

Table of Contents

Section 1: Parts of Speech	3
Chapter 1: Verbs	5
Chapter 2: Nouns	13
Chapter 3: Pronouns.....	17
Chapter 4: Adjectives.....	23
Chapter 5: Adverbs	33
Chapter 6: Prepositions	47
Chapter 7: Parts of Speech Review.....	57
Section 2: Parts of the Sentence	61
Chapter 8: Subjects and Verbs.....	63
Chapter 9: Predicate Nominatives.....	69
Chapter 10: Direct Objects.....	73
Chapter 11: Review of Subjects and Verbs, Predicate Nominatives, and Direct Objects.....	77
Chapter 12: Transitive and Intransitive Verbs	81
Chapter 13: Appositives.....	89
Chapter 14: Nouns of Address.....	93
Chapter 15: Pronouns Revisited.....	97
Chapter 16: Noun/Pronoun Review	105
Chapter 17: Adjectives Revisited.....	109
Chapter 18: Adverbs Revisited	117
Chapter 18: Adverbs Revisited	117
Chapter 19: Prepositional Phrases.....	127
Chapter 20: Indirect Objects	138
Chapter 21: Objective Complements.....	142
Chapter 21: Objective Complements.....	142
Chapter 22: Conjunctions Revisited	146
Chapter 22: Conjunctions Revisited	146
Chapter 23: Verbals	150
Chapter 24: Compound Sentences	180
Chapter 25: Adjective Clauses.....	186
Chapter 25: Adjective Clauses.....	186
Chapter 26: Adverb Clauses	194
Chapter 27: Noun Clauses.....	202
Chapter 27: Noun Clauses.....	202
Chapter 28: Clauses Review	206
Chapter 29: Sentence Variety	214
Chapter 29: Sentence Variety	214
Chapter 30: Compound Sentences	218
Section 3: Mechanics	226
Chapter 31: Capitalization	228
Chapter 32: End Punctuation	245
Chapter 33: Periods.....	249

Chapter 34: Commas.....	253
Chapter 35: Quotation Marks.....	269
Chapter 36: Semicolons	275
Chapter 37: Colons.....	279
Chapter 38: Italics & Underlining.....	285
Chapter 39: Apostrophes.....	289
Chapter 40: Hyphens.....	299
Chapter 40: Hyphens.....	299
Chapter 41: Dashes	305
Chapter 41: Dashes	305
Chapter 42: Parentheses.....	309
Chapter 43: Brackets & Slashes.....	313

Section 1: Parts of Speech

Chapter 1: Verbs

Verbs make things happen, show action or state of being & also indicate time of action or being.

Lesson 1

Verbs are the most important words in a sentence. Verbs are the first of the eight parts of speech that we will be studying. Most verbs are action words, but a few verbs indicate state of being or existence. The first lessons will be about verbs, and how they are recognized and used.

Instructions: Find the action verbs in the following sentences.

1. The wolf ran across the sand.
2. Sit down.
3. The dog barked at the man.

Lesson 2

Instructions: Find the state of being verbs in these sentences.

1. My uncle is a pilot.
2. The pie looks good.
3. You seem upset.

Lesson 3

Instructions: Pick out the verbs in these sentences and tell whether they are action verbs or linking verbs.

1. Suddenly someone sneezed loudly.
2. There are holes in my shirt.
3. He appears happy.
4. The image appeared in the mirror.

Lesson 4

Sometimes a verb can be more than one word. When a verb is more than one word, it is called a verb phrase. Verb phrases can be two, three, or four words. Using auxiliary or helping verbs makes verb phrases. There are twenty-three (23) helping verbs that should be memorized since they are used so often. If you memorize them, it will make knowing and understanding verbs much easier. They are usually grouped in the following five groups:

Group 1: is, am, are, was, were, be, being, been

Group 2: has, have, had

Group 3: do, does, did

Group 4: shall, will, should, would

Group 5: may, might, must, can, could

Instructions: Pick out the verb phrases in these sentences.

1. You are going to Seattle.
2. You have been resting too much.
3. We must be early.
4. I will be finished shortly.

Lesson 5

Some of the helping verbs can be used alone as the main verb. *Is, am, are, was, and were* can be used alone as linking or state of being verbs. *Has, have, had, do, does, and did* always show action when used alone. *Be, being, and been* can be used with other verbs either to show action, or state of being. The other helping verbs cannot be used alone, but only as helping verbs.

Instructions: Find the verb or verb phrases in these sentences.

1. She has too many friends.
2. You do beautiful work.
3. I was in Canada last week.
4. You are being very stubborn.

Quiz for Lessons 1-5

Instructions: List the verbs or verb phrases in the sentences, and tell whether they are action verbs or state of being verbs. For extra credit, find the helping verbs.

