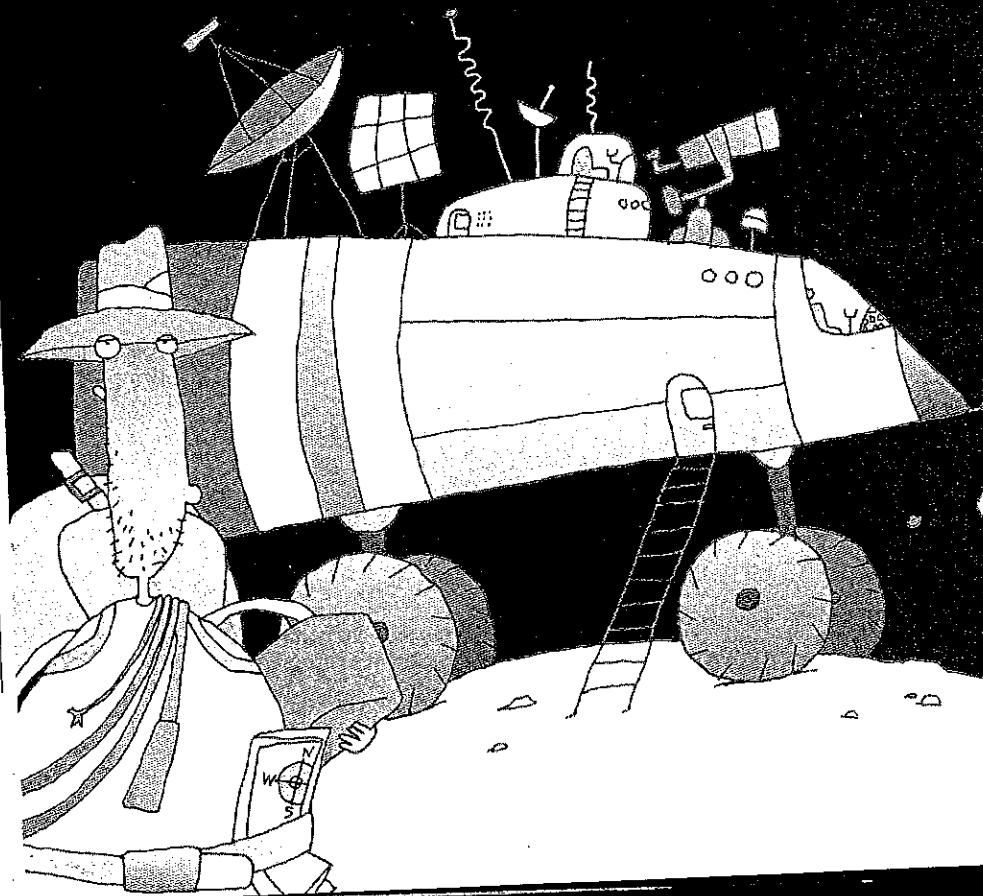


Proofreader's Guide

- 387 Marking Punctuation
- 404 Editing for Mechanics
- 411 Improving Spelling
- 419 Using the Right Word
- 434 Understanding Sentences
- 439 Understanding Our Language



Marking Punctuation

Period

A period is used to end a sentence. It is also used after initials, after abbreviations, and as a decimal point.

387.1 At the End of a Sentence

A period is used to end a sentence that makes a statement or a request, or that gives a command that is not used as an exclamation.

Homes in the future will have many high-tech features.
[statement]

Check your video doorbell to see who stopped by while you were gone.
[request]

Don't worry.
[command]

Your household robot will not reveal your whereabouts unless programmed to do so.
[statement]

Note: It is not necessary to place a period after a statement that has parentheses around it and is part of another sentence.

387.2 After an Initial

A period should be placed after an initial.

E. L. Konigsburg [author]
Marie A. Smith [politician]

387.3 After Abbreviations

A period is placed after each part of an abbreviation—unless the abbreviation is an acronym. An acronym is a word formed from the first (or first few) letters of words in a set phrase. (See 409.5.)

Abbreviations:

Mr. Mrs. Ms. Dr. B.C.E. C.E.

Acronyms:

AIDS NASA

Note: When an abbreviation is the last word in a sentence, only one period should be used at the end of the sentence.

In the twenty-first century, we'll get more of our energy from renewable sources, such as the sun, the wind, ocean water, etc.

387.4 As a Decimal

Use a period as a decimal point and to separate dollars and cents.

For \$2.99 on Tuesdays, I can rent three videos. But is it a bargain to spend 33.3 percent of my allowance on videos that I won't have time to watch anyway?

Ellipsis

An ellipsis (three periods) is used to show a pause in dialogue or to show that words or sentences have been left out. (Leave one space before, after, and between each period.)

388.1 To Show a Pause

An ellipsis is used to show a pause in dialogue.

"My report," said Reggie, "is on . . . ah . . . cars of the future. One place that I . . . ah . . . checked out on the Internet said that cars would someday run on sunshine. Is this . . . ah . . . a plot to keep teenage drivers home at night?"

388.2 To Show Omitted Words

An ellipsis is used to show that one or more words have been left out of a quotation. Read this prediction from www.futurist.com:

"The human life span has nearly tripled in the last 200 years, from an average of 30 years to nearly 85 years. If you reach 65 and are healthy, you can expect to live another 20 years."

Here's how you would type part of this quotation, leaving some of the words out.

"The human life span has nearly tripled . . . from an average of 30 years to nearly 85 years."

388.3 At the End of a Sentence

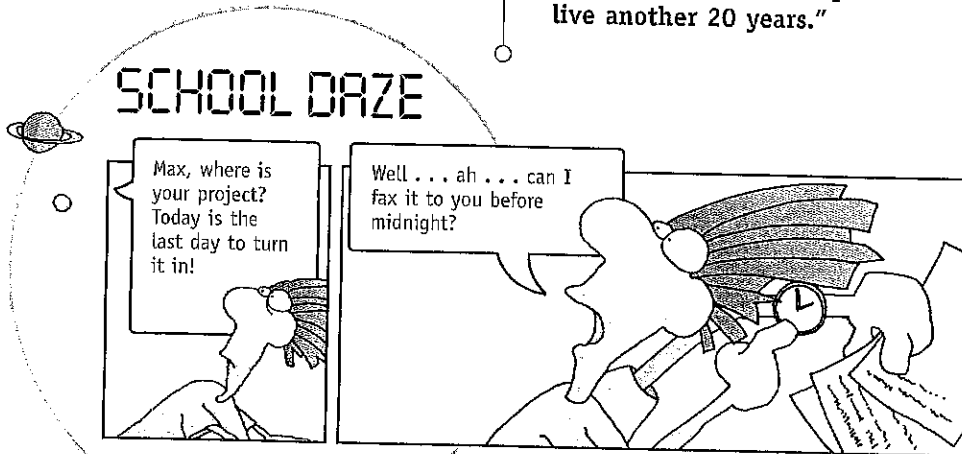
If the words left out are at the end of a sentence, use a period followed by three dots.

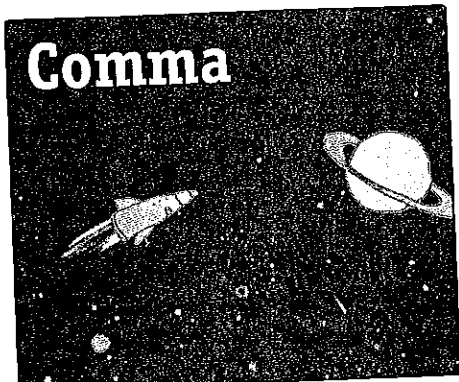
"The human life span has nearly tripled in the last 200 years. . . . If you reach 65 and are healthy, you can expect to live another 20 years."

SCHOOL DAZE

Max, where is your project? Today is the last day to turn it in!

Well . . . ah . . . can I fax it to you before midnight?





Comma

Commas are used to indicate a pause or a change in thought. Commas are used to keep words and ideas from running together, making writing easier to read. No other form of punctuation is more important to understand than the comma.

389.1 Between Items in a Series

Commas are used between words, phrases, or clauses in a series. (A series contains at least three items.)

Spanish, French, and German are the languages most often taught in schools today, but Chinese, English, and Hindi are the languages spoken by the most people in the world.
[words]

Being comfortable with technology, working well with others, and knowing another language and culture are important skills for today's workers. [phrases]

389.2 To Keep Numbers Clear

Commas are used to separate the digits in a number in order to distinguish hundreds, thousands, millions, etc.

In 1995 the total number of immigrants to the United States was 720,461. The greatest number of immigrants came from Mexico (89,932), the Philippines (50,984), and Vietnam (41,752).

Note: Commas are not used in years. Also, it is often easier to use a combination of numerals and words for certain large numbers in the millions and billions. (See 410.2 for more information.)

389.3 In Dates and Addresses

Commas are used to distinguish items in an address and items in a date.

In June our family is moving to 2727 Telluride Avenue, Denver, Colorado 81435, for a year.

In January 2029 we will celebrate the 100th birthday of Rev. Martin Luther King, Jr. On August 28, 1963, he gave his famous "I Have a Dream" speech.

The address of the Martin Luther King, Jr., Center for Nonviolent Social Change, Inc., is 449 Auburn Ave. N., Atlanta, GA 30312-1503.

390.1 To Set Off Dialogue

Commas are used to set off the exact words of the speaker from the rest of the sentence.

The electronics executive said, "Did you know that computers can now speak with a Texas drawl?"

Note: When you are reporting or summarizing what someone said, use no comma (or quotation marks) as in the example below. The words *if* and *that* often signal dialogue that is being reported rather than quoted.

The electronics executive said that computers can now speak with a Texas drawl.

390.2 To Set Off Interruptions

Commas are used to set off a word, phrase, or clause that interrupts the main thought of a sentence. Such expressions usually can be identified through the following tests:

1. They may be omitted without changing the meaning of the sentence.
2. They may be placed nearly anywhere in the sentence without changing the meaning of the sentence.

Computers, *as we all know*, are getting smaller. You may someday, *for example*, own a wristwatch computer.

390.3 To Set Off Interjections

A comma is used to separate an interjection or a weak exclamation from the rest of the sentence.

No kidding, you mean someday computers may be sewn into our clothing?

Yes, and don't be surprised if that piece of clothing reminds you about your dentist appointment and your homework assignments.

390.4 In Direct Address

Commas are used to separate a noun of direct address from the rest of the sentence. (A noun of direct address is the noun that names the person spoken to in the sentence.)

Jill, listen to this. With a touch of a key, an interior decorator can change wallpaper and fabrics on his computer screen.

That's nothing, Jack. An architect can, with the touch of a key, see how light will fall in different parts of the building.

390.5 To Enclose Information

Commas are used to enclose a title, a name, or initials that follow a person's last name.

Melanie Prokat, M.D., and Gerald Sahn, Ph.D., admitted that they can't program their VCR's. Then Mereick, B., and Abrams, J. D., confessed that they can't either.

391.1 Between Two Independent Clauses

A comma may be used between two independent clauses that are joined by coordinate conjunctions such as *and, but, or, nor, for, so, and yet*.

Many businesses are selling their products on the Internet, and on-line buying has become popular with millions of people.

Avoid Comma Splices

A comma splice results when two independent clauses are "spliced" together with only a comma—and no conjunction. (See page 86.)

391.2 To Separate Clauses and Phrases

A comma should separate an adverb clause or a long modifying phrase from the independent clause that follows it.

If everyone shops on the Internet, what will happen to shopping malls? [adverb clause]

According to the experts, shopping malls may one day be as hard to find as drive-in movie theaters. [long modifying phrase]

In time "mallng" may be just a fond memory of the good old days that you can tell your grandchildren about. [Commas are usually omitted after short introductory phrases, and when the adverb clause follows the independent clause.]

391.3 To Separate Adjectives

Commas are used to separate two or more adjectives that equally modify the same noun.

Many intelligent, well-educated scientists think that one of Jupiter's 16 moons shows signs of life.

Intelligent and *well-educated* are separated by a comma because they modify *scientists* equally.

Note: No comma is used between the last adjective (*well-educated*) and the noun (*scientists*).

In 2004 scientists hope to send a space probe to this cold Jovian moon.

Cold and *Jovian* do not modify *moon* equally; therefore, no comma separates the two.

Use these tests to help you decide if adjectives modify equally:

1. Switch the order of the adjectives; if the sentence is clear, the adjectives modify equally.
2. Put the word *and* between the adjectives; if the sentence reads well, use a comma when *and* is taken out.

391.4 To Set Off Phrases

Commas are used to separate an explanatory phrase from the rest of the sentence.

English, the language computers speak worldwide, is also the most widely used language in science and medicine.

392.1 To Set Off Appositives

An appositive is a word or phrase that identifies or renames a noun or pronoun. (Do not use commas with restrictive appositives because they are necessary to the basic meaning of the sentence.)

COBOL, a programming language that is based on English words and phrases, was invented by Grace Hopper, a U.S. Navy admiral. [The two appositive phrases are set off with commas.]

U.S. Navy Admiral Grace Hopper invented COBOL.

[The restrictive appositive, *Grace Hopper*, is not set off because it's needed to make the sentence clear.]

392.2 To Set Off Nonrestrictive Phrases and Clauses

Commas are used to punctuate **nonrestrictive** phrases and clauses (those phrases or clauses that are not necessary to the basic meaning of the sentence).

Ninety-seven percent of the earth's water supply is contained in our oceans, and 2 percent is frozen. We get our water from the 1 percent that is left, which comes from the earth's surface or groundwater.

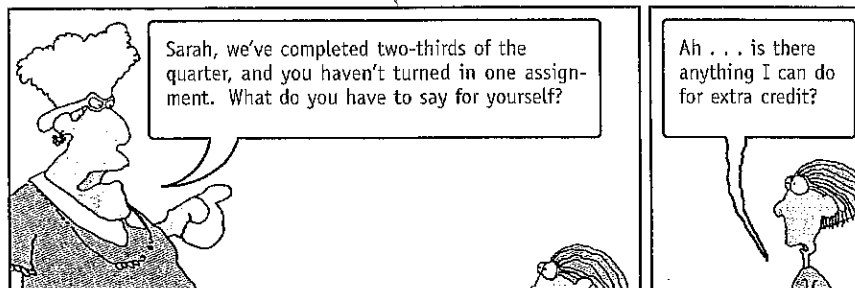
The clause—*which comes from the earth's surface or groundwater*—is additional information; it is nonrestrictive (not required). If the clause were left out, the meaning of the sentence would remain clear.

Restrictive phrases or clauses (those that are needed in the sentence) restrict or limit the meaning of the sentence and are not set off with commas.

Groundwater that is free from harmful liquids and chemicals is rare.

The clause—*that is free from harmful liquids and chemicals*—is restrictive; it is needed to complete the meaning in the basic sentence and is not, therefore, set off with commas.

SCHOOL DAZE



Se

A ser
a pe
some
peric
sam

393.:

A se
indep
conn
junct
the t
as a
My
lav
se

393

Use
per
if t

A

r

l

:

Semicolon

A semicolon is a cross between a period and a comma. It is sometimes used in place of a period; other times it serves the same function as a comma.

393.1 To Join Two Independent Clauses

A semicolon is used to join two independent clauses that are not connected with a coordinate conjunction. (This means that each of the two clauses could stand alone as a separate sentence.)

My dad bought a robot-operated lawn mower; I was anxious to see the thing work.

393.2 To Set Off Two Independent Clauses

Use a semicolon to separate independent clauses if they are long, or if they already contain commas.

After I "set the route," the robot mower was ready to cut the grass; but when I checked on it later, I discovered that our high-tech mower had also cut Mrs. Crabb's yard—and all of her flowers.

393.3 With Conjunctive Adverbs

A semicolon is also used to join two independent clauses when the clauses are connected only by a conjunctive adverb (*also, as a result, for example, however, therefore, instead*).

I apologized for the robot's slipup; however, Mrs. Crabb continued to scream about careless teenagers and dumb machines.

393.4 To Separate Groups That Contain Commas

A semicolon is used to distinguish groups of items within a list.

Here's a list of things we should be recycling: aluminum cans; cardboard, newspapers, and other paper products; glass bottles, jars, and other glass items.

Certain items are still difficult to recycle: foam cups, plates, and cartons; plastic bags, diapers, and wrappers; used tires and chemicals.

See 436.3 for an explanation and examples of independent clauses.

Colon



A colon may be used to introduce a letter, a list, or an important point. Colons are also used between the numbers in time.

394.1 After a Salutation

A colon may be used after the salutation of a business letter.

Dear Ms. Manners:

394.2 As a Formal Introduction

A colon may be used to formally introduce a sentence, a question, or a quotation.

One scientist explained why it's important to protect the environment: "It's like pulling bricks from a wall; everything will seem fine until the wall suddenly collapses."

394.3 For Emphasis

A colon is used to emphasize a word or phrase.

Experts worry about one creature that is mysteriously dying off in great numbers: the frog.

394.4 Between Numerals Indicating Time

A colon is used between the parts of a number that indicates time.

Come to think of it, I rarely hear frogs croaking anymore between 4:00 a.m. and 8:00 a.m.

394.5 To Introduce a List

A colon is used to introduce a list.

