

Step-by-Step Grammar: Intermediate Grammar and Mechanics

by Angela M. Ankers, M.Ed.,
Jodi Yarusinsky

Summerbook Company
Hartsville, South Carolina

In *Step-by-Step Grammar 1: Basic Grammar* you learned about the different kinds of words that are used to make sentences. You learned to label those words and diagram the sentence. In other words, you learned how *to take apart a sentence*. If your grammar skills are weak, we strongly urge you to do or to redo *Step-by-Step Grammar 1: Basic Grammar* before attempting this book.

In this book you will learn how *to put together a good sentence*. When writing a good sentence, you will need to pay attention to details involving both grammar and mechanics such as capitalization and punctuation. Understanding the grammar of a sentence is important to knowing how to punctuate it.

Dictionaries - Alphabetical Order

Dictionaries provide information about words. They give us the definition, the pronunciation, the part of speech and other items, depending on the particular dictionary. Dictionaries list words in alphabetical order. When words begin with the same letter, look at the next letter to determine alphabetical order. If the second letter is the same, look at the third letter, etc.

Examples: *Baby* is near the front of the dictionary because *b* is near the beginning of the alphabet.
Yell would be near the end of the dictionary because *y* is near the end of the alphabet.
Ant is before *apple* because *n* comes before *p*.
Another is before *ant* because *o* is before *t*.

Circle the letter in each group that comes first in the alphabet. Put a box around the letter that would come last.

a j t	v s z	p e a	l q t	n b h
r c a	g k e	i f r	h w n	d f x
u k l	b v d	q m x	p i b	d o c
e y u	z m s	w j h	y c g	o f g

Color the circle that shows where the word would be found in the dictionary.

Example: ant

●front

○middle

○back

- | | | | |
|---------------|---------|----------|--------|
| 1. prepared | ○ front | ○ middle | ○ back |
| 2. years | ○ front | ○ middle | ○ back |
| 3. might | ○ front | ○ middle | ○ back |
| 4. door | ○ front | ○ middle | ○ back |
| 5. understand | ○ front | ○ middle | ○ back |
| 6. arms | ○ front | ○ middle | ○ back |
| 7. name | ○ front | ○ middle | ○ back |
| 8. windmill | ○ front | ○ middle | ○ back |
| 9. operate | ○ front | ○ middle | ○ back |



Grammar Review

A **verb** is a word that shows action, state of being (existence) or helps another verb. Often state of being verbs are called linking verbs.

N-S V-H V-A N-DO N-S V-L N-PN
Example: Mary had planted tomatoes. The puppy is a small poodle.

An **adjective** is a word that modifies or describes a noun. Adjectives answer at least one of five questions about the noun they modify.

Which one? How much? How many? What kind? Whose is it?

N-S V-H V-A Adj N-DO Adj N-S V-L Adj-PA
Example: Mary had planted red tomatoes. The puppy is cute.

Label each word in the sentence.

1. The basement was clean.
2. Six ants carried the large crumb.
3. Pedro's pet is an iguana.
4. Grandma sipped her tea.
5. The chess piece is elegant.
6. Honesty is the best policy.
7. Shania is a fast runner.
8. Thoroughbred horses can run.
9. The *Mayflower* was the Pilgrim's ship.
10. A pigeon carried the secret message.

Color the circle next to each correct answer.

1. Words in the dictionary are organized ☐ from shortest to longest. ☐ in alphabetical order.
2. The two words at the top of a dictionary page are ☐ guide words. ☐ index words.
3. A word that names a person, place, thing or idea is a ☐ adjective. ☐ noun. ☐ verb.
4. A word that describes a noun is a(n) ☐ adjective. ☐ noun. ☐ verb.
5. A noun made up of more than one word is a ☐ compound noun. ☐ predicate noun. ☐ subject.
6. The noun about which a verb is speaking is the ☐ compound noun. ☐ predicate noun. ☐ subject.
7. A noun ☐ does ☐ does not describe a verb.

Pages 8 and 9 are here to help you review for the first quiz. Do them carefully without looking back at any of the previous pages. Then ask someone to check your work. Thoroughly study anything you missed.

Fill in the appropriate word to complete each sentence.

1. A _____ is a noun that follows a linking verb and renames the subject.
2. The words in a dictionary are listed in _____ order.
3. A _____ follows an action verb and answers the question *Who?* or *What?*
4. A sentence that makes a statement is called a _____ sentence.
5. An _____ comes at the end of a sentence that shows strong feeling.
6. The _____ is the noun about which a verb is speaking.
7. A _____ comes at the end of a sentence which makes a statement.
8. The two words at the top of a dictionary page are called _____ words.
9. A _____ is a word that shows action or state of being (existence).
10. A sentence that asks a question is called an _____ sentence.
11. An _____ is a word that modifies or describes a noun .
10. A _____ is a word that names a person, a place, a thing or an idea.
11. Every sentence begins with a _____ .
12. A _____ comes at the end of a sentence which asks a question.
13. A _____ is a noun made of more than one word.
14. A sentence that makes a request or gives a command is called an _____ sentence.
15. A sentence that shows strong feeling or emotion is called a _____ sentence.

