

# Simple Solutions.



**Minutes a Day-Mastery for a Lifetime!**

## Level 7

### English Grammar & Writing Mechanics

### Help Pages










## Help Pages

<b>The Eight Parts of Speech</b>	
<b>Adjectives</b> modify nouns or pronouns. A proper adjective begins with a capital letter.	
<b>Adverbs</b> modify verbs, adjectives, or other adverbs. Adverbs tell <i>how</i> , <i>when</i> , <i>where</i> , and <i>to what extent</i> .	
Adverbs that tell <i>How</i> – see Lesson #22	Adverbs that tell <i>Where</i> – see Lesson #64
Adverbs that tell <i>When</i> – see Lesson #43	Adverbs that tell <i>To What Extent</i> – see Lesson #67
<b>Conjunctions</b> connect similar words, clauses, or phrases within a sentence.	
<b>Coordinate Conjunctions:</b> and, or, nor, but, yet, for, so	
<b>Subordinating Conjunctions</b> join a subordinate clause with a main clause. See the chart at the bottom of this page.	
<b>Correlative Conjunctions</b> act in pairs. either/or, neither/nor, both/and, whether/or, not/but, not only/but also	
<b>Interjections</b> are words or phrases that express strong feeling. <b>Examples:</b> Ouch! Gosh!	
<b>Nouns</b> name a person, place, thing, or idea. Nouns may be common or proper, singular or plural, abstract or concrete. A proper noun begins with a capital letter.	
<b>Collective Nouns</b> are words that name a “collection.” A collective noun is singular and is treated as a single unit. Collective nouns used as subjects take <i>singular verbs</i> . <b>Examples:</b> the <u>family</u> <i>is</i> , the <u>orchestra</u> <i>plays</i> , a <u>committee</u> <i>studies</i>	
<b>Prepositions</b> relate nouns or pronouns to other words in the sentence. For a list of common prepositions, see the chart below.	
A <b>Prepositional Phrase</b> begins with a <i>preposition</i> and ends with a noun or a pronoun. <b>Examples:</b> <i>against</i> the <u>fence</u> , <i>beside</i> <u>me</u>	
<b>Pronouns</b> replace nouns. The pronoun <i>I</i> is always capitalized. Common pronoun types are described on pp. 287 and 288.	
<b>Verbs</b> convey action or a state of being. A verb is the main word in the predicate of a sentence. For an explanation of verb types, see p. 287.	

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

<b>Subordinating Conjunctions</b>					
after	as much as	even if	in order that	than, that	when
although	as soon as	even though	now that	though	whenever
as	as though	how	provided	till	where
as if	because	if	since	unless	wherever
as long as	before	inasmuch as	so that	until	while

## Help Pages

Editing Marks	
Make capital 	Take something out 
Add end punctuation   	Check spelling 
Add something 	Indent 
Make lower case 	

### Abbreviations

There are four types of abbreviations (see below). Notice that some abbreviations are capitalized and some are not. Some abbreviations require a period; some do not. Consult a dictionary for the correct way to write an abbreviation.

#### Avoid using abbreviations in formal writing.

1. Shortened words: in. (inch) Corp. (Corporation) limo (limousine)
2. Contractions: Dr. (Doctor) didn't (did not) tsp. (teaspoon)
3. Initials: LTD U.S.A. R & R
4. Acronyms: LASER PETA MADD

### Rules for using Brackets, Colons, Semicolons, Dashes, & Hyphens

**Brackets** [ ] are used in dictionary definitions or to insert words into writing that is already within parentheses. Brackets are always used in pairs.

**Colons:** 1. A colon (:) is used between the hour and minutes, or between minutes and seconds when writing the time.

**Examples:** At around 12:30, we eat lunch.

My running time was 13:35 (13 minutes and 35 seconds).

2. A colon may be used after the greeting in a formal or business letter.

3. A colon may be used before a list of items, but only after an independent clause.

Incorrect I have traveled to: Russia, Italy, Iran, and Cuba.

