

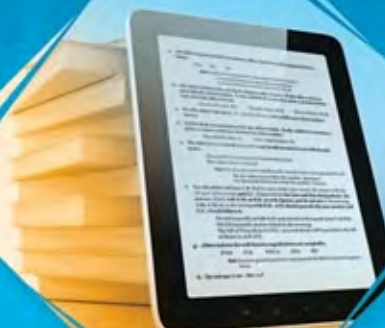
# GRAMMAR

## & *Composition*

### WORK-TEXT

Sixth Edition

# I



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## *Grammar and Composition I*

Sixth Edition

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## Using Manuscript Form

Observe these rules for using abbreviations.

a. The following social titles are always abbreviated when they appear before a name:

Mrs. Mr. Dr.

**Note:** Spell out the title *doctor* when using it without a name.

I visited Dr. Johnson's office when I had the flu.

I visited the doctor's office when I had the flu.

b. Use abbreviations for scholastic degrees after a name. Notice that a comma precedes the abbreviation. In the middle of a sentence, place a comma before and after the abbreviation.

Sharon Sadosky, R.N. Andrew Thomas, M.A. Christine Florendo, Ph.D.

c. Use the abbreviations *Jr.*, *Sr.*, (*Junior*, *Senior*) after a full name (first and last name).

Robert Jones, Sr. Mrs. Thomas Jackson, Jr.

d. The titles *Reverend* and *Honorable* may be abbreviated if used with the full name.

Reverend Cole (correct), but not Rev. Cole

Rev. Peter Cole (correct)

**Note:** The titles *Reverend* and *Honorable* must be written out if preceded by *the*.

The Rev. Peter Cole will be the speaker. (incorrect)

The Reverend Peter Cole will be the speaker. (correct)

e. Use the abbreviations *a.m.* (before noon) and *p.m.* (after noon) for time designations. (To be exact, 12:00 m. refers to *noon*, and 12:00 p.m. to *midnight*, but to avoid confusion, do not use *m.* or *p.m.* for *noon* or *midnight*: use the words *noon* or *midnight* instead.)

We opened the shop at 7:00 a.m. and closed it at 4:00 p.m.

They came to the shop at noon on Thursday.

They stayed at our house until midnight to usher in the new year.

**Note:** Do not use *o'clock* with figures and *a.m.* or *p.m.* Time of day is usually spelled out unless the exact time is to be emphasized.

We opened the shop at seven o'clock in the morning. (not 7:00 o'clock a.m.)

f. Use the abbreviations *A.D.* (in the year of the Lord) and *B.C.* (before Christ) for date designations. *A.D.* should precede the year number, and *B.C.* should follow it.

The fall of Nineveh in 612 B.C. occurred about 1,100 years before the fall of Rome in A.D. 476.

g. Abbreviations for well-known organizations are acceptable.

DOT CIA USCG FDA IRS

**Note:** It is general practice to omit periods for abbreviations of organizations.

h. Do not use *&* or *+* for *and*.

Joy & Aaron will be going to the park. (incorrect)

Joy and Aaron will be going to the park. (correct)



## Observe these rules for writing numbers.

### a. In nonscientific writing, spell out all numbers of one or two words.

sixteen      twenty-three      five hundred      thirty-eight thousand

**Note:** Year numbers and numbers referring to parts of a book are written as figures (except at the beginning of a sentence) and do not affect the writing of other numbers in the sentence.

4 B.C.      A.D. 120      page 41      chapter 7      unit 21

In the year 1976, our country celebrated two hundred years of independence.

### b. If you are writing several numbers, some of them only one or two words and some more than two, use figures for all that pertain to the same category.

