

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 I!**
- 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, 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**

NAME: _____

DATE: _____



GOOD GRAMMAR GLOSSARY 1

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

verb homonym contraction possessive noun singular pronoun plural

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.

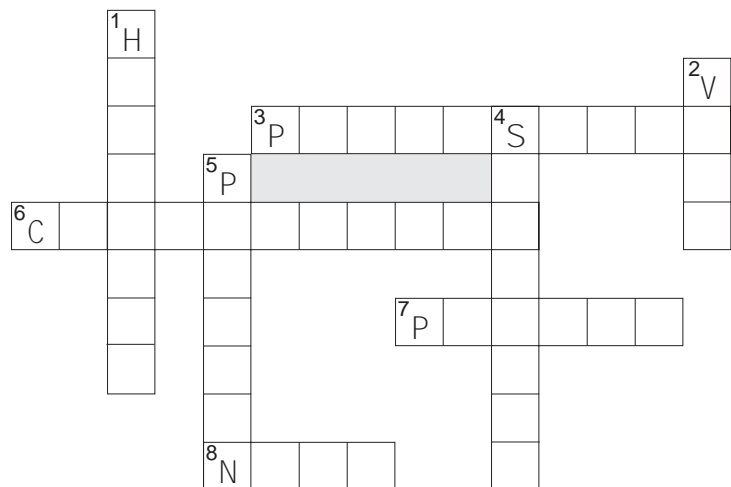
B. To complete the puzzle, match each boldface clue word with a word from the box.

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.

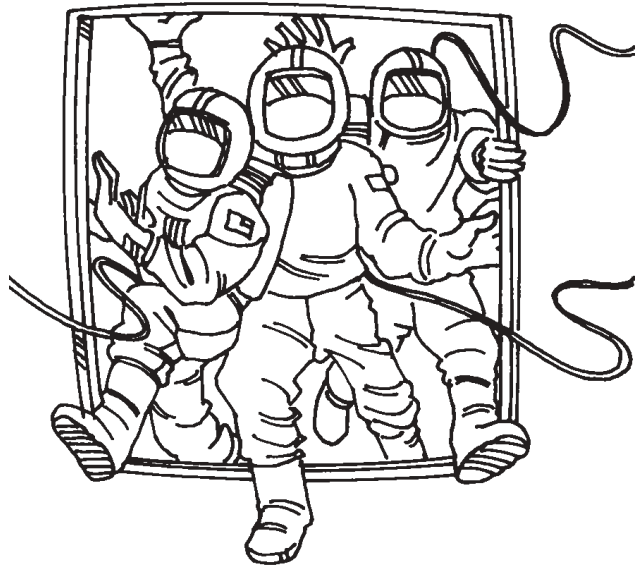
GOOD GRAMMAR:

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 / 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.

NAME: _____

DATE: _____



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."

B. To complete each sentence, circle the correct verb.

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.
4. "No, no! Don't (sit / set) there!" Wendy
exclaimed, jumping to her feet.
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 buys generous presents for all his nieces and nephews.*

2. (Bonnie / Mary Ann / laughed) _____

3. (Cyril / shovel / dug) _____

4. (flames / burned / trees) _____

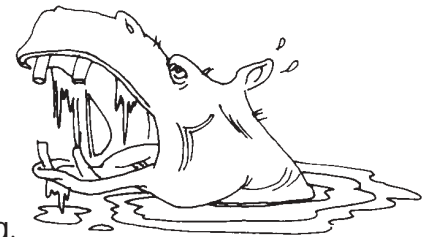
5. (landed / jet / pilot) _____

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.



EXAMPLE: A hippo in the zoo growled loudly and hungrily all night long.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
<i>Who?</i>	<i>What?</i>	<i>Why?</i>	<i>When?</i>	<i>Where?</i>
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



THE PROOFREADER: Sentence Sense

Karla wrote the following report for science class. She included valuable information, but she made sentence errors. On the back of this sheet, rewrite Karla's report. Correct all fragments and run-together sentences.

