



Here to Help
LEARNING

Quick Reference Language Charts

Capitalization
Sentence Comma
Semicolon
Style **Structure**
Literary
Colon
Plural **Language**
Quotation
Hyphen **Subject** Punctuation
Verbs **Formats**



Homeschool Writing Program

HereToHelpLearning.com



Filmed Instruction



Worksheets



Your Mentorship



**Solid
Writing
Instruction**

What does a great writing lesson look like?

• Day 1 Group Time with Filmed Instruction

- Each filmed lesson consists of five components that moves the student through an enjoyable learning experience.
- Filmed instruction integrates the scripted lessons and worksheets. This provides the visual aspects of learning that are difficult to provide in home education.
- We value relationship-based education. Your talents and mentorship are key components to the success of the lessons.

• Day 2 Independent Work

- Complete the Flying Solo Assignments

Featuring...

- Every step of the writing process modeled for student and teacher.
- Worksheets included
- Meets the needs of visual, kinesthetic, and auditory learners.
- Presented with a high quality film experience to motivate students to write.
- Perfect for co-ops!
- And yes, it's fun!

Pre-Flight Checklist (2 min.)

List of supplies
Scripted lesson and Worksheets



Flight Check-In (5 min.)

Welcome to group time
Character trait for the unit
Memory Verse



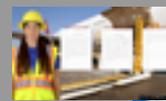
Take-Off (15 min.)

Game time for "Paragraph Writing" level
Writing Warm-up
Recite the Writing Process
Check-Off steps of the Writing Process for the project



Full Throttle (30-40 min.)

The Main Lesson
Discussion and Activity
Hands-on crafts



Flying Solo Assignments (2 min.)
Instructions given for independent work. Flying Solo work is to be completed on another day.



Capitalization

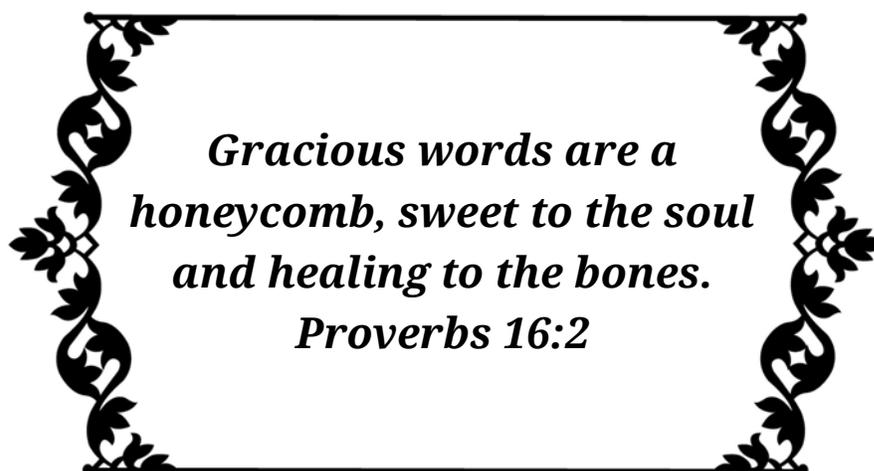
Editing Mark	Use of Editing Mark	Example
≡	Change to a capital letter	antonio climbed a tree. ≡
/	Change to a lower case letter	Antonio climbed a tree.
Rule Number	Rule	Example
1	The first word of every sentence	Sarah is a wonderful writer.
2	The word "I"	My rabbit and I won first place.
3	Days of the week	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
4	Months of the year	January, February, March, April, May, June, July, August, September, October, November, December
5	Holidays	Christmas, Thanksgiving, Easter
6	The salutation or greeting of a letter	Dear Grandma,
7	The closing of a letter	Love, Yours Truly, Sincerely, From
8	People's first and last names	John Sonoma Martha Washington
9	Titles or their abbreviations when used with a name	Captain John Smith-Capt. Doctor Jane Lewis-Dr. President-Pres. Mister-Mr.or Mistress- Mrs. Lieutenant-Lt. Queen Elizabeth
10	Towns	Portland, Detroit, Rio de Janiero
11	Counties	Los Angeles County, El Dorado County
12	States	New York, Pennsylvania
13	Countries	Canada, England, France, Turkey
14	Continents	Africa, Asia, Europe, North America, South America, Antarctica, Australia
15	Islands	Long Island, West Indies, Florida Keys, Liberty Island
16	Mountains	Swiss Alps, Appalachian Mountains, Mount of Olives
17	Bodies of water	Pacific Ocean, Mississippi River, Lake Michigan
18	Parks	Grand Canyon National Park Lotus County Park

Capitalization

Rule Number	Rule	Example
19	Planets Stars Constellations	Mars Polaris Little Dipper
20	Regions North, South, East, and West only when they refer to a place, NOT direction	The North, New England, the Middle West *Be careful! If you are speaking of a direction, you do NOT capitalize north, south, east, or west. <u>Correct:</u> I will travel to the Northwest with my family. <u>Incorrect:</u> We will travel North five miles before turning right.
21	Roads Streets Highways	Green Valley Road Farmers Avenue Sunrise Highway
22	Nationalities and languages	French, Russian, Mexican, Asian
23	Ships Planes Spacecrafts	<i>Mayflower</i> <i>Air Force One</i> <i>Columbia</i> Note: These proper nouns need to be italicized or underlined.
24	Buildings Monuments	White House Statue of Liberty
25	Organizations	Boy Scouts of America National Basketball Association
26	Teams	Dallas Cowboys River Cats
27	Historic Events	Civil War Gold Rush
28	Special Events	Nebraska Home School Convention Florida Special Olympics
29	Awards	Purple Heart Key Club Community Award
30	Businesses	Here To Help Learning Chick-Fil-A
31	Government Agencies	Federal Bureau of Investigation House of Representatives
32	Schools and Institutions	Rancho Mora School United States Air Force
33	Books Magazines Newspapers Movies TV programs	<i>Winnie the Pooh</i> <i>Highlights (magazine)</i> <i>New York Times (newspaper)</i> <i>It's a Wonderful Life</i> <i>Sesame Street</i> Note: These titles need to be italicized or underlined.
34	Poems Short stories Music Name of chapter in a book	"The Swing" "The Make-Over Club" "Amazing Grace" "Mom's Day Out"-name of a chapter Note: Poems, stories, name of chapter, and songs are placed in quotations.
35	Historical Documents	Declaration of Independence U.S. Constitution Magna Carta

