### CONTENTS

1 GOOD GRAMMAR GLOSSARY 1

(verb, homonym, contraction, possessive, noun, singular, pronoun, plural)

2 HOMONYM HEADACHES: there, they're, and their

3 HOMONYM HEADACHES: who's/whose, it's/its, you're/your

4 THE PROOFREADER: Commonly Confused Homonyms

5 EXCEPTIONAL ENGLISH: Unusual Plurals 1

6 EXCEPTIONAL ENGLISH: Unusual Plurals 2

7 KEEPING UP WITH THE JONESES: Plural Names

8 TRICKY PLURALS (letters, numbers, signs, compound words)

9 EXCEPTIONAL ENGLISH: Are Group Nouns Singular or Plural?

10 THE PROOFREADER: Plural Nouns

11 GOOD GRAMMAR WHEN "IF-ING" AND "WISHING"

12 PARALLEL STRUCTURE 1: Matching Sentence Parts

13 PARALLEL STRUCTURE 2: Making Comparisons Match

14 THE PROOFREADER: Parallel Sentence Parts

15 UNNECESSARY PRONOUNS

16 MAKING NOUNS AND PRONOUNS MATCH

**17 PRONOUN PROBLEMS** (Us or We? Them, Those, or They?)

18 POSSESSIVE PRONOUNS

19 IS IT ME? IT IS !!

20 MISPLACED PRONOUNS

**21 PRONOUN PROBLEMS:** Who or Whom?

22 THE PROOFREADER: Pronoun Problems

23 MAKING COMPARISONS

24 EXCEPTIONAL ENGLISH: Irregular Comparisons

25 DOUBLE COMPARISONS

**26 THE PROOFREADER:** Making Correct Comparisons

27 A PESKY PAIR: Among and Between

28 GOOD GRAMMAR GLOSSARY 2 (adjective, adverb, articles, modifiers,

(adjective, adverb, articles, modifiers preposition, phrase)

29 ADJECTIVE OR ADVERB?

30 A PESKY PAIR: Good and Well

31 MISPLACED MODIFIERS

32 DANGLING MODIFIERS

33 USING ARTICLES: A, An, and The

34 THE PROOFREADER: Modifier Mistakes

35 AVOIDING DOUBLE NEGATIVES

**36 GOOD GRAMMAR GLOSSARY 3** 

(clause, conjunction, compound sentence, subject, predicate, direct object)

37 EXCEPTIONAL ENGLISH: Irregular Verbs 1

38 EXCEPTIONAL ENGLISH: Irregular Verbs 2

39 IT'S A MATCH: Subject-Verb Agreement

40 SUBJECT-VERB AGREEMENT: Tricky Situations 1

41 SUBJECT-VERB AGREEMENT: Tricky Situations 2

42 SUBJECT-VERB AGREEMENT: Tricky Situations 3

43 VERB AGREEMENT WITH A COMPOUND SUBJECT 1

44 VERB AGREEMENT WITH A COMPOUND SUBJECT 2

45 THE PROOFREADER: Choosing Matching Verbs

46 A PESKY PAIR: Bring and Take

47 MORE PESKY VERB PAIRS: Lie or Lay, Sit or Set

48 SENTENCE SENSE: Is It a Sentence?

49 SENTENCE SENSE: Fragments in Writing and Speech

50 RUNNING WILD: Run-on Sentences

51 SENTENCE SENSE: Building a Sentence

52 THE PROOFREADER: Sentence Sense

**53 VERBS:** Active or Passive?

54 PREPOSITIONS AND THEIR PLACE 1

55 PREPOSITIONS AND THEIR PLACE 2

56 PREPOSITIONS AND THEIR PLACE 3

57 THE PROOFREADER: Prepositional Phrases

58 GOOD GRAMMAR GLOSSARY 4:

Punctuation Marks (period, exclamation point, question mark, colon, comma, quotation marks, semicolon)