We produce enough foam cups annually to circle the earth 436 times. Here's how we can begin to control this problem: use paper picnic products, buy eggs in paper cartons, and ask for paper food containers at fast-food restaurants.

Note: When introducing a list, the colon usually comes after summary words—*the following*, *these things*—or after words describing the subject of the list.

Correct:

To conserve water you should do the following three things: install a low-flow showerhead, turn the water off while brushing your teeth, and fix drippy faucets.

Incorrect:

To conserve water you should: install a low-flow showerhead, turn the water off while brushing your teeth, and fix drippy faucets.

Correct:

Other ideas come to mind: take shorter showers, run only full dishwashers, and stop worrying about brown lawns.

**en
als
ting Time**

en the parts of
tes time.
I rarely
anymore
nd 8:00 a.m.

roduce

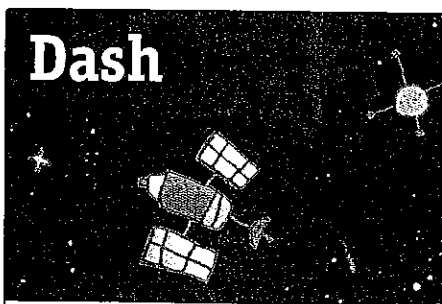
roduce a list.
foam cups
e earth 436
e can begin
m: use
t, buy eggs
ask for
s at fast-

cing a list,
s after sum-
owing, these
s describing

should do
ngs: install
turn
ushing your
faucets.

should:
erhead,
brushing
ppy faucets.

nd: take
y full
rrying



The dash can be used to show a sudden break in a sentence, to emphasize a word or clause, and to show that someone's speech is being interrupted.

395.1 To Indicate a Sudden Break

A dash can be used to show a sudden break in a sentence.

There is one thing—actually several things—that I find hard to believe about the superphone of the future. Push a few buttons, and it will print out everything from the news to sports scores to concert information.

395.2 For Emphasis

A dash may be used to emphasize a word, series of words, a phrase, or a clause.

High-tech jobs—ones that require both technical education and on-the-job training—are hot.

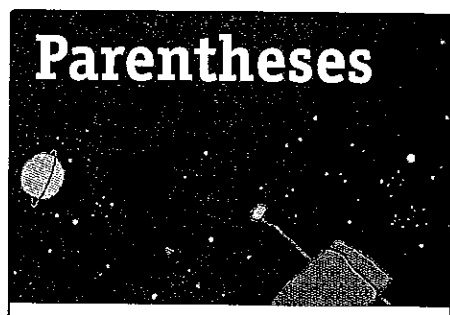
I think that one of these career choices—computer science, computer programming, or systems analyst—is my ticket to employment in the future.

395.3 To Indicate Interrupted Speech

A dash is used to show that someone's speech is being interrupted by another person.

Why, hello—yes, I understand—no, I remember—oh—of course, I won't—why, no, I—why, yes, I—why don't I just fax it to you.

Note: A dash is indicated by two hyphens--without spacing before or after the hyphens--in all typed material.



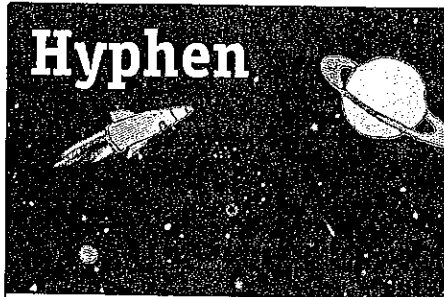
Parentheses are used around words that are included in a sentence to add information or to help make an idea clearer.

395.4 To Add Information

Use parentheses when adding or clarifying information.

Cures for diseases (from arthritis to AIDS) may be found in plants in the rain forest. Fewer than 10 percent of the plant species in the world have been studied (a total of over 250,000 species).

Hyphen



The hyphen is used to divide words at the end of a line, to join the words in compound numbers from twenty-one to ninety-nine, and to form compound words. It is also used to join numbers that indicate the life span of an individual, the scores of a game, and so on.

396.1 To Divide a Word

The hyphen is used to divide a word when you run out of room at the end of a line. A word may be divided only between syllables. Here are some additional guidelines:

- ✦ Never divide a one-syllable word: *raised*, *through*.
- ✦ Avoid dividing a word of five letters or less: *paper*; *study*.
- ✦ Never divide a one-letter syllable from the rest of the word: *omit-ted*, not *o-mitted*.
- ✦ Never divide abbreviations or contractions.
- ✦ Never divide the last word in more than two lines in a row or the last word in a paragraph.
- ✦ When a vowel is a syllable by itself, divide the word after the vowel: *epi-sode*, not *ep-isode*.

396.2 In Compound Words

The hyphen is used to make some compound words.

e-mail
 baby-sitter
 toll-free number
 retro-rocket
 three-story building
 ice-skating
 all-star

396.3 To Avoid Confusion or Awkward Spelling

Use a hyphen with prefixes or suffixes to avoid confusion or awkward spelling.

Re-collect (not *recollect*) the reports we distributed last week.

It has a shell-like (not *shelllike*) texture.

396.4 Between Numbers in a Fraction

A hyphen is used between the numbers in a fraction, but not between the numerator and denominator when one or both are already hyphenated.

four-tenths
 five-sixteenths
 seven thirty-seconds (7/32)

**Compound
ds**

sed to make some

r
ding

**oid
ision or
vard
ng**

ith prefixes or
confusion or

ollect) the
ted last

(not shelllike)

**en
ers in a
n**

ween the num-
t not between
denominator
are already

(7/32)

**397.1 To Create
New Words**

A hyphen is used to form new words beginning with the prefixes *self*, *ex*, *all*, *great*, etc. A hyphen is also used with suffixes such as *elect* and *free*.

A special mesh seeded with live cells may induce self-generating skin for burn victims.

Despite high-tech health care, we have not created a germ-free world. Some bacteria no longer respond to all-purpose antibiotics.

**397.2 To Join Letters
and Words**

A hyphen is used to join a capital letter to a noun or participle.

- U-turn
- T-bar lift
- X-ray therapy
- PG-rated movie

**397.3 To Form an
Adjective**

Use the hyphen to join two or more words that work together to form a single-thought adjective before a noun.

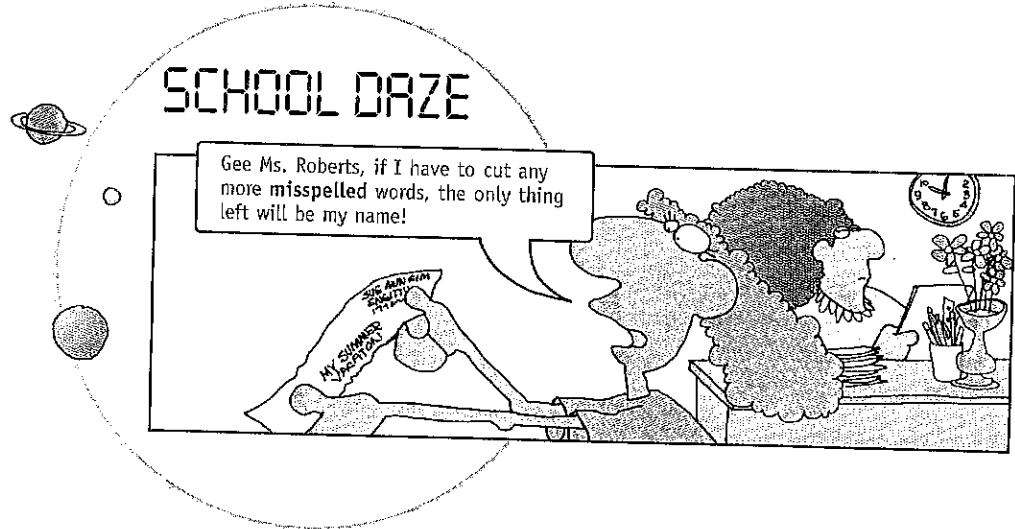
- voice-recognition software
- heat-and-serve meals
- microwave-safe cookware

Note: When words forming the adjective come after the noun, do not hyphenate them.

These dishes are microwave safe.

Caution: When the first of the words ends in *ly*, do **not** use a hyphen; also, do not use a hyphen when a number or letter is the final part of a one-thought adjective.

- newly designed computer
- grade A milk



Question Mark

A question mark is used after an interrogative sentence and to show doubt about the correctness of a fact or figure.

398.1 Direct Question

A question mark is used at the end of a direct question (an interrogative sentence).

How long will it be before deep-diving vehicles will be able to search the deepest ocean floor for deposits of manganese, silver, and cobalt?

398.2 Indirect Question

No question mark is used after an indirect question.

Because I love dolphins and seals, I'm often asked if I want to be a marine biologist.

I asked if marine biologists will one day be required to live on the ocean floor.

398.3 To Show Doubt

The question mark is placed within parentheses to show that the writer isn't sure a fact or figure is correct.

By the year 2050 (?) we will be able to explore the ocean floor without attachment to any support vehicle.

Exclamation Point

The exclamation point may be placed after a word, a phrase, or a sentence to show emotion. (The exclamation point should not be overused.)

398.4 To Express Strong Feeling

The exclamation point is used to show excitement or strong feeling.

Yeah! Wow! Oh my!

Surprise! You've won the million-dollar sweepstakes!

Caution: Never use more than one exclamation point; such punctuation is incorrect and looks foolish.

Don't ever do that to me again!

Doubt

aced within
t the writer
e is correct.
ve will be
an floor
any

on

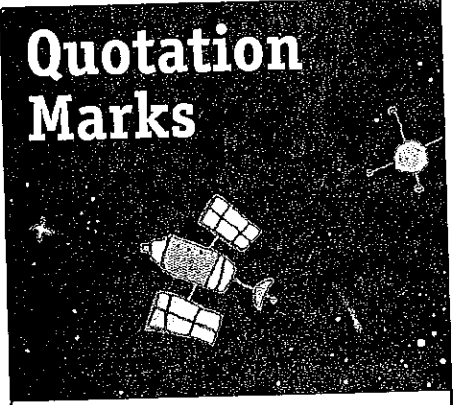
nt may be
phrase, or
emotion.
should

ing

used
ong

tion-

one
ua
hi



Quotation Marks

Quotation marks are used to set off the exact words of a speaker, to show what a writer has "borrowed" from another book or magazine, to set off the titles of certain publications, and to show that certain words are used in a special way.

399.1 To Set Off Direct Quotations

Quotation marks are placed before and after direct quotations. Only the exact words quoted are placed within quotation marks.

Futurist Don Reynolds says, "Today's students will go through an average of four careers in one life span."

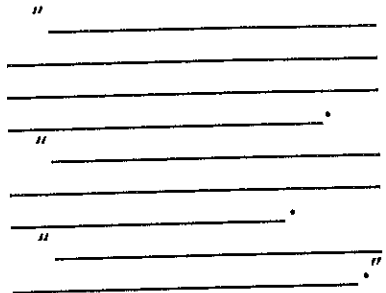
399.2 For Quoting a Quotation

Single quotation marks are used to punctuate a quotation within a quotation.

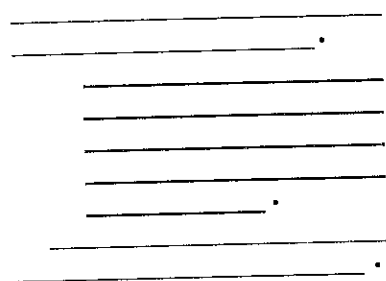
"When Mr. Kurt said, 'Read this book by tomorrow,' I was stunned," said Sung Kim.

399.3 For Long Quotations

If more than one paragraph is quoted, quotation marks are placed before each paragraph and at the end of the last paragraph.



In research papers or reports, quotations that are more than four lines on a page are usually set off from the rest of the paper by indenting 10 spaces from the left.



Note: Longer quotations that are set off require no quotation marks either before or after the quoted material, unless quotation marks appear in the original copy.

400.1

Placement of Punctuation

Periods and commas are always placed **inside** quotation marks.

"I don't know," said Albert.
Albert said, "I don't know."

An exclamation point or a question mark is placed **inside** the quotation marks when it punctuates the quotation; it is placed **outside** when it punctuates the main sentence.

Ms. Wiley asked, "Can you actually tour the Smithsonian on the Internet?"

Did I hear you say, "Now we can tour the Smithsonian on the Internet"?

Semicolons or colons are placed **outside** quotation marks.

First, I will read "The Masque of the Red Death"; then, I will read "The Raven."

400.2

For Special Words

Quotation marks also may be used (1) to set apart a word that is being discussed, (2) to indicate that a word is slang, or (3) to point out that a word or phrase is being used in a special way.

1. Daria's mom works in a "cube farm" in Palo Alto, California, a place where rows of cubicles take the place of private offices.
2. I'd say that group was really "bad."
3. This electronic lure is really going to "light up" some fish's life.

400.3

To Punctuate Titles

Quotation marks are used to punctuate titles of songs, poems, short stories, lectures, episodes of radio or television programs, chapters of books, and articles found in magazines, newspapers, or encyclopedias.

"Change the World" [song]

"The Raven" [poem]

"The Pearls of Parlay"
[short story]

"A House Is Not a Home "
[a television episode]

"We'll Never Conquer Space"
[a chapter in a book]

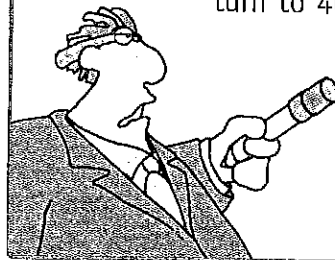
"The Robot's Role in Space"
[lecture]

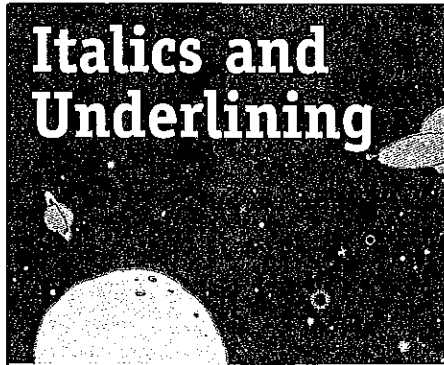
"Teen Rescues Stranded
Dolphin" [newspaper article]

Note: When you punctuate a title, capitalize the first word, last word, and every word in between except for articles, short prepositions, and coordinating conjunctions.

Other Titles

For help punctuating titles not listed above, turn to 401.3.





Italics is slightly slanted type. In this sentence, the word *happiness* is typed in italics. In handwritten material, each word or letter that should be in italics is underlined.

401.1 Handwritten

Underline words that should be italicized.

In Tuck Everlasting, the author explores what it would be like to live forever.

401.2 Printed

Put words in italics before they are printed.

In *Tuck Everlasting*, the author explores what it would be like to live forever.

401.3 In Titles

Underline (or *italicize*) the titles of books, plays, book-length poems, magazines, radio and television programs, movies, videos, cassettes, CD's, the names of aircraft and ships, and newspapers.

- Walk Two Moons [book]
- Discover [magazine]
- Law and Order [television program]
- Titanic [movie]
- The Joshua Tree [CD]
- U.S.S. Arizona [ship]
- Columbia [space shuttle]
- New York Times or New York Times [newspaper]

Note: When the name of a city is used as part of the name of a newspaper, the name of the city need not be underlined.

Exceptions: Do not underline or put in quotation marks your own title at the top of your written work.

401.4 For Foreign Words

Underline foreign words that are not commonly used in everyday English. Also underline scientific names.

E pluribus unum appears on most U.S. currency.

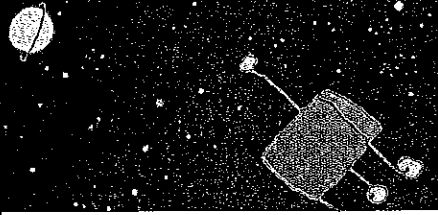
Humankind is also known as Homosapiens.

401.5 For Special Uses

Underline any number, letter, or word that is being discussed or used in a special way. (Sometimes quotation marks are used for this same reason. See 400.2.)

I hope that this letter I stands for incredible instead of incomplete.

Apostrophe



An apostrophe is used to show possession, to form plurals, or to show that one or more letters have been left out of a word.

402.1 In Contractions

An apostrophe is used to show that one or more letters have been left out of a word to form a contraction.

don't [o is left out]

she'd [woul is left out]

it's [i is left out]

402.2 In Place of Omitted Letters or Numbers

An apostrophe is used to show that one or more digits have been left out of a number, or that one or more letters have been left out of a word to show its special pronunciation.

class of '99 [19 is left out]

g'bye [the letters *ood* are left out]

Note: Letters and numbers are usually not omitted in formal writing. They are, however, often left out in dialogue because dialogue needs to sound like real people talking.

402.3 To Form Plurals

An apostrophe and s are used to form the plural of a letter, a sign, a number, or a word discussed as a word.

A's **8's** **+s** **to's**

"Don't use too many *and's* in your writing."

402.4 To Express Time or Amount

An apostrophe is used with an adjective that is part of an expression indicating time or amount.

Tomorrow's school lessons may be taught **over the Internet**.

My father lost an entire **day's** work when that thunderstorm knocked out our power.

