

## English Composition 101

Name \_\_\_\_\_ Date \_\_\_\_\_

### ME, MYSELF, AND I

**Rule1** – The best way to see whether *I* or *me* is the correct word to use is to cross out the other people in the sentence and see whether *I* or *me* is the right choice. (You may need to adjust the sentence a bit to make it perfect.)

Peter, James, and I discussed how to witness in our new subdivision.  
(*I discussed how to witness in our new subdivision.*)

Mary frequently asked John and me for our Christian contacts.  
(*She frequently asked me for my Christian contacts.*)

I appreciated the gifts God gave Abraham and me.  
(*I appreciated the gift God gave me.*)

### Exercise 1

#### Correct any errors.

1. James, John, and *myself* enjoyed the musical program.
2. After listening to four straight hours of boring teachings, James, John, and *me* were ready to go home.
3. After considering the church position for many weeks, my staff and *I* decided to accept the offer.
4. Pastor Petros thanked Priscilla and *myself* for coming to his seminar.
5. David kept asking Johnathan and *me* for our book reports.
6. He had given Linda and *I* the wrong directions.
7. At the end of the very pleasant meeting, the customer amazed Deborah and *myself* by announcing that he was not satisfied with the church.
8. Thank you for taking Hannah and *I* out to fellowship.

**Rule 2** – *By with, between, to, at, after, beside, from, and near* are all “me” words.

*They cannot be followed by myself or I.*

1. The meeting was attended by Frank, John, and *me*.
2. She said she wholeheartedly agreed with Tom and *me*.
3. Come Sit here between Jan and *me*.
4. Between you and *me*, I don't think the church is growing.

## Exercise 2

**Correct these:**

1. A decision was reached by Jake and *me*.
2. Jason was angry with Harry and *me* for missing the youth meeting.
3. Have your seat between Dave and *me*.
4. Carlton changed his mind after he spoke with Maria and *me*.
5. Between you and *me* the class is not comprehending the Bible study.
6. He parked his car next to *me* but then he demanded that I had better not scratch his car.

**Rule 3** – Use myself only to emphasize that you did something yourself- “I developed all the data myself” or I myself developed all the date” – or to show that you did something to yourself – “I’m going to sit right down and write myself a letter.

## Practice Quiz 1

- (1) Last week my supervisor told Linda, Shannon and *me* that we were going to have to pack up and move to another building.
- (2) The announcement was received by William, James and *me*.
- (3) Mr. Russell facilitated the meeting, and Linda sat between James and *me*.
- (4) My boss moderated, and Paul sat between Ashley and *me*.
- (5) Jason helped Michael and *me* to see the white board.
- (6) Michael, Josh, Tina Audrey, and *I* have all been invited to represent our school.
- (7) Between you *me*, it's not going to be easy assignment.
- (8) Jason and *I* were also asked to rewrite the script.
- (9) Susan, Henry and *I* were not prepared for the speech that followed.
- (10) Henry drove Karen and *me* to the event.
- (11) Audrey and *I* went to his office for a quick review of the topics.
- (12) Danny sat between Michael and *me* during the game.
- (13) Then Cameron came in and sat down next to Paul and *me* to listen to the lecture.
- (14) Kevin said that Terry, Debra and *I* had received the wrong information.
- (15) Terry and *I* were very disappointed and upset.
- (16) Audrey, and *I* had studied the wrong material.
- (17) Audrey and *I* were very upset.
- (18) Don't worry just leave all the petty details to Dick and *me*, and we'll get everything out on time.
- (19) That made Tina and *me* angry.

## AFFECT AND EFFECT

**Rule 4** – The word *affect* means to “do something to.”

1. My mother *affects* my nerves.
2. The long commute will *affect* his disposition.
3. Garlic *affects* my digestion.

Ninety-five percent of the time, if the word ends in *-ed*, the correct Choice is *affected*.

1. His disposition was *affected* by the long commute.
2. His disposition was *affected*.

### Exercise 3

Only two sentences of the following are incorrect. Which are they?

1. \_\_\_\_\_ Will the new change of time affect you?
2. \_\_\_\_\_ She said that the absentee vote would not lose the election.
3. \_\_\_\_\_ What affect will this have on her children?
4. \_\_\_\_\_ His bad behavior and hurtful words affected us all.
5. \_\_\_\_\_ The cold weather was affecting the entire department.
6. \_\_\_\_\_ The dog’s demeanor affected the owners’ children.
7. \_\_\_\_\_ The woman’s story had a great effect on the audience.

**Rule 5** – *Effect*, means a result.

1. What effect will that have on our marketing strategy?
2. She doubted that her memo had any effect on the account administrators.

## Practice Quiz 2

Put **C** for correct, **IC** for incorrect..