Explain the difference between a sentence and a sentence fragment.

Fill in the circle to label each kind of sentence.

1. Will the young children play this game?

☐ declarative ☐ imperative ☐ interrogative ☐ exclamatory

2. Bring the salad to the table.

☐ declarative ☐ imperative ☐ interrogative ☐ exclamatory

3. What a large goldfish that is!

☐ declarative ☐ imperative ☐ interrogative ☐ exclamatory

Number the words in alphabetical order from one to sixteen. Circle the words that would come between the guide words mob and mouse.

_____ mountain	_____ peak	_____ scale	_____ move
_____ hill	_____ mound	_____ climb	_____ boulder
_____ cliff	_____ summit	_____ hike	_____ motion
_____ knoll	_____ mount	_____ rock	_____ trail

Write the correct type of sentence. Make certain it begins with a capital letter and ends with the correct punctuation mark.

1. an exclamatory sentence

2. a declarative sentence

3. an interrogative sentence

4. an imperative sentence

Write a sentence fragment. Then rewrite it as a complete, correct sentence.

fragment _____

sentence _____

Review Quiz One

Select the correct answer or answers. If you miss any of these, go back to the box or boxes that explain the concept and restudy the material. Do not continue until you can answer all the questions correctly.

Number the words in alphabetical order from one to twelve.

_____ horse	_____ hog	_____ hippopotamus	_____ hare
_____ hawk	_____ heron	_____ hyena	_____ hornet
_____ hen	_____ halibut	_____ hamster	_____ hyrax

Fill in the appropriate word to complete the definition.

1. A _____ is a noun that follows a linking verb and renames the subject.
2. A _____ follows an action verb and answers the question *Who?* or *What?*
3. A _____ follows a linking verb and answers the question *Who?* or *What?*

Write the words under the correct guide words.

sap seed sassy Saturday seem sick see send sauce say sifted saw

sand - second

secret - silence

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Color in the circle next to each correct answer.

1. Every sentence must
☐ have a subject ☐ have an adjective ☐ have a verb
☐ express a complete thought ☐ have at least three words.
2. A compound noun is
☐ a noun ☐ a noun-adjective combination ☐ made of more than one word

Rewrite each sentence fragment as a complete, correct sentence.

a quick blink

Bennett has

_____	_____
_____	_____

Nouns

A **common noun** does not name a particular person, place or thing.

Examples: man, flower, truck, state

A **proper noun** names a particular or specific person, place or thing.

Examples: Bernard, Delaware, *USS Saratoga*

A **concrete noun** can be touched just as concrete or cement can be touched.

Examples: gopher, mud, mother, tablet

An **abstract noun** cannot be touched. Often these nouns name ideas.

Examples: love, kindness, fear, honesty

A **collective noun** is a word used to represent a group of people or things.

Examples: team, herd, swarm, crowd

A **compound noun** is a noun made of more than one word.

Examples: Aunt Mary, cocker spaniel

Examine the italicized noun and check all the appropriate boxes.

	common noun	proper noun	concrete noun	abstract noun	collective noun	compound noun
The <i>team</i> lost the game.	✓		✓		✓	
<i>Aunt Janet</i> makes delicious pies.						
<i>Kindness</i> is a great gift to give to everyone.						
Kindness is a great <i>gift</i> to give to everyone.						
The green lunch box is on the <i>shelf</i> .						
Beatrice raises <i>sea horses</i> .						
<i>Uncle Ben</i> raises sea horses.						
The <i>swarm</i> of gnats is a nuisance.						
The swarm of gnats is a <i>nuisance</i> .						

Nouns - Singular and Plural (Part Four)

The following singular nouns become plural by **changing the spelling**.

man→men
mouse→mice

woman→women
foot→feet
goose→geese

child→children
tooth→teeth

The following **irregular nouns** have the same spelling for both the singular and the plural forms.

sheep
fish

species
moose

deer
elk

trout
rice

Circle S if the noun is singular. Circle P if the noun is plural.

- | | | |
|----------------|----------------|----------------|
| 1. S P oxen | 5. S P pears | 9. S P child |
| 2. S P lunches | 6. S P candies | 10. S P skates |
| 3. S P dress | 7. S P gas | 11. S P feet |
| 4. S P tooth | 8. S P knives | 12. S P kiss |

Neatly rewrite the singular word in its plural form.