1. Jim plays basketball.
2. They will return on the airplane.
3. Badger is a funny dog.
4. I have been here a long time.
5. I should have been playing the drum.
6. Go home.

Lesson 6

Instructions: Pick out the verb phrases in the following sentences (remember to watch for the helping verbs).

1. I can understand his concern.
2. She must have told you ten times.
3. We shall go tomorrow.
4. The wind was howling all night.

Lesson 7

The use of helping verbs causes certain changes in verb phrases that we need to be able to recognize. One change is the use of contractions (contractions are two or more words combined together with an apostrophe).

As mentioned before, it's a good idea to memorize the helping verbs. If you haven't memorized them, take a few minutes to learn them.

Group 1: is, am, are, was, were, be, being, been

Group 2: has, have, had

Group 3: do, does, did

Group 4: shall, will, should, would

Group 5: may, might, must, can, could

Instructions: List the contractions in the following sentences.

1. I've done it again.
2. You aren't going with us.
3. She's staying to tend the kids.

Lesson 8

A helping verb may be connected with another word in a contracted form. The following sentences have verb phrases using contractions.

Instructions: Find the verb phrases in each sentence. Determine if the verb phrases are action verbs or state of being verbs.

1. I've done it again.
2. You aren't going with us.
3. She's staying to tend the kids.

Lesson 9

In sentences that are questions, the verb phrase is often separated by another word.

Instructions: Find the verb phrases in these sentences. Be sure to watch for another word separating the helping verb from the main verb.

1. Have you been driving long?
2. Where was the car parked?
3. Can I be of assistance?

Lesson 10

Sometimes verb phrases are separated by words called adverbs (we will learn more about adverbs in later lessons). Adverbs are often used with verbs; however, they are not considered part of the verb phrase.

Instructions: Find the verb phrases in the following sentences. Are the verbs action verbs or state of being verbs?

1. You have not helped your father today.

2. I will soon be home.
3. The child had suddenly choked on the food.

Quiz for Lessons 6-10

Instructions: List the verb phrases in the following sentences.

1. My wife is reading in the hammock under the tree.
2. The message can't be altered.
3. Somewhere a party is being planned.
4. Shouldn't I be a clown for Halloween?
5. I've run out of time.
6. Write down as many of the twenty-three helping verbs as you can.

Lesson 11

Not and its contracted form, *n't*, are never part of the verb.

Instructions: Pick out the verb phrases in these sentences.

1. The game will not be finished for another hour.
2. The horse shouldn't have been worked so much.
3. Wouldn't you give me another chance?

Lesson 12

Verb phrases with two or more helping verbs always keep a definite order. Most helping verbs can combine with other helping verbs but will not combine with all of them. The examples below show good combinations.

is being said, has been said, will be said, could have been said, may have said, had been said

Instructions: Arrange the following helping verbs with the word in parentheses into a verb phrase. One of the helping verbs will not combine and must be left out.

Example: was, have, may (gone) = may have gone - was will not combine in this group.

1. am, will, being (fired)
2. been, could, does, have (learning)
3. might, do, have, been (sleeping)
4. must, were, be (discovered)
5. be, has, should (sold)

Lesson 13

We can change the form of a verb (these changes in form are used in conjugations. Conjugations will be addressed in later lessons). For example, a verb can have an *s* added to it as in *eat, eats* or *run, runs*. Other changes could be *eating, ate, or eaten* for the verb *eat*. *Run* could be changed to *running, or ran*. Irregular verbs, which we will cover later, have several confusing changes.

Instructions: Find the verb or verb phrases in these sentences. Take note of the different verb forms for come and sent.

1. I am coming in the morning.
2. I came as soon as possible.
3. She comes by every day.
4. Send me the package in the mail.
5. The new part was sent to me.
6. I am sending Jeff with the neighbors.

Lesson 14

Instructions: Pick out only the helping verbs used in the verb phrases.

1. He should have tried again.
2. The dog had suddenly come into the yard.
3. Has anyone taken out the trash?

4. Could they have been pointing at our car?
5. She's hoping for a call from her sister.

Lesson 15

It's time for a review! Remember that verbs either show action or state of being. Using helping verbs makes verb phrases. Verb phrases may be separated by other words. Verb phrases follow a definite order and change form.

Instructions: Find the verb phrases and tell what kind of verbs they are.

1. I can understand your concern.
2. Is Mrs. Johanson going with you?
3. The rooms cannot be held any longer.
4. I haven't seen him for an hour.

Quiz for Lessons 1-15

Instructions: Answer each question true or false.