1. \_\_\_\_\_ What (effect) will the chorus have on the senior citizens?
2. \_\_\_\_\_ One (effect) of the new speed limit is greater safety on the highway.
3. \_\_\_\_\_ The judge's decision had two side (effects).
4. \_\_\_\_\_ The long winter had a powerful (effect) on all of us.
5. \_\_\_\_\_ The president's compassion greatly (affected) her.

Put **C** for correct, **IC** for incorrect.

1. \_\_\_\_\_ That layoffs will affect me.
2. \_\_\_\_\_ The medication didn't have the desired effect. .
3. \_\_\_\_\_ The secret phone call affected her decision.
4. \_\_\_\_\_ That diagnosis had a negative effect on Charles.
5. \_\_\_\_\_ Will that affect our budget?
6. \_\_\_\_\_ Some people feel their destinies are affected by the stars.
7. \_\_\_\_\_ What effect will saving consistently have on our goals?
8. \_\_\_\_\_ The divorce affected her view of life.
9. \_\_\_\_\_ We saw that Nelson Mandela's life was an instrument to effect change in the country's laws.
10. \_\_\_\_\_ Divorce can dramatically affect the children in a negative manner.

**Effect** has one other meaning: to create something. This is infrequently used, so you needn't worry about it too much. (By the way, the phrase **effective immediately** is related to this use of **effect**.)

1. He wanted to *effect* a change in the policy.
2. The change was *effected* on March 1.

### Exercise 4

Are these correct? Put *C* for correct, *IC* for incorrect.

- \_\_\_\_\_ 1. The agenda along with its tickets are in the mail.
- \_\_\_\_\_ 2. The new pumps should help the station speed up it's traffic.
- \_\_\_\_\_ 3. Its been terribly cold out today.
- \_\_\_\_\_ 4. The church gave its highest honor.
- \_\_\_\_\_ 5. It's beginning to look a lot like Christmas.
- \_\_\_\_\_ 6. Its true that lack of sleep causes more accidents.
- \_\_\_\_\_ 7. The VA found that its records were damaged.
- \_\_\_\_\_ 8. We knew its better to wait before signing off on the papers.
- \_\_\_\_\_ 9. I'm not sure about this; its the time we agreed.
- \_\_\_\_\_ 10. She gave the iron to the lady and said its warranty had expired.
- \_\_\_\_\_ 11. It's with great anticipation that we display the new banner.
- \_\_\_\_\_ 12. After the curtain is closed, the doctor will send the x-rays and its written reports.
- \_\_\_\_\_ 13. Its expected that it will rain the day of our wedding ceremony.
- \_\_\_\_\_ 14. Of course you know that it's the only logical conclusion.
- \_\_\_\_\_ 15. Let me know if its not going to work for you.
- \_\_\_\_\_ 16. Actually, its time for us to catch the bus, but its always late.

## PUNCTUATION WITH QUOTATION MARKS

**Rule 7** – Periods and commas always go **inside** the quotation marks in the U.S.A.

1. The report stated that managers had not acted “in an appropriate manner.”
2. The package was marked “Fragile,” but she threw it.

**Rule 8** – Use quotation marks around:

- someone’s exact words (either written or spoken)  
He said, “The report must be delivered today.”
- titles of articles in magazines  
She read “Tips for Success” in *Business Week*.
- Slang  
Apostle Paul says he is a “radical dude.”
- words used in an unusual way  
The homeless man’s “castle” was a cardboard box.
- optional) reports or seminars  
Our manager attends “Effective Presentation Skills.”  
(Quotes are optional.)

Do not use quotation marks to emphasize words.

Instead use ***Italics, underlining, or bold-face type.***

## Exercise 5

### Correct any errors.

1. She read “How to Persuade Your Audience”, an article in a recent magazine.
2. He said, “Listen, we can compromise.”
3. The manager wrote in the performance appraisal that “Kent is an Excellent worker and team player”.
4. “I’m home,” he said, closing the door.
5. The last seminar, “Increasing Productivity”, was excellent.

**Rule 9** – Put a question mark outside the quotation mark in only one Situation:

**Q “S”?**

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Each of the following statements is punctuated correctly. After Studying these with your team, explain when and only when the Question mark goes outside the question marks.

1. She said, “You look tired.”
2. She asked, “Are you tired?”
3. Did she ask, “Are you tired?”
4. Did she say, “You look tired”?