59 END MARKS

**60 COMMAS:** In Compound Sentences

61 COMMAS: Between Items in a Series

**62 COMMAS:** After Introductory Clauses

63 COMMAS: With Appositives and Nouns of Address

64 COMMAS: With Parenthetical Words

65 COMMAS: With Dates and Addresses

66 COMMAS: For Clarity

67 COMMAS: With Descriptive Clauses

68 THE PROOFREADER: Comma Usage

**69 PUNCTUATING DIRECT QUOTATIONS 1** 

**70 PUNCTUATING DIRECT QUOTATIONS 2** 

71 WRITTEN CONVERSATION

72 THE PROOFREADER: A Conversation

73 ONLY WITH FRIENDS: Casual Language

74 INFORMAL LANGUAGE: Idioms 1

75 INFORMAL LANGUAGE: Idioms 2

**76 SIMPLY INCORRECT 1** 

77 SIMPLY INCORRECT 2

**78 GET TO THE POINT!** 

79 THE PROOFREADER: Simply Incorrect

80 THE COLON: Common Uses

81 THE SEMICOLON: Why and When?

82 THE DASH AND THE HYPHEN

83 THE PUNCTUATION PROOFREADER

84 PESKY PAIRS: Affect/Effect, Advise/Advice, Accept/Except

85 PESKY PAIRS: Angry at/Angry with,

Agree with/Agree to, Prefer to/Prefer over

**86 GOOD GRAMMAR GLOSSARY 5:** Capitalization (capitalize, common noun, proper noun, proper adjective, title)

**87 TO CAPITALIZE OR NOT TO CAPITALIZE?** 

88 CAPITALIZATION: Avoiding Confusion

89 THE PROOFREADER: Capitalization Challenge

90 CAPITALIZATION: Proper Adjectives

91 ABBREVIATIONS

92 COMPUTER GRAMMAR: The Spell Checker

93 E-MAILS: Grammar Counts!

94 POLITICALLY CORRECT: Avoiding Gender Bias

95 RECOGNIZING GOOD GRAMMAR: Review 1

96 RECOGNIZING GOOD GRAMMAR: Review 2

97 PROOFREADING CHALLENGE 1

98 PROOFREADING CHALLENGE 2
99 PROOFREADING CHALLENGE 3

100 PROOFREADING CHALLENGE 4

BIABAT.	DATE:	
NAME:	DATF:	
	D/ 11 E-	



# GOOD GRAMMAR GLOSSARY 1

**A.** Complete the sentences. Fill in each blank with the correct term from the box.

possessive singular verb homonym contraction pronoun plural noun 1. Instead of saying, "I will," we often say, "I'll." Two words join to create a 2. Fred, Florida, farm, and faith are "naming" words. A word that names a person, place, or thing is a \_\_\_\_\_\_. 3. After Frieda ate fifteen figs, *she* fell ill. The word *she* replaces the noun *Frieda*. A word that substitutes for a noun is a \_\_\_\_\_\_. 4. A \_\_\_\_\_ word refers to more than one. If you have two bosses, you have more than one boss. 5. A \_\_\_\_\_ word refers to just one. "I see an *ant* on the table!" 6. Run, jump, hit, or sing—each word expresses an action. Words like is or was express what is or seems to be. Each *italicized* word is a \_\_\_\_\_ 7. Your and you're sound the same but are different words. The word your is a \_\_\_\_\_ of *you're*. 8. Is it my book or Bill's? It might be Marci's book! Each of the words in italics is \_\_\_\_\_\_. They all show ownership.

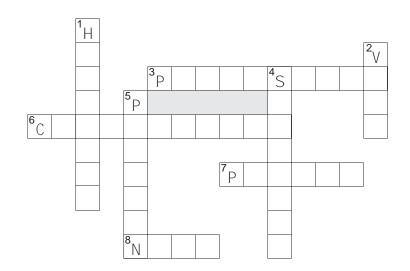
**B.** To complete the puzzle, match each **boldface** clue word with a word from the box.

### **ACROSS**

- 3. the **baby's** booties
- 6. **it's, isn't,** or **I'm**
- 7. many apples or cats
- 8. pizza, yo-yo, Denver, or government

### **DOWN**

- 1. their, they're, and there
- 2. waddle, whisper, was, or wiggle



- 4. one apple or cat
- 5. John loves his dog.



# -EXCEPTIONAL ENGLISH: Are Group Nouns Singular or Plural?

Certain words name a group of things. *Jury, team, herd,* and *band* are some examples. Group nouns are exceptional. Depending on how they're used, they can be either singular or plural.

#### **GOOD GRAMMAR:**

The jury is meeting in the jury room. (singular—the jury as a single unit)
The jury are still debating their final verdict. (plural—the separate members of the jury)

- **A.** Underline the group noun in each sentence. Then circle the correct verb form.
  - 1. The crew normally (enters / enter) the space capsule individually.
  - 2. This wild buffalo herd ( is / are ) the last one in the country.
  - 3. Sadly, the herd ( is / are ) dying a few each month.
  - 4. I'm glad the band ( is / are ) playing lots of "golden oldies."
  - 5. The committee of five ( is / are ) in charge of the lunch menus.
  - 6. The committee ( is / are ) squabbling among themselves.