Capitalization

Rule Number	Rule	Example
36	Works of art	<i>La Pietá</i> <i>The Thinker</i> Note: These titles need to be italicized or underlined.
37	Religions and their followers	Christian- Christians Judaism- Jewish
38	Holy Writings	Bible, Dead Sea Scrolls
39	Referring to the Creator of universe	God
40	First letter in a quotation	He said, "It's time to go!" She said, " W ait, I will come!" Be careful; the first letter is not capitalized if the speaker continues to speak after a descriptive phrase. <u>Correct</u> : "When I get home," John interrupted Sean, "you will get your present." <u>Incorrect</u> : "When I get home," John interrupted Sean, "You will get your present."
41	Proper Adjectives	M artian landscape T urkish border
42	A word that is used as a name	I had so much fun with M om and A unt S ue. *Be careful; don't use a capital when it is not used as someone's name. Check yourself: -If you can replace the word with a name, and it sounds correct, then it needs a capital letter. Example: I had so much fun with <u>Mom</u> and <u>Aunt Sue</u> . *Check: I had so much fun with Linda and Aunt Sue. This makes sense. This sentence is correct! Example: I had so much fun with my <u>Mom</u> and my <u>Aunt</u> . *Check: I had so much fun with my <u>Linda</u> and my <u>Sue</u> . This does not make sense. This sentence is NOT correct. Correct: I had so much fun with my mom and my aunt.



End Mark Rules

Editing Mark	Use of Editing Mark	Example
	Add a period	Megan brought her homework.
	Remove a period	Megan brought her homework.
	Add a question mark	Who is coming to breakfast?
	Remove a question mark	Who? is coming to breakfast?
	Add an exclamation point	Look out!
	Remove an exclamation point	She set the dishes on the table!

Rule #	Rule	Example
1	Use a period for statement sentences.	Helen is a talented artist.
2	Use a question mark to ask a question	Are your teeth brushed?
3	Use an exclamation point to show excitement	I can't believe we are going to the beach tomorrow! Ouch!
4	Use a period for abbreviations	Mr. Mrs. Dr. a.m. p.m. lb. oz. in. gal.


**“My spelling is wobbly.
It's good spelling but it wobbles,
and the letters get in the wrong
places.”**
 — A.A. Milne, Winnie-the-Pooh
 

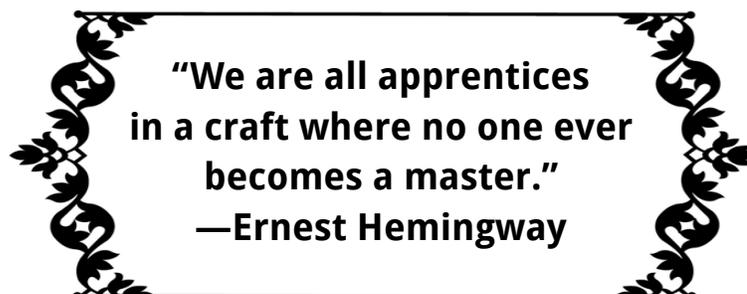
Comma Rules

Editing Mark	Use of Editing Mark	Example
	Add a comma	Caitlyn, Grace and Tiffany smiled for the camera.
	Remove a comma	Yours, Truly,
Rule Number	Rule	Example
1	Words in a series or list	Please take the balls, gloves, and bases down to the field.
2	After an interjection (A word that shows emotion and can stand alone) or after an introductory phrase	Wow , I thought Walker did a fabulous job! Well , I'll think about it. "Yes, we would love to go on the field trip."
3	After or before someone's name that is set apart from the sentence	Hannah , please take care of your sister. Please take care of your sister, Hannah . Please, Hannah , take care of your sister.
4	After someone speaks in a direct quotation	Chayden asked, "Do you want to jump on the trampoline?" "Yes I would," replied Walter.
5	Before or after a short clause	Skipping through the meadow, Sally sang loudly. In my opinion, you should try out for the team.
6	Before or after a word that interrupts the main sentence	The art supplies, however, melted in the hot sun.
7	Before or after a phrase that describes a noun	Ken Burkey, our pastor, prayed for everyone. Our pastor, Ken Burkey, prayed for everyone. Mrs. Conca, our friend, served in a Mexican orphanage.
8	Connecting two sentences into a compound sentence with a conjunction such as, <i>and</i> , <i>but</i> , <i>or</i> , <i>for</i> , <i>nor</i> , <i>or</i> , <i>so</i> , <i>yet</i>	Annemarie ate her banana, but Antonio chose to play.
9	Two adjectives that describe the same noun	A comma is needed -The giraffe is a tall, graceful animal. No comma is needed -The giraffe has dark yellow hair. Be careful: <u>Check #1</u> -To check if a comma is needed, switch the order of the adjectives. Does it make sense? If yes, then it needs a comma. If no, then it does not need a comma. Yes -comma-The giraffe is a graceful, tall animal. No -comma-The giraffe has yellow dark hair. <u>Check #2</u> -To check if a comma is needed, put the word "and" in between the adjectives. If it makes sense, use a comma. Yes -comma-The giraffe is a tall (and) graceful animal. No -comma-The giraffe has dark (and) yellow hair.
10	After a name followed by an abbreviation	My brother, Gerald Edward Kopsisckis Jr., constructs laboratories for chemical engineers.