**Rule 10** – Semicolons and colons always go **Outside** the Quotation marks.



## Practice Quiz 3

### Punctuation with Quotation Marks

1. She typed “Quarterly Study of Customer Satisfaction,” the report her boss had been working on all week.
2. Did he say, “Please have this on my desk by 5:00 today?”
3. Bob said, “The next time we go to Chicago, I’m driving”.
4. Mr. John Smith’s article, “New Directions in the Pharmaceutical Industry”, was filled with misinformation.
5. Bob read the article “How to Succeed in Business.
6. Sarah asked, “Does anyone have the time”?
7. The manager said, “We must deliver the product on time”.
8. Jill asked, “Did I say something wrong?”
9. She put the committee’s final report, “Marketing Strategies in the Health Care Industry”, in her briefcase.
10. Did he really mean it when he said, “We have to reduce head count 20% next year”?
11. She wrote “Fragile,” “First Class,” and “Handle with Care” on the package she was mailing.
12. His most recent article, “Ten Ideas to Improve Your Business,” was published last month.
13. In a half-hour I’ll be finishing typing Jim’s proposal, “A Plan for Reorganizing the Billing Department.”
14. Barbara stood up and said, “This meeting is now adjourned”.

**Note:** The comma between **First Class** and **and** is preferred, but not mandatory.

*This is explained in a later exercise.*

## COMMAS WITH COORDINATING CONJUNCTIONS

**Rule 11** – When the word ***and*** or ***but*** is used to join two complete sentences, put a comma before the *and* or the *but*. Other words punctuated the same way are *or*, *for*, *yet*, *so*, and *nor*.

S    V    , and S    V

S    V    , but S    V

1. Jim is my best friend, and I always enjoy being with him.
2. Jim is my best friend, but I do not always enjoy being with him.
3. I like Jim, or I hate him.
4. I enjoyed speaking with you, and I look forward to seeing you next Tuesday.

BUT

5. I enjoyed speaking with you and look forward to seeing you next Tuesday.

*Remember, only put a comma before **an** and **that** connects two sentences, not just two words.*

**Which of the following *ands* connects two sentences?**

1. I like peaches and oranges.
2. I like to edit long reports and type them.
3. I like slipping and sliding.
4. I like long reports and short memos.
5. I like to edit long reports and I also like to type them.
6. Alice will contact John or Frank for instructions.

### Exercise 6

**Determine how and or but is used and then punctuate the sentences accordingly. Circle the numbers of the sentences that need commas.**

1. The plant opened last week and Tom wants me to visit it.
2. I enjoyed meeting you and learning about your new products.
3. I was not pleased about Phil's handling of the customer and I let him know it.
4. The new bonus plan is a good one but some sales representatives still don't understand it.
5. My manager is leaving for Texas today and Bill will be sitting in for him.
6. I appreciate the advice you gave and your suggestions on how I might handle the critical issues.
7. The manual explains the function keys and then lists the commands.
8. The manager approached his secretary and asked if there were any messages.
9. The plane left Chicago late but it arrived in New York on time.
10. Her vacation ended but she knew she had a business trip to Palm Beach in about a month.

### Exercise 7

**Place the comma correctly in the next three sentences.**

1. She cherished the flag for it was an important symbol.
2. She didn't like the movie version nor did she find the play version engrossing.
3. I didn't want to miss a second of the play so I arrived very early.

## Exercise 8

**Complete these three sentences and then check the punctuation.**

1. I often have terrific ideas but
2. The new retirement offer was just announced but
3. My manager is leaving today yet

**One last point:** Don't let *but* confuse you. Sometimes it's not a connector; then it means *except* or *only*.

1. I can't give you anything but love, baby.
2. I regret that I have but one life to give for my country.

### Practice Quiz 4

To: Frank Little  
From: Janet Colson  
Date: June 1, 199X  
Subject: Marketing

- (1) I am interested in your idea of giving the marketing reps hand-held computers but I am concerned about the time frame proposed in your last memo.
- (2) Our marketing reps are extremely busy now and in the fall they will be even busier.
- (3) I suppose we could rush the project and try to get it implemented this summer but I think that would be unwise.
- (4) I suggest we wait until the fall or the winter.
- (5) The reps will be less busy so they will have time to learn how to operate the machines correctly.

## COMMAS WITH A SERIES

**Rule 12** – Place a comma before *and* and *or* in a series of three or more items.

This is the preferred punctuation.

**Rule 13** – Do not put a comma between two items in a series.

**Preferred:** I like peaches, pears, and apples.

**Acceptable:** I like peaches, pears and apples.

**Incorrect:** I like peaches, and pears.

**Incorrect:** Call Bob, or Jim if you have any questions.

### Exercise 9

**Punctuate these sentences using the preferred style.**

1. The flag is red white and blue.
2. I like pizza and pasta.
3. We analyzed the data developed our findings and published them.

### Exercise 10

**Punctuate these. Use the preferred style.**

1. My boss wanted me to be on time do excellent work and have a positive attitude.
2. My boss wanted me to be on time and do excellent work.
3. My cat is smooth sleek and not terribly bright.
4. My manager said we must learn the new word processing system prepare for the audit and input all the data on Lotus by the end of the month.