We passed out 318 flyers and had only 33 left over. (same category)

The event ended at 4:00 p.m., and we had been there two hours. (different categories)

### c. Do not begin a sentence with figures.

5 boys chose to play basketball rather than football. (incorrect)

Five boys chose to play basketball rather than football. (correct)

### d. Write out numbers like *first*, *sixth*, *forty-third*, and so on.

second (not 2nd)      tenth (not 10th)      thirty-eighth (not 38th)

### e. Names of numbered streets under one hundred are preferably written out.

Ninth Avenue      Thirty-seventh Street



**Exercise** Cross out any errors in manuscript form and make corrections where necessary.

1. Tomorrow at 6:00 p.m. in the evening we will hear Rev. Smith preach.
2. 10 of the Canadian provinces have more than one million people, & Ontario has more than ten million.
3. During the past 3 weeks Doctor Gavin has seen one hundred eighty-five patients.
4. There were 3 sets of antique china at the store on the corner of Floyd Street and 2nd Avenue.
5. By 100 A.D., all 66 books of the Bible had been written.
6. Jake's dad, Jacob Houghton, Senior, will be meeting us at two o'clock p.m.
7. Page five of my history book records B.C. 2300 as the approximate date for the Flood.
8. The Rev. Robert White + his children will sing in the 10:00 a.m. service.
9. Late in 2007, we traveled through 4 states and visited a pioneer village demonstrating life in the 19th century.
10. There were 200 books distributed to five 1st grade classrooms.

## Using Capitalization I

1 Capitalize *proper nouns* and words formed from proper nouns.a. Capitalize names of *particular persons*:

James Buchanan; J. P. Morgan; Dr. R. A. Torrey; Clarence Day, Jr.

b. Capitalize names of *particular places*:

- Continents—Asia, Europe, Antarctica
- Countries—Brazil, Uganda, Taiwan
- Sections of the country—the North, the East, the Southwest  
(Do not capitalize these words when they refer only to a direction: west of town, driving east.)
- States—Pennsylvania, Idaho, Nevada, Tennessee
- Cities—Dallas, London, Sacramento, Hartford
- Islands—Ellis Island, North Island, Bay Island
- Bodies of water—Mississippi River, Red Sea, Lake Tahoe
- Streets and highways—Scenic Highway, Chestnut Street, West Palm Avenue, Forty-eighth Street (The second part of a hyphenated number is not capitalized.)
- Mountains—Mount Everest, Mount Kilimanjaro, Mount Chapman
- Parks—Mackinac National Park, Pinnacles National Park, Acadia National Park

c. Capitalize names of *particular things*:

- Special organizations—Boy Scouts of America, Congress
- Calendar items and special events—Veterans Day, National Cherry Festival, Friday, June  
(Do not capitalize the seasons: spring, summer, fall, winter.)
- Historical events and periods—World War II, Battle of Waterloo, Hellenistic Age
- Nationalities, races, and religions—Native American (Indian), Protestant
- Languages and particular courses—English, Greek, Speech 101, Typing II  
(The number after the subject indicates that it is a particular course.)
- Brand names of business products—Chrysler minivan, Kraft cheese, Dell computer  
(Do not capitalize the common noun after the brand name.)
- Monuments, bridges, planets, documents, and any other particular things—Jefferson Memorial, Triborough Bridge, Saturn, Mayflower Compact

d. Capitalize words referring to the *Deity* and *Holy Scripture*:

Lord, Jehovah, Jesus Christ, the Old Testament, Galatians, His will (Do not capitalize the word *god* when referring to pagan deities.)

e. Capitalize words *formed from proper nouns*:

- Proper adjectives—Renaissance, Alaskan, Japanese, Victorian

**Note:** Sometimes proper names and words formed from proper names lose their original meanings through frequent usage and are not capitalized: frankfurter, pasteurize, macadamia nut.

- Abbreviations of proper nouns—FAA (Federal Aviation Administration), GMC (General Medical Council), MWA (Modern Woodmen of America)

f. Capitalize a common noun or adjective only when it is *part of a proper name*:

McCormick Bridge, Rockdale Plaza; but a bridge, a plaza

**Note:** The phrase *Sunday school* is not a proper noun. Sunday is capitalized because it is a day of the week, but school is not capitalized.





**Exercise A** Circle each letter that should be capitalized. (Rules 1a–b)

Example: Yesterday Dr. Jacob Osborne completed his tour of Japan.

