOCABULARY

Math

ENGLISH

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ENGLISH

KIM MARSHALL

ENGLISH

PART A

VOCABULARY *Math* **ENGLISH**
English **VOCABULARY**
MATH *Reading* **READING**
Vocabulary
ENGLISH **MATH**



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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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Contents

Subject and Predicate	1
Sentence Fragments	6
Slang and Standard English	12
Double Negatives	18
Run-on Sentences	24
Paragraphs	30
Letters	36
Proper and Common Nouns	42
Using Capitals	48
Four Kinds of Sentences	54
Quotation Marks	60
Apostrophes to Show Possession	66
Apostrophes in Contractions	72
Using Commas	78
Using Colons and Semicolons	84
All Punctuation Together	91

To the Student

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.

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.

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.

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.

- Hot fudge sundaes, her favorite dessert. ____
- The children raced to the car. ____
- The letter in the green envelope. ____
- The rocket shot across the sky. ____
- Drawing a straight line with the ruler. ____
- They threw a party on Sunday. ____
- Her throwing arm was very strong. ____
- Philadelphia, cradle of liberty. ____
- Harvey cried. ____
- 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.

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

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

- Have a party. As soon as you can.

- Mr. Carter, president of the United States.

- Coming through the open door.

- Singing all the time.

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

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

- The notebook, her favorite color.

- 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.

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? _____

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 *slang* or *standard* after each sentence.

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

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

1. He's lame. _____
2. That's cool. _____
3. Quit messing around. _____
4. Are you into it? _____
5. You jerk! _____

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.

Slang	Standard
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

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 sweet 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.

Slang	Standard
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

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.

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. _____

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. _____
3. He never gives me nothing. _____
4. That dog ain't nowhere around. _____
5. Don't you have no sense, boy? _____
6. She isn't here neither. _____
7. I don't want no backtalk. _____
8. Don't you never say that to me. _____
9. You ain't no friend of mine. _____
10. Words won't never hurt me. _____
11. He doesn't have no sense. _____
12. No one never gives me no money. _____
13. I don't take that from nobody. _____
14. Don't never darken my doorstep again. _____
15. You ain't no kind of friend. _____
16. You'd better not let nobody catch you doing that. _____

17. I'm never going to give nothing. _____
18. I didn't get not one good present. _____
19. I don't want that neither. _____

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. _____
12. Nobody never messes around with him. _____
13. He didn't want no money for the job. _____
14. They weren't never sad. _____
15. She didn't have no enemies. _____
16. Nobody never teased her. _____
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. _____

Test 4 – Double Negatives

10

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

1. Ain't you got 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. _____

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.

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)

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 is 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)

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)

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.

Souder 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, Souder, 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 Souder 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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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 Souder also comes back after living on his own in the woods. Despite all their troubles, the family is very happy at this reunion.

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?

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 His or her street address City, state, and zip	
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

1.	_____

2.	_____
3.	_____

4.	_____:
5.	_____

6.	_____
7.	_____

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!

Review Test 7

21

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 _____ | 11. Pacific Ocean _____ |
| 2. city _____ | 12. breakfast _____ |
| 3. bus _____ | 13. cereal _____ |
| 4. Canada _____ | 14. Cheerios _____ |
| 5. man _____ | 15. bacon _____ |
| 6. lawyer _____ | 16. Martin Luther King, Jr. _____ |
| 7. Henry _____ | 17. Mexico _____ |
| 8. California _____ | 18. prison _____ |
| 9. beehive _____ | 19. classroom _____ |
| 10. Prudential Company _____ | 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 | 7. country | 13. nevada | 19. alka-seltzer |
| 2. typewriter | 8. atlantic ocean | 14. chevrolet | 20. summer |
| 3. robert kennedy | 9. singer | 15. table | 21. mississippi river |
| 4. street | 10. los angeles | 16. rolls-royce | 22. mr. marshall |
| 5. legs | 11. dog | 17. lake michigan | 23. july |
| 6. chest | 12. fire engine | 18. argentina | 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.

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 _____
- 2. ice cream _____
- 3. school _____
- 4. bread _____
- 5. mediterranean sea _____
- 6. duck _____
- 7. general motors _____
- 8. tomato juice _____
- 9. united states
of america _____
- 10. ribbon _____
- 11. lighter _____
- 12. guatemala _____
- 13. kennedy school _____
- 14. cadillac _____
- 15. north america _____
- 16. sports car _____
- 17. scissors _____
- 18. martin luther king, jr. _____
- 19. national broadcasting
company _____
- 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).

