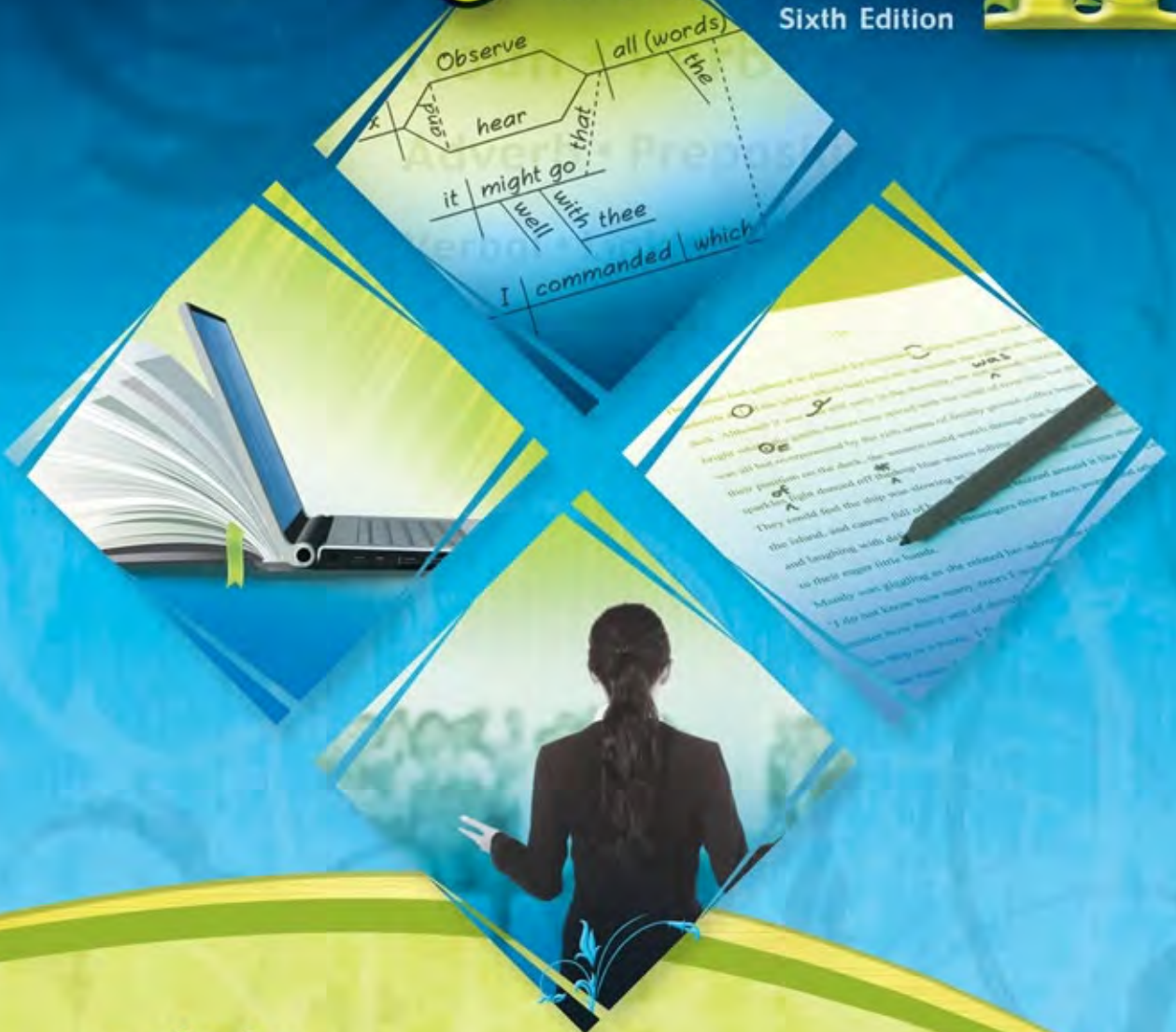


Teacher Key

GRAMMAR & Composition II

WORK-TEXT
Sixth Edition

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Grammar and Composition II

Sixth Edition

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Using Manuscript Form

1 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.

Dr. Barnes has been a doctor for twenty years.

- 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.

Julianne Parks, B.A. Joshua Rowley, D.D.S. Catherine Bowles, Ph.D.

- c. Use the abbreviations *Jr.*, *Sr.*, (Junior, Senior) after a full name (first and last names). Notice that a comma precedes the abbreviation. In the middle of a sentence, place a comma before and after the abbreviation. **Note:** It may be acceptable not to include a comma before the abbreviations.