Quotation Rules

Editing Mark	Use of Editing Mark	Example
	Add quotation marks	 Asher said, "Can you play with me?"
	Remove quotation marks	 Zack answered, "Of course I will."

Rule Number	Rule	Example
1	Quotation marks go around the words that someone has directly spoken	Mattea said, "I love school! Don't you?"
2	Commas and question marks go inside the quotation marks	"I sure do," said Sophia. "Are you coming to the party?" John asked.
3	Indent every time a new person speaks.	<p>→ "Me too," said Emma.</p> <p>→ "I can't wait to see what experiments we do in science today!" said Lily.</p> <p>→ "Maybe it will be something messy," said Mia.</p>
4	Capitalize the first word in a direct quote	Mother said, "Spring is my favorite time of year."
5	Capitalize the first word in an interrupted quote but not the first word of the second part of the sentence.	<p>"Your books," whispered Mom, "are on the front porch." Note: The first part of the quote is capitalized. Note: The second part of the quote is the completion of the sentence. Therefore, the first word of the second quote is not capitalized.</p> <p>Hint: Read both parts of the sentence together and ask yourself if it is a complete sentence. Example: "Your books are on the front porch," whispered Mom.</p>



Semicolon Rules

Editing Mark	Use of Editing Mark	Example
	Add a semicolon	Bethany stood at the library door; she blinked in disbelief.
	Remove a semicolon	Garret saw what; was coming.
Rule Number	Rule	Example
1	Use like a comma joining two independent or complete sentences	Abby-Rain also saw the new shipment of library books arrive; her eyes popped.
2	You may use a semicolon instead of a comma	Hannah jumped for joy; in the meantime, her mother smiled with pride at her love of reading. Be careful: You may not use a semicolon when the sentences are joined by the conjunctions and, but, or, nor, so, or yet.

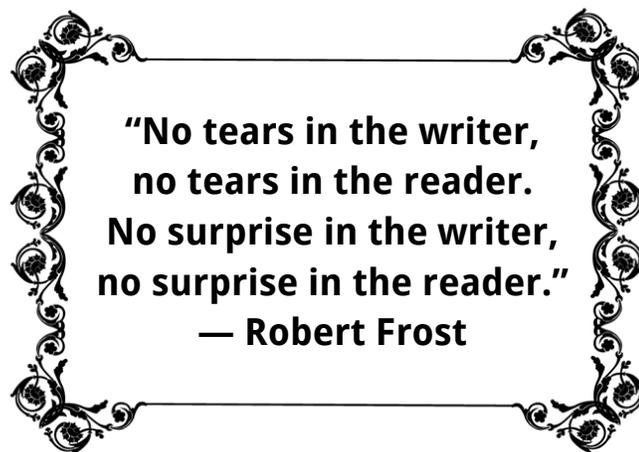
Colon Rules

Editing Mark	Use of Editing Mark	Example
	Add a colon	It is 3:00 a.m.
	Remove a colon	Can you bring: towels, suntan lotion, and a snack?
Rule #	Rule	Example
1	To mean "note what follows"	Please bring to summer camp: towels, a sweatshirt, a Bible, extra socks, and suntan lotion. Be careful: Do not use a colon before a list that follows a verb. <u>Incorrect:</u> Can you bring: towels, suntan lotion and a snack?
2	Before a long statement or quotation	George Washington said: "The foolish and the wicked practice of profane cursing and swearing is a vice so mean and low that every person of sense and character detests and despises it."
3	Time	8:30 a.m.
4	Greeting in a business letter	Dear Mr. President:
5	Between Bible verses	John 3:16

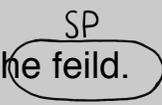
Hyphen/Dash/Parentheses Rules

Editing Mark	Use of Editing Mark	Example
	Add a hyphen	The semi sweet chocolate chips were delicious. 
	Remove a hyphen	I want to know more-about frogs. 

Rule #	Rule	Example
1	Between numbers	One-half Three-quarters Half-ton
2	Two words that join together to make an adjective that describes a noun	<u>Semi-sweet</u> chocolate <u>Hard-boiled</u> eggs <u>Full-time</u> student
3	To divide a word at the end of a line	<ul style="list-style-type: none"> • There should be at least two letters plus the hyphen on the first line and at least three letters on the second line. Do not divide between pages. Hyphen is placed on the first line. • To divide syllables “bat-tle. • Do not divide proper nouns or adjectives, such as “Washington” or “Chinese”.
4	Use a dash to set apart a break in conversation or thought	“How many times have I asked you—” she stopped talking and starred out the window.
5	Use parentheses to insert an explanation into a complete sentence	The wedding dress (twenty-five years old) hung in the closet.



