



Level 5

English Grammar & Writing Mechanics

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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 <u>article</u> is a special type of adjective (<i>a, an, the</i>)
Adverb	a word that describes a verb (often ends in -ly) (<i>see next page</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 (<i>see list of common prepositions</i>); 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!)
Linking Verb	a word that connects words in a sentence but does not show action; If the verb is a linking verb, there is no direct object. Some verbs that <u>can be used</u> as linking verbs are all the forms of <i>be, appear, become, feel, seem, smell, taste, and sound</i> .

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
be	shall	

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Adverbs	
Adverbs tell <i>how</i> or <i>to what extent</i> and often end in <i>-ly</i> . Adverbs can also tell <i>when</i> or <i>where</i> .	
How	crazily, merrily, somehow, clumsily, correctly, sadly, quickly, beautifully
To What Extent	totally, completely, thoroughly, somewhat
When	yesterday, tomorrow, later, often, usually, again, first, next, then
Where	here, there, everywhere, somewhere, inside, outside, forward, back

Irregular Comparisons		
Comparatives and superlatives that do not use <i>-er</i> or <i>-est</i> .		
bad	worse	worst
good	better	best
little	less	least
much	more	most

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

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 the writing better
4. Editing	using editing marks to correct mistakes
5. Publishing	sharing the writing with others

Verb Tenses	
Present Tense	Verbs that tell an action (or state of being) happening now. 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 add <i>-ed</i> to show past time.
Future Tense	Verbs that tell about an action that is going to happen add the helping verb <i>will</i> to show future time.

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Spelling Rules	
Rules for Forming Plurals	
1.	Words ending in <i>s</i> , <i>x</i> , <i>z</i> , <i>ch</i> , or <i>sh</i> , add <i>-es</i> to make the plural.
2.	Many words that end in <i>f</i> or <i>fe</i> form the plural by changing the <i>f</i> or <i>fe</i> to <i>-ves</i> . Example: thief — thieves Some nouns that end in <i>f</i> or <i>ff</i> do not follow the rule for making plurals. Examples: cliff — cliffs, belief - beliefs
3.	Some nouns that end in a consonant + <i>o</i> form the plural by adding <i>-s</i> . Example: zero — zeros; others add <i>-es</i> . Example: tomato - tomatoes
4.	Irregular plural nouns have a completely different spelling in the plural form. Examples: ox — oxen, goose — geese, louse — lice
Other Spelling Rules	
5.	Place <i>i</i> before <i>e</i> , except after <i>c</i> , or when sounded like <i>ā</i> as in <i>neighbor</i> and <i>weigh</i> . Examples: mischief, eight, receive
6.	Regular verbs show past tense by adding <i>-ed</i> . Example: stop — stopped Irregular verbs change their spelling in the past tense. (see Irregular Verbs)
7.	When adding a prefix to a word, do not change the spelling of the prefix or the root. Example: mis- + step → misstep
8.	If a word ends in a vowel + <i>y</i> , add a suffix without changing the spelling of the word. Example: employ + <i>-er</i> → employer
9.	If a word ends in a consonant + <i>y</i> , change the <i>y</i> to <i>i</i> before adding suffixes such as <i>-es</i> , <i>-er</i> , or <i>-est</i> . Example: try — tried If the suffix begins with an <i>i</i> , do not change the <i>y</i> to <i>i</i> . Example: hurry — hurrying
10.	There are many exceptions to spelling rules. If you are not sure of the spelling of a word, use a dictionary to check.
Rules for Using Quotation Marks	
1.	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: "Don't spoil the fun!"
2.	Use the rules for capitalization within quotation marks. Always begin a sentence inside quotation marks with a capital letter.
3.	Capitalize proper nouns, the pronoun <i>I</i> , and titles, etc. that are inside quotation marks.

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Rules for Using Quotation Marks (con't)

4. If a word is not a proper noun and is not at the beginning of a sentence, do not capitalize. **Example:** "That intersection is dangerous," warned Betsy, "so hold your sister's hand."
5. Use a comma before or after a quote within a sentence. (*see above*)
6. Do not use a comma at the end of the quote if there is another punctuation mark. **Example:** "Grandma's here!" exclaimed Sasha.