## COMMAS WITH INTRODUCTORY WORDS

**Rule 14** – Put a comma after transitional words, that is, words that move the reader from one idea to another.

1. First, we have to ensure that the client is satisfied.
2. In summary, we are not able to make a commitment at this time.

Other common transitional words are *also, finally, in addition, furthermore, however, for example, and therefore.*

**Rule 15** – Put a comma after a comment word, one in which the writer makes a comment about the sentence.

1. Obviously, someone had given the manager misinformation.
2. Of course, Jane knew the answer.

Other comment words: *in my opinion, clearly, certainly, unfortunately, undoubtedly, and in fact.*

**Rule 16** – Put commas after introductory words that tell “when.”

(These commas are not required, but they are permissible.)

1. Recently, we discussed the agenda for the meeting in Chicago.
2. Occasionally, we revise the employment criteria.

Other “when” words: *frequently, yesterday, last week, often, and tomorrow.*

### Practice Quiz 5

Punctuate as recommended. Put **W** for “tell when,” **C** for “author’s comment,” or **T** for “transitional word.”

- \_\_\_\_\_ 1. First we must study the proposal carefully.
- \_\_\_\_\_ 2. Recently the committee met to discuss their options.
- \_\_\_\_\_ 3. In my opinion the figures he presented are not reliable.
- \_\_\_\_\_ 4. In addition there were many objections to the way he operated the department.
- \_\_\_\_\_ 5. Therefore a decision was made to cancel the order.
- \_\_\_\_\_ 6. For example the budget can be modified to reflect a 10% increase in the cost of raw materials.
- \_\_\_\_\_ 7. Occasionally questions arise that only Jack can answer.
- \_\_\_\_\_ 8. In summary we believe all appropriate changes have been made.
- \_\_\_\_\_ 9. However we have no reason to suspect that any of the disbursements were not authorized.
- \_\_\_\_\_ 10. In brief she is a valuable asset to the department.



## COLONS WITH VERTICAL AND HORIZONTAL LISTS

### Vertical Lists

**Rule 19** – Use a colon to introduce a list.

She wanted three things:

1. A good job
2. A nice home
3. A million dollars

She wanted to:

1. Land a good job
2. Have a nice home
3. Inherit a million dollars

Here are other rules for making lists:

- Put a colon after the lead-in sentence.
- Use bullets; numbers; I., 2. 3.; a., b., c.; etc. Also acceptable : 1) and (1)
- Start each item with a capital.
- Put periods after each item in the list if the item forms a complete sentence on its own; put nothing at the end of each item if it does not. (This is another gray area; the authorities don't agree on this issue.)

**Exception:** *If the items have commas within them, the following style is used. (It is also used by lawyers and some scientific personnel.)*

She wanted three things:

- (1) A good job, that is, one with a good benefits plan;
- (2) A nice home, preferably near the ocean; and
- (3) A million dollars.

## Practice Quiz 6

Keeping these rules in mind, correct the following:

1. We will:

- improve communications
- modify our policies
- increase our staff

2. We will do the following:

1. Each department will form a committee
2. The committee will meet every two weeks and resolve problems
3. Any unresolved issues will be forwarded to administration

3. The committee must:

1. Determine its objectives
2. Obtain management's approval
3. Document all procedures.

4. She asked him to:

1. Process the paperwork
2. Sign the yellow forms
3. Send the completed work to the attorneys

5. I asked him to order the following:

1. flip chart paper
2. telephone pad
3. scissors

## Subjects and Verbs

We will use the convention of a thin underline for subjects and a thick underline for verbs.

Being able to find the right subject and verb will help you correct errors of agreement.

### ***Example:***

*The list of items is/are on the desk.*

Being able to identify the subject and verb correctly will also help you with commas and semicolons.

### **Definition:**

***A verb is a word that shows action (runs, hits, slides) or state of being (is, are, was, were, am, and so on).***

### ***Examples:***

1. He ran around the block.
2. You are my friend.

### **Rule 1**

If a verb follows ***to***, it is called an infinitive phrase and is not the main verb. You will find the main verb either before or after the infinitive phrase.

### ***Examples:***

1. I like to walk.
2. The efforts to get her elected succeeded.

**Definition:**

A subject is the noun or pronoun that performs the verb.

**Example:**

1. The woman hurried.
2. Woman is the subject.

**Rule 2**

A subject will come before a phrase beginning with *of*.

**Example:**

A bouquet of yellow roses will lend color and fragrance to the room.

**Rule 3**

To find the subject and verb, always find the verb first. Then ask who or what performed the verb.

**Examples:**

1. The jet engine passed inspection.

*Passed* is the verb. Who or what passed? The engine, so *engine* is the subject. If you included the word jet as the subject, lightning will not strike you. Technically, jet is an adjective here and is part of what is known as the complete subject.