Other Editing Marks

Editing Mark	Use of Editing Mark	Example
	Spelled incorrectly	We ran into the  feild.
	Add apostrophe	I  dont know what to do.
	Join words together or close a gap	To  day, we will celebrate!
	Spell out the word	My sister is  years old.
	Delete	I can't tell you how much  I want to go to the game.
	Start a new paragraph and indent	"Is that your sister?" I asked.  "Yes, it is!" Garret answered.
Frag. _____	Fragment: incomplete sentence	Frag. <u>Ran through the meadow with his tail wagging.</u>
R.O. _____	Run-on: two or more sentences incorrectly joined	R.O. <u>Justin loved to travel in outer space he felt it was his best adventure to date.</u>

Transitional and Linking Words

Add Information	Summary	Compare	Make a point
Again Besides Moreover Another For instance Together with And Likewise As well Furthermore Additionally Along with Also For example Equally important Further	In short Finally In summary In conclusion Consequently Due to As a result Accordingly To sum up Thus Therefore	But Otherwise Even though Conversely Even so Yet However Counter to On the other hand As opposed to	Again Indeed To repeat Truly In fact To emphasize For this reason With this in mind
Same	Make clear	Where	Time
In the same manner In the same way Also Likewise Like Both As Similarly	In other words Put another way Stated differently To clarify For instance	Above Across Against Along Alongside Amid In front of Near Among Around Away from In back of Behind Below Inside Beneath Beside Between Beyond Down Into Onto On top of Throughout Outside To the right Over Under	About After At First Second Third Prior to Subsequently Until Meanwhile Today Tomorrow Before Soon Afterward Immediately Finally During Next As soon as Then

Repairing a Sentence

A fragment is an incomplete sentence.

All sentences must have a subject and a verb. A fragment is an incomplete sentence. Either the subject, the verb, or both are missing. To fix a fragment, find out what is missing and add the missing parts.

Example:

Correct: The puppy ran through the meadow with his tail wagging.

Missing subject: Ran through the meadow with his tail wagging.

Missing verb: The puppy with his tail wagging.

Missing both subject and verb: With his tail wagging.

The editing mark is “Frag.” and the fragment is underlined.

Frag. Ran through the meadow with his tail wagging.

A run-on sentence is when two or more complete sentences are joined incorrectly.

There are four easy ways to fix them.

1. Add a period.

Incorrect: Justin loved to travel in outer space he felt it was his best adventure to date.

Correct: Justin loved to travel in outer space. He felt it was his best adventure to date.

2. Add a semicolon.

Incorrect: Justin loved to travel in outer space he felt it was his best adventure to date.

Correct: Justin loved to travel in outer space; he felt it was his best adventure to date.

3. Add a conjunction or connecting word.

*Famous connecting words: and, but, or, yet

*Be careful: Use a comma after the first independent sentence and before the connecting word.

Incorrect: Justin loved to travel in outer space he felt it was his best adventure to date.

Correct: Justin loved to travel in outer space, and he felt it was his best adventure to date.

4. Add a transitional word.

*Use your transitional word list.

*Be careful, you must use a semi-colon before the transitional word and a comma after it to offset the transitional word.

Incorrect: Justin loved to travel in outer space he felt it was his best adventure to date.

Correct: Justin loved to travel in outer space; however, he felt it was his best adventure to date.

The editing mark is “R.O.” and the run-on sentence is underlined.

R.O. Justin loved to travel in outer space he felt it was his best adventure to date.

Misplaced or Dangling Modifiers

A dangling modifier is a word or word phrase that is confusing. To fix a dangling or misplaced modifier keep the descriptive words close to what is being described. You may need to add a noun or verb to make a clear sentence.

Misplaced modifier: I read about the bank robbers who were captured in the evening paper.

(It sounds like the robbers were apprehended in the newspaper.)

Correct: I read this morning’s paper about the bank robbers who were captured.

Dangling Modifier: Equipped with even the best climbing tools, the steep canyon was difficult to climb.

(It sounds like the canyon was the subject that was equipped and doing the climbing.)

Correct: Equipped with even the best climbing tools, the mountaineers had difficulty climbing the steep canyon.

Words Often Confused

accept-to receive or take except-not including	I <u>accept</u> your encouragement. The market is open everyday <u>except</u> Sunday.
affect-(verb) to influence effect-(noun) as a result	Your input will <u>affect</u> my decision. The <u>effect</u> of hard work results in success.
“alot” is not a word. a lot-a large amount allot-(verb)	We can learn <u>a lot</u> from studying. Please <u>allot</u> ample time to write.
advice- (noun) counsel advise-(verb) to give advice	My <u>advice</u> is take time to be grateful. I would <u>advise</u> you to research your subject.
all ready-(pronoun and adjective) everyone is ready	We are <u>all ready</u> for our vacation.
already-(adverb) by a certain time	We are <u>already</u> finished.
all together-everyone in the same place	When we were <u>all together</u> , we sat down and ate dinner.
altogether-entirely	It was <u>altogether</u> the wrong color.
brake-a stopping device.	Use the <u>brake</u> to stop the car.
break- to shatter	If you drop the glass it might <u>break</u> .
bring-use in relation to an end point or destination.	<u>Bring</u> your schoolwork to me.
take-use in relationship to a starting point	Please <u>take</u> the dog for a walk.
capital-upper case letter capital-money capital-punishable by death capital -excellent capital-center of government	Use a <u>capital</u> letter at the beginning of a sentence. We need <u>capital</u> to start our business. <u>Capital</u> punishment is reserved for severe crimes. What a <u>capital</u> idea for the fundraiser. Sacramento is the <u>capital</u> of California.
capitol- Building or statehouse	In Sacramento, the <u>capitol</u> is located on 10th Street.
choose-(verb-present and future tense)	I <u>choose</u> the red crayon. You may <u>choose</u> any color crayon.
chose-(verb-past tense) (Rhymes with goes)	The boys <u>chose</u> to play outside.
coarse- crude or rough	She never uses <u>coarse</u> language. The fabric was too <u>coarse</u> for a dress.
course-path of action course-unit of study course -part of a meal course-naturally or certainly	The frazzled duck flew off its <u>course</u> . My literature class was an excellent <u>course</u> . The appetizer <u>course</u> was my favorite. Of <u>course</u> you are invited!