402.5 To Form Possessives in Compound Nouns

The possessive of a compound noun is formed by placing the possessive ending after the last word.

her sister-in-law's hip-hop music [singular]

her sisters-in-law's tastes in music [plural]

the secretary of state's wife [singular]

the secretaries of state's wives [plural]

403.1 To Form Possessives With Indefinite Pronouns

The possessive of an indefinite pronoun is formed by adding an apostrophe and *s*.

everyone's anyone's

Note: For two-word pronouns, add an apostrophe and *s* to the second word.

somebody else's

403.2 To Form Singular Possessives

To form the possessive of a singular noun, add an apostrophe and *s*.

Dr. Mill's theory is that the world's population will double in 20 years.

Note: For a singular noun ending with an *s* or *z* sound, the possessive may be formed by adding just an apostrophe.

Texas' oil (or) Texas's oil

Note: When the singular noun is a one-syllable word, however, the possessive is usually formed by adding both an apostrophe and *s*.

boss's request

403.3 To Form Plural Possessives

The possessive form of plural nouns ending in *s* is usually made by adding just an apostrophe. For plural nouns not ending in *s*, an apostrophe and *s* must be added.

students' homework

children's book

Remember! The word immediately before the apostrophe is the owner.

boss's office [*boss* is the owner]

bosses' office [*bosses* are the owners]

403.4 To Show Shared Possession

When possession is shared by more than one noun, add an apostrophe and *s* to the last noun in the series.

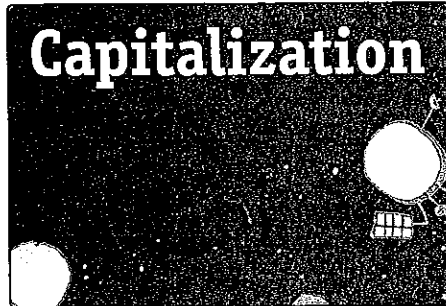
VanClumpin, VanDiken, and VanTulip's air band. [All three are members of the band.]

VanClumpin's, VanDiken's, and VanTulip's air guitars. [Each person owns an air guitar.]

Punctuation Marks

˘	Accent	,	Comma	()	Parentheses
'	Apostrophe	—	Dash	.	Period
*	Asterisk	/	Diagonal/Slash	?	Question mark
[]	Brackets	ä	Dieresis	“ ”	Quotation marks
^	Caret	...	Ellipsis	;	Semicolon
ç	Cedilla	!	Exclamation point	ñ	Tilde
:	Colon	-	Hyphen	—	Underscore

Editing for Mechanics



404.1 Proper Nouns, Adjectives

Capitalize all proper nouns and all proper adjectives. A proper noun is the name of a particular person, place, thing, or idea. A proper adjective is an adjective formed from a proper noun.

Common Noun country,
president, continent

Proper Noun Canada,
Andrew Jackson, Asia

Proper Adjective Canadian,
Jacksonian, Asian

404.2 Names of People

Capitalize the names of people and also the initials or abbreviations that stand for those names.

Colin L. Powell, Frances
McDormand, Aung San Suu Kyi,
Mary Sanchez-Gomez

Note: If a woman uses both her maiden name and married name, the maiden name is listed first, and both are capitalized.

404.3 Historical Events

Capitalize the names of historical events, documents, and periods of time.

World War I, the Bill of Rights,
the Magna Carta, the Middle Ages,
the Paleozoic Era

404.4 Abbreviations

Capitalize abbreviations of titles and organizations.

U.S.A., FBI, M.D., B.C.E., C.E.,
NATO (North Atlantic Treaty
Organization), M.A., Ph.D.

404.5 Organizations

Capitalize the name of an organization, an association, or a team and its members.

New York State Historical Society,
the Red Cross, General Motors
Corporation, the Miami Dolphins,
Republicans, the Democratic Party

404.6 Names of Subjects

Capitalize the name of a specific course, but not the name of a general subject. (Exception—the names of all languages are proper nouns and are always capitalized: *French, Hindu, German, Latin.*)

Our summer recreation program
offers an art course called Paint
a Pet Dish.

405.1 First Words

Capitalize the first word of every sentence and the first word in a direct quotation. Do not capitalize the first word in an indirect quotation.

In many families, pets are treated like people, according to an article in the *Kansas City Star*. [sentence]

Marty Becker, co-author of *Chicken Soup for the Pet Lover's Soul*, says that in the last 10 years, pets have moved out of kennels and basements and into living rooms and bedrooms. [indirect quotation]

Becker reports, "Seven out of ten people let their pets sleep on the bed." [direct quotation]

"I get my 15 minutes of fame," he says, "every time I come home."

[Notice that every is not capitalized because the word does not begin a new sentence.]

"It's like being treated like a rock star," says Becker. "I have to tell you that feels pretty good."

[I is always capitalized, but in this case it also begins a new sentence.]

405.2 Capitalize Geographic Names

- Planets and heavenly bodies Earth, Jupiter, Milky Way
- Continents Europe, Asia, South America, Australia, Africa
- Countries Morocco, Haiti, Greece, Chile, United Arab Emirates
- States New Mexico, Alabama, West Virginia, Delaware, Iowa
- Provinces Alberta, British Columbia, Quebec, Ontario
- Counties Sioux County, Kandiyohi County, Wade County
- Cities Montreal, Baton Rouge, Albuquerque, Portland
- Bodies of water Delaware Bay, Chickamunga Lake, Indian Ocean, Gulf of Mexico, Skunk Creek
- Landforms Appalachian Mountains, Bitterroot Range, Capitol Reef
- Public areas Tiananmen Square, Sequoia National Forest, Mount Rushmore, Eiffel Tower, Statue of Liberty, Open Space Park, Vietnam Memorial
- Roads and highways New Jersey Turnpike, Interstate 80, Central Avenue, Chisholm Trail, Mutt's Road
- Buildings Pentagon, Te Paske Theatre, Empire State Building

ics

historical periods of

ights, Middle Ages,

ions

of titles

C.E., aty

ions

organiza- team and

Society, Motors Dolphins, Public Party

specific a gen- names nouns Branch,

am ant

406.1 Particular Sections of the Country

Capitalize words that indicate particular sections of the country; words that simply indicate a direction are not capitalized.

Having grown up on the hectic West Coast, I find life in the South to be refreshing. My little block in northern Los Angeles had more residents than my entire county located east of Memphis.

Also capitalize proper adjectives formed from names of specific sections of a country. Do not capitalize adjectives formed from words that simply indicate direction.

Here in western Tennessee, Southern hospitality is a way of life.

406.2 Names of Languages, Races, Nationalities, Religions

Capitalize the names of languages, races, nationalities, and religions, as well as the proper adjectives formed from them.

Arab
Spanish
Judaism
Catholicism
African art
Irish linen
Swedish meatballs

406.3 Words Used as Names

Capitalize words such as *mother*, *father*, *aunt*, and *uncle* when these words are used as names.

Uncle Marius started to sit on the couch.

[*Uncle* is a name; the speaker calls this person "Uncle Marius"]

Then Uncle stopped in midair.

[*Uncle* is used as a name.]

My aunt had just called him.

[The word *aunt* describes this person but is not used as a name.]

Then my dad and mom walked into the room.

[The words *dad* and *mom* are not used as names in this sentence.]

"Mom, what is everyone doing in here?" I asked.

[*Mom* is used as a name.]

Note: Words such as *aunt*, *mom*, *dad*, *grandma*, etc., are not usually capitalized if they come after a possessive pronoun (*my*, *his*, *our*).

406.4 Days, Months, Holidays

Capitalize the names of days of the week, months of the year, and special holidays.

Thursday, Friday, Saturday

July, August, September

Independence Day, Arbor Day

Note: Do not capitalize the names of seasons.

winter, spring, summer, fall

Names Used

such as *mother*,
uncle when these
names.

started to sit on

the speaker calls
"Marinus"]

in midair.
name.]

called him.
describes this
used as a name.]

mom walked

mom are not
sentence.]

one doing in

that, mom,
not usually
after a
(his, our).

Names

the
and

names

407.1 Official Names

Capitalize the names of businesses and the official names of their products. (These are called *trade names*.) Do not, however, capitalize a general, descriptive word like *toothpaste* when it follows the trade name.

- The Gap, Radio Shack, Microsoft
- Levis, Kodak, Reebok
- Tombstone pizza, Crest toothpaste

407.2 Titles Used with Names

Capitalize titles used with names of persons and abbreviations standing for those titles.

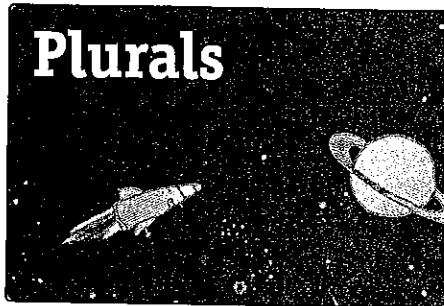
- President Jiang Zemin
- Governor Christine Whitman
- Senator John Glenn
- Dr. Irina Zelinsky
- Rev. James Offutt

407.3 Titles

Capitalize the first word of a title, the last word, and every word in between except articles (*a, an, the*), short prepositions, and coordinate conjunctions. Follow this rule for titles of books, newspapers, magazines, poems, plays, songs, articles, movies, works of art, pictures, stories, and essays.

- Where the Red Fern Grows* [book]
- Miami Herald* [newspaper]
- Sports Illustrated* [magazine]
- "The Cremation of Sam McGee"
[poem]
- Someone to Watch over Me* [play]
- Titanic* [movie]
- "Bridge over Troubled Water"
[song]
- Mona Lisa* [work of art]

Capitalize	Do Not Capitalize
American	un-American
January, February	winter, spring
Missouri and Ohio Rivers	the rivers Missouri and Ohio
The South is quite conservative.	Turn south at the stop sign.
Duluth Central High School.	a Duluth high school
Governor George E. Pataki	George E. Pataki, our governor
President Ezer Weizman.	Ezer Weizman, Israel's president
Ford Mustang GT.	a Ford automobile
The planet Earth is egg shaped.	The earth we live on is good.
I'm taking History 101.	I'm taking history.



Plurals

408.1 Nouns Ending in a Consonant

The plurals of most nouns are formed by adding *s* to the singular.

cheerleader — cheerleaders
wheel — wheels

The plural form of nouns ending in *ch*, *sh*, *s*, *z*, and *x* is made by adding *es* to the singular.

lunch — lunches dish — dishes
mess — messes buzz — buzzes
fox — foxes

408.2 Nouns Ending in o

The plurals of nouns ending in *o* with a vowel just before the *o* are formed by adding *s*.

radio — radios studio — studios
rodeo — rodeos

The plurals of most nouns ending in *o* with a consonant letter just before the *o* are formed by adding *es*.

echo — echoes hero — heroes
tomato — tomatoes

Exception: Musical terms always form plurals by adding *s*.

alto — altos banjo — banjos
solo — solos piano — pianos

408.3 Nouns Ending in ful

The plurals of nouns that end with *ful* are formed by adding an *s* at the end of the word.

three platefuls six tankfuls
four cupfuls five pailfuls

408.4 Nouns Ending in f or fe

The plurals of nouns that end in *f* or *fe* are formed in one of two ways: If the final *f* sound is still heard in the plural form of the word, simply add *s*; if the final sound is a *v* sound, change the *f* to *ve* and add *s*.

roof — roofs chief — chiefs
[plural ends with *f* sound]

wife — wives loaf — loaves
[plural ends with *v* sound]

408.5 Nouns Ending in y

The plurals of common nouns that end in *y* with a consonant letter just before the *y* are formed by changing the *y* to *i* and adding *es*.

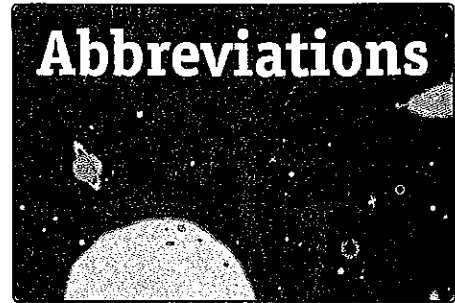
fly — flies jalopy — jalopies

The plurals of common nouns that end in *y* with a vowel before the *y* are formed by adding only *s*.

donkey — donkeys
monkey — monkeys

The plurals of proper nouns ending in *y* are formed by adding *s*:

There are three Circuit Cities in our metro area.



409.1 Compound Nouns

The plurals of some compound nouns are formed by adding *s* or *es* to the main word in the compound.

- brothers-in-law
- maids of honor
- secretaries of state

409.2 Irregular Spelling

Some words (including many foreign words) form a plural by taking on an irregular spelling; others are now acceptable with the commonly used *s* or *es* ending.

- child children
- goose geese
- cactus cacti or cactuses

409.3 Adding an 's

The plurals of symbols, letters, figures, and words discussed as words are formed by adding an apostrophe and an *s*.

My mom has three Ph.D.'s and loves running 440's on the high-school track.

What state name has two sets of *s*'s and one set of *p*'s?

You've got too many *but*'s and *so*'s in that sentence.

For information on forming plural possessives, see 403.3.

409.4 Abbreviations

An abbreviation is the shortened form of a word or phrase. The following abbreviations are always acceptable in any kind of writing:

- Mr., Mrs., Ms., Dr., a.m., p.m.
- (A.M., P.M.), B.C.E. (Before the Common Era), C.E. (Common Era), B.A., M.A., Ph.D., M.D.

Caution: Do not abbreviate the names of states, countries, months, days, or units of measure in formal writing. Also, do not use signs or symbols (*%*, *&*) in place of words.

409.5 Acronyms

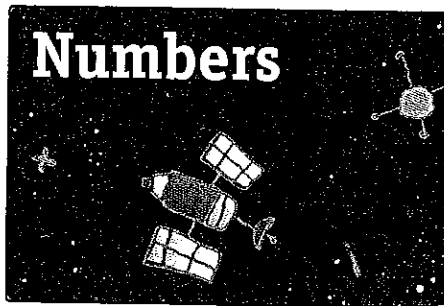
Most abbreviations are followed by a period. Acronyms are exceptions. An acronym is a word formed from the first (or first few) letters of words in a phrase.

- ROM — read-only memory
- WHO — world health organization

409.6 Initialisms

An initialism is similar to an acronym except that it cannot be pronounced as a word.

- PBS — Public Broadcasting System
- MTV — Music Television



410.1 Numbers Under 10

Numbers from one to nine are usually written as words; all numbers 10 and over are usually written as numerals.

two	seven	nine
10	25	106

410.2 Very Large Numbers

You may use a combination of numerals and words for very large numbers.

1.3 million 17 million

You may spell out large numbers that can be written as two words.

two thousand; but 2001

410.3 Sentence Beginnings

Use words, not numerals, to begin a sentence.

Eleven students said they were unable to finish the assignment.

410.4 Numerals Only

Use numerals to express money, decimals, percentages, chapters, pages, time, telephone numbers, dates, identification numbers, zip codes, addresses, and statistics.

\$2.39	Highway 36
26.2	July 6, 1942
8 percent	44 B.C.E.
chapter 7	79 C.E.
pages 287-289	a vote of 23 to 4
4:30 P.M.	34 mph
2125 Cairn Road	1-800-555-1212

410.5 Comparing Numbers

If you are comparing two or more numbers in a sentence, write all of them as numerals or as words.

Students from 9 to 14 years old are invited.

Students from nine to fourteen years old are invited.

410.6 Numbers in Compound Modifiers

Numbers that come before a compound modifier that includes a numeral should be written as words.

We need twelve 10-foot lengths to finish the floor.

Within the last year, Don wrote twenty-five 12-page reports.

Improving Spelling

Spelling

411.1 **i before e**

Write *i* before *e* except after *c*, or when sounded like *a* as in *neighbor* and *weigh*.

Exceptions to the Rule: *counterfeit, either, financier, foreign, height, heir, leisure, neither, seize, sheik, species, their, weird.*

Note: Eight of the exceptions are in this sentence:

Neither sheik dared leisurely seize either weird species of financiers.

411.2 **Silent e**

If a word ends with a silent *e*, drop the *e* before adding a suffix that begins with a vowel.

state . . . stating . . . statement
like . . . liking . . . likeness
use . . . using . . . useful
nine . . . ninety . . . nineteen

Note: You do not drop the *e* when the suffix begins with a consonant. Exceptions include *truly, argument,* and *ninth.*

411.3 **Words Ending in y**

When *y* is the last letter in a word and the *y* comes just after a consonant, change the *y* to *i* before adding any suffix except those beginning with *i*.

fry fries frying
hurry . . . hurried hurrying
lady ladies
happy . . . happiness
beauty . . beautiful

When forming the plural of a word that ends with a *y* that comes just after a vowel, add *s*.

toy toys
play plays
monkey monkeys

411.4 **Consonant Ending**

When a one-syllable word ends in a consonant (*bat*) preceded by one vowel (*ba*), double the final consonant before adding a suffix that begins with a vowel (*batting*).

sum summary
god goddess

When a multi-syllable word ends in a consonant (*control*) preceded by one vowel (*contro*), the accent is on the last syllable (*control*), and the suffix begins with a vowel (*ing*)—the same rule holds true: double the final consonant (*controlling*).

prefer preferred
begin beginning

Yellow Pages Guide to Improved Spelling

Be patient. Learning to become a good speller takes time.

Check your spelling by using a dictionary or list of commonly misspelled words (like the list that follows).