Proper Nouns

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

Common Nouns

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

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
company _____

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 _____

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

medicine
hilton hotel
movie
shell oil company
michigan
restaurant
canada
soft drink
alka-seltzer
hotel

Proper Nouns

Common Nouns

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

- 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 ^{T R} *the return of the pink* ^{P P} *panther*. _____ title of a movie
2. In class we’re reading ^R *reflections on a gift of watermelon* ^{G W} *pickle*. _____ title of a book
3. Lisa shouted, ^C “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 to god 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. _____

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. I 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 ^U ^S ^A 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. ^S 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. _____
12. He read about the murder in the *new york times*. _____
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.

- T C L E
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. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

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 |
| 4. bulldozer | 9. lake erie | 14. street | 19. mount washington |
| 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	Business Letter
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	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.

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

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

- Charging towards the cannons with their swords flashing. _____
- I'm cold and miserable I want to go to bed it's too early. _____
- Do you got any dough for the movie, man? _____
- Don't you never say that again. _____
- The house, almost completely destroyed. _____

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

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 _____ | 4. bob dylan _____ |
| 2. the white house _____ | 5. los angeles _____ |
| 3. singer _____ | 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!

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.

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.

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.

Apostrophes to Show Possession 2

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 the girl's dress
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 the girl's cat
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

20

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 _____

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

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 _____

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

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

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

- I couldnt find my dog anywhere.
- Dont you think it is time to go home now?
- I wouldnt try to do that if I were you.
- Lets see what happens when the electricity comes back on.
- I think were in for a really hard winter.
- Why cant you understand what I am trying to tell you?
- That cars about the fastest thing you can buy.
- Whats the difference between an American and a Canadian dollar?
- I couldnt see anything because of the thick fog.
- They said they werent going to come to any more of our parties.

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

- The man's coming over for dinner. _____
- The man's car was stolen. _____
- Susan's dog was bad. _____
- Susan's an energetic woman. _____

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.

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

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

- Peter's house is dirty. _____ Peter's the last person. _____
- The giant's going to capture him. _____ The giant's feet are big. _____
- The man's beard itches. _____ The man's driving well. _____
- The turtle's shell is hard. _____ The turtle's winning the race. _____

Make the following words into contractions.

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

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

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

Put apostrophes in the right places in the following sentences.

1. She didnt see the car coming in time.
2. Whats the matter with you today?
3. Her fathers a grouchy person.
4. Cant you make up your mind which way youre going to go?
5. Theyll be here any minute so youd 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!
2. Now aren't you proud of yourself? she asked. You deserve first prize.

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

1. Give me my yo-yo__ _____
2. I'm sick of you__ _____
3. The song ended sadly__ _____
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. _____

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 Shawwna 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.

1. "I am worried about her," said Mrs. Baker.
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.

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. Darwin 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. _____

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. _____

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 Lolethia, 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.
14. I love certain states Massachusetts, Rhode Island, Nevada, and Florida.
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. _____

Using Colons and Semicolons 3

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.

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.

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 _____
2. let's _____
3. won't _____
4. I'll _____
5. she's _____
6. I'd _____
7. shouldn't _____
8. what's _____

Use apostrophes to show possession.

1. truck / man _____
2. towel / girl _____
3. houses / wives _____
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__ _____
2. The operation was over __ _____
3. Find me a pencil__ _____
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.
16. Now listen carefully Anthony.
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.
- 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).

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. Elaines 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. Dont you see that the answer is an even number?
13. I'm beginning to wonder what is going on
14. You really shouldnt 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. Lets find out where this path leads.
18. He snatched the womans purse, but he was arrested right away by a police officer.

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 shouldnt be any need for panic.

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

1. Its too hot for me to play baseball any more said the boy
2. Why dont you go and borrow Clives hat suggested his mother
3. This is ridiculous why dont 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 arent any people coming tonight said the waiter
2. Didnt 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 Isnt she the best dancer youve ever seen
7. The clowns makeup was red and purple
8. Get me out of here shouted the man from the prison window
9. Thats 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

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. Im not feeling well today said Lolethia
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. Whats the fastest way to get to New York asked the man in the station
7. There shouldnt 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 havent 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 didnt think she was ready to go out on dates.
2. The window to Charless room wasnt completely closed.
3. Im coming to see the boys mural, which I understand took them two weeks to paint.
4. The childrens clothes are as dirty as anything weve 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 _____
2. This is your last shot _____
3. Aren't you sorry _____
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. _____

Progress Chart

Unit	Test Grade	Box*	Review Test Grade
1 Subject and Predicate			
2 Sentence Fragments			2
3 Slang and Standard English			3
4 Double Negatives			4
5 Run-on Sentences			5
6 Paragraphs			6
7 Letters			7
8 Proper and Common Nouns			8
9 Using Capitals			9
10 Four Kinds of Sentences			10
11 Quotation Marks			11
12 Apostrophes to Show Possession			12
13 Apostrophes in Contractions			13
14 Using Commas			14
15 Using Colons and Semicolons			15
16 All Punctuation Together			16

*  = A, excellent (90-100%)  = B, good (80-89%)  = take again (0-79%)



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