

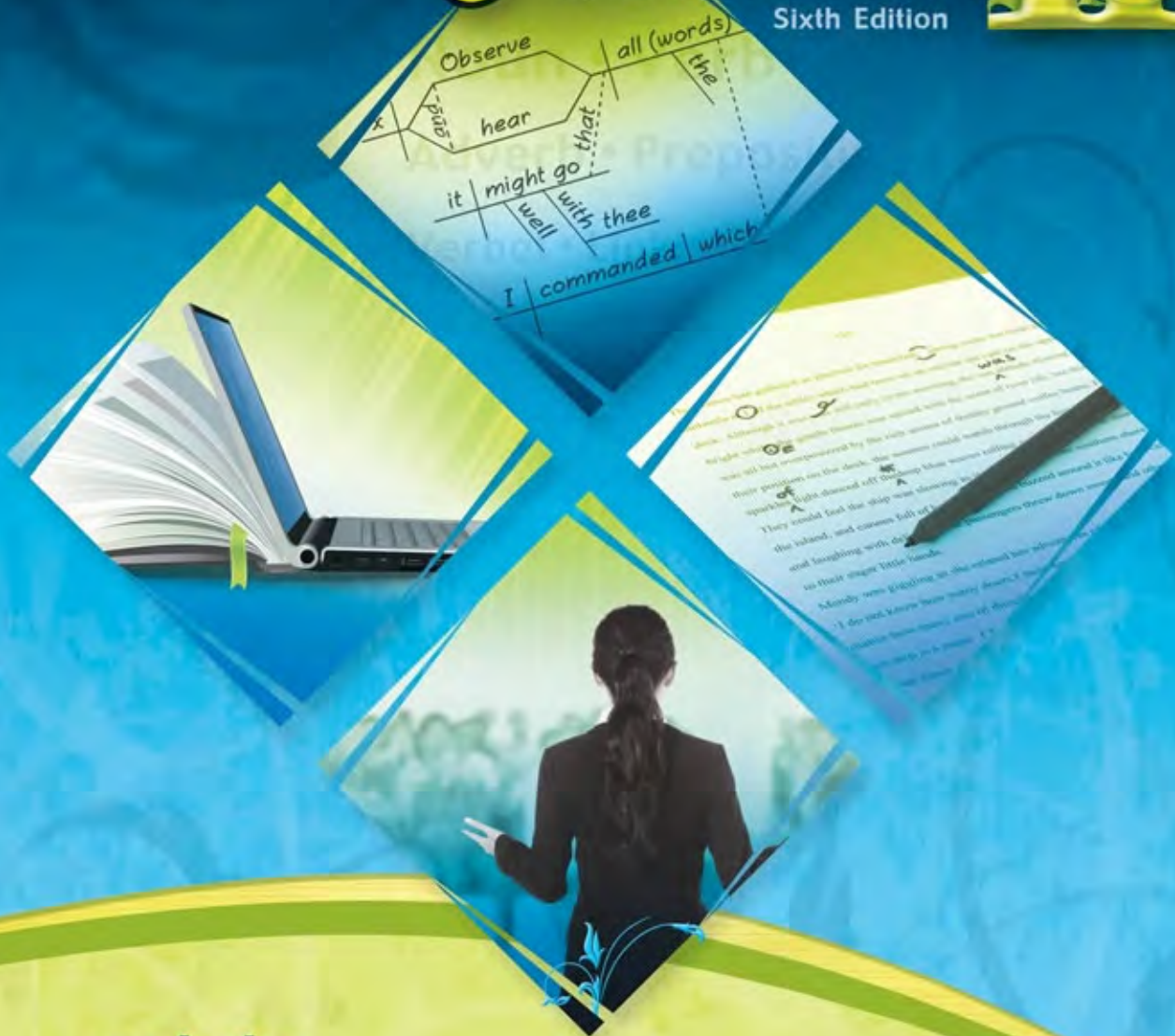
GRAMMAR II

& Composition

WORK-TEXT

Sixth Edition

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Grammar and Composition II

Sixth Edition

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Using Italics & Hyphens (cont.)