1. molly traveled through pennsylvania, new york, and southern new jersey this summer.
2. While traveling, we visited hanoi, vietnam.
3. While in california, we stopped at the redwood national park.
4. Our outing will be held at the lakeview amusement park on thirty-ninth street.
5. The country of romania is southwest of russia and north of the balkan peninsula.
6. The youth director, dr. ray johns, took the youth group to israel.
7. The diomedede islands lie in the bering strait between alaska and siberia.
8. When visiting dublin, ireland, you will want to see the monuments on o'connell street.
9. The clarks turned down forty-third street and headed east.



**Exercise B** Circle each letter that should be capitalized. If the sentence is correct, write C in the blank. (Rule 1c)

- \_\_\_\_\_ 1. We recently purchased a hewlett-packard tablet.
- \_\_\_\_\_ 2. My two favorite holidays are thanksgiving and christmas.
- \_\_\_\_\_ 3. In history class, we are studying the Battle of the Alamo.
- \_\_\_\_\_ 4. The internal revenue service is an agency of the United States department of the treasury.
- \_\_\_\_\_ 5. The George Washington Bridge joins Fort Lee with New York City.
- \_\_\_\_\_ 6. Glacier Bay National park in Alaska can be reached only by airplane or boat.
- \_\_\_\_\_ 7. The blue ridge parkway affords 469 miles of scenic beauty.
- \_\_\_\_\_ 8. The New Jersey symphony orchestra performs in symphony hall.
- \_\_\_\_\_ 9. The Museum of the Confederacy in Richmond was the home of Jefferson Davis during the Civil War.
- \_\_\_\_\_ 10. Sadie is taking spanish, history, chemistry 101, and algebra II this year.
- \_\_\_\_\_ 11. The monroe doctrine is a document that prohibits any further European colonization on the American continents.
- \_\_\_\_\_ 12. Emma knows how to say "hello" in french, spanish, and german.
- \_\_\_\_\_ 13. The great wall of china was built to prevent barbarian nomads from coming into the Chinese Empire.
- \_\_\_\_\_ 14. Last July my family went to Yellowstone National Park to see the geyser Old Faithful.
- \_\_\_\_\_ 15. The declaration of independence was signed on july 4, 1776.

## Using Capitalization I (cont.)

**Exercise C** Rewrite each of the following sentences, correcting capitalization. (Rule 1d)

- How many prophecies about christ are there in isaiah? \_\_\_\_\_  
\_\_\_\_\_
- The everlasting god, the lord, the creator of the ends of the earth, fainteth not, neither is weary. —Isalah 40:28 \_\_\_\_\_  
\_\_\_\_\_
- The first book in the old testament is genesis; the first one in the new testament is matthew. \_\_\_\_\_  
\_\_\_\_\_
- Blessed is the nation whose god is the lord. —Psalm 33:12 \_\_\_\_\_  
\_\_\_\_\_
- Among the gods there is none like unto thee, O lord. —Psalm 86:8 \_\_\_\_\_  
\_\_\_\_\_
- The lord god formed man of the dust of the ground. —Genesis 2:7 \_\_\_\_\_  
\_\_\_\_\_
- John the Baptist said, “Behold, the lamb of god.” —John 1:36 \_\_\_\_\_  
\_\_\_\_\_
- Yea, lord, I believe that thou art the christ, the son of god. —John 11:27 \_\_\_\_\_  
\_\_\_\_\_

**Exercise D** Cross out each incorrect small letter and write the correction above it. (Rules 1e–f)Example: I have eaten ~~ch~~<sup>C</sup>inese food as well as ~~a~~<sup>I</sup>italian food.

