

Simple Solutions.



Minutes a Day-Mastery for a Lifetime!

Level 4

English Grammar & Writing Mechanics

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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

Homophones, homonyms, and homographs are words that sound alike or are spelled alike (or both), but have different meanings. This chart will help you remember which is which.

	Homonyms	Homographs	Homophones
Spelling	same	same	different
Pronunciation	same	different	same
Meaning	different	different	different

Editing Marks	
Make capital	≡
Add end punctuation	⊙ ! ?
Add something	∧
Make lower case	/
Take something out	∩
Check spelling	sp
Indent	¶

Helping Verbs		
is	can	may
are	could	might
am	should	have
was	would	has
were	will	had
	shall	

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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; an article (<i>a, an, and the</i>) is a special type of adjective
Adverb	a word that describes a verb (often ends in <i>-ly</i>)
Conjunction	a word that connects words or phrases in a sentence (<i>and, or, but, so</i>)
Preposition	a word that relates a noun or pronoun to other words in a sentence (see list); a <u>prepositional phrase</u> begins with a preposition and ends with a noun or pronoun
Interjection	a word or short phrase that shows emotion Wow! Aha! Oh no!

Prefix	Meaning
<i>un-, dis-, im-, in-, ir-, il-</i>	not
<i>re-</i>	again
<i>mis-</i>	badly
<i>pre-</i>	before

Forms of the Verb <i>Be</i>		
Present	Past	Future
am	was	will be
is	were	
are		

Kinds of Sentences		
Declarative	a statement; tells something	.
Interrogative	a question; asks something	?
Imperative	a command; tells someone to do something	.
Exclamatory	an exclamation; shows emotion	!

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Steps in the Writing Process

1. Prewriting	getting ideas for writing
2. Drafting	putting 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

Spelling Rules

- Words ending in *s*, *x*, *z*, *ch*, or *sh*, add *-es* to make the plural.
- If a word has only one syllable or just one vowel, double the ending consonant before adding *-er* or *-est*.
- To make compound words, usually join two words without changing the spelling of either word.
- When adding a suffix to a word, the spelling of the word sometimes changes; the suffix usually does not change.
- 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.
- When a word ends in a consonant plus *y*, change the *y* to *i* and add *-es*.

Rules for Using Quotation Marks

- Put quotation marks before and after the actual words that someone says. Think of quotation marks as the frame around spoken words. Keep the end mark inside the quotes.
Example: "Here comes Lila!"
- Use a comma before or after a quote within a sentence.
Examples: Laura exclaimed, "What a beautiful song!"
"Let's get some ice cream," said Jack.
- Do not use a comma at the end of the quote if there is another punctuation mark.
Example: "Grandma's here!" exclaimed Sasha.

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Rules for Using Commas

1. Use commas to separate words or phrases in a series.
Example: I'll take a dozen eggs, a watermelon, two loaves of bread, and a ham.
2. Use a comma to separate two independent clauses joined by a conjunction. **Example:** He has red hair, and she has gray hair.
3. Use a comma after an introductory word, such as an interjection.
Example: Hey, where are you going?
Do not use a comma if there is an end mark after the interjection.
Example: There it is!
4. Use a comma to separate two words or two numbers, when writing a date. **Example:** Monday, February 21, 2011

Pronouns

Type	Singular	Plural
Subject Pronouns (or Nominative Case Pronouns) are used as the subject of a sentence or clause.	I, you, he, she, it	we, you, they
Object Pronouns (or Objective Case Pronouns) are found in the predicate of a sentence.	me, you, him, her, it	us, you, them
Possessive Pronouns are used to show possession. These possessive pronouns modify a noun.	my, your, his, her, its	our, their, whose
**These possessive pronouns are used alone.	mine, yours, his, hers	ours, theirs, whose

Cause and Effect	An effect tells <i>what</i> happened. A cause tells <i>why</i> it happened. (Some clue words for a cause / effect relationship are <i>because, therefore, so, and since.</i>)
Fact and Opinion	A fact can be proven. An opinion states a belief or feeling.