Exercise A Underline the words that should be in italics.

1. The rule for changing singular words to plural states: change y to i before adding es.
2. Two U.S. nuclear submarines have been lost at sea: the USS Scorpion and the USS Thresher.
3. Around Thanksgiving, our family went to see Shakespeare's play *Much Ado About Nothing*.
4. Arizona's state motto is *Ditat Deus* (God enriches).
5. Riding the Orient Express, a traveler could go from Paris to Istanbul via train.
6. Does your name end in a y or an i?
7. My mom subscribes to *Southern Living* magazine.

Exercise B Add hyphens where needed.

1. The senator elect will be taking the oath of office on November 20.
2. Jodi lives at the corner of Sixty fourth Street and Dixon Avenue.
3. The cross country skier was a two time gold medalist.
4. The New Testament has twenty seven books.
5. An all star player must have good all around ball handling skills.
6. Anti Christian philosophies lead to anti Christian actions.
7. The city planner divided one half of the land into twenty five equal sized lots.
8. Our all powerful Lord will take care of His children.

Exercise C (1) Add hyphens where needed. (2) Underline words and letters that should be in italics.

1. Adíós and adieu are foreign words that mean goodbye.
2. Mr. and Mrs. Edwards supported the cross country team's fundraiser.
3. The Olympics is a multi sport competition involving thousands of athletes.
4. Jamie owns one half of his family's Pan Asiatic shipping business.
5. Alicia practiced saying hello in Greek.
6. The only discipline that lasts is self discipline. —*Quil Philips*

Exercise D Write an original sentence using the word(s) indicated.

1. (fraction) _____
2. (compound number) _____
3. (the prefix *self-*) _____

Using Quotation Marks

- 1** Use *quotation marks* to enclose the *exact words* of a speaker (a direct quotation). Capitalize the first word of the quotation; but if the quotation is interrupted by other words, the second part should not begin with a capital letter unless it is the beginning of a new sentence or is a word that would be capitalized anyway.

“Without God,” Ronald Reagan said, “democracy will not and cannot long endure.”
(direct quotation)

Note: Do not use quotation marks for an indirect quotation, which is a rewording of the person’s statement. Be careful to paraphrase sufficiently to avoid plagiarism.

Ronald Reagan once observed that democracy will cease apart from God.
(indirect quotation)

- 2** The *exact words* of a speaker should be *set off* from the rest of the sentence by punctuation.

“When can you come?” asked Tom.

“Go, team!” yelled the cheerleaders.

Who said, “Blessed are the pure in heart”?

Note:

1. *Commas* and *periods* always go *inside* the closing quotation marks.
2. *Colons* and *semicolons* always go *outside* the closing quotation marks.
3. *Question marks* and *exclamation points* go *inside* the closing quotation marks when they apply to the quoted matter only; they go *outside* when they refer to the whole sentence.

- 3** In writing conversation, begin a new paragraph each time the *speaker changes*. This will help your readers easily follow who is speaking.

- 4** In quoting *multiple sentences or paragraphs*, use *quotation marks* only at the beginning and at the end of the whole quotation. Do not put quotation marks around individual sentences.

Note: If the quoted passage is more than one paragraph, use quotation marks at the beginning of each paragraph and at the end of the last paragraph only.

- 5** Use *quotation marks* to enclose *titles of short stories, short poems, songs, chapters, articles, and other parts of books or magazines*. (Italicize long poems of book length and long musical compositions such as operas, symphonies, and concertos.)

Read Robert Frost’s poem “The Yearling”; then write a summary of it.

- 6** Use *single quotation marks* for an element within a quotation that also requires quotation marks.

“What poem begins with the line ‘Hold fast your dreams?’” asked the teacher.



Exercise A

Add quotation marks and capital letters as needed. Put C before any sentences that are correct as is. (Rules 1–2)


1. Nothing ever comes to one, that is worth having, observed Booker T. Washington, except as the result of hard work.
2. Thomas Aquinas said, There is nothing on this earth more to be prized than true friendship.


(continued)

Using Quotation Marks (cont.)