Words Often Confused

Complement-to complete Compliment-praise or accolade	The lamp I chose complemented the living room. She was grateful for the compliment on her work.
could have=could've would have=would've should have=should've	Do not write "could of" Do not write "would of" Do not write "should of"
desert-(noun) dry region desert-(verb) to leave dessert-(noun) final course of a meal	The desert is home to many animals. Do not desert your post. The dessert was cherry pie.
fewer-how many. Use with nouns that you can count such as dogs, houses, and pens less-how much. Use with singular nouns such as money, time, and traffic.	There are fewer blossoming trees this year. There is less time spent complaining.
for-belong to Four-the number four	This present is for you! The number four is an even number.
formally-proper formerly-in the past	How would you like to be formally introduced? The new employee was formerly a government representative.
good-(adjective) high quality good-(adjective) describes how something or someone "is" happy or pleased well-(adverb)-skillful, positive well-(adjective)-good health or satisfactory.	We read a good book. I feel good today. He played the violin well . He is well today.
hear-to receive sounds here-place	I can hear you speak. Please meet me here next week.
its-possessive of "it" it's-(contraction) means "it is"	The dog stopped its barking. It's a beautiful day.
lead-(verb, present tense) to go first led-(verb, past tense) to go first lead-a heavy metal	She will lead the way. Last month, she led us to victory! Lead is sometimes used to make fishing weights.

Words Often Confused

<p>lie/lying/lay/have lain-to rest or recline Note: It may be used to describe the position of an object.</p>	<p>I lie on the floor when I am tired. The children are lying on the bed. Every evening we lay our heads on the pillow. The sleepyheads have lain on the couch a long time.</p>
<p>lay/laying/laid/ have laid-to put</p>	<p>Lay those pears down. We are laying the papers on the table. Yesterday, we laid the papers on the table. Where have you laid the papers?</p>
<p>leave-to go away let- to allow or permit</p>	<p>We need to leave on time for piano class. Let him do it on his own.</p>
<p>loose- opposite of tight lose- suffer loss</p>	<p>The loose sweater did not fit. I hope you don't lose the game.</p>
<p>“I” verses “me” Hint: Remove the other person from the sentence to see which sounds correct. Myself</p>	<p>Jennifer and I went to the party. Give the books to Jake and me. I, myself have an opportunity to give grace. I thought to myself, “This is wonderful!”</p>
<p>passed-(verb) past tense of pass past-(noun) history past-(adjective) former past-(preposition) farther than</p>	<p>We passed their car on the road. Her past piano teacher said she was ready for the next level. He went past the library.</p>
<p>Presence-(noun) state of being Presents-(plural) gift</p>	<p>Your presence in our home is a blessing. We have presents for you.</p>
<p>principle- important or main fact principal-the head of a school or business</p>	<p>The principle is work diligently. The principal is my pal.</p>
<p>rise/rising/rose/have risen-to go up raise/raising/raised/have raised-to move something up</p>	<p>I rise early in the morning. I am rising early tomorrow. The rocket rose beyond our sight. He has risen indeed! I will raise the blinds on the window. Raising your own food is satisfying. The store raised the prices. You have raised a great question.</p>
<p>shone-(verb, past tense of shine) shown-(verb, past participle of show) to reveal</p>	<p>The stars shone brightly over the prairie. She has shown me her art work.</p>

Words Often Confused

<p>Since-(preposition, conjunction, and adjective) from time past</p> <p>Sense-ability to hear, smell, taste, touch, see, or perceive.</p>	<p>Since the dawn of time, man has told stories.</p> <p>The dog has a keen sense of smell.</p>
<p>sit/sitting/sat/have sat- to rest</p>	<p>Sit down on the comfy chair. I sat down on the couch. We have sat down, and we don't care to get up.</p>
<p>set/setting/have set-to put</p>	<p>Set the tea on the table. I am setting the tea on the table. I have set the cups next to the teapot.</p>
<p>stationary-in a fixed place stationery- writing paper</p>	<p>The price of the land remained stationary. I love the stationery you used to write the note.</p>
<p>than-comparison then- refers to time</p>	<p>I love you more than chocolate. It was then I realized my love for chocolate.</p>
<p>their-belonging to a group there-a place they're-(contraction) they are there's-(contraction) there is</p>	<p>Their socks are red and white. There are three dogs. They're ready for Christmas. There's one thing I must do before I go to sleep.</p>
<p>threw-to throw through-in one side and out the other</p>	<p>He threw the ball. She went through the tunnel.</p>
<p>to-direction too-more two-number</p>	<p>I skipped to the pool I ate too much candy. I ate two pieces of candy.</p>
<p>waist- the middle of the body waste- to expend carelessly</p>	<p>The dress doesn't seem to fit at the waist. It is sad to waste all that food.</p>
<p>weak-lacking strength week- seven days</p>	<p>After his accident, he was very weak. There are seven days in one week.</p>
<p>weather-atmospheric conditions whether-doubt</p>	<p>The weather is beautiful today. I am not sure whether or not I will be going tomorrow.</p>
<p>which-refers to <i>things</i> Use "which" if the information that follows is not needed to communicate the idea of the sentence. It has less information but will still be a sentence.</p> <p>that-refers to <i>people or things</i> Use "that" if the information that follows is needed to communicate the idea of the sentence.</p>	<p>I attended a conference, which ended on Saturday.</p> <p>I returned the book that I borrowed from the library.</p>

Words Often Confused

who's-(contraction) who is
whose-possessive of who

Who's coming to dinner?
Whose bicycle is in the driveway?

your-belonging to another
you're-(contraction) you are

Your ice cream was made with the finest ingredients.
You're a great chef!