2. From the ceiling hung the chandelier.

The verb is *hung*. Now, if you think ceiling is the subject, slow down. Ask who or what hung. The answer is chandelier, not ceiling. Therefore, chandelier is the subject.

**Rule 4**

Any request or command such as “Stop!” or “Walk quickly.” Has the understood subject you because if we ask who is to stop or walk quickly, the answer must be you.

**Example:**

*(You) Please bring me some coffee.*

**Bring** is the verb. Who is to do the bringing? *You* understood.

**Rule 5**

Sentences often have more than one subject, more than one verb, or pairs of subjects and verbs.

**Examples:**

1. I like cake and he likes ice cream.
2. Two pairs of subjects and verbs
3. He and I like cake.
4. Two subjects and one verb
5. She lifts weights and jogs daily.
6. One subject and two verbs

## Pronouns

A pronoun is a word that takes the place of a noun. Pronouns can be in one of three cases: Subject, Objective, or Possessive.

**Rule 1:** Subject pronouns are used when the pronoun is the subject of the sentence. You can remember subject pronouns easily by filling in the blank subject space for a simple sentence.

\_\_\_\_\_ did the job. *Example:*

I, you, he, she, it we, and they all fit into the blank and are, therefore, subject pronouns.

### Rule 2

Subject pronouns are also used if they rename the subject. They follow to be verbs such as is, are, was, were, am, and will be.

### Examples:

1. It is he.
2. This is she speaking.
3. It is we who are responsible for the decision to downsize.

**Note:** In spoken English, most people tend to follow to be verbs with object pronouns. Many English teachers support (or at least have given in to) this distinction between written and spoken English.

### Example:

It could have been them.

### Better:

It could have been they.

### Example:

It is just me at the door.

### Better:

It is just I at the door.

### Rule 3

Object pronouns are used everywhere else (direct object, indirect object, object of the preposition). Object pronouns are me, you, him, her, it, us, and them.

#### Examples:

1. Jean talked to him
2. Are you talking to me?

To be able to choose pronouns correctly, you must learn to identify clauses. A clause is a group of words containing a verb and subject.

### Rule 4a

**Examples:** The noun is bold and underlined; the verb is in italic.

A strong clause can stand on its own.

1. **She** *is* hungry.
2. **I** *am feeling* well today.

### Rule 4b

A **weak clause** begins with words such as although, since, if, when, and because. Weak clauses cannot stand on their own.

**Examples:** The noun is bold and underlined; the verb is in italic.

1. Although **she** *is* hungry
2. **She** *is* hungry.
3. **I** *am feeling* well today.

### Rule 4c

If a sentence contains more than one clause, isolate the clauses so that you can decide which pronoun is correct.

#### Examples:

#### Weak

Although she is hungry,

Although this gift is for him,

#### Strong

She will give him some of her food.

I would like you to have it too.

### Rule 5

To decide whether to use the subject or object pronoun after the words than or as, mentally complete the sentence.

#### Examples:

Tina is as smart as she/her.

If we mentally complete the sentence, we would say, “Tina is as smart as she is.” Therefore, she is the correct answer.

Crystal is taller than I/me.

Mentally completing the sentence, we have, “Crystal is taller than I am.”

Daniel would rather talk to her than I/me.

We can mentally complete this sentence in two ways: “Daniel would rather talk to her than to me.” OR “Daniel would rather talk to her than I would.” As you can see, the meaning will change depending on the pronoun you choose.



## **Rule 6**

**Possessive pronouns show ownership and never need apostrophes.**

**Possessive pronouns: mine, yours, his, hers, its, ours, theirs**

**NOTE:** The only time it's has an apostrophe is when it is a contraction for it is or it has.

### **Examples:**

It's a cold morning.

The thermometer reached its highest reading.

## **Rule 7**

**Reflexive pronouns** – myself, himself, herself, itself, themselves, ourselves, yourself, yourselves – should be used only when they refer back to another word in the sentence.

### **Correct:**

I worked myself to the bone.

### **Incorrect:**

My brother and myself did it.

The word myself does not refer back to another word.

Please give it to John or myself.

### **Correct:**

My brother and I did it.

### **Incorrect:**

Please give it to John or myself

### **Correct:**

Please give it to John or me.

## Capitalization Rules

### Rule 1

Capitalize the first word of a quoted sentence.

#### Examples:

He said, "Treat her as you would your own daughter."

"Look out!" she screamed. "You almost ran into my child."

### Rule 2

**Capitalize a proper noun.**

#### Example:

Golden Gate Bridge

### Rule 3

**Capitalize a person's title when it precedes the name. Do not capitalize when the title is acting as a description following the name.**

#### Examples:

Chairperson Phillips

Ms. Phillips, the chairperson of the company, will address us at noon.

