

Grammar Guide



Punctuation Rules

A period is used...

- at the end of declarative sentences and mild imperatives.
- after initials and abbreviations.
- only once for a sentence ending with an abbreviation.

A question mark is used...

- at the end of an interrogative sentence.

An exclamation mark is used...

- after a word, phrase, or sentence showing strong feeling.

A comma is used...

- to separate two or more adjectives of equal rank.
- to set off a direct quotation.
- to separate three or more words, phrases, or clauses in a series.
- to separate two independent clauses in a compound sentence.
- to set off a word, phrase, or dependent clause at the beginning of a sentence.

A semicolon is used...

- to separate independent clauses very close in meaning but not separated by *and*, *but*, *or*, *nor*, *for*, or *yet*.
- to separate items in a series when the series already contains commas.

A colon is used...

- before a list of items or details.
- before a statement that summarizes the original statement.
- before a long, formal quotation or statement.

Parentheses are used...

- to set off words, phrases, clauses, or sentences which are independent of the main part of the sentence.

Quotation marks are used...

- to set off a direct quotation. (Single quotation marks are used for quotes within quotes.)
- to set off words, phrases, or sentences referred to in the sentence.
- to set off slang and foreign words or phrases.

Pronoun-Antecedent Agreement

- A personal pronoun must agree with its antecedent in person, number, and gender.
- Collective nouns are singular when the group is acting as a single unit.
- Collective nouns are plural when the members of the group are acting independently.

Example:

The orchestra disagree on the selections for the concert.

Subject-Verb Agreement

- Normally, when two or more subjects are connected by *and*, the subject is plural and requires a plural verb.
Fred and Dave like this class.
- If the two subjects form a unit, the subject is then singular and requires a singular verb.
Chicken and dumplings is my favorite meal.
- Two singular subjects joined by *or* are considered singular and require a singular verb.
- When one of the subjects is singular and the other is plural, the verb agrees with the subject that is nearer.
- The subject of the sentence is never affected by intervening phrases that might come between it and the verb.
- A collective noun that is singular requires a singular verb.
- If the collective noun indicates by its usage that the individual members are acting separately, then a plural verb is required.
- A plural noun that shows *weight*, *extent*, or *quantity* is singular and takes a singular verb.
Ten dollars is the price of this tape.

Rules for Titles

- All principal words in titles are capitalized. Do not capitalize prepositions, coordinating conjunctions, and articles unless they begin the title.
- Underline the titles of books, magazines, newspapers, and films. (Italics may take the place of underlining if you are using a word processor capable of doing it.)
- Quotation marks are used to enclose the titles of magazine articles, chapters of books, names of songs, and titles of poems.

Capitalization Rules

- Capitalize names of particular persons, places, and things.
- Capitalize titles of rank when they come before a person's name.
- Do not capitalize the names of the seasons of the year unless they are personified.
- The words *north*, *south*, *east*, and *west* are capitalized only when they refer to sections of the country, not directions.
- The names of school subjects are not capitalized unless they are names of languages.
- All words that refer to a specific deity and sacred books are capitalized.

The "Of" Error

- Do not substitute the preposition *of* for the auxiliary verb *have*.
Common error forms are:
could of
should of
You should use:
could have
should have

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**Port Arthur Independent School
District**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the school district name.