Writing Formats

A diagram showing the layout of a younger student essay on lined paper. At the top right, the date "November 4, 2013" is written. Below it, the title "My Lamb" is centered, followed by the author's name "by Mrs. Mora" on the next line. The main body of the text begins with "Mary had a little lamb whose fleece was white as snow. Everywhere that Mary went, the lamb was sure to go." Arrows point to the start of the first line and the end of the second line. Labels include "Date", "Title", "Author's Name", "Start Here!", and "Continue Here!".

Younger Student Essay Format

A diagram showing the layout of an older student essay on lined paper. At the top right, the date "September 1, 2013" is written. Below it, the title "My Lamb" and author "by Mrs. Mora" are written. The main body of the text is indented and reads: "Mary had a little lamb whose fleece was white as snow. Everywhere Mary went the lamb was sure to go. The lamb followed Mary to school. This was against the rules." Arrows indicate the indentation and the return to the margin. Labels include "Date", "The Title", "The Author", "Indent Paragraph", "Skip Line", and "Always return to the red line".

Older Student Essay Format

A diagram showing the layout of a friendly letter on lined paper. At the top right, the sender's address is listed: "Your Full Name", "Your Address", and "Your City, State and Zip Code". Below this is the recipient's address: "Dear (Friend's Name), (You may use a non-formal address such as Aunt Sue. Or you may use an address that you offer to them when you are in everyday conversation such as their first name. Or maybe your friend is an adult. In that case, you may address them by their last name, such as Mrs. Langdon.)". A large rectangular box is provided for the body of the letter, with the text "The body of the letter includes the information that you want to share with your friend." Below the box, the closing is "Thank you," followed by "Your Printed Name" and "Your Signature". At the bottom, it says "P.S.- Add any information that you forgot to include in the body of the letter."

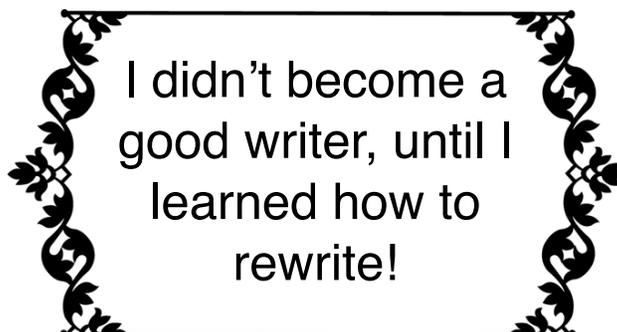
Friendly Letter Format

A diagram showing the layout of a business letter on lined paper. At the top right, the sender's address is listed: "Date", "Your Full Name", "Your Address", and "Your City, State and Zip Code". Below this is the recipient's address: "Business Name", "Business Address", and "Business City, State and Zip Code". The salutation is "Dear (Business Name) :". A large rectangular box is provided for the body of the letter, with the text "The body of the letter includes the information that you would like to share with the business." Below the box, the closing is "Thank you," followed by "Your Printed Name" and "Your Signature".

Business Letter Format

Plural Rules-More Than One

<p>If the noun ends with a consonant followed by a “y”, drop the “y” and add “ies”</p>	<p>berry—berries activity—activities butterfly—butterflies pony—ponies spy—spies penny—pennies</p>
<p>If the noun ends in: -ch and does not say the “k” sound -s -sh -x -z add “es”</p>	<p>church—churches bus—buses dish—dishes fox—foxes waltz—waltzes</p>
<p>If the noun ends in “ch” and says the “k” sound add “s”.</p>	<p>stomach—stomachs epoch—epochs monarch—monarchs</p>
<p>If the noun ends in a “f” or “fe”, drop it and add “ves”.</p>	<p>half—halves knife—knives</p>
<p>If the noun ends in two vowels followed by “f” add “s”.</p>	<p>chief—chiefs spoo—spoofs</p>
<p>If the noun ends in a vowel followed by “o” add “s”.</p>	<p>zoo—zoos ratio—ratios video—videos</p>
<p>If the noun ends with a consonant followed by “o”, add “s” or “es”.</p> <p><u>Example #1</u>: Most nouns that end in “o”, add “s”</p> <p><u>Example #1</u>: Many of these nouns can be spelled either way.</p> <p><u>Example #3</u>: Some of these nouns are only spelled correctly if you add “es”</p> <p>When in doubt, look it up!</p>	<p><u>Example #1</u> solo—solos avocado—avocados</p> <p><u>Example#2</u> banjo—banjos—banjoes volcano—volcanos—volcanoes</p> <p><u>Example #3</u> domino—dominoes potato—potatoes hero—heroes</p>



Subject-Verb Agreement



Subjects and Verbs MUST agree!

Single subjects take a single verb.

Plural subjects take plural verbs.

1. Find the subject of the sentence.
2. Find the verb or action word of the sentence.
3. Make sure they match.
4. Sometimes subject-verb agreements can be tricky.
If you are not sure, look it up in a dictionary.

Verbs that show “being”

I : am, was, have been

you : are, were, have been

he, she, or it: is, was, has been

we: are, were, have been

you: are, were, have been

they: are, were, have been

23 Helping Verbs

The “Beings”-**is, am, are, was, were**

The “Bs” -**be, been, being**

The “Hs”-**has, had, have**

The “D’s” -**do, does, did**

The “oulds”-**could, would, should**

The “Ms”- **may, might, must**

“The last ones”-**will, can, shall**

Verb Tense Definitions

The **tense** of the verb shows the **time of the action**. In writing, it is important to make your verb tenses match or agree. This chart shows the different tenses of the verb, “to give”.