### Rule 4

**Capitalize the person's title when it follows the name on the address or signature line.**

#### Example:

Sincerely,

Ms. Anthony, chairperson

## Rule 5

Capitalize the titles of high-ranking government officials when used before their names. Do not capitalize the civil title if it is used instead of the name.

### Examples:

1. The president will address Congress.
2. All senators are expected to attend.
3. The governors, lieutenant governors, and attorneys general called for a special task force.
4. Governor Estes, Lieutenant Governor Rogers, Attorney General Bells, and Senators James and John will attend.

## Rule 6

Capitalize any title when used as a direct address.

### Example:

Will you take my temperature, Nurse?

## Rule 7

Capitalize points of the compass only when they refer to specific regions.

### Examples:

1. We have had three relatives visit from the South.
2. Go south three blocks and then turn left.
3. We live in the southeast section of town.
4. Southeast is just an adjective here describing section, so it should not be capitalized.

## Rule 8

Always capitalize the first and last words of titles of publications regardless of their parts of

### Exception:

Do not capitalize little words within titles such as *a, an, the, but, as, if, and, or, nor*, or prepositions, regardless of their length.

### Examples:

The Day of the Jackal

What Color Is Your Parachute?

A Tale of Two Cities

## Rule 9

*Capitalize federal or state when used as part of an official agency name or government documents where these items represent an official name. If they are being used as general terms, you may use lowercase letters.*

### Examples:

The state has evidence to the contrary.

That is a federal offense.

The State Board of Equalization collects sales taxes.

We will visit three states during our summer vacation.

The Federal Bureau of Investigation has been subject to much scrutiny and criticism lately.

Her business must comply with all county, state, and federal laws.

## Rule 10

You may capitalize words such as department, bureau, and office if you have prepared your text in the following way:

### Example:

The Bureau of Land Management (Bureau) has some jurisdiction over Indian lands. The Bureau is finding its administrative role to be challenging.

## Rule 11

Do not capitalize names of seasons.

### Example:

I love autumn colors and spring flowers.

## Rule 12

Capitalize the first word of a salutation and the first word of a complimentary close.

### Examples:

Dear Ms. Mohamed:

My dear Mr. Sanders:

Very truly yours,

## Rule 13

Capitalize words derived from proper nouns.

### Examples:

I must take English and math.

*English is capitalized because it comes from the proper noun England, but math does not come from Mathland.*

**Rule 14**

Capitalize the names of specific course titles.

**Example:**

I must take history and Algebra 2.

**Rule 15**

After a sentence ending with a colon, do not capitalize the first word if it begins a list.

**Example:**

These are my favorite foods: chocolate cake, spaghetti, and artichokes.

**Rule 16**

Do not capitalize when only one sentence follows a sentence ending with a colon.

**Example:**

I love Jane Smiley's writing: her book, A Thousand Acres, was beautiful.

**Rule 17**

Capitalize when two or more sentences follow a sentence ending with a colon.

**Example:**

I love Jane Smiley's writing: Her book, A thousand Acres, was beautiful. Also, Moo was clever.

## Word Parts

Use your dictionary or computer to find the definitions of these words:

### 1. Ad

- The radio announcer warned the storm would advance to the coast by early morning.
- The advent of the holiday season meant the mall would experience its busiest time of the year.

My definition of **ad** is \_\_\_\_\_

### 2. Co, col, com, con, cor

- In an impressive display of civic pride, the downtown merchants cooperated when they remodeled their storefronts in the same style.
- This summer, three of my friends and I have decided to collaborate in painting houses.
- Ted Phillips, my companion in college, is now a dentist in Minnesota.
- George Washing and Benjamin Franklin were contemporaries.
- Coughing is positively correlated to smoking.

My definition of **co, col, com, con, and cor** is \_\_\_\_\_

### 3. il, im, in, ir

- Did you know it's illegal for businesses to open on Sundays in my community?
- The day after playing softball for the first time this spring, I was practically immobile from soreness.
- I think it's incredible that your grandparents want a balloon ride for an anniversary present!
- The judge dismissed the evidence as irrelevant.

My definition of **il, im, in, and ir** is \_\_\_\_\_

### 4. de

- As specialist was called in to deactivate the bomb.
- The trees that had been toppled by storms through the years were in various stages of decomposition.

My definition of **de** is \_\_\_\_\_

**5. er, or, ist**

- a. My cousin is a rancher in Montana.
- b. Adele would like to become a high school counselor.
- c. Vic is fun to be around because he's such a humorist.

My definition of **er, or, and ist** is \_\_\_\_\_

**6. pre**

- a. After the previews were shown, the feature movie began.
- b. The staff had prearranged the room for the banquet, so the guests were able to be seated immediately.