Learn the correct pronunciation of each word you are trying to spell. Knowing the correct pronunciation of a word will help you remember how it's spelled.

Look up the meaning of each word as you are checking the dictionary for pronunciation. (Knowing how to spell a word is of little use if you don't know what it means.)

Practice spelling the word before you close the dictionary. Look away from the page and try to see the word in your mind's eye. Write the word on a piece of paper. Check the spelling in the dictionary and repeat the process until you are able to spell the word correctly.

Keep a list of the words that you misspell.

Write often. As noted educator Frank Smith said, "There is little point in learning to spell if you have little intention of writing."



ab-bre-vi-ate	ac-count	af-ter	al-most
a-board	ac-cu-rate	af-ter-noon	al-ready
a-bout	ac-cus-tom (ed)	af-ter-ward	al-though
a-bove	ache	a-gain	al-to-geth-er
ab-sence	a-chieve (-ment)	a-against	a-lu-mi-num
ab-sent	a-cre	a-gree-a-ble	al-ways
ab-so-lute (-ly)	a-cross	a-gree (-ment)	am-a-teur
a-bun-dance	ac-tu-al	ah	am-bu-lance
ac-cel-er-ate	a-dapt	aid	a-mend-ment
ac-ci-dent	ad-di-tion (-al)	airy	a-mong
ac-ci-den-tal (-ly)	ad-dress	aisle	a-mount
ac-com-pa-ny	ad-e-quate	a-larm	an-a-lyze
ac-com-plice	ad-just (-ment)	al-co-hol	an-cient
ac-com-plish	ad-mire	a-like	an-gel
ac-cord-ing	ad-ven-ture	a-live	an-ger
	ad-ver-tise (-ment)	al-ley	an-gle
	ad-ver-tis-ing	al-low-ance	an-gry
	a-fraid	all right	an-i-mal

an-ni-ver-sa-ry	ar-ti-fi-cial	bar-gain	brief
an-nounce	a-sleep	bar-rel	bright
an-noy-ance	as-sas-sin	base-ment	bril-liant
an-nu-al	as-sign (-ment)	ba-sis	broth-er
a-non-y-mous	as-sis-tance	bas-ket	brought
an-oth-er	as-so-ci-ate	bat-te-ry	bruise
an-swer	as-so-ci-a-tion	beau-ti-ful	bub-ble
ant-arc-tic	as-sume	beau-ty	buck-et
an-tic-i-pate	ath-lete	be-cause	buck-le
anx-i-ety	ath-let-ic	be-come	bud-get
anx-i-ous	at-tach	be-com-ing	build-ing
any-body	at-tack (ed)	be-fore	bul-le-tin
any-how	at-tempt	be-gan	buoy-ant
any-one	at-ten-dance	beg-gar	bu-reau
any-thing	at-ten-tion	be-gin-ning	bur-glar
any-way	at-ti-tude	be-have	bury
any-where	at-tor-ney	be-hav-i-or	busi-ness
a-part-ment	at-trac-tive	be-ing	busy
a-piece	au-di-ence	be-lief	but-ton
a-pol-o-gize	Au-gust	be-lieve	
ap-par-ent (-ly)	au-thor	be-long	
ap-peal	au-thor-i-ty	be-neath	
ap-pear-ance	au-to-mo-bile	ben-e-fit (-ed)	
ap-pe-tite	au-tumn	be-tween	cab-bage
ap-plic-ance	a-vail-a-ble	bi-cy-cle	cafe-te-ria
ap-plic-a-tion	av-e-nue	bis-cuit	cal-en-dar
ap-point-ment	av-er-age	black-board	cam-paign
ap-pre-ci-ate	aw-ful (-ly)	blan-ket	ca-nal
ap-proach	awk-ward	bliz-zard	can-cel (ed)
ap-pro-pri-ate		both-er	can-di-date
ap-prov-al		bot-tle	can-dle
ap-prox-i-mate		bot-tom	can-is-ter
ar-chi-tect		bough	can-non
arc-tic	bag-gage	bought	can-not
aren't	bak-ing	bounce	ca-noe
ar-gu-ment	bal-ance	bound-a-ry	can't
a-rith-me-tic	bal-loon	break-fast	can-yon
a-round	bal-lot	breast	ca-pac-i-ty
a-rouse	ba-nan-a	breath (n.)	cap-tain
ar-range (-ment)	ban-dage	breathe (v.)	car-bu-re-tor
ar-riv-al	bank-rupt	breeze	card-board
ar-ti-cle	bar-ber	bridge	ca-reer

care-ful
 care-less
 car-pen-ter
 car-riage
 car-rot
 cash-ier
 cas-se-rolé
 cas-u-al-ty
 cat-a-log
 ca-tas-tro-phe
 catch-er
 cat-er-pil-lar
 cat-sup
 ceil-ing
 cel-e-bra-tion
 cem-e-ter-y
 cen-sus
 cen-tu-ry
 cer-tain (-ly)
 cer-tif-i-cate
 chal-lenge
 cham-pi-on
 change-a-ble
 char-ac-ter (-is-tic)
 chief
 chil-dren
 chim-ney
 choc-o-late
 choice
 cho-rus
 cir-cum-stance
 cit-i-zen
 civ-i-li-za-tion
 class-mates
 class-room
 cli-mate
 climb
 clos-et
 cloth-ing
 coach
 co-coa
 co-coon

cof-fee
 col-lar
 col-lege
 colo-nel
 col-or
 co-los-sal
 col-umn
 com-e-dy
 com-ing
 com-mer-cial
 com-mis-sion
 com-mit
 com-mit-ment
 com-mit-ted
 com-mit-tee
 com-mu-ni-cate
 com-mu-ni-ty
 com-pa-ny
 com-par-i-son
 com-pe-ti-tion
 com-pet-i-tive (-ly)
 com-plain
 com-plete (-ly)
 com-plex-ion
 com-pro-mise
 con-ceive
 con-cern-ing
 con-cert
 con-ces-sion
 con-crete
 con-demn
 con-di-tion
 con-duc-tor
 con-fer-ence
 con-fi-dence
 con-grat-u-late
 con-nect
 con-science
 con-scious
 con-ser-va-tive
 con-sti-tu-tion
 con-tin-ue

con-tin-u-ous
 con-trol
 con-tro-ver-sy
 con-ve-nience
 con-vince
 cool-ly
 co-op-er-ate
 cor-po-ra-tion
 cor-re-spond
 cough
 couldn't
 coun-ter
 coun-ter-feit
 coun-ter
 coun-try
 coun-ty
 cour-age
 cou-ra-geous
 court
 cour-te-ous
 cour-te-sy
 cous-in
 cov-er-age
 co-zy
 crack-er
 crank-y
 crawl
 cred-i-tor
 cried
 crit-i-cize
 cru-el
 crumb
 crum-ble
 cup-board
 cu-ri-os-i-ty
 cu-ri-ous
 cur-rent
 cus-tom
 cus-tom-er
 cyl-in-der

D

dai-ly
 dair-y
 dam-age
 dan-ger (-ous)
 daugh-ter
 dealt
 de-ceive
 de-cided
 de-ci-sion
 dec-la-ra-tion
 dec-o-rate
 de-fense
 def-i-nite (-ly)
 def-i-ni-tion
 de-li-cious
 de-pen-dent
 de-pot
 de-scribe
 de-scrip-tion
 de-sert
 de-serve
 de-sign
 de-sir-a-ble
 de-spair
 des-ert
 de-te-ri-o-rate
 de-ter-mine
 de-vel-op (-ment)
 de-vice
 de-vise
 di-a-mond
 di-a-phragm
 di-a-ry
 dic-tio-nar-y
 dif-fer-ence
 dif-fer-ent
 dif-fi-cul-ty
 din-ing
 di-plo-ma

di-rec-tor
dis-agree-a-ble
dis-ap-pear
dis-ap-point
dis-ap-prove
dis-as-trous
dis-ci-pline
dis-cov-er
dis-cuss
dis-cus-sion
dis-ease
dis-sat-is-fied
dis-tin-guish
dis-trib-ute
di-vide
di-vine
di-vis-i-ble
di-vi-sion
doc-tor
doesn't
dol-lar
dor-mi-to-ry
doubt
dough
du-al
du-pli-cate

E

ea-ger (-ly)
e-con-o-my
edge
e-di-tion
ef-fi-cien-cy
eight
eighth
ei-ther
e-lab-o-rate
e-lec-tric-i-ty
el-e-phant
el-i-gi-ble

el-lipse
em-bar-rass
e-mer-gen-cy
em-pha-size
em-ploy-ee
em-ploy-ment
en-close
en-cour-age
en-gi-neer
e-nor-mous
e-nough
en-ter-tain
en-thu-si-as-tic
en-tire-ly
en-trance
en-vel-op (v.)
en-ve-lope (n.)
en-vi-ron-ment
e-quip-ment
e-quipped
e-quiv-a-lent
es-cape
es-pe-cial-ly
es-sen-tial
es-tab-lish
ev-ery
ev-i-dence
ex-ag-ger-ate
ex-ceed
ex-cel-lent
ex-cept
ex-cep-tion-al (-ly)
ex-cite
ex-er-cise
ex-haust (-ed)
ex-hi-bi-tion
ex-is-tence
ex-pect
ex-pen-sive
ex-pe-ri-ence
ex-plain
ex-pla-na-tion

ex-pres-sion
ex-ten-sion
ex-tinct
ex-traor-di-nar-y
ex-treme (-ly)

fa-cil-i-ties
fa-mil-iar
fam-i-ly
fa-mous
fas-ci-nate
fash-ion
fa-tigue (d)
fau-cet
fa-vor-ite
fea-ture
Feb-ru-ar-y
fed-er-al
fer-tile
field
fierce
fi-ery
fif-ty
fi-nal-ly
fi-nan-cial (-ly)
fo-li-age
for-ci-ble
for-eign
for-feit
for-mal (-ly)
for-mer (-ly)
forth
for-tu-nate
for-ty
for-ward
foun-tain
fourth
frag-ile
freight

friend (-ly)
fright-en
ful-fill
fun-da-men-tal
fur-ther
fur-ther-more

G

gad-get
gauge
gen-er-al-ly
gen-er-ous
ge-nius
gen-tle
gen-u-ine
ge-og-ra-phy
ghet-to
ghost
gnaw
gov-ern-ment
gov-er-nor
grad-u-a-tion
gram-mar
grate-ful
grease
grief
gro-cery
grudge
grue-some
guar-an-tee
guard
guard-i-an
guess
guid-ance
guide
guilt-y
gym-na-si-um

H

ham-mer
hand-ker-chief
hand-le (d)
hand-some
hap-haz-ard
hap-pen
hap-pi-ness
ha-rass
hast-i-ly
hav-ing
haz-ard-ous
head-ache
height
hem-or-rhage
hes-i-tate
his-to-ry
hoarse
hol-i-day
hon-or
hop-ing
hop-ping
hor-ri-ble
hos-pi-tal
hu-mor-ous
hur-ried-ly
hy-drau-lic
hy-giene
hymn

I

i-ci-cle
i-den-ti-cal
il-leg-i-ble
il-lit-er-ate
il-lus-trate
im-ag-i-nar-y
im-ag-i-na-tive

im-ag-ine
im-i-ta-tion
im-me-di-ate (-ly)
im-mense
im-mi-grant
im-mor-tal
im-pa-tient
im-por-tance
im-pos-si-ble
im-prove-ment
in-con-ve-nience
in-cred-i-ble
in-def-i-nite-ly
in-de-pen-dence
in-de-pen-dent
in-di-vid-u-al
in-dus-tri-al
in-fe-ri-or
in-fi-nite
in-flam-ma-ble
in-flu-en-tial
in-i-tial
ini-ti-a-tion
in-no-cence
in-no-cent
in-stal-la-tion
in-stance
in-stead
in-sur-ance
in-tel-li-gence
in-ten-tion
in-ter-est-ed
in-ter-est-ing
in-ter-fer-e
in-ter-pret
in-ter-rupt
in-ter-view
in-ves-ti-gate
in-vi-ta-tion
ir-ri-gate
is-land
is-sue
jeal-ous (-y)
jew-el-ry
jour-nal
jour-ney
judg-ment
juic-y

K

kitch-en
knew
knife
knives
knock
knowl-edge
knuck-les

L

la-bel
lab-o-ra-to-ry
la-dies
lan-guage
laugh
laun-dry
law-yer
league
lec-ture
le-gal
leg-i-ble
leg-is-la-ture
lei-sure
length
li-a-ble
li-brar-y
li-cense
lieu-ten-ant

light-ning
lik-a-ble
like-ly
li-quit
lis-ten
lit-er-a-ture
liv-ing
loaves
lone-li-ness
loose
lose
los-er
los-ing
lov-a-ble
love-ly

M

ma-chin-er-y
mag-a-zine
mag-nif-i-cent
main-tain
ma-jor-i-ty
mak-ing
man-u-al
man-u-fac-ture
mar-riage
ma-te-ri-al
math-e-mat-ics
max-i-mum
may-or
meant
mea-sure
med-i-cine
me-di-um
mes-sage
mile-age
min-i-a-ture
min-i-mum
min-ute
mir-ror

mis-cel-la-neous
 mis-chie-vous
 mis-er-a-ble
 mis-sile
 mis-spell
 mois-ture
 mol-e-cule
 mo-not-o-nous
 mon-u-ment
 mort-gage
 moun-tain
 mus-cle
 mu-si-cian
 mys-te-ri-ous

N

na-ive
 nat-u-ral (-ly)
 nec-es-sar-y
 ne-go-ti-ate
 neigh-bor (-hood)
 nei-ther
 nick-el
 niece
 nine-teen
 nine-teenth
 nine-ty
 nois-y
 no-tice-a-ble
 nu-cle-ar
 nui-sance

O

o-be-di-ence
 o-bey
 ob-sta-cle
 oc-ca-sion
 oc-ca-sion-al (-ly)

oc-cur
 oc-curred
 of-fense
 of-fi-cial
 of-ten
 o-mis-sion
 o-mit-ted
 op-er-ate
 o-pin-ion
 op-po-nent
 op-por-tu-ni-ty
 op-po-site
 or-di-nar-i-ly
 o-rig-i-nal
 out-ra-geous

pack-age
 paid
 pam-phlet
 par-a-dise
 par-a-graph
 par-al-lel
 par-a-lyze
 pa-ren-the-ses
 par-tial
 par-tic-i-pant
 par-tic-i-pate
 par-tic-u-lar (-ly)
 pas-ture
 pa-tience
 pe-cu-liar
 peo-ple
 per-haps
 per-ma-nent
 per-pen-dic-u-lar
 per-sis-tent
 per-son-al (-ly)
 per-son-nel
 per-spi-ra-tion

per-suade
 phase
 phy-si-cian
 piece
 pitch-er
 planned
 pla-teau
 play-wright
 pleas-ant
 plea-sure
 pneu-mo-nia
 pol-i-ti-cian
 pos-sess
 pos-si-ble
 prac-ti-cal (-ly)
 prai-rie
 pre-cede
 pre-cious
 pre-cise (-ly)
 pre-ci-sion
 pref-er-a-ble
 pre-ferred
 prej-u-dice
 prep-a-ra-tion
 pres-ence
 pre-vi-ous
 prim-i-tive
 prin-ci-pal
 prin-ci-ple
 pris-on-er
 priv-i-lege
 prob-a-bly
 pro-ce-dure
 pro-ceed
 pro-fes-sor
 prom-i-nent
 pro-nounce
 pro-nun-ci-a-tion
 pro-tein
 psy-chol-o-gy
 pump-kin
 pure

Q

quar-ter
 ques-tion-naire
 qui-et
 quite
 quo-tient

R

raise
 re-al-ize
 re-al-ly
 re-ceipt
 re-ceive
 re-ceived
 rec-i-pe
 rec-og-nize
 rec-om-mend
 reign
 re-lieve
 re-li-gious
 re-mem-ber
 rep-e-ti-tion
 rep-re-sen-ta-tive
 res-er-voir
 re-sis-tance
 re-spect-ful-ly
 re-spon-si-bil-i-ty
 res-tau-rant
 re-view
 rhyme
 rhythm
 ri-dic-u-lous
 route

S

safe-ty
sal-ad
sal-a-ry
sand-wich
sat-is-fac-to-ry
Sat-ur-day
scene
sce-ner-y
sched-ule
sci-ence
scis-sors
scream
screen
sea-son
sec-re-tar-y
seize
sen-si-ble
sen-tence
sep-a-rate
sev-er-al
sher-iff
shin-ing
sim-i-lar
since
sin-cere (-ly)
ski-ing
sleigh
sol-dier
sou-ve-nir
spa-ghet-ti
spe-cif-ic
sphere
sprin-kle
squeeze
squir-rel
stat-ue
stat-ure
stat-ute
stom-ach

stopped
straight
strength
stretched
study-ing
sub-tle
suc-ceed
suc-cess
suf-fi-cient
sum-ma-rize
sup-ple-ment
sup-pose
sure-ly
sur-prise
syl-la-ble
sym-pa-thy
symp-tom

T

tar-iff
tech-nique
tem-per-a-ture
tem-po-rar-y
ter-ri-ble
ter-ri-to-ry
thank-ful
the-ater
their
there
there-fore
thief
thor-ough (-ly)
though
through-out
tired
to-bac-co
to-geth-er
to-mor-row
tongue

touch
tour-na-ment
to-ward
trag-e-dy
trea-sur-er
tried
tries
tru-ly
Tues-day
typ-i-cal

U

un-con-scious
un-for-tu-nate (-ly)
u-nique
uni-ver-si-ty
un-nec-es-sary
un-til
us-a-ble
use-ful
us-ing
usu-al (-ly)
u-ten-sil

V

va-ca-tion
vac-u-um
val-u-a-ble
va-ri-e-ty
var-i-ous
veg-e-ta-ble
ve-hi-cle
very
vi-cin-i-ty
view
vil-lain
vi-o-lence

vis-i-ble
vis-i-tor
voice
vol-ume
vol-un-tary
vol-un-teer

wan-der
weath-er
Wednes-day
weigh
weird
wel-come
wel-fare
whale
where
wheth-er
which
whole
whol-ly
whose
width
wom-en
worth-while
wreck-age
writ-ing
writ-ten

Y

yel-low
yes-ter-day
yield

Using the Right Word

419.1 a, an

A is used before words that begin with a consonant sound; *an* is used before words that begin with a vowel sound.

a heap, *a* cat, *an* idol, *an* elephant, *an* honor, *a* historian

419.2 accept, except

The verb *accept* means "to receive"; the preposition *except* means "other than."