Exercise A, cont.

3. How true are William Shakespeare's words, action is eloquence!
4. The Scripture says that a talebearer stirreth up strife.
5. Rare as is true love, said Jean de la Fontaine, "true friendship is rarer.
6. Wolfgang von Goethe said, correction does much, but encouragement does more.
7. I will be good, promised Queen Victoria upon finding out that she had inherited the throne.
8. Language was given us, said Bovee, that we might say pleasant things to each other.
9. Where is the verse located that says, "Blessed are the pure in heart?"
10. Matt said, I will go; but Sam had already picked up his keys.
11. Richard Wagner, the classical composer, once exclaimed about his work, i write music with an exclamation point!

 **Exercise B** *On a separate sheet of paper, write an original short dialogue supplying quotation marks and paragraphing correctly. Use a minimum of two speakers with a minimum of each person speaking three times. (Rules 1–3)*

 **Exercise C** *Add quotation marks where needed. (Rules 1–4)*

1. You have enemies? Good. That means you've stood up for something, sometime in your life, said Winston Churchill.
2. Abraham Lincoln once remarked, Discourage litigation. Persuade your neighbors to compromise whenever you can. As a peacemaker, the lawyer has superior opportunity of being a good man. There will still be business enough.
3. Good manners, said Jonathan Swift, is the art of making those people easy with whom we converse. Whoever makes the fewest people uneasy is the best bred in the room.
4. We, said Queen Victoria, are not interested in the possibilities of defeat. They do not exist.

 **Exercise D** *Add quotation marks where needed. (Rule 5)*

1. The soloist played a beautiful arrangement of Jesu, Joy of Man's Desiring by Bach.
2. The Verger by Somerset Maugham is an entertaining story about the rewards of hard work.
3. The recipe for Charlotte Royale cake was found in the chapter labeled Desserts and Such.
4. Unit 12, Homeward Bound, in our literature book contains a humorous story titled Yes, Your Honesty from *Anything Can Happen* by George and Helen Papashvily.
5. In Rachel Saint's book *Witness to the Waorani*, there is an informative chapter called The Dayuma Story about one woman's journey to learning about Christ.



Exercise E Add quotation marks where needed. (Rules 1–6)

1. My favorite chapters from Plutarch's famous book *Lives of the Noble Grecians and Romans* are Alexander the Great and Mark Antony, said Tyler.
2. The piper played Amazing Grace at the funeral.
3. Doesn't the literature book contain a chapter titled Places Long Ago asked Jeremy.
4. Indeed, I tremble for my country, wrote Jefferson, when I consider that God is just.
5. This book of Grimm's fairytales contains the stories Hansel and Gretel and Little Red Riding Hood.
6. Who asked the Hebrews, Who is on the Lord's side? asked Brianna.
7. The mixed ensemble will sing God Bless America during today's assembly.
8. Have you read, asked Marla, chapter 7, American Legends, yet?
9. One of my favorite poems is His Plan for Me by Martha Snell Nicholson, Jenny shared with the class.
10. Anthony, wasn't it Henry Clay who said, I would rather be right than president asked Will.
11. Was it Rudyard Kipling who said, We have forty million reasons for failure, but not a single excuse asked Marley.
12. Henry Kissinger, former secretary of state, once quipped, There cannot be a stressful crisis next week. My schedule is already full!
13. Mark Twain once observed the following: The human race has one really effective weapon, and that is laughter.
14. Dr. Michael Tracy quoted his favorite author when he said, As Shakespeare said, With mirth and laughter let old wrinkles come.
15. Have you read The Little Matchgirl by Hans Christian Anderson?



Exercise F Write two sentences to illustrate the use of single quotation marks.

1. _____

2. _____

Use this set of exercises to study for the Quarter Exam. Refer to the Handbook (pp. 322–336) to review grammar rules.



Exercise A *Manuscript Form.* Suppose that each of the following expressions appeared in a sentence. Choose the expression that correctly follows the rules of manuscript form, and write its letter (A or B) in the space at the left. If neither version is correct, write N (for neither) in the blank.

