



# Level 2

English Grammar &  
Writing Mechanics

Help Pages

# Help Pages

Kinds of Sentences		
Statement	tells something	.
Question	asks something	?
Command	tells someone to do something	.
Exclamation	shows emotion	!

Editing Marks	
Make capital	≡
Add end punctuation	⊙ (! ?)
Add something	∧
Make lower case	/
Take something out	∩
Indent	⌘

Helping Verbs
have
has

Steps in the Writing Process	
1. Prewriting	getting ideas for writing
2. Drafting	putting your ideas into writing
3. Revising	adding or taking out words to make your writing better
4. Editing	using editing marks to correct mistakes
5. Publishing	sharing your writing with others

## Help Pages

### Rules for Spelling

1. Words ending in *s*, *x*, *z*, *ch*, or *sh*, add *-es* to make the plural.
2. When a word ends in a consonant plus *y*, change the *y* to *i* and add *-es* to make the plural.
3. To make compound words, join two words, usually without changing the spelling of either word.
4. When adding a suffix to a word, the spelling of the word sometimes changes; the suffix does not usually change.
5. If a word ends in *-e* and you want to add a suffix that begins with a vowel, drop the *-e* before adding the suffix.

### Subject Pronouns

<b>Singular</b>	I, you, he, she, it
<b>Plural</b>	we, you, they

### Prefixes

<i>un-</i>	means "not"
<i>re-</i>	means "again"
<i>pre-</i>	means "before"

### Contractions

cannot	can't
do not	don't
does not	doesn't

### Suffixes

<i>-er</i>	means "someone who does something"
<i>-ful</i>	means "full of"
<i>-less</i>	means "without"

## Help Pages

Vocabulary	
Sentence	a group of words that tells a complete thought
Subject	tells <i>who</i> or <i>what</i> the sentence is about
Predicate	tells what the subject <i>does</i> or <i>is</i>
Synonym	a word that means the same, or almost the same as, another word
Antonym	a word that means the opposite of another word
Homophone	words that sound alike but have different spellings and meanings

Parts of Speech	
Noun	a word that names a person, place, or thing
Verb	a word that shows action or a state of being; a verb is the main word in the predicate of the sentence
Pronoun	a word that takes the place of a noun
Adjective	a word that describes a noun

Rules for Using Capital Letters	
When you begin a sentence	Names of special people, places, or things (Jim, Boston, Central Park)
When you use <i>I</i>	Important words in a book title (A Fine Day)
Days of the week	
Months of the year	Titles of people (Dr., Mrs.)
Holidays	

## Help Pages

Verb Tenses	
Present Time Verbs	Most present time verbs end in <i>-s</i> when the subject is singular. (run runs)
Past Time Verbs	Verbs that tell an action that has already happened; usually add <i>-ed</i> to show past time.

Irregular Verbs		
Present	Past	With <i>has</i> or <i>have</i>
come	came	<i>has</i> or <i>have</i> come
do	did	<i>has</i> or <i>have</i> done
give	gave	<i>has</i> or <i>have</i> given
go	went	<i>has</i> or <i>have</i> gone
run	ran	<i>has</i> or <i>have</i> run
see	saw	<i>has</i> or <i>have</i> seen

Rules for Showing Ownership	
Single Noun	Add an apostrophe + <i>-s</i>
Noun that names more than one	Add an apostrophe after the <i>-s</i>

Rules for Using Quotation Marks
Use quotation marks (" ") around what someone says.
Put a comma after words like <i>said</i> and <i>asked</i> .
The first word inside the quotation marks has a capital letter.
Put the end mark inside the quotation marks.