Verb Tense	Singular	Plural
Present Tense The action is happening now.	I give you give he, she, or it gives	we give you give they give
Past Tense The action happened in the past.	I gave you gave he, she, or it gave	we gave you gave they gave
Future Tense The action will happen in the future.	I will (shall) give you will give he, she, or it will give	we will (shall) give you will give they will give
Present Perfect Tense The action was completed prior to the present.	I have given you have given he, she, or it has given	we have given you have given they have given
Past Perfect Tense The action was completed before another action.	I had given you had given he, she, or it had given	we had given you had given they had given
Future Perfect Tense Shows when a future action will be completed.	I will (shall) have given you will have given he, she, or it will have given	we will have given you will have given they will have given

Irregular Verbs Frequently Misused

Verb	Present Participle	Past	Past Participle
begin	is beginning	began	have begun
blow	is blowing	blew	have blown
break	is breaking	broke	have broken
bring	is bringing	brought	have brought
burst	is bursting	burst	have burst
choose	is choosing	chose	have chosen
come	is coming	came	have come
dive	is diving	dove	have dived
do	is doing	did	have done
drink	is drinking	drank	have drunk
drive	is driving	drove	have driven
eat	is eating	ate	have eaten
fall	is falling	fell	have fallen
freeze	is freezing	froze	have frozen
give	is giving	gave	have given
go	is going	went	have gone
grow	is growing	grew	have grown
know	is knowing	knew	have known
put	is putting	put	have put
ride	is riding	rode	have ridden
ring	is ringing	rang	have rung
run	is running	ran	have run
see	is seeing	saw	have seen
shake	is shaking	shook	have shaken
shrink	is shrinking	shrank	have shrunk
sink	is sinking	sank	have sunk
speak	is speaking	spoke	have spoken
steal	is stealing	stole	have stolen
sting	is stinging	stung	have stung
strike	is striking	struck	have struck
swear	is swearing	swore	have sworn
swim	is swimming	swam	have swum
take	is taking	took	have taken
tear	is tearing	tore	have torn
throw	is throwing	threw	have thrown
wear	is wearing	wore	have worn
write	is writing	wrote	have written

Grammar Rules for Numbers

Rule	Rule	Example
1	Write out numbers 1-9	one, two, three, four, five, six, seven, eight, nine
2	<p>One word numbers-spell out. Two word numbers-write the numeral.</p> <p>Note: Experts don't agree on this rule. Recommend: Be consistent when writing numbers.</p>	<p><i>Incorrect:</i> I have 8 children. <i>Correct:</i> I have <i>eight</i> children.</p> <p><i>Incorrect:</i> Please buy twenty-four eggs. <i>Correct:</i> Please buy <i>24</i> eggs.</p>
3	Do not start a sentence with a numeral.	<p><i>Incorrect:</i> 300,000 copies were sold the first day. <i>Correct:</i> On the first day, <i>300,000</i> copies were sold. <i>Correct:</i> <i>Three hundred thousand</i> copies were sold the first day.</p>
4	Distinguish two numbers next to each other by writing a numeral (symbol) or spell out the word.	<p>We saw <i>five 7-year</i> olds playing games on the lawn. The <i>first 20</i> people to register will receive a gift.</p>
5	Write out ordinal numbers.	<p>He is my <i>first</i> cousin. She took <i>second</i> place in the competition.</p>
6	Be consistent when writing multiple numbers.	<p><i>Incorrect:</i> During the bake sale, the children sold twelve pies, 150 cookies, and 36 brownies. <i>Correct:</i> During the bake sale, the children sold 12 pies, 150 cookies, and 36 brownies.</p>
7	Centuries or decades should be spelled out.	<p>Distance running became popular in the <i>eighties</i>. In the <i>fourteenth</i> century, the Canterbury Tales made its debut.</p>
8	<p>Rounding numbers When rounding numbers, spell out the number. Note: Use numerals only if it is an exact number.</p>	<p><i>Incorrect:</i> About 350,000,000 people speak Spanish. <i>Correct:</i> About 350 <i>million</i> people speak Spanish.</p>
9	<p>Percentages If a percentage begins a sentence, it should be spelled out.</p>	<p><i>Incorrect:</i> 4% of the school-age population is homeschooled. <i>Correct:</i> Four percent of the school-age population is homeschooled.</p>

Parts of Speech

Part of Speech	Definition and a Brief Example
Noun	A noun is a person, place, thing, or idea Person: James, Captain Knucklehead, runners... Place: New York, library, Mars... Thing: banana, boat, pyramid... Idea: truth, justice, honesty...
Verb	A verb is a word that shows action or being Shows action: jump, ski, pick... Shows being: am, is, was...
Pronoun	A pronoun is a word used in place of a noun. Personal pronouns: I, my, mine, me, we, ours, us.... Reflexive pronouns: myself, ourselves... Relative pronouns: who, whom, whose..... Interrogative pronouns: who, which, whose.... Demonstrative pronouns: this, that, these, those...
Adjectives	A word that describes a noun or pronoun. Example: I have five fingers. Example: I would love to have a cheese sandwich. Example: I like that shirt. Example: My sister is arriving.
Adverbs	A word that describes a verb, adjective, or adverb. Example: I am completely happy. Example: I will see you later .
Conjunctions	A word that that is used to join words or groups of words. Example: and, but, or, nor, for, yet, so...
Prepositions	A preposition is a word to show relationship to a noun or pronoun in the sentence. Example: about, above, across, after, against, around, at, before, behind, below, beneath, beside, between, beyond, by, down, during, except, for, from, in, inside, into, like, near, of, off, on, out, outside, over, since, through, throughout, till, to, toward, under, until, up, upon, with.....
Interjections	An interjection is a word that is used to express emotion set apart from the sentence by a comma or exclamation point. Example: Hey! Ugh! Example: Wow, you are amazing!