Melissa graciously *accepted* defeat. [verb]

All the boys *except* Zach were here. [preposition]

419.3 affect, effect

Affect is always a verb; it means "to influence." *Effect* can be a verb, but it is most often used as a noun that means "the result."

How does population growth *affect* us?

What are the *effects* of population growth?

419.4 allowed, aloud

The verb *allowed* means "permitted" or "let happen"; *aloud* is an adverb that means "in a normal voice."

We weren't *allowed* to read *aloud* in the library.

419.5 allusion, illusion

An *allusion* is a brief reference or mention of a famous person, place, thing, or idea. An *illusion* is a false impression or idea.

As he made an *allusion* to the great magicians of the past, Houdini created the *illusion* of having sawed his assistant in half.

419.6 a lot

A lot is not one word, but two; it is a general descriptive phrase (meaning "plenty") that should be avoided in formal writing.

419.7 already, all ready

Already is an adverb that tells when. *All ready* is a phrase meaning "completely ready."

We are *already* awake and *all ready* for breakfast.

419.8 alright, all right

Alright is the incorrect spelling of *all right*, a phrase meaning "satisfactory" or "okay." (Please note, the following are spelled correctly: *always*, *altogether*, *already*, *almost*.)

420.1 altogether, all together

Altogether is always an adverb meaning "completely." *All together* is used to describe people or things that are gathered in one place at one time.

"No," said the principal. "There is *altogether* too much goofing around whenever seventh graders have assemblies *all together*."

420.2 among, between

Among is used when speaking of more than two persons or things. *Between* is used when speaking of only two.

The three friends talked *among* themselves as they tried to choose *between* trumpet or trombone lessons.

420.3 amount, number

Number is used when you can actually count the persons or things. *Amount* is used to describe things that you cannot count, but can measure according to their whole effect.

In most classes, the *number* of A's and B's received is directly proportional to the *amount* of effort put forth.

420.4 annual, biannual, semiannual, biennial, perennial

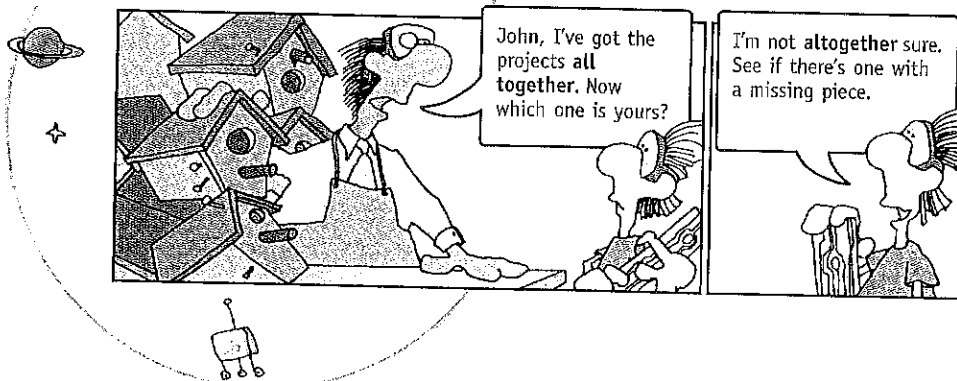
An *annual* event happens once every year.

A *biannual* (or *semiannual*) event happens twice a year.

A *biennial* event happens every two years.

A *perennial* event happens year after year.

SCHOOL DAZE



421.1 — **ant, aunt**

Aunt is a relative. *Ant* is an insect.

My favorite *aunt* is an entomologist, a scientist who studies *ants* and other insects.

421.2 — **ascent, assent**

Ascent is the act of rising; *assent* is agreement.

The pilot *assented* that the plane's *ascent* was unusually bumpy.

421.3 — **bare, bear**

The adjective *bare* means "to be naked." A *bear* is a large, heavy animal with shaggy hair.

He chased the polar *bear* across the snow though his feet were *bare*.

The verb *bear* means "to put up with" or "to carry."

Dwayne could not *bear* another of his older brother's lectures.

421.4 — **base, bass**

Base is the foundation or the lower part of something. *Bass* is a deep sound or tone.

Our speakers sit atop a *base* so solid that even the loudest *bass* tones don't rattle it.

Bass (rhymes with *mass*) is a fish.

Jim hooked a record-setting *bass*, but it got away . . . so he says.

421.5 — **beat, beet**

The verb *beat* means "to strike, to defeat"; a *beet* is a carrot-like vegetable (often red).

After our team *beat* Tom's team four games to one, I was as red as a *beet*.

421.6 — **berth, birth**

Berth is a space or compartment. *Birth* is the process of being born.

We pulled aside the curtain in our train *berth* to view the *birth* of a new day outside our window.

421.7 — **beside, besides**

Beside means "by the side of." *Besides* means "in addition to."

Besides a flashlight, Kedar likes to keep his pet boa *beside* his bed at night.

421.8 — **billed, build**

Billed means either "to be given a bill" or "to have a beak." The verb *build* means "to construct."

We asked the carpenter to *build* us a birdhouse. She *billed* us for time and materials.

421.9 — **blew, blue**

Blew is the past tense of "blow." *Blue* is a color and is also used to mean "feeling low in spirits."

As the smoke *blew* through the dark *blue* room, I felt more *blue* than ever.

422.1 board, bored

A *board* is a piece of wood. *Board* also means "a group or council that helps run an organization."

The school *board* approved the purchase of 50 pine *boards*.

Bored may mean "to make a hole by drilling" or "to become weary or tired of something."

Trying to catch fish *bored* Joe, so he took a stick and *bored* a hole in his tennis shoe.

422.2 brake, break

A *brake* is a device used to stop a vehicle. *Break* means "to split, crack, or destroy."

I hope my *brakes* never *break*.

422.3 bring, take

Use *bring* when the action is moving toward the speaker; use *take* when the action is moving away from the speaker.

Take this toy poodle away and *bring* me a real dog.

422.4 by, buy, bye

By is a preposition meaning "near or through." *Buy* is a verb meaning "to purchase."

By tomorrow I hope to *buy* tickets for the concert.

Bye is the position of being automatically advanced to the next tournament round without playing.

Our soccer team received a *bye* because of our winning record.

422.5 can, may

Can means "able to" while *may* means "permitted to."

"*Can* I go to the library?" actually means, "Do you think my mind and body are strong enough to get me there?"

"*May* I go?" means, "Do I have your permission to go?"

422.6 cannon, canon

A *cannon* is a big gun; a *canon* is a rule or law made by an authority in a church or organization.

422.7 canvas, canvass

Canvas is a heavy cloth; *canvass* means "to go among the people asking them for votes or opinions."

422.8 capital, capitol

Capital can be either a noun, referring to a city or to money, or an adjective, meaning "major or important." *Capitol* is used only when talking about a building.

The *capitol* building is in the *capital* city for a *capital* [major] reason.

The city government contributed the *capital* [money] for the building project.

422.9 cell, sell

Cell means "a small room" or "a small unit of life that makes up all plants and animals." *Sell* is a verb meaning "to give up for a price."

423.1

Cent is of the or sm

Afte sent said very fore

423.1

Chor feelin mean musi time.

The exa the the

423.

Chos verb

Thi ant wil

423.

Coar Cou take or se

Thi coi usi gr

423.1 **cent, sent, scent**

Cent is a coin; *sent* is the past tense of the verb "send"; *scent* is an odor or smell.

After our car hit a skunk, we *sent* our friends a postcard that said, "A single *cent* doesn't go very far, but skunk *scent* lasts forever."

423.2 **chord, cord**

Chord may mean "an emotion or feeling," but it is more often used to mean "the sound of three or more musical tones played at the same time." A *cord* is a string or rope.

The band struck a *chord* at the exact moment the mayor pulled the *cord* on the drape covering the new statue.

423.3 **chose, choose**

Chose (chōz) is the past tense of the verb *choose* (chooz).

This afternoon Mom *chose* tacos and hot sauce; this evening she will *choose* an antacid.

423.4 **coarse, course**

Coarse means "rough or crude." *Course* means "a path or direction taken"; *course* also means "a class or series of studies."

The chef teaching the cooking *course* taught her students to use *coarse* salt and freshly ground pepper in salads.

423.5 **complement, compliment**

Complement means "to complete or go with." *Compliment* is an expression of admiration or praise.

I *complimented* Aunt Athena by saying that her new hat *complemented* her coat and dress.

423.6 **continual, continuous**

Continual refers to something that happens again and again; *continuous* refers to something that doesn't stop happening.

Sunlight hits Peoria, Iowa, on a *continual* basis; but sunlight hits the earth *continuously*.

423.7 **counsel, council**

When used as a noun, *counsel* means "advice"; when used as a verb, *counsel* means "to advise." *Council* refers to a group that advises.

The student *council* asked for *counsel* from its trusted adviser.

423.8 **creak, creek**

A *creak* is a squeaking sound; a *creek* is a stream.

The old willow leaning over the *creek*, *creaks* in the wind.

424.1 cymbal, symbol

A *cymbal* is a metal instrument shaped like a plate. A *symbol* is something (usually visible) that stands for or represents another thing or idea (usually invisible).

The damaged *cymbal* lying on the stage was a *symbol* of the band's final concert.

424.2 dear, deer

Dear means "loved or valued"; *deer* are animals.

People who love the movie *Bambi* believe that every *deer* is *dear* to the heart.

424.3 desert, dessert

A *desert* is a barren wilderness. *Dessert* is a food served at the end of a meal.

In the *desert*, cold water is more inviting than even the richest *dessert*.

The verb *desert* means "to abandon"; the noun *desert* (pronounced like the verb) means "deserving reward or punishment."

A spy who *deserts* his country will receive his just *deserts* if he is caught.

424.4 die, dye

Die (dying) means "to stop living." *Dye* (dyeing) is used to change the color of something.

424.5 faint, feign, feint

Faint means "to be feeble, without strength." *Feign* is a verb that means "to pretend or make up." *Feint* is a noun that means "a move or activity that is pretended in order to divert attention."

The actors *feigned* a duel. One man staggered and fell in a *feint*. The audience gave *faint* applause.

424.6 farther, further

Farther is used when you are writing about a physical distance. *Further* is used when you are not referring to distances; it can also mean "additional."

Alaska reaches *farther* north than Iceland. *Further* information can be obtained at your local library.

424.7 fewer, less

Fewer refers to the number of separate units; *less* refers to bulk quantity.

I have *less* money than you have, but I have *fewer* worries.

424.8 fir, fur

Fir refers to a type of evergreen tree; *fur* is animal hair.

424.9 flair, flare

Flair means "a natural talent"; *flare* means "to light up quickly or burst out."

425.1 **for, fore, four**

For is a preposition meaning "because of" or "directed to"; *fore* means "earlier" or "the front." *Four* is the number 4.

The dog had stolen one of the *four* steaks Mary had grilled *for* the party and was holding the bone in his *forepaws* when she found him.

425.2 **good, well**

Good is an adjective; *well* is nearly always an adverb.

The strange flying machines flew *well*. (The adverb *well* modifies *flew*.)

They looked *good* as they flew overhead. (The adjective *good* modifies *they*.)

When used in writing about health, *well* is an adjective.

The pilots did not feel *well*, however, after the long, hard race.

425.3 **hare, hair**

Hair refers to the growth covering the head and body of animals and human beings; *hare* refers to an animal similar to a rabbit.

The *hair* on my head stood up as the *hare* darted out in front of our car.

425.4 **heal, heel**

Heal means "to mend or restore to health." *Heel* is the back part of a human foot.

The arrow pierced Achilles' *heel*, and the wound would not *heal*.

425.5 **hear, here**

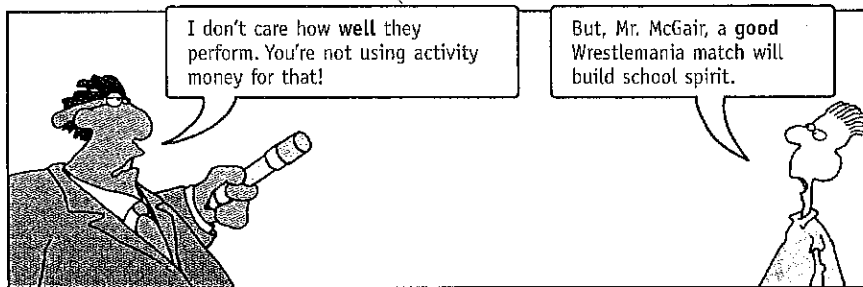
You *hear* with your ears. *Here* is the opposite of *there* and means "nearby."

425.6 **heard, herd**

Heard is the past tense of the verb "hear"; *herd* is a group of animals.

The *herd* of grazing sheep raised their heads when they *heard* the collie barking in the distance.

SCHOOL DAZE



426.1 **heir, air**

Heir is a person who inherits something; *air* is the stuff we breathe.

Will the next generation be *heir* to terminally polluted *air*?

426.2 **hole, whole**

A *hole* is a cavity or hollow place. *Whole* means "entire or complete."

The *hole* in the ozone layer is a serious problem requiring the attention of the *whole* world.

426.3 **immigrate, emigrate**

Immigrate means "to come into a new country or area." *Emigrate* means "to go out of one country to live in another."

Martin Ulferts *immigrated* to this country in 1882. He was only three years old when he *emigrated* from Germany.

426.4 **imply, infer**

Imply means "to suggest indirectly"; *infer* means "to draw a conclusion from facts."

A writer or speaker *implies*; a reader or listener *infers*.

426.5 **it's, its**

It's is the contraction of "it is." *Its* is the possessive form of "it."

It's a fact that a minnow has teeth in *its* throat.

426.6 **knew, new**

Knew is the past tense of the verb "know." *New* means "recent or modern."

If we *knew* what the future had in store, would we be less or more afraid of *new* experiences?

426.7 **know, no**

Know means "to understand." *No* means "the opposite of yes."

Don't you *know* that *no* always means *no*?

426.8 **later, latter**

Later means "after a period of time." *Latter* refers to the second of two things mentioned.

Ruth Bader Ginsburg was appointed to the Supreme Court *later* than Sandra Day O'Connor.

The *latter* was appointed by President Ronald Reagan in 1981.

426.9 **lay, lie**

Lay means "to place." (*Lay* is a transitive verb; that means it needs a word to complete the meaning.) *Lie* means "to recline." (*Lie* is an intransitive verb.)

Lay your sleeping bag on the floor before you *lie* down on it. (*Bag* completes the meaning of *lay* by answering the question *what*.)

427.1 lead, led

Lead is a present tense verb meaning "to guide." The past tense of the verb is *led*. When the words are pronounced the same, then *lead* is the metal.

"Hey, Nat, get the *lead* out!"

"Hey, ease off! Who gave you a ticket to *lead* me around?"

427.2 learn, teach

Learn means "to get information"; *teach* means "to give information."

What I *learn* today, I will *teach* tomorrow.

427.3 leave, let

Leave means "to allow something to remain behind." *Let* means "to permit."

Rozi wanted to *leave* her boots at home, but *Jorge* wouldn't *let* her.

427.4 like, as

Like is a preposition meaning "similar to"; *as* is a conjunction meaning "to the same degree" or "while." *Like* usually introduces a phrase; *as* usually introduces a clause.

The glider floated *like* a bird.
The glider floated *as* the pilot had hoped it would.

As we circled the airfield, we saw maintenance carts moving *like* ants below us.

427.5 loose, lose, loss

Loose (lūs) means "free or untied"; *lose* (lüz) means "to misplace or fail to win"; *loss* means "something lost."

Even though he didn't want to *lose* the *loose* tooth, it was no big *loss*.

427.6 made, maid

Made is the past tense of "make," which means "to create." A *maid* is a female servant; *maid* is also used to describe an unmarried girl or young woman.

The *maid* asked if our beds needed to be *made*.

427.7 mail, male

Mail refers to letters or packages handled by the postal service. *Male* refers to the masculine sex.