Correct I have visited many countries: Russia, Italy, Iran, and Cuba.

4. A colon may be used before a long quote or if there is no other introduction, such as "he said" or "she replied."

**Example:** Martha looked up at George: "Where have you been all day?"

**Semicolons:** 1. A semicolon (;) may be used to separate two independent clauses with no conjunction. The semicolon takes the place of a comma or conjunction.

Incorrect You can come in now; but please sit quietly.

Correct You can come in now; please sit quietly.

2. Use a semicolon to separate items in a series if there are already commas in the items.

**Example:** Lorain, Ohio; New Castle, Pennsylvania; and Chicago, Illinois

**Dashes** (—) are used between words within sentences. A dash is longer than a hyphen and is used to show emphasis. A dash should be used for a special effect — do not overuse it. For an example, see Lessons #105 and #106.

## Help Pages

### Rules for using Brackets, Colons, Semicolons, Dashes, & Hyphens

- Hyphens:** 1. A hyphen (-) is used between the tens and the ones place, when writing out the numbers twenty-one through ninety-nine. **Examples:** seventy-six, forty-eight
2. A hyphen is used when writing fractions.  
**Examples:** four-fifths, one-third, three-eighths
3. A hyphen is used to separate words on two lines. (It is best to avoid separation of words in this way. Furthermore, the hyphen can only be used between syllables.)
4. A hyphen is sometimes used to join a prefix with a base word. The hyphen helps to make the word more clear.  
**Examples:** re-evaluate, non-military, ex-girlfriend
5. Hyphens are used in some compound words.  
**Examples:** part-time, president-elect, father-in-law
6. Words are changing, and are being added to the English language, constantly. Therefore, always use an up-to-date dictionary to verify whether or not a word can/should be hyphenated.

### 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 consecutive words or numbers when writing a date.  
**Example:** Friday, April 7, 2006
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.

## Help Pages

Sentences			
<b>Sentence Types:</b> Declarative, Exclamatory, Interrogative, and Imperative – See Lesson #1.			
Structure	Parts	Joined by	Example
Simple	subject and predicate only	---	We will hold a rally at the local park.
Compound	two or more independent clauses	conjunction (and, but, or)	There will be speeches in the morning, <i>and</i> we will play games in the afternoon.
Complex	subordinate and main clause	subordinating conjunction	The rally will last until dusk <i>unless</i> the weather is severe.
Compound-Complex	more than one main clause and one or more subordinate clauses	conjunctions & subordinating conjunctions	If it starts to rain, we can move inside <i>but when</i> the sun sets, we will end the rally.

Verbs
<b>Action Verbs</b> show action.
<b>Transitive Verbs</b> are action verbs that send action to a direct object. <b>Example:</b> Pat <i>reads</i> the <i>newspaper</i> every morning. (verb - reads; direct object - newspaper)
<b>Intransitive Verbs</b> are action verbs that have no direct object. <b>Example:</b> Pat <i>reads</i> all the time. (verb - reads; no direct object)
<b>Verbs of Being (Forms of be)</b> do not show action; they can act as linking or helping verbs. is, are, was, were, be, am, being, been
<b>Linking Verbs</b> do not show action; they show a condition. <b>Examples:</b> appear, become, feel, seem, smell, taste, sounds, and all forms of <i>be</i> .
<b>Auxiliary (Helping) Verbs</b> are used with other verbs to form a verb phrase. <b>Examples:</b> is, are, was, were, be, am, being, been, might, could, should, would, can, do, does, did, may, must, will, shall, have, has, had
<b>Verb Tense</b> tells the time when the action or condition of the verb occurs. There are fourteen tenses (see the verb conjugation chart on page 291). The <u>basic</u> verb tenses are past, present, and future. For a chart of Perfect Tenses of verbs, see Lesson #25.