My definition of **pre** is \_\_\_\_\_

**7. re**

- a. Mr. Lucas had to revarnish the table after it was stained by candle drippings.
- b. The Warrens had such a good vacation in British Columbia, they are planning to revisit this Canadian province next year.

My definition of **re** is \_\_\_\_\_

**8. ex**

- a. The dentist reluctantly decided he would have to extract the patient's tooth.
- b. Oranges, which are shipped in abundance from Florida and California, are a major export of the United States.

My definition of **ex** is \_\_\_\_\_

**9. memo**

- a. The term monogamy means having only one wife or husband.
- b. Working on the assembly line was monotonous work because I did the same things hour after hour.

My definition of **mono** is \_\_\_\_\_

**10. un**

- a. The defense lawyer contended the accident was caused by the waiter, so he feels it would be unjust to make his client pay damages.
- b. The cows wandered out of the pasture when the gate was left unlatched.

My definition of **un** is \_\_\_\_\_



**Use your dictionary or computer to find the definitions of these words:**

- |                                 |                    |
|---------------------------------|--------------------|
| 1. _____ ad                     | a. one             |
| 2. _____ co, col, com, con, cor | b. person who      |
| 3. _____ il, im, in, ir         | c. not             |
| 4. _____ de                     | d. away from; down |
| 5. _____ er, or, ist            | e. before          |
| 6. _____ pre                    | f. to, toward      |
| 7. _____ re                     | g. out             |
| 8. _____ ex                     | h. with; together  |
| 9. _____ mono                   | i. again           |
| 10. _____ un                    | j. not             |

Select the appropriate word part so the proper word is formed in each sentence. You may use your dictionary to determine the definition of the words below:

<b>Bio</b>	<b>auto</b>	<b>ante</b>	<b>fid</b>	<b>pan</b>
<b>Tele</b>	<b>eu</b>	<b>phobia</b>	<b>equ</b>	<b>syn</b>

- The earth is divided into two hemispheres at the \_\_\_\_\_ ator.
- The police were afraid the large crowd would break into \_\_\_\_\_ demonium when the concert was canceled.
- By making it possible to send voices from distant places, the \_\_\_\_\_ phone revolutionized communication.
- It's important to have con\_\_\_\_\_ ence in your doctor.
- College students have more \_\_\_\_\_ nomony than high school students, so they must learn to be responsible for themselves.
- Dr. Morton's \_\_\_\_\_ room was filled with patients.
- Since Tim conquered his acro\_\_\_\_\_, he's no longer afraid to climb ladders.
- The \_\_\_\_\_ sphere is the part of the earth's crust, waters, and atmosphere that supports living organisms.
- Sanitary engineer is a \_\_\_\_\_ phemism for garbage collector.
- Mr. Nickerson formed a \_\_\_\_\_ dicate with other business people to buy the trucking firm.

**Match each definition in the word part it defines.**

- |                       |                                |
|-----------------------|--------------------------------|
| _____ 1. Bon, boun    | a. full of                     |
| _____ 2. Multi        | b. good                        |
| _____ 3. Hypo         | c. not                         |
| _____ 4. Neo          | d. beyond; extreme             |
| _____ 5. Ful, ous     | e. toward; in the direction of |
| _____ 6. Non          | f. time                        |
| _____ 7. And          | g. under; insufficient         |
| _____ 8. Extra, ultra | h. hear; listen                |
| _____ 9. Temp         | i. many                        |
| _____ 10. Ward        | j. new                         |

**After selecting your response, put the letter before it in the space provided.**

- \_\_\_\_\_ 1. **Lethargy** suggest
- Dishonesty
  - Understanding
  - Foolishness
  - Nourishment
  - Fatigue
- \_\_\_\_\_ 2. The opposite of **rancor** is
- Hostility
  - Fear
  - Courage
  - Love
  - Jealousy

\_\_\_\_\_ 3. A synonym for **impasse** is

- a. Blockade
- b. Agreement
- c. Omission
- d. Permission
- e. Destruction

\_\_\_\_\_ 4. A **catharsis** provides

- a. Excitement
- b. Confusion
- c. Relief
- d. Neglect
- e. Danger

\_\_\_\_\_ 5. A **quagmire** is similar to a

- a. Valley
- b. Desert
- c. Mountain
- d. Swamp
- e. Pasture

\_\_\_\_\_ 6. **Guile** is associated with

- a. Wealth
- b. Humor
- c. Ugliness
- d. Fraud
- e. Misery

\_\_\_\_\_ 7. **Abeyance** suggests

- a. Progress
- b. Inactivity
- c. Surrender
- d. Irregularity
- e. Ability

**After selecting your response, put the letter before it in the space provided.**

- \_\_\_\_\_ 1. **Scrutinize** suggests someone being
- Careful
  - Emotional
  - Reckless
  - Sneaky
  - Weird
- \_\_\_\_\_ 2. **Vacillate** suggests someone being
- Powerful
  - Courteous
  - Determined
  - Hesitant
  - Dishonest
- \_\_\_\_\_ 3. Which word is most closely associated with **demean**?
- Nonsense
  - Discredit
  - Elevate
  - Honor
  - Neglect
- \_\_\_\_\_ 4. If you **rationalize**, you are attempting to
- Save
  - Humor
  - Win
  - Satisfy
  - Explain
- \_\_\_\_\_ 5. Who would most likely **admonish** other people?
- Store clerks
  - Truck drivers
  - Newspaper reporters
  - High school students
  - Police officers

In each space, write the appropriate word from those listed below.