427.8 main, mane

Main refers to the principal or most important part or point. *Mane* is the long hair growing from the top or sides of the neck of certain animals such as the horse, lion, etc.

427.9 meat, meet

Meat is food or flesh; *meet* means "to come upon or encounter."

I'd like you to *meet* the butcher who sells the leanest *meat* in town.

428.1 metal, meddle, medal, mettle

Metal is an element like iron or gold. *Meddle* means "to interfere." *Medal* is an award. *Mettle*, a noun, refers to quality of character.

For showing his *mettle* in battle, the soldier received a shiny *medal* made of a gold-plated *metal*. Most soldiers do not *meddle* in politics.

428.2 miner, minor

A *miner* digs in the ground for valuable ore. A *minor* is a person who is not legally an adult. A *minor* problem is one of no great importance.

The use of *minors* as *miners* is no *minor* problem.

428.3 moral, morale

Moral relates to what is right or wrong or to the lesson to be drawn from a story. *Morale* refers to a person's attitude or mental condition.

The *moral* of this story is "Everybody loves a winner."

After the unexpected win at football, *morale* was high throughout the town.

428.4 morning, mourning

Morning refers to the first part of the day before noon; *mourning* means "showing sorrow."

Abby was *mourning* her test grades all *morning*.

428.5 oar, or, ore

An *oar* is a paddle used in rowing or steering a boat. *Or* is a conjunction indicating choice. *Ore* refers to a mineral made up of several different kinds of material, as in iron ore.

428.6 pain, pane

Pain is the feeling of being hurt. *Pane* is a section or part of something, as in a framed section of glass in a window or door.

428.7 pair, pare, pear

A *pair* is a couple (two); *pare* is a verb meaning "to peel"; *pear* is the fruit.

428.8 past, passed

Passed is always a verb. *Past* can be used as a noun, as an adjective, or as a preposition.

A motorcycle *passed* my 'Vette. [verb] The old man won't forget the *past*. [noun] I'm sorry, but I'd rather not talk about my *past* life. [adjective] Old Blue walked *past* the cat and never saw it. [preposition]

428.9 peace, piece

Peace means "harmony or freedom from war." *Piece* is a part or fragment of something.

Someone once observed that *peace* is not a condition, but a process—a process of building goodwill one *piece* at a time.

429.1

Persona
nel are

429.2

Plain n
it is flat
"clearly

It's pl
settle
Great

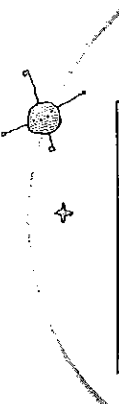
Plane r
it is ab
surface

I use
board

429.3

A *pore*
Pour r
flow or

Pour
mutt
pore:



429.1 **personal, personnel**

Personal means "private." *Personnel* are people working at a job.

429.2 **plain, plane**

Plain means "an area of land that is flat or level"; it also means "clearly seen or clearly understood."

It's *plain* to see why the early settlers had trouble crossing the Great Plains.

Plane means "flat, level, and even"; it is also a tool used to smooth the surface of wood.

I used a *plane* to make the board *plane* and smooth.

429.3 **pore, pour, poor**

A *pore* is an opening in the skin. *Pour* means "to cause a constant flow or stream." *Poor* means "needy."

Pour a bowl of water for the *poor* mutt. Dogs perspire through the *pores* on their noses.

429.4 **principal, principle**

As an adjective, *principal* means "primary." As a noun, it can mean "a school administrator" or "a sum of money." *Principle* means "idea or doctrine."

His *principal* gripe is lack of freedom.

"Hey, Charlie, I hear the *principal* chewed you out!"

After 20 years, the amount of interest was higher than the *principal*.

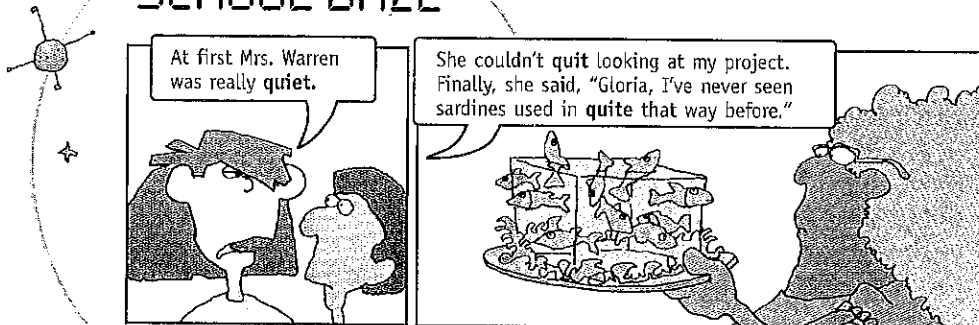
The *principle* of freedom is based on the *principle* of self-discipline.

429.5 **quiet, quit, quite**

Quiet is the opposite of "noisy." *Quit* means "to stop." *Quite* means "completely or entirely."

I *quit* mowing, even though I wasn't *quite* finished, so the neighborhood could *quiet* down.

SCHOOL DAZE



430.1 raise, rays, raze

Raise is a verb meaning "to lift or elevate." *Rays* are thin lines or beams, as in rays of sunlight. *Raze* is a verb that means "to tear down completely."

As I *raised* the shade, bright *rays* of sunlight streamed into the room.

Across the street, I could see the old theater that will soon be *razed* to make room for a parking lot.

430.2 real, very, really

Do not use *real* in place of the adverbs *very* or *really*.

Pimples are *very* (not *real*) embarrassing.

Her nose is *really* (not *real*) small.

430.3 red, read

Red is a color; *read* is a verb meaning "to understand the meaning of written words and symbols."

430.4 right, write, rite

Right means "correct or proper"; it also refers to anything that a person has a legal claim to, as in "copyright." *Write* means "to record in print." *Rite* is a ritual or ceremonial act.

Did you *write* that it is the *right* of the referee to perform the *rite* of tossing a coin before each game?

430.5 scene, seen

Scene refers to the setting or location where something happens; it also means "sight or spectacle." *Seen* is a form of the verb "see."

An actor likes to be *seen* making a *scene*.

430.6 seam, seem

Seam is a line formed by connecting two pieces of material. *Seem* means "to appear to exist."

It *seems* as though every Thanksgiving I stuff myself so much that my *seams* threaten to burst.

430.7 sew, so, sow

Sew is a verb meaning "to stitch"; *so* is a conjunction meaning "in order that." The verb *sow* means "to plant."

430.8 sight, cite, site

Sight means "the act of seeing" or "something that is seen." *Cite* means "to quote or refer to." A *site* is a location or position.

The Alamo at night was a *sight* worth the trip. I was also able to *cite* my visit to this historical *site* in my history paper.

430.9 sit, set

Sit means "to put the body in a seated position." *Set* means "to place."

How can you just *sit* there and watch as I *set* up all these chairs?

431.1 **sole, soul**

Sole means "single, only one"; *sole* also refers to the bottom surface of a foot or shoe. *Soul* refers to the spiritual part of a person.

Peoples' *soles* develop blisters on a two-mile hike while their *souls* walk on eternally.

431.2 **some, sum**

Some means "a certain unknown number or part." *Sum* means "an amount."

The total *sum* was stolen by *some* thieves.

431.3 **sore, soar**

Sore means "painful"; to *soar* means "to rise or fly high into the air."

Craning to watch the eagle *soar* overhead, our necks soon grew *sore*.

431.4 **stationary, stationery**

Stationary means "not movable"; *stationery* is the paper and envelopes used to write letters.

431.5 **steal, steel**

Steal means "to take something without permission"; *steel* is a metal.

Early ironmakers had to *steal* recipes for producing *steel*.

431.6 **than, then**

Than is used in a comparison; *then* tells when.

He cried and said that his big brother was bigger *than* my big brother. *Then* I cried.

431.7 **their, there, they're**

Their is a possessive pronoun, one that shows ownership. *There* is a pronoun used to point out location. *They're* is the contraction for "they are."

They're upset because *their* son dumped garbage over *there*.

431.8 **threw, through**

Threw is the past tense of "throw." *Through* means "passing from one side of something to the other" or "a period of time."

The ball went *through* the strike zone. *Through* his long career in baseball, Nolan Ryan *threw* more strikeouts (5,715) than any other pitcher in history.

431.9 **to, too, two**

To is the preposition that can mean "in the direction of." (*To* also is used to form an infinitive.) *Too* is an adverb meaning "very or excessive." (*Too* is often used to mean "also.") *Two* is the number 2.

Only *two* of Columbus's first three ships returned *to* Spain from the New World.

Columbus was *too* restless *to* stay there long.

432.1 vain, vane, vein

Vain means "worthless." It may also mean "thinking too highly of one's self; stuck-up." *Vane* is a flat piece of material set up to show which way the wind blows. *Vein* refers to a blood vessel or a mineral deposit.

The weather *vane* indicates the direction of wind; the blood *vein* determines the direction of flowing blood; the *vain* mind moves in no particular direction and thinks only about itself.

432.2 vary, very

Vary is a verb that means "to change."

The weather can *vary* from snow to sleet to sunshine in a single day.

Very can be an adjective meaning "in the fullest sense" or "complete."

Garon's story was the *very* opposite of the truth.

Very can also be an adverb meaning "extremely."

The story was *very* interesting.

432.3 waist, waste

Waist is the part of the body just above the hips. The verb *waste* means "to wear away, decay"; the noun *waste* refers to material that is unused or useless.

432.4 wait, weight

Wait means "to stay somewhere expecting something." *Weight* is the measure of heaviness.

432.5 ware, wear, where

Ware means "a product that is sold"; *wear* means "to have on or to carry on one's body"; *where* asks the question "in what place or in what situation?"

Where can you buy the best cooking *ware* and the best rain gear to *wear* on a camp-out?

432.6 way, weigh

Way means "path or route." *Weigh* means "to measure weight."

What is the correct *way* to *weigh* liquid medicines?

432.7 weather, whether

Weather refers to the condition of the atmosphere. *Whether* refers to a possibility.

The *weather* will determine *whether* I go fishing.

432.8 week, weak

A *week* is a period of seven days; *weak* means "not strong."

432.9 which, witch

Which is a pronoun used to refer to or point out something. A *witch* is a woman believed to have supernatural powers.

Which of the women accused of being *witches* in Salem in the 1600s were actually guilty of any crime?

433.

Who
Whi
livin
Tha
or thW
w
ju
It
yo

433

Wh
sen
obje
obje
W
p
Not
arr
a s
wo
obj

433.1 who, which, that

Who is used to refer to people. *Which* refers to animals and non-living things but never to people. *That* can refer to people, animals, or things.

Who said you could order pizza, *which* is classified by some as junk food, for dinner?

It was the new baby-sitter *that* you hired.

433.2 who, whom

Who is used as the subject in a sentence; *whom* is used as the object of a preposition or as a direct object.

Who ordered this pizza? The pizza was ordered by *whom*?

Note: To test for *who/whom*, arrange the parts of the clause in a subject-verb-object order. (*Who* works as the subject, *whom* as the object.)

433.3 who's, whose

Who's is the contraction for "who is." *Whose* is a possessive pronoun, one that shows ownership.

Who's the writer *whose* books for young readers have sold more copies than any other U.S. author? (Judy Blume)

433.4 wood, would

Wood is the material that trees are made of; *would* is a form of the verb "will."

Sequoia trees live practically forever, but *would* you believe that the *wood* from these giants is practically useless? (It's too brittle.)

433.5 your, you're

Your is a possessive pronoun, one that shows ownership. *You're* is the contraction for "you are."

SCHOOL DAZE

Understanding Sentences



434.1 Sentence

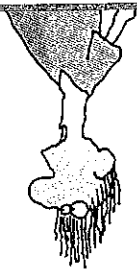
A sentence is made up of one or more words that express a complete thought. A sentence begins with a capital letter; it ends with a period, a question mark, or an exclamation point.

This book should help you write. It explains many things.

How do you plan to use it? I hope you find it helpful!

Composing Sentences

For more information on sentences, turn to pages 85-92.



PARTS OF A SENTENCE

434.2 Subject and Predicate

A sentence must have a subject and predicate in order to express a complete thought. Either the subject or the predicate (or both) may not be stated, but both must be clearly understood.

[You] Get involved!

[You is the understood subject.]

Who needs your help?

Wildlife. [do].

[Do is the understood predicate.]

What do many animals face?

[They face] Extinction. [They is the understood subject, and face is the understood predicate.]

434.3 Subject

A subject is the part of a sentence that is doing something or about which something is said.

Humans have caused 75 percent of the extinctions that have occurred in the last 500 years.

434.4 Simple Subject

The simple subject is the subject without the words that describe or modify it.

An animal species becomes extinct when the last of its kind dies.

435.1 Co Su

The complete subject and modify it.

An animal species becomes extinct when the last of its kind dies.

435.2 Co Su

A compound subject is more than one simple subject.

Elephants, tigers, and rhinos have been killed.

435.3 Pr

The predical subject is the subject that is doing the action.

Hunting has caused a decline in the population.

435.4 S P

The simple subject is the subject without the words that describe or modify it.

Before 1900, African elephants were killed every year.

435.5 C P

The complete predicate is the part of a sentence that describes or modifies the subject.

Before 1900, African elephants were killed every year.

435.1 Complete Subject

The complete subject is the simple subject and all the words that modify it.

An animal species becomes extinct when the last of its kind dies.

435.2 Compound Subject

A compound subject has two or more simple subjects.

Elephants, tigers, and lions have been killed in great numbers.

435.3 Predicate

The predicate is the part of the sentence that says something about the subject.

Hunting has reduced the tiger population significantly in India.

435.4 Simple Predicate

The simple predicate is the predicate (verb) without the words that describe or modify it.

Before 1990, about 100,000 African elephants were killed every year for their ivory tusks.

435.5 Complete Predicate

The complete predicate is the simple predicate with all the words that modify or describe it.

Before 1990, about 100,000 African elephants were killed every year for their ivory tusks.

435.6 Compound Predicate

A compound predicate is composed of two or more simple predicates.

In 1990 the countries of the world met and banned the sale of ivory.

435.7 Compound Subject and Predicate

A sentence may have a compound subject and a compound predicate.

Public awareness and new laws can protect and save endangered species.

Using Subjects and Verbs

For more information on how subjects and verbs work together in a sentence, see pages 88-89.

435.8 Direct Object

The **direct object** is the noun or pronoun that receives the action of the predicate—*directly*. (The direct object answers the question *what* or *whom*.)

Many smaller and less well-known animals need *friends* who will speak up for them.

The direct object may be compound.

We all need *animals, plants, wetlands, deserts, rain forests, and woodlands* to survive on this planet.

436.1 Indirect Object

An **indirect object** is the noun or pronoun that receives the action of the predicate—*indirectly*. An indirect object names the person *to whom* or *for whom* something is done.

I gave the *class* my report on earthquakes. [*Class* is the indirect object because it says to whom the report was given.]

When the indirect object follows a preposition, it becomes the object of the preposition and is no longer considered an indirect object.

I gave a report to the *class*. [*Class* is the object of the preposition *to*.]

For additional examples and more information on direct and indirect objects, see 450.1.

436.2 Modifier

A **modifier** is a word or a group of words that changes or adds to the meaning of another word. (See page 136.)

CLAUSES

A clause is a group of related words that has both a subject and a predicate.

436.3 Independent and Dependent Clauses

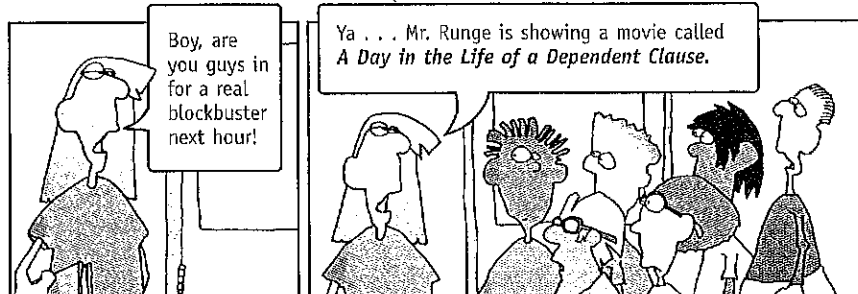
An independent clause presents a complete thought and can stand as a sentence; a dependent clause does not present a complete thought and cannot stand as a sentence.

In the following sentences, the dependent clauses are in red and the independent clauses are in boldface.

If this ancient oak tree were cut down, it might affect more than 200 different species.

A whole chain of plants and animals is affected when one species dies out completely.

SCHOOL DAZE



PHE

437.

A ph
that
predi

has
[Th

thi
[Th

ex
[T
a]

Th
or

[T
a

43

Ph:
fro:
the
ph:
for
se:
ph:

PHRASES

437.1 **Phrase**

A phrase is a group of related words that lacks either a subject or a predicate (or both).

has nothing on it
[The predicate lacks a subject.]

this guy's desk
[The subject lacks a predicate.]

except two dead plants
[The phrase lacks both a subject and a predicate.]

This guy's desk has nothing on it except two dead plants.
[Together, the three phrases form a complete thought.]

437.2 **Types of Phrases**

Phrases usually take their names from the main words that introduce them (prepositional phrase, verb phrase, etc.). They are also named for the function they serve in a sentence (adverb phrase, adjective phrase).