THE PYTHON

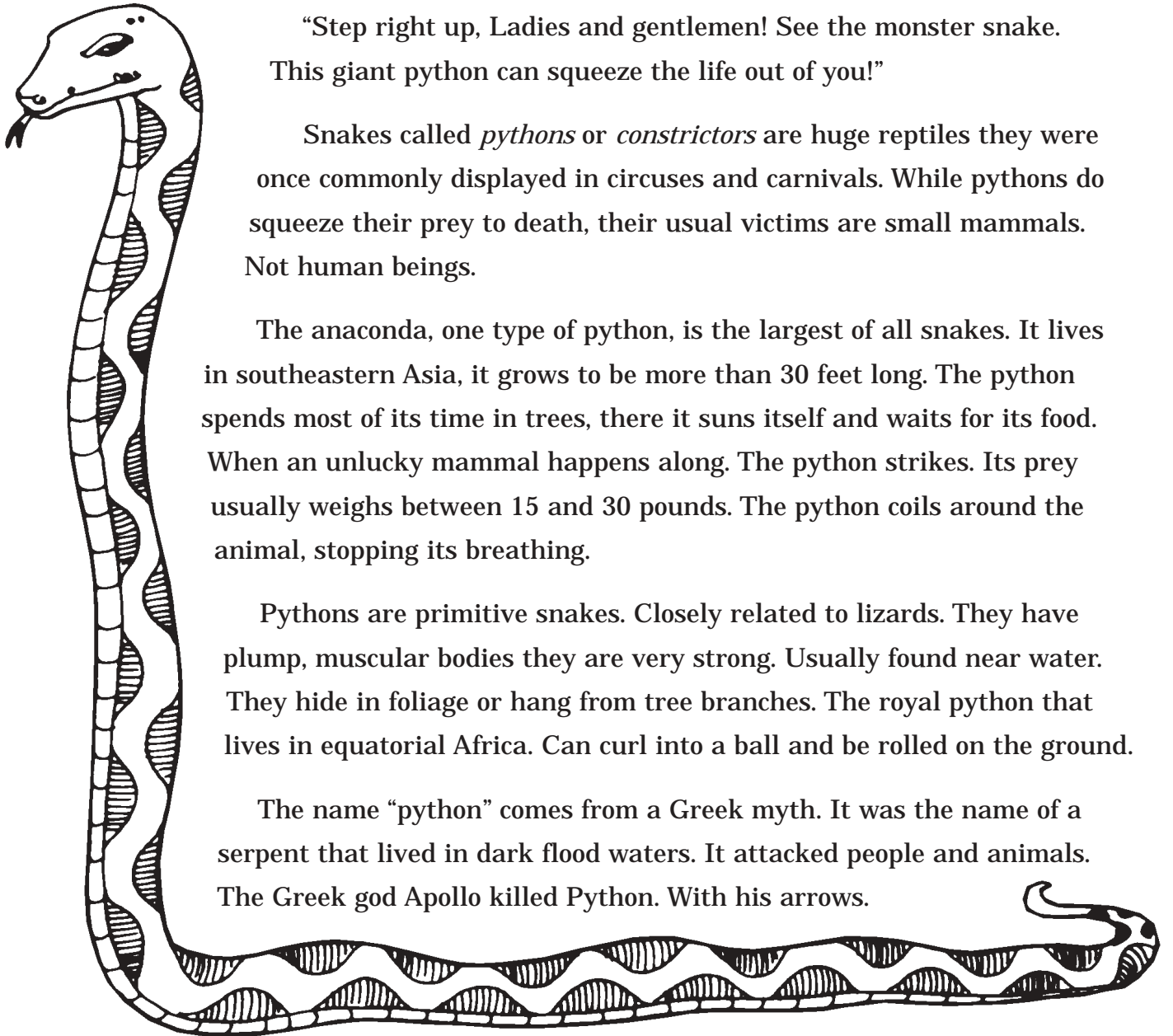
"Step right up, Ladies and gentlemen! See the monster snake. This giant python can squeeze the life out of you!"