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Simplify Your Writing Instruction April Smith, 2023-10-25 Set up your writing block quickly and easily with a simple research based framework Schools need their writing instruction simplified Most classrooms share writing time with another subject making it difficult for students to receive the direct writing instruction they need Between the lack of time increased gaps in writing skills and inconsistent writing curriculum teachers are struggling to bring their students up to grade level Simplify Your Writing Instruction provides you with a classroom tested framework that helps you set up your writing block within the limited time and resources you have Step by step this practical guide shows you how to amplify your students writing skills employ simple feedback opportunities and interventions streamline your lessons use simple differentiation techniques to help reach students of all ability levels and more Author April Smith is a former teacher who has trained more than 50 000 K 12 educators on best practices for writing instruction While in the classroom she learned that having simple and consistent systems in place is critical Accordingly none of the tasks and strategies will require you to create or prep anything complicated or time consuming In Simplify Your Writing Instruction you will find easy to use checklists implementation tasks customizable templates student writing samples helpful tables and charts and a simple spreadsheet that you can use to plan your lessons and modify your teaching to meet the needs of each writer Be confident and supported in your writing instruction Simplify Your Writing Instruction will teach you how to Implement the Simple Pre Assessment Process in your classroom Encourage authentic writing practice at home Differentiate your lessons to reach your Special Education ELL and Gifted students Integrate grammar naturally and optimize student output after each lesson Split the writing process into efficient and effective 10 to 15 minute mini lessons Make writing a priority by incorporating writing application into other subjects Use a simple pre assessment to get a better overall picture of what your students can do Utilize more complex strategies such as small group work and conferring Packed with expert advice and easy to follow strategies Simplify Your Writing Instruction A Framework for a Better Writing Block is a must have resource for all K 12 educators and teachers in training *From Struggling Students to Successful Writers in 7 Easy Steps* Joanna Posey, 2009-09 This Volume is the first of 2 volumes that are being released together but under separate covers Volume 1 contains the instructional guide to teach special education students and English language learners to be successful writers in 7 easy steps In view of the increasing educational dropout rate of these special populations this unique simple program offers encouragement hope and success to students who are struggling in developing their writing skills Not only is this program easy to learn and remember but students are able to increase their writing skills in shorter periods of time This Volume contains five no frills bare bones lesson plans along with teacher comments It also includes reproducible Master Guide Sheets and student Self evaluation forms The simplified color coding system is used as a consistent predictable routine in each writing activity This program like no other promotes student self confidence and renewed interest in learning The

words I can't write turn into Yes I can However the best kept secret is that these 7 easy steps will help all students Listen to what the kids are saying I had a lot of fun with Steps 1 to 7 They really helped me with my work comments from an 8th grade student The first thing I learned was Steps 1 7 I learned how to write better paragraphs comments from an 8th grade student I learned how to web my ideas using complete sentences comments from an 8th grade student I did really well on my writing assessment because I used the 7 steps comments from a 9th grade student I couldn't write a complete sentence With these steps I can write complete paragraphs and essays for Language Arts and Geography I did well in my writing test too comments from a 9th grade student Listen to what teachers are saying I have been in meetings where parents have commented how effective her writing program has been with helping their kids I've often heard parents express their gratitude for their child's success due to Ms Posey's teaching comments from a junior high teacher After the 9th graders took the writing assessment several of the students commented on how good they felt about their writing abilities that were a direct result of the efforts of Ms Posey comments from a junior high teacher Her strategies and writing techniques resulted in 50% improvement an impressive increase in the scores of resource students for the 9th grade direct writing assessment This is the highest achievement I've seen in my 30 years of teaching comments from a secondary special education teacher

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Table of Contents Writing And Grammar Guide Printables

1. Understanding the eBook Writing And Grammar Guide Printables
 - The Rise of Digital Reading Writing And Grammar Guide Printables
 - Advantages of eBooks Over Traditional Books
2. Identifying Writing And Grammar Guide Printables
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Writing And Grammar Guide Printables
 - User-Friendly Interface
4. Exploring eBook Recommendations from Writing And Grammar Guide Printables
 - Personalized Recommendations

- Writing And Grammar Guide Printables User Reviews and Ratings
- Writing And Grammar Guide Printables and Bestseller Lists
- 5. Accessing Writing And Grammar Guide Printables Free and Paid eBooks
 - Writing And Grammar Guide Printables Public Domain eBooks
 - Writing And Grammar Guide Printables eBook Subscription Services
 - Writing And Grammar Guide Printables Budget-Friendly Options
- 6. Navigating Writing And Grammar Guide Printables eBook Formats
 - ePub, PDF, MOBI, and More
 - Writing And Grammar Guide Printables Compatibility with Devices
 - Writing And Grammar Guide Printables Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Writing And Grammar Guide Printables
 - Highlighting and Note-Taking Writing And Grammar Guide Printables
 - Interactive Elements Writing And Grammar Guide Printables
- 8. Staying Engaged with Writing And Grammar Guide Printables
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Writing And Grammar Guide Printables
- 9. Balancing eBooks and Physical Books Writing And Grammar Guide Printables
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Writing And Grammar Guide Printables
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Writing And Grammar Guide Printables
 - Setting Reading Goals Writing And Grammar Guide Printables
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Writing And Grammar Guide Printables
 - Fact-Checking eBook Content of Writing And Grammar Guide Printables

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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