The ancient oak tree
[noun phrase]
with crooked old limbs
[prepositional phrase]
has stood its guard,
[verb phrase]
very stubbornly,
[adverb phrase]
protecting the little house.
[verbal phrase]

TYPES OF SENTENCES

437.3 **Simple Sentence**

A simple sentence is a sentence with only one independent clause (one complete thought). It may have either a simple subject or a compound subject. It may also have either a simple predicate or a compound predicate.

My back aches.
[simple subject; simple predicate]

My muscles and my eyes hurt.
[compound subject; simple predicate]

My face and hair look and feel terrible.
[compound subject; compound predicate]

A simple sentence may also contain one or more phrases, but no dependent clauses.

I must be getting a case of the flu.
[simple subject: *I*;
simple predicate: *must be getting*;
phrase: *a case of the flu*]

437.4 **Compound Sentence**

A compound sentence is made up of two or more simple sentences (also called independent clauses) that are joined by a coordinate conjunction, punctuation, or both.

I try to avoid illness, but the flu bug always finds me.

I drink plenty of liquids; I get plenty of sleep.

438.1 **Complex Sentence**

A complex sentence contains one independent clause (in **boldface**) and one or more dependent clauses (in red).

Even though I feel down, I plan to carry on. [dependent clause followed by independent clause]

It isn't easy, though, when my nose runs until it turns red. [independent clause followed by two dependent clauses]

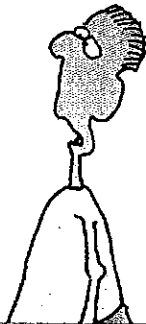
438.2 **Compound-Complex Sentence**

A compound-complex sentence contains two or more independent clauses (in **boldface**) and one or more dependent clauses (in red).

The Statue of Liberty was sculpted by Frédéric-Auguste Bartholdi, but the internal framework was designed by Alexandre-Gustave Eiffel, who later designed the Eiffel Tower in Paris.

Effective Sentences

For more on writing effective sentences, turn to pages 85-92.



KINDS OF SENTENCES

438.3 **Declarative Sentence**

A declarative sentence makes a statement. It tells something about a person, a place, a thing, or an idea.

The Statue of Liberty is a grand old monument that stands in New York Harbor as a symbol of our freedom.

438.4 **Interrogative Sentence**

An interrogative sentence asks a question.

Could you tell me Miss Liberty's measurements?

438.5 **Imperative Sentence**

An imperative sentence gives a command. It often contains an understood subject (you).

Check out these statistics.

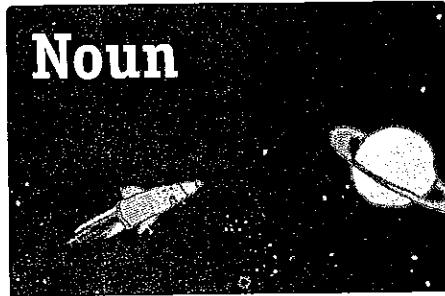
438.6 **Exclamatory Sentence**

An exclamatory sentence communicates strong emotion or surprise.

Miss Liberty weighs more than 200 tons and is 300 feet tall!
That's big!

Understanding Our Language

Noun



A **noun** is a word used as the name of something: a person, a place, a thing, or an idea.

John Ulferts, uncle
Mississippi, river
"Star-Spangled Banner," song
Labor Day, holiday

KINDS OF NOUNS

439.1 Proper Noun

A **proper noun** is the name of a specific person, place, thing, or idea. Proper nouns are capitalized.

Brett Favre, *Maniac McGee*,
Rock and Roll Hall of Fame,
Cobblestone Publishing, Sunday

439.2 Common Noun

A **common noun** is any noun that does not name a specific person, place, thing, or idea. Common nouns are not capitalized.

child, country, rainbow, winter,
blockhead, happiness, north

439.3 Concrete Noun

A **concrete noun** names a thing that is physical (can be touched or seen). Concrete nouns can be either proper or common.

space shuttle, *Super Nintendo*

439.4 Abstract Noun

An **abstract noun** names something you can think about but cannot see or touch. Abstract nouns can be either common or proper.

Christianity, Judaism, poverty,
satisfaction, illness, love

439.5 Collective Noun

A **collective noun** names a group or *collection* of persons, animals, places, or things.

PERSONS . . . tribe, congregation,
family, class, team

ANIMALS . . . flock, herd, gaggle,
clutch, litter

THINGS . . . batch, cluster, bunch

Use specific nouns when you write—they add color and clarity. See page 135 for more information.

NUMBER OF NOUNS

Nouns are classified according to their number. The number of a noun tells us whether the noun is singular or plural.

440.1 Singular Noun

A **singular noun** names one person, place, thing, or idea.

boy, group, audience, stage,
rock concert, hope

440.2 Plural Noun

A **plural noun** names more than one person, place, thing, or idea.

boys, groups, audiences, stages,
rock concerts, hopes

For information on how to create the plural form of a number of special words, turn to 408.1-409.3.

440.3 Compound Noun

A **compound noun** is made up of two or more words.

football
[written as one word]
high school
[written as two words]
brother-in-law
[written as a hyphenated word]

GENDER OF NOUNS

Nouns have **gender**; that is, they are grouped according to sex: *feminine*, *masculine*, *neuter*, and *indefinite*.

Turn to page 245 for more information on using gender properly when writing.

440.4 Types of Gender

Feminine mother, sister,
women, cow, hen [female]

Masculine father,
men, bull, rooster [male]

Neuter . . . tree, cobweb, closet
[without sex]

Indefinite president,
duckling, doctor,
lawyer, assistant
[male or female]

USES OF NOUNS

Nouns are classified according to their use in a sentence.

440.5 Subject Nouns

A noun becomes the subject of a sentence when it does something or is being talked about.

The guidance *counselor* looked the eighth-grade student in the eye and warned him, "The high-school *principal* won't allow you to take more than one study hall."

441.1 Predicate Nouns

A noun is considered a **predicate noun** when it follows a form of the *be* verb (*is, are, was, were, been*) and repeats or renames the subject. In the examples below, *place* renames *study hall*, and *waste* renames *hours*.

"A study hall is a good place to work on your assignments, but two hours of study hall is a waste of your valuable time."

441.2 Possessive Nouns

A noun becomes a **possessive noun** when it shows possession or ownership.

The student's face showed concern. "But I need an hour's rest every day in order to do well in my classes."

Turn to 403.2-403.4 for more about possessive nouns.

441.3 Object Nouns

A noun becomes an **object noun** when it is used as the direct object, the indirect object, or the object of the preposition.

"Don't worry. You'll enjoy high school with only one study hall."

[*High school* is a direct object.]

"High-school teachers give students plenty of time to work."

[*Students* is an indirect object; *plenty* is a direct object; *time* is the object of the preposition *of*.]

Pronoun

A **pronoun** is a word used in place of a noun.

I, you, he, she, it, we, they, his, hers, her, its, me, myself, us, yours, etc.

Amanda tweaked her uncle's nose after he teased the kids about their dancing to rock "noise."

441.4 Antecedent

An **antecedent** is the noun that the pronoun refers to or replaces. All pronouns have antecedents.

The speaker coughed and reached for the glass of water. When the glass reached his lips, he noticed a fly that was "swimming" in the water.

[*Speaker* is the antecedent of *his* and *he*; *fly* is the antecedent of *that*.]

All pronouns must agree with their antecedents in number, person, and gender. See pages 89-90.



442.1 Personal Pronouns

Personal pronouns take the place of nouns in a sentence; they come in many shapes and sizes.

SIMPLE I, you, he, she,
it, we, they

COMPOUND . . . myself, yourself,
himself, herself,
ourselves

PHRASAL one another,
each other

NUMBER OF PRONOUNS

442.2 Singular/Plural

Pronouns can be either singular or plural in **number**.

SINGULAR . . . I, you, he, she, it

PLURAL we, you, they

Note: The pronouns *you*, *your*, and *yours* may be singular or plural.

PERSON OF A PRONOUN

The **person** of a pronoun tells us whether the pronoun is speaking, being spoken to, or being spoken about.

442.3 First Person

A **first-person pronoun** is used in place of the name of the speaker.

I am speaking.

We are speaking.

442.4 Second Person

A **second-person pronoun** is used to name the person or thing spoken to.

Eliza, will *you* please listen.

You dogs better stop growling and listen, too.

442.5 Third Person

A **third-person pronoun** is used to name the person or thing spoken about.

Bill better listen if *he* ever wants to use the car again.

USES OF PRONOUNS

A pronoun can be used as a subject, an object, or to show possession.

442.6 Subject Pronouns

A **subject pronoun** is used as the subject of a sentence (*I*, *you*, *he*, *she*, *it*, *we*, *they*).

I like myself when things go well.

A subject pronoun is also used after a form of the *be* verb (*am*, *is*, *are*, *was*, *were*, *being*, *been*) if it repeats the subject.

"It is *I*," growled the big wolf from under Grandmother's bonnet.

"It is *he*!" shrieked Little Red as she twisted his snout into a corkscrew.

443.1 Object Pronouns

An **object pronoun** can be used as the object of a verb or preposition (*me, you, him, her, it, us, them*).

"You saved me!" shouted Grandmother, as she leaped from the closet. [*Me* is the direct object of the verb *saved* because it receives the action of the verb.]

Grandmother told **us** the story of her narrow escape. [*Us* is the indirect object of the verb *told* because it indirectly receives the action of the verb.]

Is this fairy tale too scary for **you**? [*You* is the object of the preposition *for*.]

443.2 Possessive Pronouns

A **possessive pronoun** shows possession or ownership.

- my, mine, our, ours,
- his, her, hers,
- their, theirs,
- its, your, yours

Note: You do not use an apostrophe with a personal pronoun to show possession.



To make a noun possessive, add an apostrophe. See 403.2-403.4 for more details.

Singular Pronouns

	Subject Pronouns	Possessive Pronouns	Object Pronouns
First Person	I	my, mine	me
Second Person	you	your, yours	you
Third Person	he	his	him
	she	her, hers	her
	it	its	it

Plural Pronouns

	Subject Pronouns	Possessive Pronouns	Object Pronouns
First Person	we	our, ours	us
Second Person	you	your, yours	you
Third Person	they	their, theirs	them

OTHER TYPES OF PRONOUNS

In addition to the commonly used personal pronouns, there are a number of other types of pronouns that you should know about. (See the chart on the next page.)

444.1 Relative Pronouns

A **relative pronoun** is both a pronoun and a connecting word. It connects a subordinate clause to the main clause.

China is the country that has the largest population in the world.

[*That* relates to *country*.]

The Chinese, who have one of the world's oldest civilizations, have worked hard to modernize their country in little more than 20 years. [*Who* relates to *Chinese*.]

The Chinese, who boast of having 40 cities with more than a million people each, can also point to the fact that every sixth person in the world is Chinese. [*Who* relates to *Chinese* and *that* relates to *fact*.]

444.2 Interrogative Pronouns

An **interrogative pronoun** asks a question.

Who wants to go?

Which star would you visit?

Whom would you take along for company?

Whose company could you stand for that long?

444.3 Demonstrative Pronouns

A **demonstrative pronoun** points out or identifies a noun without naming the noun. When used together in a sentence, *this* and *that* distinguish one item from another, and *these* and *those* distinguish one group from another.

This was a great idea; *that* was a nightmare.

Caution: Do not add *here* or *there* to a demonstrative pronoun.

This here was a great idea; *that there* was a nightmare. [incorrect]

Who? Which? That?

If you have trouble figuring out which of these pronouns to use when, turn to 433.1.

444.4 Intensive Pronouns

An **intensive pronoun** emphasizes or *intensifies* the noun or pronoun it refers to. Common intensive pronouns include *itself*, *myself*, *himself*, *herself*, and *yourself*.

Though the chameleon's quick-change act protects it from predators, the lizard itself can catch insects 10 inches away with its long, sticky tongue.

Note: The sentence would be complete without the intensive pronoun. The pronoun simply emphasizes *lizard*.

445.1 Reflexive Pronouns

A reflexive pronoun is a pronoun that throws the action back upon the subject of a sentence.

A chameleon protects *itself* from danger by changing colors.
[direct object]

A chameleon can give *itself* tasty meals of unsuspecting insects.
[indirect object]

I wish I could claim some of its amazing powers for *myself*.
[object of the preposition]

Note: These sentences would not be complete without the reflexive pronouns.

445.3 Indefinite Pronouns

An indefinite pronoun is a pronoun that does not specifically name its antecedent (the noun or pronoun it replaces).

Will *somebody* reach the stars some day? If *anybody* could travel at the speed of light (186,400 miles per second), it would still take more than four years to reach the nearest star.

See page 89 for details on using indefinite pronouns properly in a sentence.

445.2 Kinds of Pronouns

Relative

who, whose, whom, which, what, that, whoever, whomever, whatever, whichever

Interrogative

who, whose, whom, which, what

Demonstrative

this, that, these, those

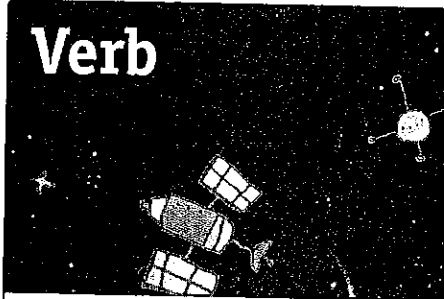
Intensive and Reflexive

myself, himself, herself, itself, yourself, themselves, ourselves

Indefinite Pronouns

all	both	everything	nobody	several
another	each	few	none	some
any	each one	many	no one	somebody
anybody	either	most	nothing	someone
anyone	everybody	much	one	something
anything	everyone	neither	other	such

Verb



A **verb** is a word that shows action or existence (state of being).

Tornadoes cause tremendous damage. [action]

The weather is often calm before a storm. [existence]

TYPES OF VERBS

446.1 Action Verb

An action verb tells what the subject is doing.

Natural disasters hit the globe nearly every day.

446.2 Linking Verb

A **linking verb** connects or *links* a subject to a noun or an adjective in the predicate.

I feel shaky whenever I hear about earthquakes.

[*Shaky* is a predicate adjective because it is linked by the verb *feel* to the subject *I*.]

The San Andreas Fault is an earthquake zone in California.

[*Zone* is a predicate noun because it is linked by the verb *is* to the subject *San Andreas Fault*.]

Linking Verbs

The most common linking verbs are forms of the verb *be*—*is, are, was, were, being, been, am*—and verbs such as *smell, look, taste, feel, remain, turn, appear, become, sound, seem, grow, stand*.

446.3 Helping Verb

Helping verbs help to form some of the tenses and voice of the main verb. (Helping verbs are also called *auxiliary verbs*.)

One thing we do know is that shooting stars are really meteors that have burned up while entering the earth's atmosphere.

Helping Verbs

The most common helping verbs are *shall, will, should, would, could, must, can, may, have, had, has, do, did*, and the forms of the verb *be*—*is, are, was, were, am, being, been*.

NUMBER OF VERBS

Verbs have **number**, which means they are singular or plural. The number of a verb depends on the number of its subject.

446.4 Singular/Plural

A singular subject needs a **singular verb**. A plural subject needs a **plural verb**.

She wonders if there is life on other planets. [singular]

They wonder if there is life on other planets. [plural]

PERSON OF VERBS

447.1 Point of View

Verbs will also differ in form depending upon the point of view or *person* of the pronouns being used with them:

first person (*I*)

I write [singular]
we write [plural]

second person (*you*)

you write [singular]
you write [plural]

third person (*he, she, it*)

he/she/it writes [singular]
they write [plural]

VOICE OF VERBS

The **voice** of a verb tells you whether the subject is doing the action or is receiving the action.

447.2 Active Voice

A verb is in the **active voice** if the subject is doing the action in a sentence.

I dream of going to galaxies light-years from Earth.

447.3 Passive Voice

A verb is in the **passive voice** if the subject is receiving the action instead of personally doing the action.

My daydreams are often shattered by reality.

TENSE	Active Voice		Passive Voice	
	SINGULAR	PLURAL	SINGULAR	PLURAL
Present Tense	I find you find he/she/it finds	we find you find they find	I am found you are found he/she/it is found	we are found you are found they are found
Past Tense	I found you found he found	we found you found they found	I was found you were found he was found	we were found you were found they were found
Future Tense	I will find you will find he will find	we will find you will find they will find	I will be found you will be found he will be found	we will be found you will be found they will be found
Present Perfect	I have found you have found he has found	we have found you have found they have found	I have been found you have been found he has been found	we have been found you have been found they have been found
Past Perfect	I had found you had found he had found	we had found you had found they had found	I had been found you had been found he had been found	we had been found you had been found they had been found
Future Perfect	I will have found you will have found he will have found	we will have found you will have found they will have found	I will have been found you will have been found he will have been found	we will have been found you will have been found they will have been found

TENSES OF VERBS

A verb has three principal parts: the *present*, *past*, and *past participle*. All six of the tenses are formed from these principal parts.

✦ The past and past participle of regular verbs are formed by adding *-ed* to the present form.

✦ Irregular verbs are formed with different spellings. (See the chart on page 449.)

448.1 Present Tense

A verb is in the **present tense** when it expresses action (or existence) that is happening *now* or that happens *continually, regularly*.