A	B
_____ 1. the first place blue ribbon	the 1st place blue ribbon
_____ 2. In 1192 B.C.	In B.C. 1192
_____ 3. the Honorable Michael Katz	the hon. Michael Katz
_____ 4. a 1:30 p.m. appointment	a 1:30 o'clock appointment
_____ 5. Mister Jeremiah Blaise	Mr. Jeremiah Blaise
_____ 6. unit Two of the science book	unit 2 of the science book
_____ 7. sixteen books and 124 tickets	16 books and 124 tickets
_____ 8. beans & rice	beans and rice
_____ 9. N.A.S.A.	NASA
_____ 10. Twenty-seventh Avenue	27th Avenue



Exercise B *Capitalization.* Circle each letter that should be capitalized.

- presidents teddy roosevelt, woodrow wilson, jimmy carter, and barack obama have all been awarded nobel prizes.
- the ancient israelites who lived in palestine during the old testament times spoke and wrote in hebrew.
- “my birthday is in november,” said steve, “but it is not around thanksgiving.”
- The president shares foreign policymaking with congress; his chief adviser is the secretary of state.
- The fireside poets (longfellow, holmes, whittier, bryant, and lowell) were the first american poets to rival the popularity of english poets.
- trade names of general motors corporation include buick, cadillac, and gmc trucks.



Exercise C *Punctuation.* Add punctuation marks where needed.

- Mrs Hoyle announced to the class By mid-November the first group should be ready to present the report of pre Elizabethan English drama
- Thomas Edison once said the following Opportunity is missed by most people because it comes dressed in overalls and looks like work

Recognizing Helping Verbs (cont.)

Exercise B Underline each verb or verb phrase twice. Do not underline a word unless it shows action or unless it is one of the words in the verb list that you have memorized.

External heat and cold had little influence on Scrooge. No warmth could warm, no wintry weather chill him. No wind was bitterer than he. No falling snow was more intent upon its purpose, no pelting rain less open to entreaty. Foul weather didn't know what to do with him. The heaviest rain, and snow, and hail, and sleet, could boast of the advantage over him in only respect. They often "came down" handsomely, and Scrooge never did. —adapted from *A Christmas Carol* by Charles Dickens

Exercise C (1) Underline each verb or verb phrase twice. (2) Identify each verb or verb phrase as either action or linking. Remember, if the last word in the phrase is an action verb, the phrase is an action verb phrase; if the last word is a linking verb, the phrase is a linking verb phrase. One blank will have two answers.

- _____ 1. Has Kylie finished her piano lesson yet?
- _____ 2. God freely gives grace to His children.
- _____ 3. The wolf has been reintroduced into the Yellowstone National Park.
- _____ 4. That could not be the answer to this question.
- _____ 5. Can Dr. Stevens see me this afternoon?
- _____ 6. How lovely you look tonight!
- _____ 7. Our baby lambs are growing quickly this spring.
- _____ 8. The lemonade tasted somewhat bitter today.
- _____ 9. The soldiers have been moving the munitions all day.
- _____ 10. Hunter dropped his phone and cracked the screen.
- _____ 11. We visited Hawaii for two weeks this past summer.
- _____ 12. Ben brought me an origami butterfly.
- _____ 13. The little boy laughed joyously at his dog's silly antics.
- _____ 14. The pizza tasted wonderful to the hungry ball players.
- _____ 15. The Chicago Cubs celebrated their World Series victory for a week.

Persuasive Essay

A persuasive or argumentative essay uses reasoning and evidence to change minds and to spur people to action. A well-written essay can defeat an opposing view, strengthen people's confidence in what they believe, and even encourage the reader to take a stand on an issue. To write a well-organized and convincing essay, follow the steps below.

PLAN

1 Select a subject.

- Select an arguable subject that is interesting to you and your audience. (There must be an opposing viewpoint.)
- Select a subject of which you already have some knowledge.