- 7. The team ( is / are ) on the court, and the game is about to begin.
- 8. The big crowd in the stadium ( is / are ) louder than usual.
- 9. ( Is / Are ) the choir going to be singing at tonight's concert?
- 10. The staff at most hotels ( is  $\slash$  are ) anxious to make all guests feel at home.
- **B.** Choose five of the following group nouns. On the back of this sheet, write a sentence using each noun you chose. Decide whether you are referring to a single unit or to separate group members. Make sure the noun and verb agree in number.

GROUP NOUNS: orchestra, audience, family, squad, club, flock, army, class

**C.** Scan a magazine, newspaper, letter, advertisement, or pamphlet. Find a sentence that contains a group noun. Copy the sentence on the back of this sheet. Underline the group noun and circle the verb.

BIARAT.	DATE:	
NAME:	DAIE.	

_	
1	<b>_</b>

# MORE PESKY VERB PAIRS: Lie or Lay, Sit or Set -

**FAULTY GRAMMAR:** Before you *lay* down, please *lie* out tomorrow's clothes. **GOOD GRAMMAR:** Before you *lie* down, please *lay* out tomorrow's clothes.

GOOD GRAMMAR HINT: Lay means "to place or put something somewhere."

Lie means "to recline."

## **A.** Complete each sentence with *lie* or *lay*.

1. "If you feel dizzy, \_\_\_\_\_ down with your head flat," suggested the nurse.

2. "\_\_\_\_\_ the baby in her crib while we make dinner," my sister said.

3. "Relax," the dentist said, "and \_\_\_\_\_ back in the chair."

4. "When you finish your test," said the teacher, "\_\_\_\_\_ your paper on my desk."

5. "Don't \_\_\_\_\_\_ your sunglasses on the floor!" her mother scolded.

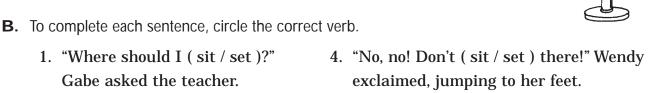
6. The clerk said, "Just \_\_\_\_\_ your money on the counter."

7. "Don't just \_\_\_\_\_ there! Get up and help me."

8. "Don't \_\_\_\_\_ that there! Put it back where it belongs."

**FAULTY GRAMMAR:** If you *set* at the wood table, don't *sit* a wet glass on it. **GOOD GRAMMAR:** If you *sit* at the wood table, don't *set* a wet glass on it.

GOOD GRAMMAR HINT: The verbs *sit* and *set* are similar to *lie* and *lay*. Use *set* when the sentence tells about "placing something on some surface." Use sit to talk about "a person taking a seat."



Yes, master. Rover,

sit!

- 1. "Where should I ( sit / set )?" Gabe asked the teacher.
- 2. "If you ( sit / set ) in the front row, you can see the board," the teacher answered.
- 3. Gabe started to ( sit / set ) down at a desk.
- 5. "That's where I always (sit / set) my backpack," she went on.
- 6. The teacher exclaimed, "Wendy, (sit / set) down and (sit / set ) your backpack somewhere else!"

### ON YOUR OWN!

On the back of this sheet, draw a picture to show the meaning of sit. Write a caption explaining the picture. Then draw a picture that illustrates the meaning of set and write a caption. (Don't worry about your drawing skills. Even stick figures can get the point across.)

NAME:	DATE:



# SENTENCE SENSE: Building a Sentence

**A.** Use each group of words in parentheses to write a complete sentence. Add more words to make your sentence interesting and unique. Make sure you use good grammar in your sentences.

1. (Tyronne / buys / presents)	Tyronne	burys gene	erous presen	nts for all
, J	0	0 0	1	U
his nieces and nepheurs	<b>ν</b> .			
<del></del>				

2. (1	(Bonnie / Mary Ann / laughed)		
	v		

3.	( Cyril / shovel / dug )	

<b>4</b> .	(flames / burned /	trees )	

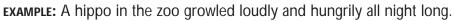
5. (landed / jet / pilot)	

6. (	( monster /	Tammy /	screamed)	
------	-------------	---------	-----------	--

7. (shark / ocean / swam)	
,	

8.	(typed / computer / Sylvia)	

**B.** Select word groups from each column to create five complete sentences. You can add your own words, change word order, or revise some word groups. Just make sure to include a subject and a verb! Write your sentences on the back of this sheet.





COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Who?	What?	Why?	When?	Where?
The alligator	growled loudly	to get attention	at midnight	in Ireland
Four figure skaters	slithered	in anger	one winter	at the park
The teacher	rang	because of hunger	in 2050	on the train
Ms. McGee	danced gracefully	to celebrate	on a birthday	in the kitchen
A hippo	slept	from exhaustion	all night long	in the cafeteria
The telephone	spoke	due to a mistake	at dawn	in the zoo
The film	ended	from fright	in the middle	in the bedroom