

# ENGLISH GRAMMAR AND WRITING REVIEW

## READING THE PASSAGE

Tips-Before you answer any of the questions, read the passage at least once. Next, label the passage past, present, or future tense.

Future Tense-The future tense of a verb expresses action that will take place in the future.

Ex. Mr. Alvarez will attend the concert.

Past Tense-The past tense of a verb expresses action that already happened.

Ex. The athletes practiced.

Present Tense-The present tense of a verb expresses action that happens now or regularly.

Ex. The dog is barking violently.

Look out for double-negative answers--these are always incorrect. Ex. wouldn't never, can't never, can't hardly, had never hardly

## SENTENCE TYPES

Remember, you will be dealing with fragments, run-ons, simple, compound, complex, and appositive sentences. There are also some questions that are correct and don't require any changes. It is also possible for ALL 4 answer choices to be correct, so use the sentence chart strategy to choose the **BEST** answer.

### Sentence Types

**Appositive**-An appositive is a noun that is placed next to another noun to define it.

Ex. James Madison's wife, **Dolley**, was a famous first lady.

Or

He was a great leader, **John Lewis Stuart**.

**Complex Sentence**-A complex sentence has one independent clause (sentence) and one subordinate clause (fragment).

Ex. **When** Maria moved to El Paso, she made many new friends.

Maria made many new friends **when** she moved to El Paso.

**Note-If the fragment is first, use a comma. Don't use a comma if the sentence comes first.**

Also, remember that the fragment always begins with a **subordinating conjunction**--after, although, as, as if, as though, because, before, if, since, than, though, till, unless, until, when, whenever, where, whereas, wherever, while.

**Compound Sentence**-A compound sentence contains two or more simple sentences joined by a comma and a conjunction or by a semicolon. Remember---,F,A,N,B,O,Y,S!!!!

Ex. Eudora Welty is a novelist, **but** she also writes essays.

Or

Eudora Welty is a novelist ; she also writes essays.

Or

Conjunctive Adverbs: **however, therefore, moreover, nevertheless**

Moby is an absentminded robot; **therefore**, I will be spending my afternoon in detention.

**Simple Sentence**-A simple sentence has one or more subjects and one or more predicates.  
(**subject=noun and predicate=verb**)

Ex. Eudora Welty *lived* in Jackson, Mississippi.

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## SPELLING, CAPITALIZATION, AND PUNCTUATION RULES!!

### Spelling

Reading a sentence backwards can help you find the misspelled word because you are not focusing on the meaning of the sentence but rather on the words.

Ex. He enjoys runing in the park.  
park the in runing enjoys He

Remember to **USE THE DICTIONARY!!** You are allowed to use the dictionary for the **essay** and **multiple choice** sections!

### Capitalization

Here are some of the basic capitalization rules you will be tested on.

**Rule 1**--Capitalize the first word in a sentence.

Ex. **M**any people work two jobs.

**Rule 2**--Capitalize the first word in a direct quotation.

Ex. Terry said, "**O**nly one person may attend the show."

**Rule 3**--When a quote is interrupted, don't capitalize the second part of the quote.

Ex. "I read a book," said Kim "**a**bout wolves."

**Rule 4**--Capitalize the first word in a salutation and closing in a letter.

Ex. **D**ear Mrs. Adams, **S**incerely yours, **W**ith love, **M**y dear Jenny

### Names and Titles of People

**Rule 1**--Capitalize names of people and initials.

Ex. **R**udy **G**omez, **P**atsy **L.** **V**asquez, **R. E.** **S**anton

**Rule 2**--Capitalize titles or abbreviations of titles before a person's name.

Ex. **P**resident Obama, **M**rs. Ruiz, **D**r. Martin L. King

**Rule 3**--Capitalize names, abbreviations, and degrees.

Ex. **M.** Katayama, **M.D.** Janis Martinez, **Ph.D.**, Sean Smith Jr.

**Rule 4**--Capitalize family relationships used as titles.

Ex. Last year **F**ather traveled to China.