Snakes called *pythons* or *constrictors* are huge reptiles they were once commonly displayed in circuses and carnivals. While pythons do squeeze their prey to death, their usual victims are small mammals. Not human beings.

The anaconda, one type of python, is the largest of all snakes. It lives in southeastern Asia, it grows to be more than 30 feet long. The python spends most of its time in trees, there it suns itself and waits for its food. When an unlucky mammal happens along, The python strikes. Its prey usually weighs between 15 and 30 pounds. The python coils around the animal, stopping its breathing.

Pythons are primitive snakes. Closely related to lizards. They have plump, muscular bodies they are very strong. Usually found near water. They hide in foliage or hang from tree branches. The royal python that lives in equatorial Africa. Can curl into a ball and be rolled on the ground.

The name "python" comes from a Greek myth. It was the name of a serpent that lived in dark flood waters. It attacked people and animals. The Greek god Apollo killed Python. With his arrows.

**ON YOUR OWN!**

On the back of this sheet, write one or two paragraphs about another type of reptile. Use an encyclopedia, science book, or the World Wide Web for information. Proofread your work carefully. Make sure you've written complete sentences.



COMPUTER GRAMMAR: The Spell Checker

Three cheers for the spell checker! It does more than find misspellings. It also catches typing errors and alerts you to any words you mistakenly typed twice.

GOOD GRAMMAR HINT: Your spell checker can't *think*, of course. If a misspelling creates a real word, the spell checker okays it. The sentence doesn't have to make sense!

FAULTY SPELLING: The veterinarian recommended a dog *kernel*.
(although spell checker would say okay)

CORRECT SPELLING: The veterinarian recommended a dog *kennel*.

(The typist hit an *r* instead of an *n*. Since *kernel* is a real word, the spell checker missed the error.)

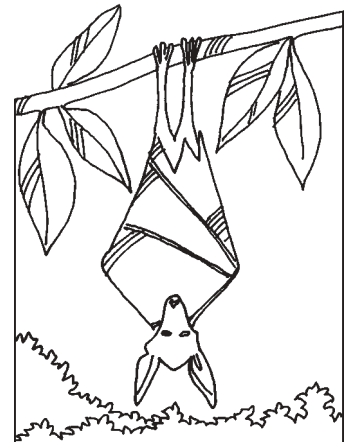
Misspellings in the following sentences created real words. A spell checker won't catch these mistakes. Cross out each faulty word. Spell it correctly above the misspelling. See the first item as an example. (The number of errors in each sentence is noted in parentheses.)

1. The bride and groom will approach the ^{altar} ~~alter~~ and ^{kneel} ~~keel~~. (2)
2. The actress wore an angle costume complete with halo and harp. (2)
3. After the fire, sum items were left in the ruble. (2)
4. A tinny mouse scampered threw the room as wee eight diner. (5)
5. The spell checker doesn't no if words make cents. (2)

ON YOUR OWN 1: Use a computer word-processing program to type the following paragraph. Use the spell checker to identify and repair errors. Then reread the paragraph yourself. Circle any errors the spell checker missed. Write the correct spelling above the error.

THE FLYING FOX

It's not an airborne fox. It's not the name of a World War I fighter plane. What is it? It's a large bat found in tropical regions. The creature gets its name from the fact that its face and snout look like a fox's. Its head and body are about a foot long. Its wings may span up to four feet. Flying foxes spend their days hanging upside down from trees. Clustered together in groups, they are often mistaken for hanging clumps of fruit.



ON YOUR OWN 2: Type an original paragraph on a computer. Describe a product, restaurant, book, or movie you'd recommend to friends. Run the spell checker to catch and repair any spelling errors. Make sure you replace an error with the word choice that fits the meaning of your sentence. Then proofread the paragraph yourself. Circle any errors the checker missed and write the correct words above the errors.



POLITICALLY CORRECT: Avoiding Gender Bias

Both writing and speech should be free of bias. Avoid language that excludes or would be hurtful to a certain group.