Common Literary Techniques

Literary Techniques- The way a writer writes to convey meaning or emotion.

Simile- a comparison between two things that uses “like” or “as”

Example: The light was as bright as the stars.

Example: Her smile was like a rainbow on a cloudy day.

Metaphor- a comparison between two things that does not use the word “like” or “as”

Example: America is a melting pot for the world.

Example: Life is a wild roller coaster ride with ups and downs.

Mood- the way an author uses words to create a feeling

Example: The rays of the sun touched her cheek and awakened her to the new life that was beginning.

Example: He fumbled as he slowly tore the envelope handed to him by his boss. A chill from the window whisked down the empty hall. He slowly read the note that the factory was shutting down tomorrow.

Tone- the way the author uses words to influence the reader about certain ideas or persons

Example: If the author likes the idea of caring for the sick then he/she may have a character in the story that receives deep satisfaction from caring for the sick.

Example: If the author has respect for the office of presidency, he/she will use respectful words when speaking about the president.

Symbolism- an author may use an object to represent a truth or an idea

Example: In *Lord of the Rings*, the ring symbolizes the temptation of man and that one needs to remain humble to conquer its power.

Hyperbole- an exaggeration that helps make the authors point

Example: Paul Bunyan was as big as an ox and could swing a redwood tree like an axe.

Irony- words that have opposite literal meaning that makes the reader laugh or think about the truth.

Example: The dentist broke his tooth biting into a piece of hard candy.

Onomatopoeia- words used to describe a sound

Example: The screeching car zoomed past our family.

Example: “Meow,” said the cat.

Personification- an author may give human qualities to an object or animal

Example: The clouds began to cry on that dreary day.

Example: Knucklehead’s sense of responsibility to save the day kicked into high gear!

Alliteration- words that use the same beginning letter

Example: The sly snake slithered across the desert.

Foreshadowing- an author gives hints about what is going to happen in the story

Example: In the story, “Little Red Riding Hood”, Little Red Riding Hood is not listening to her mother explain about the danger of strangers.

Flashback- an author shows the reader the end of the story first and then continues the story

Example: In the beginning of the story, the hero is hanging from a cliff. The story continues with a description of the events that led to the hero hanging from a cliff.

Sentence Types and Structure

Sentence Type	Example
Statement-Declarative (Makes a statement)	The cat is sitting next to the window. (ends with a period)
Question-Interrogative (Asks a question)	Is the cat sitting next to the window? (ends with a question mark)
Command- Imperative (Tells someone to do something)	(you is understood) Sit by the window with the cat. (Ends in a period or exclamation point)
Exclamation- Exclamatory (Shows strong emotion)	Help, the cat is falling from the window! (ends with an exclamation point)
Simple Sentence (Subject + Verb)	I drink milk.
Compound Sentence (subject+verb + and+ subject +verb) and/or/but/nor/or/so/yet	<u>Sally whispered</u> to her sister, <u>and she smiled</u> .
Introductory Participle Phrase (Describes a noun or pronoun)	<u>Walking rapidly</u> , we reached the park in time for the game.
Appositive Phrase (Renames the noun)	Jennifer, <u>the girl next door</u> , is thoughtful.
Introductory Prepositional Phrase	<u>With a paintbrush in hand</u> , Mark began to paint.
Introductory Adverb Clause	<u>After Kyle had completed his writing</u> , he gave it to the publisher.

**I love all the different types of sentences!
I want to use them all!**

Paragraph Editing Checklist for Second Rough Draft

Did the writer stay on task with the writing project?

Is there an interesting attention-getter sentence?

Is there a closing sentence that restates the main idea using different words?

Do all the sentences in the middle of the paragraph support the main idea?

Are there transitional words to help connect ideas?

Is each sentence clear and complete?
Identify the weakest sentence and remove it or fix it.

Are there fragments?
A fragment is an incomplete sentence.

Are there run-on sentences?
A run-on sentence is when two or more complete sentences are joined incorrectly.

Are there dangling modifiers?
A dangling modifier is a word or word phrase that is confusing .

Were different types of sentences used?

Do all the subjects and verbs agree?

Are the verb tenses consistent?
Example: past, present, and future

Are all the “dead words” removed?

Are there literary techniques such as similes or metaphors?

Are all the words spelled correctly?

Is the punctuation correct?

Is the paragraph indented?



Multi-Paragraph Editing Checklist for Second Rough Draft

Did the writer stay on task with the writing project?

Is there an interesting attention-getter sentence that presents the main idea?

Is there a closing sentence that restates the main idea using different words?

Do all the paragraphs support the main idea of the writing project?

Are there transitional words to help connect ideas?

Is each sentence clear and complete?
Identify the weakest sentence and remove it or fix it.

Are there fragments?
A fragment is an incomplete sentence.

Are there run-on sentences?
A run-on sentence is when two or more complete sentences are joined incorrectly.

Are there dangling modifiers?
A dangling modifier is a word or word phrase that is confusing .

Were different types of sentences used?

Do all the subjects and verbs agree?

Are the verb tenses consistent?
Example: past, present, and future

Are all the “dead words” removed?

Are there literary techniques such as similes or metaphors?

Are all the words spelled correctly?

Is the punctuation correct?

Is each paragraph indented?