**Astute**                      **Autonomy**                      **Belligerent**                      **Benign**                      **Cajole**  
**Capricious**                      **Circumspect**                      **Depravity**                      **Exonerate**                      **Fastidious**

1. War always causes all types of suffering and \_\_\_\_\_.
2. Despite the driver's rude and \_\_\_\_\_ behavior, the state trooper remained calm and respectful.
3. Gene is a (n) \_\_\_\_\_ person, so I wasn't surprised his car was spotless inside and out.
4. The workers have no \_\_\_\_\_ regarding what shifts they work, so they must work nights whether or not they want to.
5. Because I was responsible for the accident, I didn't try to \_\_\_\_\_ myself when I explained to my parents what had happened.
6. The weather has been so \_\_\_\_\_ lately, with sunshine one day and rain the next.
7. You have to be on your toes as well as \_\_\_\_\_ to win an argument with Paul because he's well-informed about many subjects.
8. We don't have to \_\_\_\_\_ our son to run errands now that he has his driver's license.
9. My boss usually has a(n) \_\_\_\_\_ personality, so I was surprised at his angry outburst when I told him I would be a few minutes late to work.
10. Celebrities must be especially \_\_\_\_\_ in public if they wish to avoid bad publicity.

**After selecting your responses put the letter that is before it in the space provided.**

- \_\_\_\_\_ 1. **Myriad** suggests
- a. Movement
  - b. Wealth
  - c. Complexity
  - d. Separation
  - e. Many
- \_\_\_\_\_ 2. The opposite of **fidelity** is
- a. Reliability
  - b. Disloyalty
  - c. Correspondence
  - d. Security
  - e. Purity
- \_\_\_\_\_ 3. **Provocation** is certainly not
- a. Exasperating
  - b. Infuriating
  - c. Gratifying
  - d. Disturbing
  - e. Annoying

- \_\_\_\_\_ 4. **Parley** involves
- a. Punishment
  - b. Discussion
  - c. Bravery
  - d. Anticipation
  - e. Frustration
- \_\_\_\_\_ 5. You would not expect a **pariah** to be
- a. Popular
  - b. Rejected
  - c. Sensible
  - d. Honest
  - e. Upset
- \_\_\_\_\_ 6. **Correlation** is concerned with
- a. Relationship
  - b. Expansion
  - c. Forgiveness
  - d. Passion
  - e. Requirements
- \_\_\_\_\_ 7. Which one would most likely be an **iconoclast**?
- a. Politician
  - b. Skeptic
  - c. Celebrity
  - d. Minister
  - e. Author

**If the words opposite each other in Columns A and B are similar in meaning, write *Yes* in the blank; if they are unrelated, write *No*.**

- |                   |       |   |
|-------------------|-------|---|
| 1. Hyperbole      | _____ | factual information                       |
| 2. Alliteration   | _____ | series of words with the same first sound |
| 3. Plagiarism     | _____ | summarizing a play                        |
| 4. Satire         | _____ | concluding remarks                        |
| 5. Tone           | _____ | point of view                             |
| 6. Prewriting     | _____ | final written version                     |
| 7. Narration      | _____ | writing that tells a story                |
| 8. Exposition     | _____ | writing emphasizing explanation           |
| 9. Description    | _____ | writing emphasizing precise details       |
| 10. Argumentation | _____ | writing that attempts to persuade         |

**If the words opposite each other in Column A and B are similar in meaning, write *Yes* in the blank; if they are unrelated, write *No*.**

- |                     |       |                                  |
|---------------------|-------|----------------------------------|
| 1. Actuary          | _____ | investments of one person        |
| 2. Audit            | _____ | financial examination            |
| 3. CEO              | _____ | chief executive officer          |
| 4. Commodities      | _____ | out-of-date products             |
| 5. Conglomerate     | _____ | corporation of many companies    |
| 6. Divestiture      | _____ | surrender of property            |
| 7. Golden parachute | _____ | a merger or takeover             |
| 8. GNP              | _____ | gross national product           |
| 9. Obsolescence     | _____ | financial contract               |
| 10. Portfolio       | _____ | products bought, sold, or traded |