BIASED LANGUAGE: *Man* looks to outer space and wonders what is there.

UNBIASED LANGUAGE: *People* look to outer space and wonder what is there.

BIASED LANGUAGE: A *student* can choose *his* elective class from a long list.

UNBIASED LANGUAGE: *Students* can choose *their* elective classes from a long list.

-or-
A *student* can choose *his or her* elective class from a long list.

GOOD GRAMMAR HINT: Avoid gender-specific pronouns such as *his* or *her*. Use language that includes both genders.

A. Decide whether or not each sentence contains biased language. Write PC for *politically correct* if the language is unbiased. Put a check mark (✓) by sentences that suggest gender bias.

1. ____ Every child needs love and mothering.
2. ____ As a first order of business, the committee must elect a chairman.
3. ____ The police officer arrived at the scene of the crime.
4. ____ A fireman must be devoted to helping others.
5. ____ Every firefighter learns to quickly put on his uniform and gear.
6. ____ On Secretary's Day a boss should give his secretary a thank-you gift.
7. ____ A secretary likes to know she is appreciated.
8. ____ Hospital nurses deserve praise for their long hours and hard work.
9. ____ During the strike, the factory was short on manpower.
10. ____ A mailman delivers letters through rain, sleet, or snow!
11. ____ In order to feel proud of himself, a person must be kind to others.
12. ____ Volunteering helps make a person feel good about himself.
13. ____ The writing teacher suggested subjects, but each student chose his own final topic.
14. ____ Dear Sir or Madam:
15. ____ Will mankind ever be at peace?



B. On the back of this sheet, rewrite sentences you checked in Part A. Make them politically correct and unbiased. They should not be gender-specific. The first one has been done as an example.

1. Every child needs love and nurturing.

NAME: _____

DATE: _____



RECOGNIZING GOOD GRAMMAR: Review 1

This activity reviews the following important grammar concepts:

homonym usage	irregular plurals	pronoun choices	
pesky pairs: bring/take, good/well	comparisons	double negatives	articles

One sentence in each pair contains *faulty grammar*. The other sentence displays *good grammar*. Write **FG** by the incorrect sentence and **GG** by the correct one. Use the first item as an example.

1. a. GG Two heads are better than one.
b. FG Too heads are better than one.
2. a. ____ The best-laid plans of mouses and mans often go awry.
b. ____ The best-laid plans of mice and men often go awry.
3. a. ____ Birds of a feather they flock together.
b. ____ Birds of a feather flock together.
4. a. ____ They shouldn't put all their eggs in one basket!
b. ____ They shouldn't put all there eggs in one basket!
5. a. ____ Don't count your chickens before it hatches.
b. ____ Don't count your chickens before they hatch.
6. a. ____ It is fifty miles as the crow flys.
b. ____ It is fifty miles as the crow flies.
7. a. ____ You can take a horse to a waterhole, but you can't make it drink.
b. ____ You can bring a horse to a waterhole, but you can't make it drink.
8. a. ____ Felix and I are having trouble making ends meet.
b. ____ Me and Felix are having trouble making ends meet.
9. a. ____ If Evelyn had been there, she would have helped break the ice.
b. ____ If Evelyn would have been there, she would have helped break the ice.
10. a. ____ A diplomat is a man whom remembers a woman's birthday but not her age.
b. ____ A diplomat is a man who remembers a woman's birthday but not her age.
11. a. ____ There never was a good war or a bad peace.
b. ____ There never was no good war or no bad peace.
12. a. ____ Some say that Maybelle isn't the sharper tack in the box!
b. ____ Some say that Maybelle isn't the sharpest tack in the box!
13. a. ____ The ballot is strongest than the bullet.
b. ____ The ballot is stronger than the bullet.
14. a. ____ A ounce of prevention is worth a pound of cure!
b. ____ An ounce of prevention is worth a pound of cure!
15. a. ____ All's good that ends good.
b. ____ All's well that ends well.