Pronouns
<b>Demonstrative Pronouns</b> are used to point out something. this, that, these, those Demonstratives can also be adjectives. <b>Examples:</b> <i>this</i> dog, <i>these</i> people
<b>Interrogative Pronouns</b> are used to ask a question. what, which, who, whom, whose
<b>Nominative Pronouns</b> are used as the subject or as a predicate nominative. I, you, he, she, it, we, you, they

## Help Pages

Pronouns					
<b>Object Pronouns</b> are used in the predicate as a direct object or an object of a preposition. me, you, him, her, it, us, them					
<b>Possessive Pronouns</b> show ownership. Some possessive pronouns are used with nouns: my, your, his, her, its, our, your, their, whose. Other possessive pronouns can stand alone: hers, his, mine, ours, theirs, yours, whose.					
<b>Relative Pronouns</b> are used to relate a clause to an antecedent: that, which, who, whom, whose.					
<b>Indefinite Pronouns</b> replace nouns that are not specific.					
<b>Singular:</b>	another	each	everything	nobody	other
	anybody	either	little	no one	somebody
	anyone	everybody	much	nothing	someone
	anything	everyone	neither	one	something
<b>Plural:</b> both, few, many, others, and several					
<b>Singular and Plural:</b> all, any, more, most, none, some.					

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> . (thief - thieves) Some nouns that end in <i>f</i> or <i>ff</i> do not follow the rule for making plurals. (cliff - cliffs, belief - beliefs)
3. Some nouns that end in a consonant + <i>-o</i> form the plural by adding <i>-s</i> (tattoo - tattoos); others add <i>-es</i> . (veto - vetoes)
4. Some nouns do not add <i>s</i> or <i>es</i> to form the plural; these irregular plurals must be memorized. (phenomenon - phenomena)
5. Some nouns have the same form whether they are singular or plural. (deer, grapefruit, salmon)
6. Some nouns have only a plural form, and they always take a plural verb. (scissors, pants, dues)
7. Some nouns are singular even though they end in <i>s</i> ; they take singular verbs. (mumps, economics, atlas)
Other Spelling Rules
8. 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> . (mischief, eight)
9. Regular verbs show past tense by adding <i>-ed</i> . (stop → stopped) Irregular verbs change their spelling in the past tense. See the Irregular Verbs chart on p. 289.
10. When adding a prefix to a word, do not change the spelling of the prefix or the root. (mis- + step → misstep)
11. If a word ends in a vowel and <i>y</i> , add a suffix without changing the spelling of the word. (employ + -er → employer)
12. 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> , <i>-ed</i> , or <i>-est</i> . (try → tried) If the suffix begins with an <i>i</i> , do not change the <i>y</i> to <i>i</i> . (hurry → hurrying)

## Help Pages

<b>Irregular Verbs</b>			
Present	Present Participle	Past	Past Participle
bet	betting	bet	<i>has, have, or had bet</i>
burn	burning	burned/burnt	<i>has, have, or had burned/burnt</i>
cost	costing	cost	<i>has, have, or had cost</i>
dig	digging	dug	<i>has, have, or had dug</i>
dive	diving	dived/dove	<i>has, have, or had dived</i>
feed	feeding	fed	<i>has, have, or had fed</i>
find	finding	found	<i>has, have, or had found</i>
forget	forgetting	forgot	<i>has, have, or had forgotten</i>
hang	hang	hung	<i>has, have, or had hung</i>
kneel	kneeling	knelt	<i>has, have, or had knelt</i>
lay	laying	laid	<i>has, have, or had laid</i>
let	letting	let	<i>has, have, or had let</i>
meet	meeting	met	<i>has, have, or had met</i>
pay	paying	paid	<i>has, have, or had paid</i>
rise	rising	rose	<i>has, have, or had risen</i>
seek	seeking	sought	<i>has, have, or had sought</i>
send	sending	sent	<i>has, have, or had sent</i>
shed	shedding	shed	<i>has, have, or had shed</i>
spend	spending	spent	<i>has, have, or had spent</i>
strike	striking	struck	<i>has, have, or had struck</i>
swell	swelling	swelled	<i>has, have, or had swelled/swollen</i>
upset	upsetting	upset	<i>has, have, or had upset</i>
win	winning	won	<i>has, have, or had won</i>
withstand	withstanding	withstood	<i>has, have, or had withstood</i>