Sample: *sports, basketball, soccer, volleyball, track*

2 Limit your subject. You will not have time to write about every aspect of your topic.

Sample: *basketball vs. soccer*

3 Make a list of ideas. Cross off any ideas that do not support your final, limited topic.

Sample:

<i>basketball</i>	<i>in common</i>	<i>soccer</i>
<i>court</i>	<i>uniforms</i>	<i>field</i>
<i>has to have baskets</i>	<i>rules</i>	<i>worldwide sport</i>
<i>needs fewer players</i>	<i>easy to play</i>	<i>needs a ball and goals</i>
<i>needs officials</i>		

4 Analyze your audience.

- For whom is your writing intended?
- What do you think these readers believe about your subject?

Sample: *My audience, other eighth-grade students, would have general knowledge about sports such as basketball and soccer.*

5 Gather your evidence. Keeping in mind your intended audience, develop your list of ideas into support material.

6 Write a thesis.

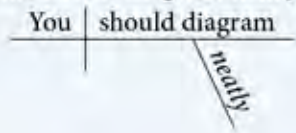
- Determine your purpose.** The purpose of a persuasive/argumentative paper is usually one of the following:
 - Offer a solution to a problem.
 - Defend your position.
 - Refute a position held by someone else.
- State your thesis in a simple declarative sentence.**
 - Make the subject of your argument the grammatical subject of your sentence.
 - Make the thesis a simple or complex sentence. It is better not to use a compound sentence because you want to focus your thesis on a single idea.

Diagramming Adverbs

Study carefully the placement of the italicized adverbs in the diagrams below.

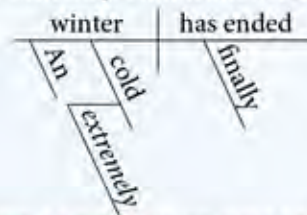
ADVERB MODIFYING VERB

You should diagram *neatly*.



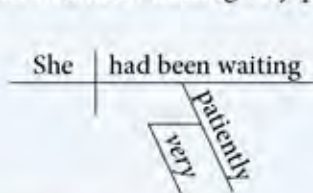
ADVERB MODIFYING ADJECTIVE

An *extremely* cold winter has finally ended.



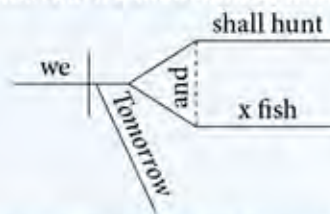
ADVERB MODIFYING ADVERB

She had been waiting *very* *patiently*.



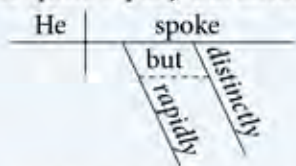
ADVERB MODIFYING COMPOUND VERB

Tomorrow we shall hunt and fish.



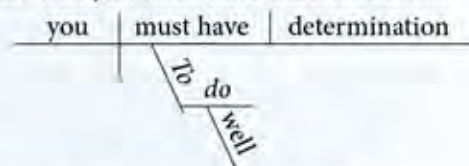
COMPOUND ADVERB

He spoke *rapidly* but *distinctly*.



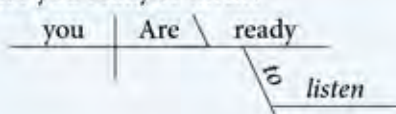
INFINITIVE MODIFYING VERB

To do well you must have determination.



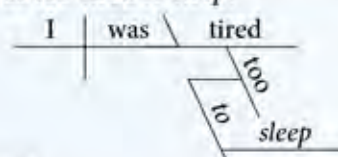
INFINITIVE MODIFYING ADJECTIVE

Are you ready *to listen*?



INFINITIVE MODIFYING ADVERB

I was too tired *to sleep*.



For additional diagramming helps, see pp. 376–381.



Exercise Diagram the following sentences. See Supplement, pp. 418–419.

1. Sydney willingly helped her mother.
2. The hummingbird is an unusually small bird.
3. Foolish men sin deliberately and presumptuously.
4. The farmer harvested an unusually large crop of very tasty corn.
5. Unselfish people are sometimes hard to find.
6. When did that notice first appear?
7. The apples are not ripe enough to eat.
8. Nino helped Mrs. Thomas cheerfully.