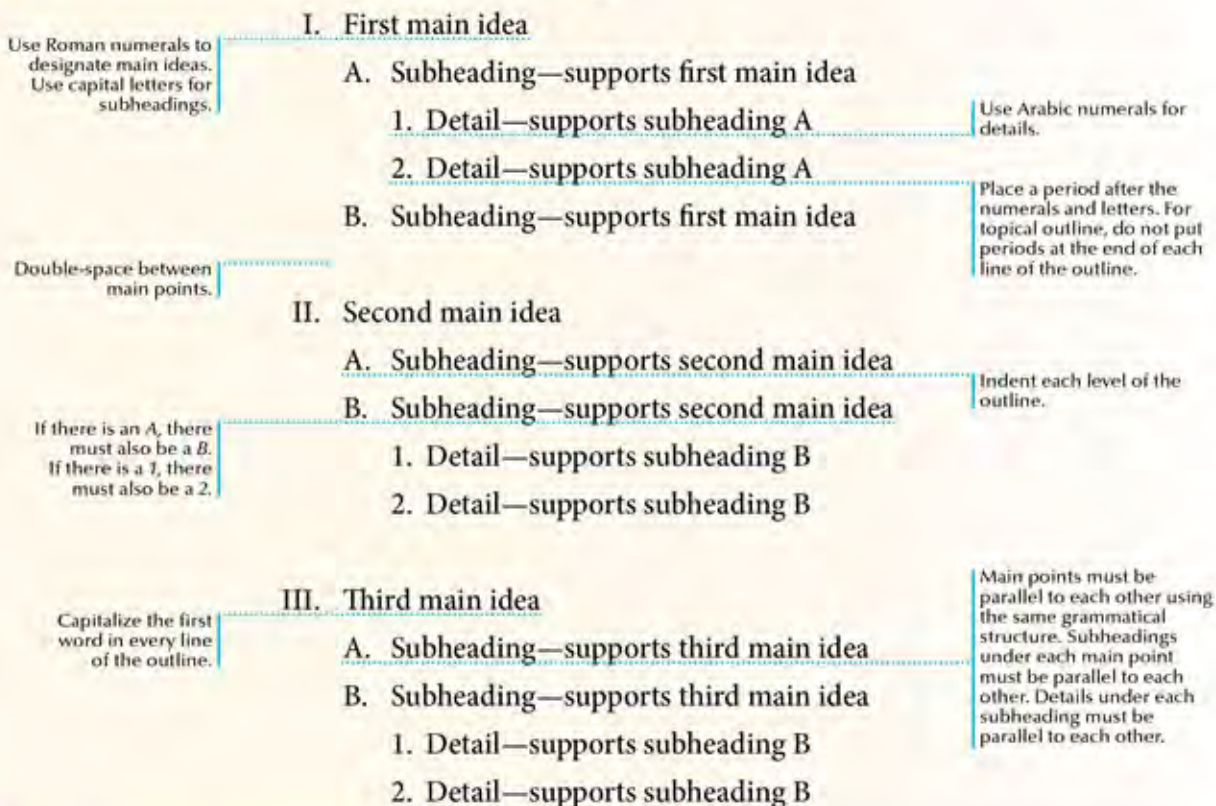
- My sister went to central high school.
- The north american porcupine has quills that are barbed like fishhooks.
- A spiny fish called the stickleback lives in american and canadian waters.
- The afl and the cio, two labor unions, merged in 1955.
- The statue of liberty is located in New York.
- Did you know that australian sugar cane is in high demand because of its good quality?
- The ncaa establishes athletic standards and playing rules for its member schools.
- The assyrian religion was closely related to the sumerian and babylonian religions.
- President Reagan supported the sdi, a system of defending against ballistic missile attack.
- The long suspension bridge in San Francisco is called the golden gate bridge.

## Using Proper Outline Form

An outline is an orderly list of the main ideas in an oral or a written composition. Outlines are often created to record ideas from lectures and sermons, to record thoughts from one's reading, and to guide one's writing.

In this unit, you will learn how to construct two kinds of outlines: *sentence* and *topical*. In a *sentence* outline, the points are stated as sentences; in a *topical* outline, the points are stated as words or phrases.

### 1 Make the outline according to the following form:



### 2 The following illustrates parallelism in a topical outline.

#### STARS

##### Not Parallel

- I. White or yellow stars
- II. Some stars red
- III. Blue-white are hottest.

##### Parallel

- I. White or yellow stars
- II. Red stars
- III. Blue-white stars



**Exercise**

In the space provided, rewrite the following topical outline, correcting all errors in form. Check it by the rules on p. 240.