Gregory Stephenson, Jr. Mrs. William L. Hutchins, Sr.

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

Rev. Daniel F. Keller, not Rev. Keller Hon. Judith Christie, not Hon. Christie

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

The Reverend Daniel Keller will give the commencement address.

The Honorable Judith Christie believes in cutting taxes.

- 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.)

Joel arrived at 8:00 a.m. and left at 3:00 p.m.

We went to bed at midnight.

Note: Do not use *o'clock* with figures and *a.m.* or *p.m.*

Football practice starts 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 Middle Ages in Europe started with the fall of Rome in A.D. 476. **Note:** It may be acceptable not to include periods within these abbreviations.

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

FDA IRS CIA USMC

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

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

2 Observe these rules for writing numbers.

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

twelve thirty-three four million sixty-one thousand

Note: Year numbers and numbers referring to parts of a book (when written within a sentence) are exceptions to this rule and do not affect the writing of other numbers in the sentence.

35 B.C. A.D. 461 page 75 chapter 3 unit 10

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

Recognizing Common & Proper Nouns

1 A *common noun* names a person, place, thing, or idea but does not say which particular one.

teacher town dog ocean

2 A *proper noun* names a *particular* person, place, or thing and always begins with a capital letter.

Mrs. Roberts Fayetteville Rover Atlantic Ocean



Exercise A For each of the common nouns listed below, write a proper noun naming a person, place, or thing. *Answers will vary.*

Examples: state Utah ocean Pacific Ocean

- | | | | |
|--------------|-------|--------------|-------|
| 1. prophet | _____ | 6. book | _____ |
| 2. park | _____ | 7. continent | _____ |
| 3. planet | _____ | 8. explorer | _____ |
| 4. island | _____ | 9. king | _____ |
| 5. newspaper | _____ | 10. team | _____ |



Exercise B (1) Underline all common nouns. (2) Draw a circle around the proper nouns.

Mountains and music, castles and chalets, Vienna and the beautiful blue Danube—all these things and many more wonders can be found in beautiful Austria, a landlocked Alpine country between Eastern Europe and Western Europe. The landscape is extremely mountainous—various highland regions, including the Tyrol and Tauern Alps, cover the southwestern two-thirds of the country. The Danube River flows through northern Austria, and the country borders two large lakes—Lake Constance, which it shares with Switzerland and Germany, and Lake Neusiedler on the border between Austria and Hungary.

5

Type Sketch

A type sketch is the opposite of a character sketch. Instead of describing a specific individual, the type sketch paints a word picture of a general *type* of person. Often the title of the sketch will reveal the opinion of the author: "The Spoiled Kid," "The Bookworm," "The Golf Nut," "The Talkative Teen."

Usually the best way to bring a type sketch to life is to use humor. While it may be easier to write about a person's vices rather than his virtues, a writer should always be kind and should not write in a manner that would be hurtful to others.

A type sketch reveals a character by any of or all the following methods.

- a. Reveals what he says.
- b. Reveals what he does.
- c. Reveals what others say about him.
- d. Reveals his appearance, his expressions, and even his thoughts in relationship to his circumstances.
- e. Places him in his environment or typical situations.

Unlike a character sketch whose description should fit one specific person only, a type sketch should be a broad description that could fit a group of people.

PLAN

1 Select your subject.

- a. Select a general type, not a specific person. ("The Sports Nut," not "My Uncle Jeff")
- b. Select a type of person that interests or amuses you. You will find it easier to think of the ways to describe him.
- c. Select a type that will be recognized easily by the reader.

Sample: *The Picky Eater*

2 Make a list of ideas of any qualities that you want to convey.

Include general qualities such as laziness, sloppiness, greediness, diligence, neatness, generosity. Do not include specific details about height, weight, or hair color unless those specifics are shared by all in this group.

Sample:

<i>thoughtless</i>	<i>ungrateful</i>
<i>greedy</i>	<i>won't try new things</i>
<i>prefers boxed mac n cheese</i>	<i>picky even about how food is served</i>
<i>whiny</i>	<i>no green vegetables</i>
<i>tall and skinny</i>	<i>only chocolate ice cream</i>
<i>about 25 years old</i>	<i>no crusts on his sandwiches</i>

3 Decide how you will reveal the character and qualities of your subject.

- a. Relate the typical actions of the character.
 - (1) Place him in a typical setting.
 - (2) Relate an incident or an anecdote.

TEACHER SUPPLEMENT

for GRAMMAR & *Composition* WORK-TEXT Sixth Edition



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Editors: Calyn Ohman, Carole DeBruler

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