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Plagiarism	The illegal use of another person's words, putting your name on someone else's work, copying another person's words or work, or not giving credit to a source.
Abbreviation	A shortened form of a word. Some abbreviations, such as social titles, months, and weekdays end in a period. Examples: Dr., Mr., Ms., and Mrs. / Sept. Mon. Feb. Thurs. (Postal abbreviations do not end in a period. AK, OH, PA, WV)

Figures of Speech

Simile	A way to describe something by using a comparison; a simile compares two things using the words <i>like</i> or <i>as</i> . Example: <i>My sister is as stubborn as a mule.</i> (My sister is being compared to a mule.)
Idiom	Has a special meaning in a certain language or culture; it is not a literal meaning. Example: "She is always willing to <i>go the extra mile</i> ." (This statement has nothing to do with going anywhere. It means someone is a hard-worker or is willing to do extra work.)
Metaphor	Compares two things but does not use <i>like</i> or <i>as</i> ; it uses a form of the verb <i>be</i> . Example: He is a tiger on the field! (He is as energetic as a tiger when he is on the field.)

Verb Tenses

Present Tense	Most present tense verbs end in <i>-s</i> when the subject is singular. (run - runs)
Past Tense	Verbs that tell an action that has already happened; usually you add <i>-ed</i> to show past time.
Future Tense	Verbs that tell about an action that is going to happen; you add the helping verb <i>will</i> to show future time.

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Irregular Verbs

Present	Past	With has, have, or had
am / is / are	was / were	<i>has, have, or had been</i>
begin	began	<i>has, have, or had begun</i>
blow	blew	<i>has, have, or had blown</i>
break	broke	<i>has, have, or had broken</i>
bring	brought	<i>has, have, or had brought</i>
choose	chose	<i>has, have, or had chosen</i>
drive	drove	<i>has, have, or had driven</i>
fly	flew	<i>has, have, or had flown</i>
freeze	froze	<i>has, have, or had frozen</i>
make	made	<i>has, have, or had made</i>
ring	rang	<i>has, have, or had rung</i>
say	said	<i>has, have, or had said</i>
sing	sang	<i>has, have, or had sung</i>
speak	spoke	<i>has, have, or had spoken</i>
steal	stole	<i>has, have, or had stolen</i>
swim	swam	<i>has, have, or had swum</i>
tear	tore	<i>has, have, or had torn</i>
tell	told	<i>has, have, or had told</i>
think	thought	<i>has, have, or had thought</i>
throw	threw	<i>has, have, or had thrown</i>
wear	wore	<i>has, have, or had worn</i>

Some Common Prepositions

about	around	by	in	on	to
above	before	down	inside	out	under
across	behind	during	into	outside	until
after	below	except	near	past	up
along	beside	for	of	through	with
among	between	from	off	throughout	without

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Analogy

An **analogy** is a way of comparing things.

Here is an example: mayor : city :: governor : state

You say:

"Mayor is to city as governor is to state."

To solve an analogy, you need to figure out what the relationship is between the two words.

A *mayor* is the leader of a city. A *governor* is the leader of a state.

Here is another example: lamb : sheep :: calf : _____

What is the relationship? A lamb is a baby sheep.

If the choices are horse piglet cow kitten

The missing word must be *cow* because a *calf* is a baby *cow*.

In an **analogy**, the words may be compared in many ways.

The words may be synonyms.

Example: happy : joyful :: tall : high

Happy and *joyful* are synonyms. *Tall* and *high* are synonyms.

The words may be antonyms.

Example: thin : thick :: rich : poor

Thin is the opposite of *thick*. *Rich* is the opposite of *poor*.

One word may describe the other.

Example: bright : sunshine :: prickly : porcupine

Sunshine is *bright*. A *porcupine* is *prickly*.

One word may name a part of the other.

Example: wheels : bicycle :: legs : table

A *bicycle* has *wheels*. A *table* has *legs*.

One word may be in the category or group of the other.

Example: rabbit : mammal :: orange : fruit

A *rabbit* is a type of *mammal*. An *orange* is a type of *fruit*.