<b>Prefixes, Suffixes, and Roots (Oh my!)</b>							
Part	Meaning	Part	Meaning	Part	Meaning	Part	Meaning
<i>able</i>	able to	<i>de</i>	take away	<i>mal</i>	evil	<i>port</i>	carry
<i>amphi</i>	both	<i>di</i>	two	<i>micro</i>	tiny	<i>post</i>	after
<i>ante</i>	before	<i>dia</i>	across	<i>mis</i>	badly	<i>pre</i>	before
<i>anthropo</i>	human	<i>dict</i>	speak	<i>mono</i>	one	<i>re</i>	again
<i>anti</i>	against	<i>dis</i>	not	<i>morph</i>	form	<i>scrib</i>	write
<i>auto</i>	self	<i>ful</i>	full of	<i>neo</i>	new	<i>script</i>	write
<i>biblio</i>	book	<i>geo</i>	earth	<i>non</i>	not	<i>sub</i>	under
<i>bi</i>	two	<i>graph, gram</i>	written	<i>ology</i>	study of	<i>super</i>	above
<i>bio</i>	life	<i>hemi</i>	half	<i>omni</i>	all	<i>thermo</i>	heat
<i>bronte</i>	thunder	<i>hydro</i>	water	<i>ped</i>	foot	<i>trans</i>	across
<i>centri</i>	center	<i>ible</i>	able	<i>phobe</i>	fear	<i>tri</i>	three
<i>circum</i>	around	<i>im, in</i>	not	<i>phobia</i>	fear	<i>un</i>	not
<i>co, com</i>	with	<i>inter</i>	between	<i>phone</i>	sound		
<i>con</i>	with	<i>jur, jus, jud</i>	law	<i>photo</i>	light		
<i>chrono</i>	time	<i>less</i>	without	<i>poly</i>	many		

## Help Pages

### Bibliography

A bibliography is a list of sources that were used in the preparation of a research document. The bibliography is arranged in alphabetical order by author's name. The title of the book, magazine, or Internet article is included, as well as the publisher, date of publication, and sometimes page numbers. Bibliography styles may differ slightly, and you should follow your teacher's specific directions for setting up your bibliography. Here are some guidelines and examples of how to list various sources. The following use MLA format. **Some of the information listed here may not be available. If the information is not available, just include as much as you can in the citation.**

#### Book with One Author:

Author's Last name, First name. Title of Book. City: Publisher, Date.

##### Example:

Lawry, Matthew. Fascinating Desert Life Forms. Dayton: Traders Press, 2004.

#### Book with Two or Three Authors:

Author's Last name, First name and additional author's First and Last name(s). Title of Book. City: Publisher, Date.

##### Example:

Morris, Paul, Trudy Willis, and Marie Jenson. Hiker Meets Cactus. Chicago: Toads Press, 2008.

#### Encyclopedia:

Author's Last name, First name. "Title of Article." Title of Encyclopedia. City: Publisher, year ed.

##### Example:

Hernandez, Noreen. "Arid Biomes." Universe Encyclopedia. New York: Green, Inc., 2006 ed.

#### Magazine Article:

Author's Last name, First name. "Article Title." Title of Magazine Month year: page numbers.

##### Example:

Parched, Sandy. "My Days in the Sahara." Geography and More March 2000: 23-29.

#### Internet Article:

Author's Last name, First name. "Article Title." Website Title. Date of posting or date of last update. Site sponsor. Date you visited the website. <web address>.