Rules for Using Commas

1. Use commas to separate words or phrases in a series. **Example:** Sun brought a coloring book, some crayons, a pair of scissors, and a ruler.
2. Use a comma to separate two independent clauses joined by a conjunction. **Example:** Dad works in the city, and he is a commuter.
3. Use a comma after an introductory word, such as an interjection. **Example:** Hey, who wants to play tennis? Do not use a comma if there is an end mark after the interjection. **Example:** Oh no! It's starting to rain.
4. Use a comma to separate two words or two numbers, when writing a date. **Example:** Friday, April 8, 2011
5. Use commas between adjectives if the order doesn't matter. **Example:** the exciting, fresh dance moves (This could also read: fresh, exciting dance moves or exciting *and* fresh dance moves.)
6. Do not use commas between adjectives that describe in different ways. **Example:** three green tomatoes (*Three* tells how many and *green* describes the color.)
7. Insert a comma after introductory words or phrases in a sentence. **Example:** On the other hand, you may not need any help.
8. Use commas before and after "interrupting phrases" within a sentence. **Example:** Ms. Cole, *the bank teller*, was very helpful.
9. Use commas before and/or after contrasting phrases that use *not*. **Example:** I worked on my science project, *not my essay*, all evening.

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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, your, their
**These possessive pronouns are used alone.	mine, yours, his, hers, its	ours, yours, theirs
Indefinite Pronouns replace nouns that are not specific. They can be either singular or plural.		
Singular: another, anybody, anyone, anything, each, either, everybody, everyone, everything, little, much, neither, nobody, no one, nothing, one, other, somebody, someone, something		
Plural: both, few, many, others, several		
Singular or Plural: all, any more, most, none, some		
Relative Pronouns are used to relate a clause to an antecedent. Example: the room <i>which</i> is next to ours (<i>which</i> is the relative pronoun; <i>room</i> is the antecedent.)	that, which, who, whom, whose	
Interrogative Pronouns are used to ask a question.	what, which, who, whom, whose	
Demonstrative Pronouns are used to point out something. Example: <i>That</i> is my house. Demonstratives can also be adjectives. Examples: <i>those</i> flowers, <i>this</i> vase	this, that, these, those	

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Analogy

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

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

This is read,

"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 : _____

horse piglet cow kitten

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

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, too.

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.

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Plagiarism	Plagiarism is 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.
Abbreviations	<p>An abbreviation is a shortened form of a word. Some abbreviations, such as social titles, months, and weekdays, end in a period.</p> <p>Examples: Dr. Mr. Ms. and Mrs. / Sept. Mon. Feb. Thurs. Postal abbreviations do not end in a period. AK, OH, PA, WV</p>

Figures of Speech	
Simile	<p>A simile is a way to describe something by using a comparison. A simile compares two things using the words <i>like</i> or <i>as</i>.</p> <p>Example: The baby is <i>as playful as a kitten</i>. (The baby is being compared to a kitten.)</p>
Idiom	<p>An idiom has a special meaning in a certain language. It is not a literal meaning. For example, in the United States we say, "Now you will have to <i>face the music</i>." This statement has nothing to do with music. It means someone has to deal with the consequences of his/her actions.</p>
Metaphor	<p>A 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>.</p> <p>Example: Joey is a magnet for bad luck. (Joey attracts bad luck.)</p>
Hyperbole	<p>Hyperbole uses exaggeration to make a point.</p> <p>Example: My book bag weighs a ton!</p>

Some Common Prepositions					
about	before	down	near	past	up
above	behind	during	of	through	upon
across	below	except	off	throughout	with
after	beneath	for	on	to	within
against	beside	from	onto	toward	without
along	between	in	out	under	
among	beyond	inside	outside	underneath	
around	by	into	over	until	

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Irregular Verbs		
Present	Past	With <i>has, have, or had</i>
awake	awoke	<i>has, have, or had</i> awoken
become	became	<i>has, have, or had</i> become
build	built	<i>has, have, or had</i> built
catch	caught	<i>has, have, or had</i> caught
creep	crept	<i>has, have, or had</i> crept
drink	drank	<i>has, have, or had</i> drunk
fall	fell	<i>has, have, or had</i> fallen
fight	fought	<i>has, have, or had</i> fought
forbid	forbade	<i>has, have, or had</i> forbidden
get	got	<i>has, have, or had</i> gotten
hide	hid	<i>has, have, or had</i> hidden
keep	kept	<i>has, have, or had</i> kept
leave	left	<i>has, have, or had</i> left
mistake	mistook	<i>has, have, or had</i> mistaken
ride	rode	<i>has, have, or had</i> ridden
shake	shook	<i>has, have, or had</i> shaken
shrink	shrank	<i>has, have, or had</i> shrunk
sneak	sneaked (snuck)	<i>has, have, or had</i> sneaked (snuck)
stink	stank	<i>has, have, or had</i> stunk
sweep	swept	<i>has, have, or had</i> swept
teach	taught	<i>has, have, or had</i> taught
understand	understood	<i>has, have, or had</i> understood
wind	wound	<i>has, have, or had</i> wound