- I. Non-green plants
  - A. Yeasts.
  - B. Molds.
  - C. Mushrooms.
- II. green plants
  - A. Simple plants
    - 1. algae
    - 2. Mosses are simple plants.
  - B. Vascular plants
    - 1. spore-forming
    - 2. Seed-forming

### Steps to Preparing an Outline

Follow these steps to prepare an outline.

- 1 Make a list of ideas that support your subject.** List the ideas as they occur to you. Do not be concerned about the order.
- 2 Cross out any unnecessary or unrelated ideas.**
- 3 Determine the main points.** Sometimes you will find these main points in your list of ideas, but you may have to make up some points.
- 4 Write a thesis (or statement of purpose) beginning with the paper's topic and ending with the main points.**  
*Thesis:* Animal habitats can be either terrestrial or aquatic.
- 5 Group the remaining ideas under the main points.**
- 6 Decide which ideas will be subheadings and which ideas will be supporting details.** You may have to add some subheadings.
- 7 Arrange the main points and subpoints in some clear order (chronological, order of importance, etc.).**
- 8 State the points of each division in parallel form.**
  - a. If the outline is to be a *topical outline*, make sure that each point is only a word or phrase.
  - b. If the outline is to be a *sentence outline*, make sure that all the points are complete sentences.
- 9 Choose an appropriate title for your outline that indicates your subject and purpose.**

## Manuscript Form

### Using Manuscript Form

#### 1. Observe these rules for using abbreviations. (p. 2)

- a. The following social titles are always abbreviated when they appear before a name:

Mrs.      Mr.      Dr.

**Note:** Spell out the title *doctor* when using it without a name.

I saw Dr. Mitchell for my checkup.

The doctor's office is next to the hospital.

- b. Use abbreviations for scholastic degrees after a name. Notice that a comma precedes the abbreviation. In the middle of a sentence, place a comma before and after the abbreviation.

Thom Johnson, Ph.D.      Anna McLockly, B.S.      Marc Allen, B.S.N., R.N.

- c. Use the abbreviations *Jr.*, *Sr.* (*Junior*, *Senior*) after a full name (first and last name).

Jacob Williams, Sr.      Mrs. Glenn Wilson, Jr.

- d. The titles *Reverend* and *Honorable* may be abbreviated if used with the full name.

Reverend Zimmerman (*correct*), but not Rev. Zimmerman

Rev. Joseph Zimmerman (*correct*)

**Note:** The titles *Reverend* and *Honorable* must be written out if preceded by *the*.

The Rev. Joseph Zimmerman will be the speaker. (*incorrect*)

The Reverend Joseph Zimmerman will be the speaker. (*correct*)

- e. Use the abbreviations *a.m.* (before noon) and *p.m.* (after noon) for time designations. (To be exact, 12:00 m. refers to *noon*, and 12:00 p.m. to *midnight*, but to avoid confusion, do not use *m.* or *p.m.* for *noon* or *midnight*; use the words *noon* or *midnight* instead.)

We opened the bookstore at 7:00 a.m. and closed it at 4:00 p.m.

They came to the meeting at noon on Friday.

We stayed at our meeting until midnight in order to complete all business.

**Note:** Do not use *o'clock* with figures and *a.m.* or *p.m.* Time of day is usually spelled out unless the exact time is to be emphasized.

We started work at seven o'clock in the morning (*not* 7:00 o'clock a.m.).

- f. Use the abbreviations *A.D.* (in the year of the Lord) and *B.C.* (before Christ) for date designations. *A.D.* should precede the year number, and *B.C.* should follow it.

Rome fell in A.D. 476 to the Germanic leader Odoacer.

- g. Abbreviations for well-known organizations are acceptable.

DEA      FBI      NFL      USMC

**Note:** It is general practice to omit periods for abbreviations of organizations.

- h. Do not use & or + for *and*.

Jack & Katie will be at the softball game. (*incorrect*)

Jack and Katie will be at the softball game. (*correct*)