The universe is gigantic.

It takes my breath away to think about it.

448.2 Past Tense

A verb is in the **past tense** when it expresses action (or existence) that is completed at a *particular* time in the past.

Galileo, an Italian scientist, *was* the first scientist to use a telescope. This only *landed* him in hot water with the Flat Earth Society.

448.3 Future Tense

A verb is in the **future tense** when it expresses action that *will* take place.

When *will* the universe end?
What mysteries *will* be solved in the twenty-first century?

448.4 Present Perfect Tense

A verb is in the **present perfect tense** when it expresses action that *began in the past but continues or is completed in the present*.

I *have wondered* for some time how the stars got their names.

Many stars *have been named* after the gods of ancient times.

Note: To form the present perfect tense, add *has* or *have* to the past participle.

448.5 Past Perfect Tense

A verb is in the **past perfect tense** when it expresses action that *began in the past and was completed in the past*.

I *had hoped* to see a shooting star on our camping trip.

Note: To form the past perfect tense, add *had* to the past participle.

448.6 Future Perfect Tense

A verb is in the **future perfect tense** when it expresses action or existence that *will begin in the future and will be completed by a specific time in the future*.

By the twenty-first century, we *will have found* the answers to many of our questions.

Note: To form the future perfect tense, add *will have* to the past participle.

Common Irregular Verbs and Their Principal Parts

The principal parts of the common irregular verbs are listed below. The part used with the helping verbs *has*, *have*, or *had* is called the **past participle**.

PRESENT TENSE
PAST TENSE
PAST PARTICIPLE

I write.
Earlier I wrote.
I have written.

She hides.
Earlier she hid.
She has hidden.

Present Tense	Past Tense	Past Participle	Present Tense	Past Tense	Past Participle
am, be	was, were	been	lead	led	led
begin	began	begun	lie (recline)	lay	lain
bid (offer)	bid	bid	lie (deceive)	lied	lied
bid (order)	bade	bidden	raise	raised	raised
bite	bit	bitten	ride	rode	ridden
blow	blew	blown	ring	rang	rung
break	broke	broken	rise	rose	risen
bring	brought	brought	run	ran	run
burst	burst	burst	see	saw	seen
catch	caught	caught	set	set	set
come	came	come	shake	shook	shaken
dive	dived	dived	shine		
do	did	done	(polish)	shined	shined
drag	dragged	dragged	(light)	shone	shone
draw	drew	drawn	shrink	shrank	shrunk
drink	drank	drunk	sing	sang, sung	sung
drive	drove	driven	sink	sank, sunk	sunk
drown	drowned	drowned	sit	sat	sat
eat	ate	eaten	slay	slew	slain
fall	fell	fallen	speak	spoke	spoken
fight	fought	fought	spring	sprang, sprung	sprung
flee	fled	fled	steal	stole	stolen
flow	flowed	flowed	strive	strove	striven
fly	flew	flown	swear	swore	sworn
forsake	forsook	forsaken	swim	swam	swum
freeze	froze	frozen	swing	swung	swung
give	gave	given	take	took	taken
go	went	gone	tear	tore	torn
grow	grew	grown	throw	threw	thrown
hang			wake	woke, waked	woken, waked
(execute)	hanged	hanged	wear	wore	worn
(dangle)	hung	hung	weave	wove	woven
hide	hid	hidden, hid	wring	wrung	wrung
know	knew	known	write	wrote	written
lay (place)	laid	laid			

USES OF ACTION VERBS

450.1 Transitive Verbs

Transitive verbs are verbs that transfer their action to an object. An object must receive the action of a transitive verb for the meaning of the verb to be complete.

The earthquake *shook* San Francisco with a fury. [*Shook* transfers its action to *San Francisco*. Without *San Francisco* the meaning of the verb *shook* is incomplete.]

San Francisco *was shaken* by the earthquake. [The subject of the sentence, *San Francisco*, receives the action of the verb, *was shaken*.]

A transitive verb throws the action directly to a **direct object** and indirectly to an **indirect object**. For a sentence to have an indirect object, it must have a direct object. A sentence can, however, have only a direct object.

Note: Direct and indirect objects are always nouns or pronouns.

Fires destroyed *San Francisco* after the 1906 earthquake.

[direct object: *San Francisco*]

Our teacher gave *us* the *details*.

[indirect object: *us*;

direct object: *details*]

See 435.8-436.1 for more about direct and indirect objects.

450.2 Intransitive Verbs

An **intransitive verb** completes its action without an object.

Her stomach *felt* queasy.

[*Queasy* is a predicate adjective; there is no direct object.]

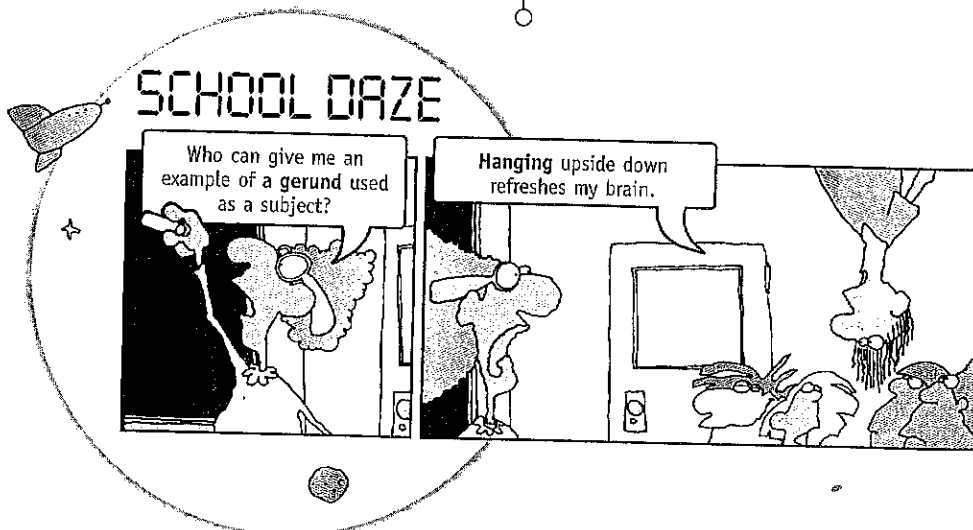
She *looked* for a mint. [Again, there is no direct object. *Mint* is the object of the preposition *for*.]

450.3 Transitive/Intransitive

Some verbs can be either **transitive** or **intransitive**.

She *read* my note. [transitive]

She *read* aloud. [intransitive]



VERBALS

A **verbal** is a word that is made from a verb, has the power of a verb, but acts as another part of speech. **Gerunds, participles, and infinitives** are verbals.

451.1 Gerund

A **gerund** is a verb form that ends in *-ing* and is used as a noun.

Worrying is useless.

[The noun *worrying* is the subject.]

You should stop worrying about things you can't change. [The noun *worrying* is the direct object.]

451.2 Participle

A **participle** is a verb form ending in *-ing* or *-ed*. A participle is used as an adjective.

The idea of the earth shaking and splitting both fascinates and frightens me.

[*Shaking* and *splitting* modify *earth*.]

Why doesn't this tired earth just stand still? [*Tired* modifies *earth*.]

451.3 Infinitive

An **infinitive** is a verb form introduced by *to*; it may be used as a noun, an adjective, or an adverb.

To conquer my fears is one of my goals.

[*To conquer* is used as a noun and is the subject of this sentence.]

In the past, I was terrified to climb a mountain.

[*To climb* is an adverb modifying the adjective *terrified*.]

Adjective

An **adjective** is a word used to describe a noun or pronoun.

Why did ancient dinosaurs become an extinct species?

Were they wiped out by a catastrophic flood or a deadly epidemic?

451.4 Articles

The **articles** *a*, *an*, and *the* are adjectives.

A brontosaurus was an animal about 70 feet long.

The huge dinosaur lived on land and ate plants.

451.5 Proper Adjective

A **proper adjective** is formed from a proper noun, and it is always capitalized.

A Chicago museum is home to the skeleton of one of these ancient beasts.

[*Chicago* functions as a proper adjective describing the noun *museum*.]

452.1 Common Adjective

A **common adjective** is any adjective that is not proper, and it is not capitalized (unless it is the first word in a sentence).

Ancient mammoths were huge, woolly creatures whose complete bodies have been found frozen deep in the ice fields of Siberia.

SPECIAL KINDS OF ADJECTIVES

452.2 Demonstrative Adjective

A **demonstrative adjective** is one that points out a particular noun. *This* and *these* point out something nearby; *that* and *those* point out something at a distance.

This mammoth is huge, but that mammoth is even bigger.

Note: When a noun does not follow *this*, *these*, *that*, or *those*, they are pronouns, not adjectives.

452.3 Compound Adjective

A **compound adjective** is made up of two or more words. (Sometimes it is hyphenated.)

The stomachs of these quick-frozen, fur-covered mammoths contained the animals' last meals, perfectly preserved.

452.4 Indefinite Adjective

An **indefinite adjective** is one that gives us approximate or *indefinite* information. It does not tell *exactly* how many or how much. (See "indefinite pronouns" on page 445.)

Some mammoths were heavier than today's elephants.

452.5 Predicate Adjective

A **predicate adjective** is an adjective that follows a linking verb and describes the subject.

Mammoths were once abundant, but now they are extinct.

SCHOOL DAZE



FORMS OF ADJECTIVES

453.1 Positive Form

The **positive form** describes a noun or pronoun without comparing it to anyone or anything else.

The Eurostar is a *fast* train that runs between London and Paris.

It is an *impressive* train.

453.2 Comparative Form

The **comparative form** of an adjective (*-er*) compares two persons, places, things, or ideas.

The Eurostar is *faster* than the Orient Express.

This train is *more impressive* than my commuter train.

453.3 Superlative Form

The **superlative form** (*-est*) compares three or more persons, places, things, or ideas.

In fact, the Eurostar is the *fastest* train in Europe.

It is the *most impressive* commuter train in the world.

453.4 Two-Syllable Adjective

Some two-syllable adjectives show comparisons by their *er/est* suffixes, or by modifiers like *more* and *most*.

For example, you may say, "*clumsy, clumsier, clumsiest.*"

But, you may also say, "*clumsy, more clumsy, most clumsy.*"

453.5 Three- (or More) Syllable Adjective

When adjectives are **three or more syllables long**, they usually require the words *more/most, less/least* to express comparison.

ridiculous, less ridiculous, least ridiculous

Note: You would NOT say, "ridiculousless, ridiculousleast."

453.6 Irregular Forms

Some adjectives use completely **different words** to express comparison.

good, better, best
bad, worse, worst



An **interjection** is a word or phrase used to express strong emotion or surprise. Punctuation (a comma or an exclamation point) is used to separate an interjection from the rest of the sentence.

Wow, would you look at that!

Oh, no! He's falling!

Whoops! So am I!

Adverb



An **adverb** is a word used to modify a verb, an adjective, or another adverb. An adverb tells *how, when, where, why, how often, and how much.*

Dad snores loudly. [*Loudly* modifies the verb *snores.*]

His snores are really explosive. [*Really* modifies the adjective *explosive.*]

Dad snores very loudly. [*Very* modifies the adverb *loudly.*]

454.1 Forms of Adverbs

Adverbs, like adjectives, have three forms: **positive, comparative, and superlative.** (See the chart below.)

- positive describes
- comparative compares two things
- superlative compares three or more things

Positive	Comparative	Superlative
well	better	best
badly	worse	worst
fast	faster	fastest
loudly	more loudly	most loudly
dramatically	less dramatically	least dramatically

454.2 Types of Adverbs

There are four basic types of adverbs: *time, place, manner, and degree.*

TIME Adverbs of time tell *when, how often, and how long.*

tomorrow, often, never

PLACE Adverbs of place tell *where, to where, or from where.*

there, backward, outside

MANNER . . . Adverbs of manner often end in *-ly* and tell how something is done.

unkindly, gently, well

Note: Some adverbs can be written with or without the *-ly* ending. When in doubt, use the *-ly* form.

slow, slowly; deep, deeply

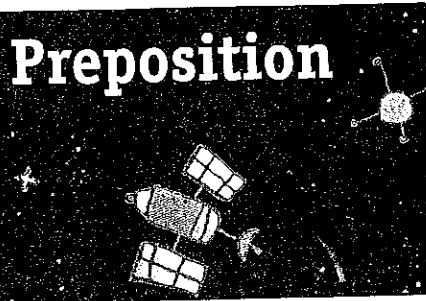
DEGREE Adverbs of degree tell *how much or how little.*

scarcely, entirely, generally

Note: Adverbs often end in *-ly*, but not *always*. Words like *very, quite, and always* are adverbs that modify other adverbs or adjectives.

Caution: Not all words ending in *-ly* are adverbs. "Lovely," for example, is an adjective.

Preposition



A **preposition** is a word (or group of words) that shows position, direction, or how two words or ideas are related to each other. Specifically, a preposition shows the relationship between its object and some other word in the sentence.

The caterpillar hung *under* Natasha's nose.
 [*Under* shows the relationship between the verb *hung* and the object of the preposition *nose*.]

455.1 Prepositional Phrase

A **prepositional phrase** includes the *preposition*, the *object* of the preposition, and the *modifiers* of the object.

Natasha's friends ran *away from* the big caterpillar.
 [preposition: *away from*;
 object: *caterpillar*; modifier: *big*]

A prepositional phrase may function as an adjective or as an adverb.

But Natasha enjoyed the critter *with* the furry coat.
 [The prepositional phrase, *with the furry coat*, functions as an adjective and modifies *critter*.]

455.2 Object of Preposition

A preposition never appears alone—it needs an object. If a word found in the list of prepositions appears in a sentence, but has no object, it is not a preposition. It is probably an adverb.

Natasha never had a pet *before*.
 [*Before* is used as an adverb in this sentence because it modifies *had*, a verb.]

455.3 Prepositions

aboard	considering	onto
about	despite	opposite
above	down	out
according to	down from	out of
across	during	outside
across from	except	outside of
after	except for	over
against	excepting	over to
along	for	owing to
alongside	from	past
alongside of	from among	prior to
along with	from between	regarding
amid	from under	round
among	in	round about
apart from	in addition to	save
around	in behalf of	since
aside from	in front of	through
at	in place of	throughout
away from	in regard to	till
back of	in spite of	to
because of	inside	together with
before	inside of	toward
behind	instead of	under
below	into	underneath
beneath	like	until
beside	near	unto
besides	near to	up
between	of	up to
beyond	off	upon
but	on	with
by	on account of	within
by means of	on behalf of	without
concerning	on top of	

Conjunction

A **conjunction** connects individual words or groups of words. There are three kinds of conjunctions: *coordinating*, *correlative*, and *subordinating*.

Polluted lakes, rivers, and streams can be cleaned up.

[The conjunction *and* connects the word *rivers* to the word *streams*.]

456.1 Coordinating Conjunction

A **coordinating conjunction** connects a word to a word, a phrase to a phrase, or a clause to a clause. The words, phrases, or clauses joined by a coordinating conjunction must be *equal* or of the *same type*.

If you want to reduce pollution, ride a bike *or* plant a tree. [Two equal phrases are connected by *or*.]

Even small things, like turning off lights you're not using *and* turning off the water while you're brushing your teeth, add up to energy savings.

[*And* connects the phrases *turning off lights you're not using* and *turning off the water while you're brushing your teeth*.]

456.2 Correlative Conjunction

Correlative conjunctions are conjunctions used in pairs.

***Either* you're part of the problem, *or* you're part of the solution.**

456.3 Subordinating Conjunction

A **subordinating conjunction** is a word or group of words that connects two clauses that are *not* equally important. A subordinating conjunction connects a dependent clause to an independent clause in order to complete the meaning of the dependent clause.

More people will get involved *when they realize that Earth is "Home Sweet Home."*

[The clause *when they realize that Earth is "Home Sweet Home"* is dependent. It cannot stand alone.]

456.4 Conjunctions

Coordinating: and, but, or, nor, for, so, yet

Correlative: either, or; neither, nor; not only, but also; both, and; whether, or; as, so

Subordinating: after, although, as, as if, as long as, as though, because, before, if, in order that, provided that, since, so, so that, that, though, till, unless, until, when, where, whereas, while

Note: Conjunctive adverbs and relative pronouns can also connect clauses. (See pages 393 and 444.)

QUICK GUIDE

Parts of Speech

In the English language there are eight parts of speech. They help you understand words and how to use them in sentences. Every word in every sentence is a part of speech—a noun, a verb, an adjective, etc. The chart below lists the eight parts of speech.

- **NOUN:** A word that names a person, a place, a thing, or an idea
Alex Moya Belize ladder courage
- **PRONOUN:** A word used in place of a noun
I he it they you anybody some
- **VERB:** A word that shows action or links a subject to another word in the sentence
sing shake catch is are
- **ADJECTIVE:** A word that describes a noun or a pronoun
stormy red rough seven grand
- **INTERJECTION:** A word (set off by commas or an exclamation point) that shows strong emotion
Stop! Hey, how are you?
- **ADVERB:** A word that describes a verb, an adjective, or another adverb
quickly today now bravely softer
- **PREPOSITION:** A word that shows position or direction or introduces a prepositional phrase
around up under over between to
- **CONJUNCTION:** A word that connects other words or groups of words
and but or so because when