1. Verbs never change form.
2. A verb is never just one word.
3. Verb phrases keep a definite order.
4. There are twenty-three helping verbs.
5. Helping verbs cannot be the main verb.
6. Helping verbs can be action verbs.
7. Verb phrases can have three helping verbs.
8. Verbs can be in contracted form.
9. State of being verbs show action.
10. Verbs are the most important words in a sentence.

Answer Key

Chapter 1	3
Chapter 2	7
Chapter 3	9
Chapter 4	11
Chapter 5	15
Chapter 6	21
Chapter 7	25
Chapter 8	27
Chapter 9	29
Chapter 10	31
Chapter 11	33
Chapter 12	35
Chapter 13	37
Chapter 14	39
Chapter 15	41
Chapter 16	43
Chapter 17	45
Chapter 18	49
Chapter 19	53
Chapter 20	59
Chapter 21	61
Chapter 22	63
Chapter 23	65
Chapter 24	75
Chapter 25	77
Chapter 26	79
Chapter 27	81
Chapter 28	83
Chapter 29	89
Chapter 30	93
Chapter 31	99
Chapter 32	105
Chapter 33	107
Chapter 34	109
Chapter 35	115
Chapter 36	119
Chapter 37	121
Chapter 38	125
Chapter 39	127
Chapter 40	131
Chapter 41	133
Chapter 42	135
Chapter 43	137

Chapter 1 Answer Key

Lesson 1 Answers:

1. ran
2. sit
3. barked

All three verbs are action verbs since they show action. Action verbs are the most common verbs.

Lesson 2 Answers:

1. is
2. looks
3. seem

These verbs are state of being or linking verbs. Some common linking verbs include: *is, am, are, was, were, be, being, been, seem, look, feel, and become*. They do not show action; they just show that something exists.

Lesson 3 Answers:

1. sneezed
2. are
3. appears
4. appeared

Sneezed and *appeared* are action verbs. *Are* and *appears* are linking, or state of being verbs. Some verbs, like *appear*, can be either action or linking verbs (this depends on whether the verb shows action or not). In the sentence above, *Appears* is like saying *seems*, which shows no action. However, *appeared* shows the action of the *image*.

Lesson 4 Answers:

1. are going
2. have been resting
3. must be
4. will be finished

These sentences all have what are called auxiliary or helping verbs. I will refer to them as helping verbs.

Lesson 5 Answers:

1. has
2. do
3. was
4. are being

Has and *do* are action verbs, *was* and *are being* are state of being verbs.

Answers for Quiz (Lessons 1-5):

1. plays - action
2. will return - action
3. is - linking or state of being
4. have been - state of being
5. should have been playing - action
6. go - action

The helping verbs are: *will, have, should, have, and been*. The *been* in sentence four is not a helping verb because it is the main verb. The last verb in a verb phrase is always the main verb.

Lesson 6 Answers:

1. can understand
2. must have told
3. shall go
4. was howling

Can understand, must have told, shall go, and was howling are the verb phrases.

Lesson 7 Answers:

1. I've
2. aren't
3. she's

Lesson 8 Answers:

1. 've (have) done - Have is in contracted form.
2. are going - Are is connected to the contracted form of not.
3. 's (is) staying - Is is in contracted form.

All three verb phrases are action verbs.

Lesson 9 Answers:

1. have been driving
2. was parked
3. can be

The words separating the verb phrases are nouns and pronouns. This is very common in sentences that are questions. The first two verbs are action verbs, and the last verb is a state of being verb.

Lesson 10 Answers:

1. *have helped* - action verbs
2. *will be* - state of being verbs
3. *had choked* - action verbs

Answers for Quiz (Lessons 6-10):

1. is reading
2. can be altered
3. is being planned
4. should be
5. 've (have) run
6. The twenty-three helping verbs are: *is, am, are, was, were, be, being, been, have, has, had, do, does, did, shall, will, should, would, may, might, must, can, and could*.

Lesson 11 Answers:

1. will be finished
2. should have been worked
3. would give

Not and *n't* are not part of the verb phrase. Verb phrases can have one, two, or three helping verbs in them.

Lesson 12 Answers:

1. am being fired
2. could have been learning
3. might have been sleeping
4. must be discovered
5. should be sold

Lesson 13 Answers:

1. am coming
2. came
3. comes
4. send
5. was sent
6. am sending

Lesson 14 Answers:

1. should have
2. had
3. has
4. could have been
5. 's (is)

Lesson 15 Answers:

1. can understand - action
2. is going - action
3. can be held - action
4. have seen - action

Answers for Quiz (Lessons 1-15):

1. false (Lesson 13)
2. false (Lesson 4)
3. true (Lesson 12)
4. true (Lesson 4)
5. false (Lesson 5)
6. true (Lesson 5)
7. true (Lesson 4)
8. true (Lesson 8)
9. false (Lesson 1)
10. true (Lesson 1)