Don't capitalize them when they follow a possessive noun.

Ex. **M**y father traveled to China.

**Rule 5**--Capitalize names of cities, counties, states, countries, and continents.

Ex. **S**an **D**iego, **C**ook **C**ounty, **T**exas, **E**urope

**Rule 6**--Capitalize bodies of water and geographical features.

Ex. **L**ake **M**ichigan, **M**ojave **D**esert, **R**ocky **M**ountains

**Rule 7**--Capitalize direction words when they name a section of a country.

Ex. the **S**outh, **W**est **C**oast

**Rule 8**--Capitalize names of streets and highways.

Ex. **M**ain **S**treet, **R**oute 66, **I**nterstate **H**ighway 10

**Rule 9**--Capitalize names of particular buildings, bridges, and monuments.

Ex. **W**hite **H**ouse, **A**lamo, **G**olden **G**ate **B**ridge

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## Other Capitalization Rules

- **clubs, businesses, etc.**—Boy Scouts of America, J. C. Penny
- **brand names**--Downy, Coca Cola
- **historical events, time periods, and documents**--Civil War, Ice Age, Gettysburg Address
- **days, months, and holidays**--Sunday, April, Christmas
- **Don't capitalize seasons**--summer, winter, spring
- **Capitalize titles, stories, poems, songs**--Seventeen, A Wrinkle in Time, "Over the Rainbow"
- **Capitalize languages and ethnic groups**--English, Chinese, Russian, Hispanic, African

## Punctuation Rules

### Commas

**Rule 1**--separate three or more words, phrases, or clauses in a series.

Ex. Cars, buses, and trucks pollute our air.

**Rule 2**--set off introductory clauses.

Ex. Yes, we enjoyed ourselves. No, you didn't hit me.

**Rule 3**--set off names in a direct address.

Ex. Did you enjoy the movie, Dale?

**Rule 4**--to set off a prepositional phrase in a sentence or introductory information.

Ex. In the fall of 1998, Frank James ran for mayor.

**Rule 5**--to set off appositives in a sentence.

Ex. Our band, Garage Rats, put on a great concert!

**Rule 6**--set off the two simple sentences in a compound sentence.

Ex. Steve opened the door, and the dog ran out.

**Rule 7**--set of a subordinate clause at the beginning of a complex sentence.

Ex. Whenever I feel afraid, I whistle a happy tune.

**Rule 8**--when using the month, day and year in a sentence.

Ex. The ship struck an iceberg on April 14, 1912, and sank the next morning.

**Rule 9**--the opening and closing of a friendly letter.

Ex. Dear Dad, Yours truly,

### Semicolons and Colons

**Rule 1**--use a semicolon in a compound sentence.

Ex. The house was on fire; I called 911.

**Rule 2**--use a colon in a series.

Ex. I need these items: newspaper, flour, water, string, and paint.

**Rule 3**--use a colon in the address of a business letter.

Ex. Dear Professor Sanchez:

### Quotation Marks

**Rule 1**--to enclose a direct quotation.

Ex. "Please return your books today," said Ms. Jimenez.

**Rule 2**--to enclose an interrupted quotation.

Ex. "Spiders," explained Sean, "have eight legs."

**Rule 3**--to enclose titles of short stories, essays, poems, songs, articles, and book chapters.

Ex. "Charles" (Short Story) "Jingle Bells" (Song)

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## Apostrophes

**Rule 1**--use apostrophe and "s" to form the possessive of a singular noun.

Ex. girl + 's = girl's      James + 's = James's

**Rule 2**--use only an apostrophe to form the possessive of a plural noun that ends in "s."

Ex. boys + ' = boys'      judges + ' = judges'

**Rule 3**--to replace the letters in a contraction.

Ex. it is = it's      I will = I'll      you are = you're

## Hyphens

**Rule 1**-- Use a hyphen when writing two-word numbers: twenty-four

**Rule 2**-- Use a hyphen to connect compound words: son-in-law, great-grandmother, heavy-hitting, 50-year-old