Example: calendar calendars

- | | |
|----------------|-----------------|
| 1. lion _____ | 4. swan _____ |
| 2. class _____ | 5. flower _____ |
| 3. frog _____ | 6. deer _____ |

Circle the correct plural word in each group.

childs children

mans men

sheep sheeps

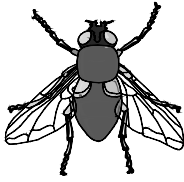
mices mice

foots feet

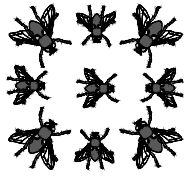
Identify each word as a part of speech. Add any missing punctuation.

- | | |
|------------------------------------|---|
| 1. Bjorn will climb Mt Nebrot | 3. Mr Herndon gave Sam a huge smile |
| 2. Butterflies have colorful wings | 4. Did Jane's sandwich contain roast beef |

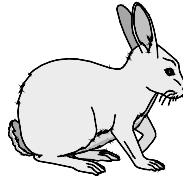
Write the name of the animal or animals on the line. The first letter is given as a hint. Be certain to spell each word correctly.



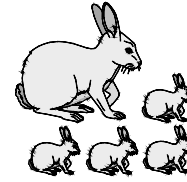
f _____



f _____



r _____



r _____

Color in the circle or circles that make the statement true.

1. When a word ends in *y*,
 - ☐ it is always made plural by adding *s*.
 - ☐ it is always made plural by adding *es*.
 - ☐ it is made plural by adding *s* if the *y* follows a vowel.
 - ☐ it is made plural by changing the *y* to *i* and adding *es* if the *y* follows a consonant.
2. When a word ends in *f* or *fe*,
 - ☐ it is always made plural by adding *s*.
 - ☐ it is always made plural by changing the *f* to *v* and adding *es*.
 - ☐ sometimes it is made plural by adding *s*, and sometimes it is made plural by changing the *f* to *v* and adding *es*.
3. When a word ends in *s*,
 - ☐ it is always made plural by adding *s*.
 - ☐ it is always made plural by adding *es*.
 - ☐ sometimes it is made plural by adding *s* and sometimes by adding *es*.

Write the plural form of each word on the line.

delay _____

story _____

candy _____

valley _____

piano _____

ash _____

calf _____

video _____

sheep _____

flipper _____

display _____

goose _____

fax _____

cuff _____

Circle a or an.

1. a an ostrich egg
2. a an new canoe
3. a an metal robot
4. a an honest answer
5. a an juicy watermelon
6. a an peanut butter sandwich
7. a an bright red barn
8. a an anteater
9. a an envelope
10. a an lawn chair

Fix everything wrong with each sentence. The sentence may be missing capital letters or punctuation. It may have incorrect plurals or homophones. You may need to examine each sentence several times.

1. anderson, sc, is smaller than charlotte, nc
2. dr gilbrette repaired vern's write knee
3. the busy workers filled ten basketes
4. the grocery bag contains ate potatos
5. stedman dr crosses delaney ave
6. a orange is a citrus fruit



Write a sentence using a word that is made plural by adding es.

Write a sentence that uses a word whose singular and plural forms are the same.

Write a sentence containing an abbreviation.

Write a sentence using the word an correctly.

This page is here to help you review for the third quiz. Do it carefully without looking back at any of the previous pages. Then ask someone to check your work. Thoroughly study anything you missed.

Write the singular and plural form of a word to illustrate each rule.

1. Nouns ending in *s*, *x*, *z*, *sh*, and *ch* are made plural by adding *-es*.
2. *Some* nouns that end in *f* or *fe* become plural by changing the *f* or *fe* to *v* or *ve* and adding *-es*.
3. Nouns ending in *y* preceded by a consonant must have the *y* changed to an *i* before adding *es*.
4. Nouns ending in *y* preceded by a vowel are made plural by adding *-s*.
5. Nouns ending with an *o* preceded by a consonant are made plural by adding *-es*.
6. Nouns ending with an *o* preceded by a vowel are made plural by adding *-s*.
7. Nouns ending in *o* relating to music are always made plural just by adding *-s*.
8. Some irregular nouns have the same spelling for both the singular and the plural forms.

Write the correct plural form of each word.

1. paper _____
2. waltz _____
3. life _____
4. copy _____
5. patio _____
6. tooth _____
7. cello _____
8. tomboy _____

Write the singular form of each word.

1. candles _____
2. babies _____
3. women _____
4. crutches _____
5. tomatoes _____
6. berries _____
7. feet _____
8. moose _____

Explain how to use a and an when speaking and writing.