##### Example:

Greenberg, Tasha. "Desert Life." Topics to Research. March 2006. International Geographics. Sept. 16, 2010. <<http://topicstoresearch.com/biomes/desert.html>>.

#### Website with No Author:

"Site Title." Sponsor. Copyright date or latest update. Date you visited the website. <web address>.

##### Example:

"Desert Days." Environments Global. 2009. Aug. 23, 2010. <<http://environglobal.net/days/desert.html>>.

#### Personal Interview:

Person's Last name, First name. Kind of interview (personal interview or phone call). Date of interview.

##### Example:

Jogan, James. Personal interview. February 20, 2007.



## Help Pages

<b>Complete Verb Conjugation</b>		
A complete verb conjugation shows all 14 tenses with the singular and plural nominative pronouns. Below is the complete conjugation chart for the <u>irregular</u> verb, <i>forget</i> .		
<b>Verb Form</b>	<b>Singular</b>	<b>Plural</b>
<b>Past</b>	I forgot. You forgot. He / She / It forgot.	We forgot. You forgot. They forgot.
<b>Present</b>	I forget. You forget. He / She / It forgets.	We forget. You forget. They forget.
<b>Future</b>	I will forget. You will forget. He / She / It will forget.	We will forget. You will forget. They will forget.
<b>Past Perfect</b>	I had forgotten. You had forgotten. He / She / It had forgotten.	We had forgotten. You had forgotten. They had forgotten.
<b>Present Perfect</b>	I have forgotten. You have forgotten. He / She / It has forgotten.	We have forgotten. You have forgotten. They have forgotten.
<b>Future Perfect</b>	I will have forgotten. You will have forgotten. He / She / It will have forgotten.	We will have forgotten. You will have forgotten. They will have forgotten.
<b>Past Progressive</b>	I was forgetting. You were forgetting. He / She / It was forgetting.	We were forgetting. You were forgetting. They were forgetting.
<b>Present Progressive</b>	I am forgetting. You are forgetting. He / She / It is forgetting.	We are forgetting. You are forgetting. They are forgetting.
<b>Future Progressive</b>	I will be forgetting. You will be forgetting. He / She / It will be forgetting.	We will be forgetting. You will be forgetting. They will be forgetting.
<b>Past Perfect Progressive</b>	I had been forgetting. You had been forgetting. He / She / It had been forgetting.	We had been forgetting. You had been forgetting. They had been forgetting.
<b>Present Perfect Progressive</b>	I have been forgetting. You have been forgetting. He / She / It has been forgetting.	We have been forgetting. You have been forgetting. They have been forgetting.
<b>Future Perfect Progressive</b>	I will have been forgetting. You will have been forgetting. He / She / It will have been forgetting.	We will have been forgetting. You will have been forgetting. They will have been forgetting.
<b>Emphatic Present</b>	I do forget. You do forget. He / She / It does forget.	We do forget. You do forget. They do forget.
<b>Emphatic Past</b>	I did forget. You did forget. He / She / It did forget.	We did forget. You did forget. They did forget.

## Help Pages

### How to Fix a Run-on Sentence

**A run-on sentence** has two or more independent clauses which are not properly joined.

**Example:** Today we had planned to go on a picnic it rained all afternoon!

- **Separate two independent clauses into two sentences.**  
Today we had planned to go on a picnic. It rained all afternoon!
- **Insert a semicolon between the two independent clauses.**  
Today we had planned to go on a picnic; it rained all afternoon!
- **Insert a semicolon between the two independent clauses and add a transitional word (therefore, moreover, for example, etc.) and a comma.**  
Today we had planned to go on a picnic; however, it rained all afternoon!
- **Insert a comma and a coordinating conjunction between the two independent clauses.**  
Today we had planned to go on a picnic, but it rained all afternoon!
- **Rewrite the sentence using a subordinating conjunction to separate the two independent clauses.** Although we had planned to go on a picnic today, it rained all afternoon!